

Homersfield Parish Council

PARISH COUNCIL MEETING *Homersfield Black Swan* Tuesday 6th May 2025 at 6.50 pm

Councillors Present: Lucy Hammond (Chair), Lynne Elliott & Peter Kent

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: One parishioner

A. To Receive Reports from the County & District Councillors'

No further reports

B. Public Forum – for Members of the Public

No questions

MINUTES

1. To Appoint a Chair

Lucy Hammond was Proposed and Elected unanimously as Chair.

2. To Appoint a Vice Chair (if required)

Councillors Resolved not to Appoint a Vice Chair as Homersfield is such a small council.

3. To Approve Apologies for Absence

Apologies were Received and Accepted from Councillor Bird.

4. To Record Declarations of Interests and to Consider Requests for Dispensation

None

5. To Approve the Minutes of the Meetings held on Tuesday 18th March 2025

The Minutes from the Meeting held on Tuesday Tuesday 18th March 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.

6. To Consider Co-option to fill the Casual Vacancy

The Clerk confirmed there was one vacancy on HPC. The Chair asked if a notice could be placed in the Community News, the parish magazine.

7. Finance

a) To Approve the End of Year Balance Sheet 2024/25

Councillors Approved unanimously the End of Year Balance Sheet 2024/25 (attached).

b) To Approve the Internal Auditor's Report for 2024/25

Councillors Approved the Internal Auditor's Report for 2024/25 and commented on the recommendations:

Summary of Recommendations (full report on the website)

Section D - Members consider building the level of reserves to the equivalent of 75% of 1 year's expenditure – approx. £6,000.

Councillors Agreed that, as they were receiving £10,000 from the sale of the play area, they would not need to increase the general reserves held.

Section L - Homersfield PC separately list all transactions over £100 on their website.

Councillors Approved the Clerk to do this annually with the End-of-Year accounts.

The Chair thanked the Clerk for the excellent internal report, noting its clarity and attention to detail.

Signed: _____ Chair

Date:

Homersfield Parish Council

- c) **To Approve the Annual Audit Return Sections 1 & 2**
Councillors Resolved unanimously the Annual Audit Return Sections 1 & 2 and the Chair and RFO signed the documents.
- d) **To Agree a Certificate of Exemption from a Limited Assurance Review**
Councillors Agreed unanimously to certify the PC as Exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.
- e) **To Appoint the Internal Auditor for 2025/26 – c/f**
To be Appointed at the November meeting.
- f) **To Receive the Financial & Budget Reports and Approve the Income & Expenditure**
Councillors Resolved unanimously to Approve the following Receipts and Expenditure:

| DATE | REFERENCE | DETAILS | RECEIPTS | EXPENDITURE |
|------------|-----------|-----------------------------------|-------------------|--------------------|
| 01/04/2025 | - | Opening Balance c/f | | |
| 07/04/2025 | credit | VAT Reclaim 01/04/2024-31/03/2025 | 556.59 | |
| 28/04/2025 | S/O | Clerk's Salary - April | | 226.08 |
| 30/04/2025 | credit | ESC Precept | 7,000.00 | |
| 30/04/2025 | D/D | Bank Fee | | 6.00 |
| 06/05/2025 | 1 | SALC Subscription | | 119.20 |
| 06/05/2025 | 2 | Clerk's Expenses April-May | | 34.34 |
| 06/05/2025 | 3 | Peter Strange - Internal Auditor | | 125.00 |
| 06/05/2025 | 4 | Meeting Costs | | 16.05 |
| 06/05/2025 | Transfer | To Saver Account - £6,000 | | |
| | | Total | £ 7,556.59 | £ 526.67 |
| | | Reserves | | |
| | | General Reserves | | £ 10,549.13 |
| | | Restricted Reserves | | £ 1,851.74 |
| | | Total | | £ 12,400.87 |

- g) **To Approve Church Wood's Information Board Quotations**
The Clerk confirmed that the quotation for an information board for Church Wood included the printing of the supplied artwork.
Councillors Approved the quotation from Recycled Furniture of £366 and grants will be sought.
- h) **To Consider New War Memorial Sign & Wooden Crosses Quotations**
Councillors Approved the quotation of £63.99 for the slate sign from UK Sign Shop for the soldiers' commemoration sign.
No quotation had been received, as yet, for the crosses.
- i) **Homersfield Playing Field Transfer Document & Payment – c/f**
The application is still being processed.

8. Planning Applications and Decisions

Cllrs noted the following:

Applications

a) Planning reference: Ref. No: DC/25/1186/VOC

Variation of Condition No 2 of DC/21/3884/FUL - Single storey side and rear extensions - Change of glass roof to solid flat roof. Issue updated drawings showing change of door into folding sliding door and change of proposed door material from timber to aluminium pale green to match existing.

Site address: The Thatched Cottage Church Lane Homersfield Suffolk IP20 0EU

Status: Awaiting decision

Signed: _____ Chair

Date:

Homersfield Parish Council

Decisions

b) Planning reference: DC/25/0053/LBC & DC/25/0055/FUL

Proposal: Listed Building Consent - Demolish and replace a lean-to kitchen at the rear of the building

Site address: 82 The Green, Homersfield, Harleston, Suffolk, IP20 0ET

Consultation letter expiry date: 11 February 2025

Status: Permitted

9. Homersfield Phonebox

The River Waveney Trust are producing a poster for the phonebox.

10. Homersfield Church Wood

a) Repair/Removal of Circular Bench – update

The Chair agreed to chase this item.

Action: LH

b) Vandalism of Tree in the Wood

Two youths were caught vandalising a tree in the woods, making it unsafe. The tree had to be removed for safety reasons the following day. Councillors and parishioners spoke to the youths afterwards, recorded their comments on video, and reported the incident to the Police. The Police requested that a copy of the video be kept.

11. Homersfield Community Park – update

Homersfield Community Park was officially reopened on 12th April 2025 after being closed for many years. The equipment has been repaired and maintained, and it is now being enjoyed by families picnicking and making use of the facilities.

Unfortunately, there have been some complaints about bad language and shouting from young people gathering alone in the play area. The trustees have no control over this, and they hope that such behaviour does not continue. A notice will be erected with some simple and straightforward guidance to encourage respectful use of the park.

12. Village Maintenance

a) Nature Reserve White Posts – c/f

13. Correspondence

a) Flixton Quarry Liaison Meeting - Wednesday 4th June 2025

Cllr Elliot and Cllr Kent have agreed to attend this meeting and report back at the next meeting.

14. AOB (For discussion only – the Council cannot make decisions on these items unless stated on the agenda)

a) Parking in the B1062 Layby

A parishioner has raised concerns about a lorry using the layby at the village entrance on the B1062, despite a 7.5-tonne weight limit and four NO ENTRY signs. The lorry is also causing damage to the kerbing, which has been marked for repair again.

Similar issues were reported previously, including overnight parking and inappropriate behaviour by drivers. Although the problem had stopped for a while, a lorry was recently parked there for over four hours again.

The Clerk has contacted the company, which has assured that it will not happen again.

Signed: _____ Chair

Date:

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b) Homersfield Green Damage - South Norfolk Charity Tractor Run – update

No repairs have been carried out as previously agreed and no response has been received from the organiser recently. The Chair suggested placing a letter in the community news to inform residents of what happened.

Action: LH

c) Homersfield Canoe Portage Platform Removal – update

The Chair has been in discussion with the Environment Agency and the River Waveney Trust, requesting that the portage platform not be removed. The River Waveney Trust is hopeful that the platform can be repaired rather than taken out.

d) Village Communication – update

This is still in progress. A drawing of the village sign is being created and it is hoped that an invitation to attend village events will be included with the October–November issue of the Community News parish magazine, printed on eye-catching yellow paper.

15. To Receive items for the next Agenda

a) Coffee Caravan Invitation

16. To Confirm the Future Meeting Dates:

- Tuesday 15th July 2025 at 6.00 pm
- Tuesday 16th September 2025 at 6.00 pm
- Tuesday 18th November 2025 at 6.00 pm

The meeting ended at 7.45 pm

Signed: _____ Chair

Date: