

**TOSTOCK PARISH COUNCIL MEETING**

**The Chamberlayne Hall, Blackbourne Community Centre, Elmswell. IP30 9UH**

**Wednesday 9<sup>th</sup> December, 2020 at 7.30pm**

**Present:** Chair P Fletcher, N Cytacki, J Storey

Clerk Mrs S Burman

1 member of the public

**1. Apologies:** J Kearsley, D Blundell, G MacDowall, O Boland, P Boland, M Johannesen,

DC Harry Richardson, DC Wendy Turner.

**2. Declarations of interest:**

Poor's Committee: J Storey, N Cytacki.

Village Hall Committee: P Fletcher no longer PC rep as resigned from VH Committee in September.

**3. Reports:** All circulated to all councillors by email prior to meeting from:

County Councillor Jane Storey

District Councillor Wendy Turner

District Councillor Harry Richardson

Chairman P Fletcher

Village Hall Report – not available.

Public Forum : No members of the public wished to speak.

**4. To consider the approval of the minutes of the last meeting:**

The minutes of Wednesday 18<sup>th</sup> August 2020 were proposed as an accurate record by Cllr Storey and seconded by Cllr Cytacki. Duly signed by the chair.

**5. To adopt Financial Regulations 2019 and the revised Complaints Procedure**

Some discussion on the finer details took place – the delay in providing each quarter's financial details was discussed and is due to the NAT WEST bank statement arrival. Point 6.6 needed the word 'council' adding where it was missing.

Proposed with the minor amendment by Cllr Cytaki and seconded by Cllr Storey. All in favour.

The revised complaints procedure was satisfactory and proposed by Cllr Storey, seconded by Cllr Cytacki. All in favour.

**6. Review (from Tostock Website)**

Standing Orders

Freedom of Information Policy

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Media Policy

Disciplinary and Grievance Procedures

All present had read and agreed all the above had been previously adopted. Proposed reviewed and adopted by Cllr Cytacki, seconded by Cllr Storey. All in favour.

**7. Review Asset Register:**

Distributed to all councillors by email prior to meeting – Clerk to check the number of dog bins is correct on MSDC bill. Cllr Cytacki reported all the grit bins were now full and confirmed the spare in hand should it be needed. Asset register proposed reviewed by Cllr Storey and seconded by Cllr Cytacki. All in favour.

**8. Consider and Approve Budget for 2021/22 Circulated to all councillors by email prior to meeting**

The budget had been reviewed by the chair and the vice chair with the assistance of the RFO. (Responsible Financial Officer) Grants had been renamed more non-specifically. The CAB (Citizens Advice Bureau) and SARS (Suffolk Accident Rescue Service) had approached the Parish Council for donations during the year and it was hoped that donations could be considered before the end of the financial year if a shortfall occurred.

Cllr Fletcher reported that the village hall has reserves. The village hall received £10,000 from the government due to Covid. For this reason, the Parish Council has not included a specific grant in the budget but could return to making grants to the village hall on an ‘as required’ basis as in minutes of Parish Council meeting in May & Nov 2018. The PC holds a large amount of CIL monies which are awaiting village hall reports and plans for refurbishment/building works. The amount earmarked for replacement of the mower in the future was still very low at just £2,000.

The clerk stated that the three councillors who set last year’s budget did so with a view to having similar for 2 years in order to improve the council’s financial position.

Cllr Cytcki stated he supported the principle of a VH Grant from the Parish Council during "normal times" however, now in very different times and the VH remains closed. Cllrs agreed with making grants specific to costings requests from the Village Hall Committee going forward.

Cllr Cytacki proposed approval of the budget, Cllr Storey seconded, all in favour.

**9. To approve precept 2021/22:**

The precept therefore from the budget: £9450 was proposed approved by Cllr Storey and seconded by Cllr Cytacki. All in favour.

**10. Updates:**

Update on SIDS. Residents had been approached and Highways Dept have received all information. The chair and one of the SIDS volunteers had earlier this year gone to look at the Speed Indicator Devices at the Norfolk company who will provide them – the heaviest would take 3 volunteers to move so it was apparent why the smaller ones as seen in Beyton/Elmswell which can be moved by 2 volunteers were preferable. The indicators have not yet been purchased – waiting for Highways Dept to put the poles up.

Update on The Local Plan: Nothing to report.

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**11. Planning Applications Received:**

DC/20/05432 Livingstone House – Garden Room

DC/20/05432 6 Wood Close Extension

DC/20/05581 3A The Croft (Converted during Covid under permitted development)

Cllrs had no objections to any of these either at the meeting or by email. Clerk to write to MSDC.

**12. Correspondence**

Two more freedom of information requests had been received. One has been completed. One still to do.

**13. Finance/Clerks Report:**

The Clerk reported the bank account balances as of 30<sup>th</sup> November 2020 as follows:

Reserve Account: £37,522.89

Current Account: £21,966.55

Total: £59,489.44

This total consists of £37,024.30 CIL (Community Infrastructure Levy) monies received from as far back as March 2018. There is a 5 year time limit on spending this – therefore as we tip into 2021 there is just 2 years to start using the first part of this. A large chunk is already ring fenced for village hall improvements and the parish council are waiting for details of how the village hall wish to spend this. Any CIL monies not spent within 5 years of receipt must be handed back.

A cheque for £8,731.00 plus £1,746.20 VAT has been paid to the suppliers for the outdoor gym equipment that is now installed on the playing fields. Five a side football goals and nets are on order and these will amount to £1,039.10 plus £207.82 VAT

This money has come from Section 106 (previous name for CIL) money of £6240 plus outdoor sports provision payment to Tostock of £764.67 A community grant of £2,585.43 makes up the difference. The organisation of this was undertaken by Cllr MacDowall over the summer.

All this equipment will be gifted from Tostock Parish Council to Tostock Village Hall.

Cllr Cytacki suggested that CIL should be added to the agenda on a permanent basis until it is allocated to be spent. All in favour.

**14. Dates of meetings for 2021:**

13<sup>th</sup> Jan, 10<sup>th</sup> March, 12<sup>th</sup> May (APCM) 9<sup>th</sup> June (APM) 14<sup>th</sup> July, 15<sup>th</sup> Sept & 17<sup>th</sup> Nov 2020

7 meetings are suggested with the hope that Tostock Village Hall is available – 6 Parish Council meetings and 1 Annual Parish Meeting, with other meetings should they be required for planning purposes. Reserved dates could be considered.

The chair thanked Elmswell Parish Council Clerk for their assistance and hoped that Tostock Parish Council meetings would be back in Tostock in January. (See Chairman's Report) The meeting was closed at 8.32pm

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