

**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 a Meeting of Brandeston Parish Council to be held on **Tuesday 12<sup>th</sup> November 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**

**8/1920/1 Welcome from the Chairman**

**8/1920/2 To receive and accept apologies for absence**

**8/1920/3 To receive any Declarations of Interest**

**8/1920/4 Public Forum**

**8/1920/5 To receive and sign as a true record the minutes of the Meeting held 10<sup>th</sup> September 2019** (*Circulated and on website*)

**8/1920/6 Report from County Councillor Vickery**

**8/1920/7 To receive a report from East Suffolk Councillor Cooke**

**8/1920/8 Financial Matters – Clerk/RFO**

- a) Bank reconciliation for Parish Council Account (*Reconcilliation sheet attached*)
- b) Bank reconciliation for the 100+ Account (*Reconcilliation sheet attached*)
- c) To authorise payment for two copies of NALC publications ‘Good Councillor’s Guide’ (£11.98/inv10260) and ‘The Good Councillor’s Guide to Neighbourhood Planning’ (£11.98/inv 10260)
- d) To authorise payment to East Suffolk Council Uncontested Election (£43.52/inv 777001999)
- e) To authorise payment of Clerks Salary (months June-October)
- f) To authorise payment to SALC for provision of payroll services (£54.00/inv 22481)

- g) To authorise payment to SALC for Planning Workshop (£38.40/invoice 22468)
- h) To authorise payment to East Suffolk Council for Lottery Registration 2020/21 from 100+ account (£20/ref L&A1036)
- i) To authorise payment to Richard Martin for mowing of village triangle (£120)
- j) To authorise payment of 100+ club winners (£255 to Pay Cllr M Mitson-Woods for October to December)
- k) To authorise payment of 100+ club winners from the new HSBC 100+ account for January to March 2020 (£105)
- l) To authorise payment of Brandeston Village Hall hire for parish council meetings ((£37/Apr 15) and (£98/Mar, May, June, July, Sept, Nov and Jan))
- m) To authorise the continuation of Parish Council Insurance policy with Royal Sun Alliance through Community Action Suffolk (£246.40 for 1 year term).

**8/1920/9 Budget process 2020/21** (*Budget for 2019/20 attached*)

**8/1920/10 New HSBC Accounts** – Clerk/RFO to propose new procedure

**8/1920/11 Village Road Signs** – to discuss replacing with Heritage Signs and to authorise grant applications to start a fund for this project

**8/1920/12 Maintenance of bus shelter and village notice board**

- a) To organise repainting bus shelter
- b) To organise repainting village notice board

**8/1920/13 Discussion of signage on field containing livestock**

**8/1920/14 Greener Brandeston**

- a) Report from Councillor Baker regarding implementing TerraCycle Recycling Programme at BVH
- b) To discuss how the village can increase tree planting
- c) To discuss promotion of milkman and fishman that trade in the village

**8/1920/15 Oral reports from Councillors from their area of responsibility.**

**8/1920/16 To elect a Councillor to take responsibility for highways and traffic calming following Cllr Buckingham's declaration of interest.**

**8/1920/17 To discuss Asset Community Legislation half day workshop**

**8/1920/18 To formally adopt the Parish Council policy for advertisement consent on Parish Council owned land.**

**a) Update from Cllr Fletcher regarding specification and costings for scanner/printer and projector**

**b) To authorise application for grant aid from Cllr Cooke for the above equipment and computer/software**

**8/1920/19 To authorise new Councillors training**

**8/1920/20 Committee creation**

- a) To discuss the creation of 'events committee'
- b) To discuss establishing a planning committee and if agreed, to set terms of reference

**8/1920/21 To approve the ongoing membership of Community Action Suffolk**

**8/1920/22 Following the summary guide to Neighbourhood Planning from Cllr Summers at the last meeting, to make a final decision upon implementation of a Neighbourhood Plan. (On village Website or copy can be obtained from Clerk)**

**8/1920/23 Planning**

- a) Village street map

**8/1920/24 Date of Next Meeting 14<sup>th</sup> January 2020, 7.30pm, Brandeston Village Hall**

Councillors to submit items to the Clerk by Thursday 2<sup>nd</sup> January 2019