

**HETHERSETT PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING
HELD ON MONDAY 6TH JUNE 2022
AT 7.30pm IN THE VILLAGE HALL, BACK LANE, HETHERSETT**

Present: Mrs A Quinlan (Chairman), Mr L Dale, Dr A Edwards, Mrs S England (late arrival), Mrs S Lawrence, Mr J Loomer, Mr C Morriss, Mr S Slack, Mr M Stark, Mrs J Walpole & Mrs B Williamson

In attendance: Mrs A Palmer (Clerk)

Members of the public: 8

1. Apologies for absence

These were received from Miss K Adams and Ms E Mulvaney. Mr J Nightingale was absent from the meeting.

2. Adjournment of the meeting

There was no participation from the members of the public present.

3. Approval of the minutes of the Annual Parish Council meeting held on the 16th May 2022

On the proposal of Mrs Quinlan, seconded by Mrs Lawrence, the minutes of the Annual Parish Council meeting held on the 16th May 2022 were unanimously approved and duly signed by the Chairman.

4. Declarations of interest and requests for dispensations

Mr Slack and Mr Stark, being the Parish Council appointed Trustees of the Memorial Playing Field, declared an interest in items 5i and 5ii. On the 17th June 2019, the Parish Council granted a dispensation, using their power under S33 of the Localism Act 2011 to enable Mr Slack and Mr Stark to discuss and participate in any vote on matters relating to the Memorial Playing Field.

Mrs Lawrence and Mr Morriss, being the Parish Council appointed representatives on the Village Hall Management Committee declared an interest in items 5i and 5ii.

5. Hethersett Pavilion Project

i. Funding of potential shortfall

Mrs England arrived at the meeting during the discussion of this item.

The Chairman introduced the report, previously circulated and invited questions. The following comments were made:

- It was suggested by several members that the use of earmarked reserves was the preferred way forward.
- Earmarked reserves considered for use included the Burial Ground, Parish Office/Archives, IT Equipment Replacement and Recreational Facilities.
- It was suggested that in the event of the Parish Council being requested to provide a cemetery then the existing reserve would be insufficient and a loan from the Public Works Loan Board would be required.
- The use of the Parish Office/Archives reserve was suggested as the Parish Office is now located in the Humphrey Back Room and it was hoped that the Village Hall Management Committee would continue to honour the arrangement until the expiry of the Village Hall lease in September 2024.
- It was stressed that if a loan was applied for from the Public Works Loan Board or discussions entered into with South Norfolk Council for a loan against future CIL monies, this would delay the project even further, with the result of further cost increases.
- A member asked whether all avenues of grant funding had been explored? The Chairman advised that she believed so. A fundraising consultant had been hired and although her primary role was to submit the application to the Football Foundation, she had also looked at other grant possibilities. Many grants had been diverted to

support Covid. The Chairman confirmed that members would continue to explore grant opportunities until the last moment.

- Would it be possible to agree to use the existing earmarked reserves to enable the contracts to be signed, but at the same time apply for a loan against future CIL monies?
- Why does the Clerk not recommend the use of the General Fund Balance? The Clerk responded that during budget discussions, members had already agreed that £20,314 would be transferred from the General Fund Balance to meet the deficit between the budget and precept requested. If the full amount of £20,314 is required, this will lead to the balance dropping to within the recommended guideline of 3-6 months expenditure.
- Mr Slack advised that the recent ROSPA report had confirmed that there were no major safety concerns, although some minor repairs were required which may need to be covered by the Recreational Facilities earmarked reserve.
- If the existing building is not demolished, then the Trustees will need to undertake structural repairs and also resolve the drainage issue. The cost of these items will need to be met.
- Although a contingency figure had been included in the latest figure of £864,555 it was acknowledged that in the event of anything 'unexpected' being found on site, the final cost of the project may be greater. It was suggested that an additional loan be applied for to cover the 'unexpected' as well as using earmarked reserves to cover the shortfall of £55,507.
- Concern was expressed of raising the precept to cover the repayment of any additional loan due to the current cost of living crisis, especially if a further loan is required to replace the existing stock of streetlighting. Mrs Quinlan advised that the budget for 2022/2023 already included the repayment of the £400,000 loan from the Public Works Loan Board. From figures provided three years ago, it was believed that the repayment of a loan for streetlighting, would be met by the energy saving costs. A member disagreed with this statement.
- Do the income/expenditure figures contained within the business plan produced by the Management Trustees allow provision for the repayment of the £400,000 loan? The Trustees replied that once hirings commence the buildings should be self-sufficient in terms of its running costs. There will be no additional funds to cover the repayment of the loan. The Chairman advised that the repayments of the loan was the responsibility of the Parish Council. The Trustees advised that precept grants would still be required for the running/maintenance of the field and the play equipment.
- The Parish Council must have adequate cashflow to promptly pay invoices. This includes the VAT element. The Chairman advised that VAT would be reclaimed with the frequency of submissions being changed from quarterly to monthly. The Clerk advised that in view of the financial amount of future claims being much greater than previous claims, there was always the possibility of questions being raised by HMRC which may delay the reclaim process.

On the proposal of Mrs Quinlan, seconded by Mr Stark it was unanimously agreed to proceed in accordance with option 3, utilisation of earmarked reserves, whilst continuing to explore with due diligence any possible grants or loans available. It was further agreed that the following earmarked reserves would be utilised:

Burial Ground:	£22,500
Parish Office/Archives:	£30,094.77
Recreational Facilities:	£2,912.23

ii. **Increase in the total project cost**

On the proposal of Mr Slack, seconded by Mrs England it was unanimously agreed to approve an increase of £47,015 in the total project cost and instruct the Project Manager to prepare both contracts for signing. The increase of £47,015 takes the anticipated total project cost from £817,540 to £864,555.

6. Adjournment of meeting

There was no participation from the members of the public present.

7. Date of the next meeting

Monday 20th June 2022 at 7.30pm in the Village Hall, Back Lane, Hethersett

There being no further business, the meeting closed at 8.25pm.

Minutes approved Date