

## BRANDESTON PARISH COUNCIL

The Minute of an Extraordinary meeting held on Tuesday 14<sup>th</sup> May 2019 at 7.30pm in the Committee Room of the Village Hall.

***Present:** Councillors Baker, Buckingham, M Mitson-Woods and R Mitson-Woods. Minute Secretary Catherine Bacon. An observer from Kettleburgh PC*

### **1/1920/1 Welcome and Election of the Chairman for 2019/20**

Vice-Chairman Councillor Buckingham welcomed members to the meeting with introductions made by all present. Councillor Buckingham proposed Councillor Mary Mitson-Woods for Chairman and Seconded by Councillor Baker. **It was resolved that Cllr Mary Mitson-Woods is Chairman for the year 2019/20.**

### **1/1920/2 Election of Vice-Chairman**

Councillor Richard Mitson-Woods proposed Councillor Baker seconded Councillor Buckingham for Vice Chairman. **It was resolved that Cllr Bucknghamis Vice-Chairman for the year 2019/20.**

**1/1920/3** Councillors signed, and the Clerk countersigned, their Acceptance of Office forms.

**1/1920/4** There were no declarations of interest

**The Chairman asked for Agenda item 9 to be brought forward to this point of the meeting.**

### **1/1920/9 Employment Matters**

Councillor Buckingham proposed and Councillor Baker seconded Catherine Bacon for the position as Clerk. Position accepted and agreed. **Resolved that Catherine Bacon is the new Clerk/RFO and that Councillors R Mitson-Woods and Buckingham would prepare her Contract of Employment.**

**1/1920/5** No apologies were received.

**1/1920/6** It was resolved that the Chairman should sign the Minutes of the meeting 23<sup>rd</sup> April 2019

**1/1920/7** County Council Vickery apologies received, therefore no report

**1/1920/8** It was recorded that there have been only 2 visits from a District Councillor for the Framlingham Ward in 4 years. **Councillors resolved this is to be taken up with the two new councillors of the Framlingham Ward of the East Suffolk Council.**

### **1/1920/10 Employment Details**

- a) Resolved that SALC be contacted regarding using its Payroll service at an approximate cost £100/annum. This will include PAYE and NI.
- b) **Resolved that SALC Training be provided for the new Clerk and Councillor Baker.**
- c) **Resolved that payment be made to SALC for Internal Audit for 2018/9 (£145.00 + £29.00 VAT).**
- d) **Resolved that a cheque is issued for prizes from 100+ Club for June, July and August 2019 and liaison to be continued by new Clerk.**
- e) Reported receipt of first half of the precept from East Suffolk DC £1500.00 reported.

- f) **Resolved to continue with the change of bank accounts for Parish Council (A/C 00186686) and 100+ (A/C 30469599) from Barclays to HSBC proposed by Councillor Buckingham and seconded by Councillor R Mitson-Woods. Meeting with HSBC to be arranged by Clerk and attended by Chairman and Clerk to finalise transfer.**

**1/1920/11** In accordance with Council's Standing Order for the Annual Parish Council meeting, the following documents were reviewed and readopted.

- a) Procedural standing orders are on the Village Website.
- b) Council's Financial Regulations are on the Village Website.
- c) The ownerships of the grass triangles (located (1) Mutton Lane meets Low Street and (2) Low Street meets Old Maid's Lane) have been added to the Register of Assets at the price of £nil (value of land). The Parish Council now owns these parcels of land, other than the 1m external perimeter of each which remains in the ownership of Suffolk County Councils for highway maintenance purposes. County Councillor Robin Vickery is to speak to the SCC if there is any leniency over the 1 metre or indeed if SCC will insert posts around the outside perimeter to protect the land from erosion by parked vehicles.
- d) Insurance is still adequate for Council's assets and is entering 3<sup>rd</sup> of 5-year term.
- e) Chairman proposed subscription to SALC, Information Commission Office and Suffolk Preservation Society. **Resolved that these subscriptions be paid for year 2019/20.**
- f) SALC are the present internal auditors. Continuation proposed by Councillor Buckingham and seconded by Councillor Baker. **It was resolved that SALC continues as the internal auditor for the year 2019/20.**
- g) Complaints Policy is on the Village Website.
- h) Financial Risk Assessment amended to update a name change within the document.
- i) The Website is to be updated with new Parish Councillors and Clerk.
- j) Employment Policies are on the Village Website.
- k) Privacy Policies to comply with GDPR is available on the village website
- l) S137 expenditure is currently nil.
- m) Schedules of Meetings for 2019/20 agreed to be held on:  
2019 – July 9<sup>th</sup>, September 10<sup>th</sup>, November 12<sup>th</sup>  
2020 – January 14<sup>th</sup>, March 10<sup>th</sup>  
Annual Parish Meeting 20<sup>th</sup> April 2020

### **1/1920/12 Planning Applications**

**DC/19/0976/FUL:** No adverse comment to make; recommend consent be granted.

**DC/1920/1481/LBC:** No adverse comment to make; recommend consent be granted

### **1/1920/13 Councillor Vacancies**

The 3 vacancies are to be advertised around the village to encourage interest from co-optees. Those interested in being co-opted to the Parish Council will be invited to submit a few sentences as to what they believe they can contribute to the Parish Council. Councillor Buckingham is to write an article for the Clerk to distribute via village media to highlight priority areas including interest in footpaths, environment/eco issues, dog bins, finance and the loneliness agenda. Councillor Buckingham and Clerk to collaborate regarding advert.

Councillor Baker may become Parish Council Rep. on the Village Hall Committee and will also liaise with the Parochial Church Council in order to increase Committee communications and collaborations between these and also the with the Parish Council.

The Chairman suggested the creation of a village event which all three could support. Initial ideas included running computer training workshop for those interested in acquiring new skills who have never used IT equipment. This would also be a contribution to preventing loneliness.

**1/1920/14 Date of Next Meeting** Extraordinary meeting agreed for 11<sup>th</sup> June at 7.30pm in the Committee Room of the Village Hall

Meeting Closed 8.52pm