

ANNUAL MEETING OF BRANDESTON PARISH COUNCIL

Minute of the Annual Meeting of Brandeston Parish Council held on Tuesday 9th May 2017 in the Committee Room of the Village Hall.

Present: *Councillors Elson, Churchill, Duffy, Kirton, Mitson-Woods and Norman*

1-1718/1 Welcome from the Chairman and to receive nominations for the Election of the Chairman for 2017/18 and to receive the Chairman's Acceptance of Office. Councillor Elson was nominated and unanimously elected for a further term.

Chairman opens the meeting for a forum with parishioners and to receive reports and discussion from representatives of SCC and SCDC.

1-1718/2 To receive any Declarations of Interest – There were none

1-1718/3 To receive and accept apologies for absence Apologies received from District Councillor Rous, County Councillor Vickery and Councillor Helen Buckingham

1-1718/4 To receive and sign as a true record the minutes of the meeting of 14th March 2017
These were signed as an accurate record of the Meeting.

1-1718/5 To receive nominations and elect the following officers: -

- a) Councillor Duffy nominated Councillor Buckingham as vice-chairman and this was seconded by Councillor Mitson-Woods. It was unanimously agreed.
- b) Tree Officer. Councillor Elson nominated Councillor Norman and Councillor Churchill seconded. Councillor Norman was unanimously appointed.
- c) Footpath Officer/Litter. Councillor Kirton proposed and Councillor Norman seconded Councillor Churchill. This was unanimously agreed.
- d) SALC representative. Councillor Elson proposed and Councillor Duffy seconded Councillor Mitson-Woods, this was unanimously agreed.
- e) Police Liaison. Councillor Kirton proposed and Councillor Elson seconded Councillor Duffy to continue in this role. This was unanimously agreed.
- f) Traffic Calming/Road Safety. Councillor Mitson-Woods proposed and Councillor Churchill seconded the appointment of Councillor Kirton. It was unanimously agreed.

1-1718/6 Finance

- a) To confirm the Clerk as Responsible Finance Officer (RFO). Councillors confirmed that the Clerk should continue as RFO.
- b) Presentation of Accounts for 2016/17 from the RFO including report from Internal Audit. The RFO presented the annual accounts; these included the bank reconciliation, statement of accounts, cash book, explanation of variances over £100 (10%). The Clerk also informed members that the 100+ Club had 131 members for 2017/8, an increase on last year. She asked members to note that the reserve of £5183 included £1000 committed to improvements at the Manse Hill Corner.
- c) To note Council internal finance audit from Councillor Buckingham. An issue had been raised over compliance with the Transparency regulations, namely that, although the information was all included in Minutes and Finance Reports, it was not separated as

required. The Clerk told members this would be remedied before the Annual Return is sent to BDO for external audit.

- d) To prepare Annual Governance Statement and to authorise the Chairman to sign the Annual Return for the year 2016/17. Councillor Elson read through each statement of Section 1 of the Annual Return (the Governance Statement). Members were asked at each box to reassure themselves that they were confident measures were in place. These included effective financial management, internal financial controls, elector's rights to see the accounts and financial risk management. Councillor Buckingham had carried out an internal audit and SALC had also done so and the report was studied. The Chairman checked the Clerk's figures on Section 2 of the Annual Return and concurred with them. **It was resolved that the Annual Return presented a true record of the council's financial management and it was unanimously agreed that the Chairman should sign it to confirm this.**
- e) To consider the Council's Financial Risk Assessment and make any amendments. The Clerk presented the current Financial Risk Assessment and Councillor Elson proposed that it be reviewed at the November budget meeting as it had been reviewed last autumn and Councillors were confident it was sufficient for need.
- f) To consider the Council's Register of Assets and check for accuracy/amendments needed. The Chairman proposed that this also be reviewed at the November meeting as it had been done last autumn.
- g) To approve payment to SALC for Internal Audit for 2016/17. As the Council's expenditure had been just over the lower limit of £5000 the cost of audit had increased to £162.00 (£135 + £27 VAT) This was approved for payment.
- h) To appoint Internal Auditors for 2017/18 RFO recommendation that SALC is appointed. This was unanimously agreed.
- i) To confirm cheque signatories. **Parish Council account** (currently Councillors Elson, Norman and Duffy) and **100+ account** (Councillors Elson, Kirton and Churchill). The Clerk reported that, after exactly 2 years Barclays Bank had finally made all the changes agreed after the election of the new council in 2015. It was therefore unanimously agreed that no changes be made.
- g) To note first instalment of Precept paid in 24/04/2017. £1200 had been transferred into the PC Account by SCDC.
- h) Lottery Return for 2016/17 was signed by Chairman. For the year 2017-18 there are 131 members at 12.00 each. Prize money to be paid out £570.00 + £20 for the Annual Lottery Licence. Money is accrued in Brandeston 100+ Account for future purchases for the Village Hall. It has been identified that the VHC intends to ask the Council to purchase another table for the Mothers and Toddlers Group.

1-1718/7 Items presented for payment

The following items were approved and cheques issued.

- a) Brandeston Village Hall. Invoice for £98 for PC meetings for year and APM on 17th May 2017. Cheque number 100465.
- b) Suffolk Association of Local Councils subscription
- c) Suffolk Preservation Society, £30.00 cheque number 100468.
- d) Clerk's salary 1st April to 6th May, 5 weeks at £20.00 – £100.00. Cheque number 100471.
- e) To authorise and pay Clerk's expenses for 2016/17 – £230.47. The Clerk explained that these included a new laptop bag & security for PC. Cheque number 100470.

The Clerk presented these on an Authorisation to Pay sheet which the Chairman signed at the request of Councillors. (*Attached*)

1/1718/8 Faster Broadband update – Councillor Buckingham (*Attached*)

1/1718/9 Traffic calming update and data from SID – Councillor Kirton reported that data has been downloaded from SID and a huge amount is available. He outlined to Councillors how he had broken down the figures. The Councillors were in agreement that the figures Councillor Kirton presented would be very useful to present to the parishioners at the Annual Parish Meeting. Councillor Kirton warned that drivers may well become ‘used’ to SID and take less notice after a time. This has happened in Friston after two years in situ. If, in the future, people report increase in speed the PC will be able to compare figures to see if this is perception or reality.

1/1718/10 Village Triangles

Report on progress for acquisition of the village triangles – Councillor Buckingham (*Attached*)

Work progress report – Councillor Mitson-Woods reported that Councillor Duffy, Martin Churchill and he installed the low-level posts at the Low Road triangle to prevent ingress by vehicles. After the new soil had settled he had straightened the posts. The PC will monitor parking on the south side of the Low Street triangle and consider adding posts that side if damage occurs. The PC expressed gratitude to Martin Churchill for his help with the work party, the ground had been very compacted and it was extremely hard work.

1/1718/11 Manse Hill safety measures update. Councillor Kirton reported that the new owners of the land on the inner side of the corner live in the village. It was agreed that the Clerk should contact him and ask if the land could be released for the improvement. The Clerk to contact Robin Vickery to see if this matter can be progressed without a large cost to the parish council. Councillor Churchill suggested that perhaps traffic could be prioritised from one direction in order to increase safety or if other, less expensive, measures could be considered.

1/1718/12 Schedule of Meetings for 2017/18

Tuesday 11th July 2017

Tuesday 12th September 2017

Tuesday November 28th 2017

Tuesday January 9th 2018

Tuesday March 13th 2018

Annual PC Meeting May 8th 2018

The Clerk told Councillors that she would be away for the scheduled November meeting, she could either source a clerk for the meeting from outside or it could be delayed until her return. It was decided that as the Financial Risk Assessment and Register of Assets were to be reviewed at that meeting it should be put back to November 28th.

Date of next meeting: Tuesday 11th July 2017 at 7.30pm in the Committee Room of the Village Hall.
Annual Parish 17th May 2017 at 7.30pm in the Village Hall. Refreshments would be available from 7pm.