

CHARSFIELD PARISH COUNCIL

ANNUAL MEETING OF THE PARISH

Minutes of Meeting Held on Tuesday, 18th May 2021

Present: Councillors Pedgrift (Chair), Moor, Murray and Pam Hembra
(Parish Clerk)

Apologies for Absence: Councillor Laird

Attendees: Councillor Tony Fryatt

Members of the Public: David Sharp, Mary Jane McArthur,
Sally Haird

		Action
1.	Update on the Parish Council's achievements and activity over the year and on what is being proposed for 2021/2022. Chairman's Report attached	
2.	To approve the Annual Parish Minutes of 28th May 2019 The minutes were approved and signed by the Chair.	
3.	To Receive Reports from Other Organisations. Village Hall AGM Report attached Charsfield Recreation Ground AGM Report attached	
4.	Open Forum for the Public to Raise Questions There were no questions from the public.	

Chair's Report

This report officially covers the period May 2019 to the present which, at the least, has been a unique period in the history of most parish councils. Since Covid struck it has been a steep learning curve for us all but I feel confident in saying Charsfield Parish Council has met the challenge.

During March 2020 we set up a co-ordinated database of volunteers in the village to assist those isolated at home, in addition ensuring any of our residents living alone were contacted

personally. The parish council acted as a central contact point and also relayed up to the minute official notifications from central and local government.

Virtual meetings became part of our routine but personally I will be very glad to go back to seeing people in person.

Over the last eighteen months we have input to several projects: The Ipswich Northern By Pass Route which was later abandoned and, more recently, Stage 3 of the Sizewell C Enquiry where we took the opportunity to highlight concerns over the proposed increased volume of traffic on B1078. Once again speeding and road safety have been major topics and we have been in negotiations with SCC Highways in an effort to improve safety on the B1078 from the junction at the garage to The Street turn off.

Covid restrictions meant Speedwatch patrols were temporarily suspended but the driver speed awareness sign has been constantly deployed.

Our Emergency Plan has been reviewed and updated and during heavy rain earlier in the year we were able to assist some householders prevent flooding to their property.

Despite a great deal of effort we failed to modify the revised construction plan to limit hours of work and provide alternative access for the development behind The Three Horseshoes but we are working to continuously monitor this development and liaise with Park Properties to minimize disruption to villagers. Park Properties have acquired additional land for stage 2 and we will continue consultation with them to ensure they deliver appropriate housing for the needs of the village.

A planning application has not yet been lodged in respect of The Three Horseshoes but we are still hopeful the pub will re-open. The Three Horseshoes Community Pub Ltd remains in existence and continues to monitor developments.

We assisted the recreation ground by applying for Outdoor Play Space funds to erect the new baseball posts, a grit bin was finally purchased and sited at the entrance to St Peters Close and management of the village hall car park was handed over to the Village Hall Management Committee.

The telephone kiosk has been sand blasted and part painted. We hope to be able to complete this project this year. Current plans are for a small permanent exhibition featuring the film Akenfield with the rest of the kiosk devoted to an exhibition space to showcase the talents of our thriving community. We are still open to suggestions so please let the parish clerk know if you have any ideas to put forward.

We are now very lucky to have our own Village Historian in the form of John Fox who has already unearthed some fascinating facts in the history of Charsfield. You can read his regular bulletins on the village website and information on future projects. He has also converted a vast amount of Peggy Cole's slides on to digital format – a very time consuming task.

I would like to pass on my sincere thanks to the following:

Tony Fryatt, our District Councillor for his support with all aspects of our duties, particularly in the absence of a County Councillor for part of the year.

Pam Hembra for all her administrative support and physical contributions – she painted the telephone kiosk single handedly!

Fran Moor for her advice and expertise and continual contribution to parish council matters

All the volunteers on our database and Pam and Fran for acting as contact points and co-ordinating responses.

John Fox for his enthusiasm in his new role.

Whatever the next year brings, from potholes to Sizewell C, we will do our utmost to protect the interests of Charsfield for its residents.

Charsfield Village Hall Management Committee AGM (Full Report can be found on the Village Hall Website) www.charsfieldvillagehall.org.uk

Charsfield Village Hall Annual General Meeting

Thursday, 22nd October 2020

Present: Pam Hembra (PJH), Chris Haird, David Wolfe, Garry Stratton, Pauline Llewellyn, Amanda Little, Liz Holland, Viviane Ward, Martin Lyne

Members of the Public: Jan Pedgrift

1. Apologies for Absence

Steve Moor, Peter Holloway (PH), Richard Ford

2. Minutes of Last Meeting dated 27th January 2020

Agreed and signed

3. Chair's Report – full report below

Thanks were given to Angela Farmer for her stalwart service in maintaining the Village Hall garden.

Thanks were also extended to everybody in regard to the handover tasks.

Steve and Fran Moor were thanked for all their past years of unstinting service to the Village Hall and it was decided to give them some garden vouchers to the value of £100 in order buy a tree. PJH to organize.

Circumstances had been very difficult this year and everyone had worked hard and done well.

The Parish Council also wished to thank the Management Committee for all their hard work.

4. Treasurer's Report – full report below

Chris Haird had taken over as Treasurer in August and put together the annual accounts from documents supplied.

The general account had increased by £10,000 due to the Covid 19 grant.

CH also pointed out that hall hire fees were lower this year and some hiring fees had been refunded due to cancellations, more significant refunds will need to be made in next year's account.

No cash is now being held.

The Chair thanked CH and PJH for setting up the new bank accounts.

5. Other Reports – full reports below

Hall Bookings - A new Book Club was starting up, and a wedding reception was to be held.

Bar Report - AL and team had done an excellent job in opening up the bar during the summer and Friday evenings.

Technology Report – as below

Maintenance Report – RF had put together some forward plans. RF and PH were thanked for all their work during the year.

Martin Lyne – the transfer of the direct debit for Scottish Power from NatWest to Barclays has proved difficult. The non domestic rate relief for the hall had been received for this year.

Steve's handover report – was received with thanks.

6. Consideration and Adoption of Amendment to Rules and Regulations (as described in the Chair's Report)

Jan Pedgrift, Chair of Charsfield Parish Council remarked that the PC was now the only body reporting to the Charity Commission and because of this the PC should be more hands on. Councillor Pedgrift was concerned the Village Hall Management Committee would no longer be autonomous. If the PC wanted more Trustees they could appoint others both from inside and outside the VHMC. Going forward the VHMC might want to become a CIO (Charitable Incorporated Organisation) and thereby be Trustees of the Village Hall Management Committee. The Governance Document will be uploaded on to the Charity Commission website.

Whilst the Village Hall had been given into the trust of the Parish Council the land for the car park had been purchased by the PC some years later and has, in the past, been seen differently. If the Village Hall run the car park the PC would like it to be available for general parking. The PC would therefore put conditions on the car park usage, eg it is at present used for parking for school drop offs in the mornings and evenings, it is used occasionally by the Ramblers Association and from time to time various people in the village.

There is on going dialogue regarding the state of road and entrance to the car park with Suffolk Council and the developers of St Peter's Meadow.

After some discussion and explanation all the Committee were in in favour of the new constitution.

7. Election of New Committee and Bar Committee

The Committee stood down.

The following were the nominees to the Village Hall Management Committee:

Richard Ford
Chris Haird
Pam Hembra
Peter Holloway
Pauline Llewellyn
Martin Lyne
Garry Stratton
Viviane Ward
David Wolfe
Amanda Little
Liz Holland

Clive Woodall – non voting member

All in favour

8. AOB

REPORTS

CHAIR'S REPORT – DAVID WOLFE

Introduction – the transition

I became Chair of the Charsfield Village Hall Committee at the delayed 2019 AGM (held in early 2020) with the specific mandate to oversee the process of transition to the new Committee (as was also elected at that time).

I am delighted to say that, thanks to huge amounts of work put in by all Committee Members including, in particular, Fran Moor (who resigned part way through this period) and Steve Moor that has almost entirely been achieved.

Among other things, that has involved an entire evolution of our banking arrangements (particular thanks to Chris Haird), the migration and updating of our web site and booking arrangements (particular thanks to Garry Stratton and Viviane Ward), consolidating our various accounts and subscriptions (particular thanks to Martin Lyne), the putting the day to day running of the VH bar into a new team (particular thanks to Amanda Little and Liz Holland) and a tight focus on the fabric of the Hall and making it safe to use during a period of restrictions (particular thanks to Richard Ford).

I would like to express my huge thanks to everyone for the time they have put into that process and to the collaborative way in which they approached it. As a result, the tasks involved in the management of the Charsfield Village Hall are now spread across a larger number of Committee Members, rather than being concentrated on too few, as before. That should keep the Committee on a sound footing going forward (with none of us having too big a task) and, at least as important, have relieved Steve and Fran from a workload which they ended up bearing for too long. We all owe them both a huge thanks for their many years of service for the Village Hall.

Covid-19

The other main task for us all in this period has been in dealing with the consequences of the Covid-19 restrictions. That initially involved closure of the Hall but has latterly allowed for the bar to be opened weekly (outside, during the summer) and fortnightly (indoors, during the autumn).

That has only been possible because of the commitment and enthusiasm of all of the Committee and the assistance of others, including the bar oversight by Amanda Little, and the assistance of people outside the Committee including Margaret Salter (now overseeing the bar rota), Clive Woodall (now tending the real ale); and, of course, the many people on the rota assisting with the bar each time. Many thanks to you all.

Obviously we need to keep a close eye on that process going forward as the restrictions evolve. It though remains a real shame that the many activities which we and others would have run in the Hall (including weekly classes and meetings, and of course CADS and other events) have all stopped. The only up-side has been that Peter Holloway, as our social events organiser, has not been called upon! Maintaining the bar as a focal point for such limited face to face contact as has been allowed (without a particular focus on its fundraising potential) has been particularly important given all that. Our finances have been greatly assisted by a Government grant triggered by the Covid situation.

Particular thanks

We were also, of course, assisted in all of that by Rob Ford and Terri King. Many thanks to them also. Their input and continuing support for the Hall is greatly appreciated.

I am also personally indebted to Pam Hembra, whose attention to detail and robust governance skills have been key in keeping our processes going smoothly and our meetings running properly.

Updating of Governance Arrangements

The other process which has been ongoing for the last year or so has been the updating and clarifying of our governance arrangements.

We are now properly established as the Committee which manages the Hall on behalf of the Parish Council (which as Holding/Custodial Trustee of the charity established by the 1934 Youngman bequest owns the building).

We remain an “unincorporated association” (taking the role of “Managing Trustee”) though our accounts form part of the Parish Council’s annual return to the Charity Commission.

In order further to put that all into place, there is elsewhere on this AGM Agenda a proposal to amend/update the Rules and Regulations which were originally put in place in 1997. I am grateful to Pam Hembra, Chris Haird and Jan Pedgrift (and the Parish Council) for their comments on the proposed changes. If the AGM agrees those changes (and the Parish Council confirms them) then they will be our Rules and Regulations going forward.

There is some more work to be done on other governance matters including updating our financial reporting arrangements and forward plan for maintenance. We can turn to those and other matters over the next few months.

Finally - 2021

Finally, at the last Committee meeting, I said that I was willing to continue in this role until early 2021 (thus making for a year in total) to ensure that the new arrangements are properly settled down, and to smooth the process of transition to a new Chair.

Assuming that the AGM would like to proceed in that way, then we all need to plan that process.

David Wolfe, Charsfield, October 2020

Recreation Ground Report

Chair's Report 2020

The area remains popular with people from the village and those visiting from other villages to use the facility although use has been restricted due to Covid control measures being in force.

Grass solutions continue to do a great job maintaining the grass.

Park Properties who are developing the land in St.Peter's Meadow found a loop hole to prevent them paying the Community Infrastructure Levy that was due. After lengthy negotiations they have agreed to build and fund our toilet block, give some money (£5,000) towards the maintenance of the tennis court and MUGA and £100 per house sold (£1400 -14 open market dwellings to be paid as each dwelling is sold)

Unfortunately our latest annual RoSPA inspection found one of the uprights to the junior swing set to be rotting so we have had to take it out of action. We are waiting for Kompan, who installed it, to give us a quote to repair or replace it.

Fundraisers and Grants

The golf day was the only fund raising event that went ahead. Because of Covid we had to cancel our other events.

However we managed to secure a £2,000 Covid recovery grant from East Suffolk to cover lost income.

Progress

- We have now been granted planning permission for a toilet block on the rec.
- We have replaced the seats to the toddler swings and topped up the bark.
- We have got planning permission for and installed two fixed basketball posts onto the MUGA
- We have successfully recruited a treasurer. Graham Pettingale has taken over the post from Gary.
- Hedges have been trimmed as part of our ongoing maintenance.

- The tennis courts and MUGA have been cleaned and re painted
- As part of their DofE Tom has handed over to Ed in the village to do our health and safety risk assessments checks.

- **Future**

Work over the next 12 months and beyond includes:-

- Install the toilet block
- Park properties to run a tarmac path from the new development to join with our tarmac path to ensure people with buggies and wheelchairs etc can access the facilities
- Put up explanatory boards in the wild fun area and we hope it will become a venue for organised wildlife activities for adults and children.
- Repair or replace the rotting uprights to the junior swings.
- Review the future of the recreation committee with regard to coming under the auspices of the Parish Council (still ongoing)
- Maintenance of the tennis courts and MUGA
- Continuation and review of our fundraising events
- Repairing the barbecues
- Continue to gauge the demand for a petanque pitch and, if feasible, secure a grant

Thank you

I would like to say thank you to:-

- All the committee members
- I would like to say thank you to Gary for his hard work as a treasurer over the years
- Lucy & John Fox for cutting the hornbeam hedge and responding to emergencies on the rec.
- John Fox for his hard work with the tennis admin.
- Val and Larry for organising the golf day
- The Parish Council for their help financially
- The village for supporting our fundraising events
- Liz Wright for her help with the accounts
- Jan for her endless enthusiasm and hard work
- Andy Wyatt, Mark Turner, Lucy Fox, Alan Ward, Peter Holloway and Chris Warman for their hard work as non committee members

Jo Wyatt Chair, Charsfield Recreation Ground November 2020