

**BRANDESTON PARISH COUNCIL**

**Clerk/RFO:** Catherine Bacon 01728 684327 [parish.clerk@brandeston.net](mailto:parish.clerk@brandeston.net)

Dear Councillors

You are requested to attend an Extraordinary Meeting of Brandeston Parish Council to be held on **Tuesday 11<sup>th</sup> June 2019 at 7.30pm** in the committee room of the Village Hall.

Please use the back door that leads directly into the meeting room as the main hall will be in use. Members of the public are most welcome to attend and may speak during the public forum.

Signed

Catherine Bacon  
Clerk/RFO

**AGENDA**

**2/1920/1 Welcome from the Chairman**

**2/1920/2 To receive and accept apologies for absence**

**2/1920/3 To receive any Declarations of Interest**

**2/1920/4 Public Forum**

**2/1920/5 To receive and sign as a true record the minutes of the Meeting held 14<sup>th</sup> May 2019**  
*(Circulated and on website)*

**2/1920//6 To co-opt to fill vacancies on the Council**

**2/1920/7 Financial Matters – Clerk/RFO**

- a) Bank reconciliation for Parish Council Account
- b) Bank reconciliation for the 100+ Account
- c) IT matters

**2/1920/8 New HSBC Accounts**

- a) To authorise the Clerk to operate the new HSBC accounts online and make payments which are supported by a Minute of the Council.
- b) Councillors Baker and Buckingham to fill in Signatory form and take to HSBC branch personally

**2/1920/9 Employment Matters**

- a) To Authorise issuing an Employment Contract to the Clerk/RFO – Councillor Buckingham and R Mitson-Woods
- b) To consider establishing an Employment Committee

**2/1920/10 To produce a Policy for managing the newly acquired triangles**

**2/1920/11 Contact with Parish Ward Councillors feedback**

**2/1920/12 To allocate Councillor areas of responsibility**

- a) Environment, footpaths, tree and litter
- b) Planning matters
- c) Highways and traffic control
- d) SALC
- e) Liaison with other village organisations
- f) Internal Audit.

**2/1920/13 Oral reports from Councillors**

- a) **SALC Area Meeting** – Councillor R Mitson-Woods

**2/1920/14 Planning**

- a) **DC/19/1911/FUL Extension to rear of dwelling at The Old Stables, Low Street, IP13 7AN**
- b) **DC/19/1940/FUL Single storey side extension, The Gables, Mill Lane, IP13 7AP**
- c) **DC/19/2204/FUL Replace existing structure with new 4 bay cart-lodge, Chestnut Tree Farm, Friday Street IP13 7BT**

**2/1920/15 Date of Next Meeting 9th July 2019**

Councillors to submit items to the Clerk by Friday 2<sup>nd</sup> July