

MINUTE OF BRANDESTON ANNUAL PARISH COUNCIL MEETING

The Minute of a Parish Meeting held on Wednesday 16th May 2022 at Brandeston Village Hall.

Present: Councillors Bange, P Baker, Fletcher (acting Chair), Locke, Williams, Clerk Catherine Bacon and four members of the public

1/22-23/1 The Chairman welcomed Councillors to the meeting.

The acting Chair called for nominations to the chair for the year 2021/22. Cllr Summers (having agreed to stand prior to the meeting) was proposed by Cllr Fletcher and seconded by Cllr P Baker.
Cllr Summers agreed to take the Chair for the year 2022/23.

1/22-23/2 There were no Declarations of Interest.

1/22-23/3 Apologies were received from East Suffolk Cllr Freeman and Cllrs B Baker and Summers. It was resolved that these were accepted.

1/22-23/4 **5** It was resolved that the Chair should sign the Minutes of the Meeting 6th May 2022 as a true and accurate record. (Circulated and on website)

1/22-23/5 It was resolved that Councillors' responsibilities for 2022/23 should be: -

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| a) Vice-Chairman | (2022/23 Councillor Fletcher) |
| b) Environment, Footpaths, Tree Officer | (2022/23 Councillor Locke) |
| c) Planning Matters | (2022/23 Councillors Summers & Fletcher) |
| d) Traffic Calming/Road Safety | (2022/23 to be confirmed) |
| e) Internal Audit | (2022/23 Councillor Williams) |
| f) Liaison with the Village Hall | (2022/23 Councillor Baker) |
| g) Quiet Lanes | (2022/23 Councillor Locke) |
| h) GDPR | (2022/23 Councillor Bange) |

It was agreed to ask Cllr B Baker if he would be willing to undertake the responsibility for Traffic Calming/Road Safety.

1/22-23/5A Cllr Fletcher stated that it is not usual to have an Public Forum at the APCM. However, as there is the additional item of Planning being discussed, the floor was opened up to allow the Parishioners to raise any issues.

A parishioner wished to raise some points on behalf of the owners of The Queen regarding the potential to submit an Asset of Community Value (ACV) application regarding the pub. She wished to stress that The Queen is their business and it is very important to them and work hard to provide a lively centre to the village. She informed the Parish Council that the owners had been looking to sell the pub for family reasons including retirement and young family. The owners are concerned that having an ACV listed on the pub will detract any potential purchaser from coming forward. The owners had felt upset that there was not formal communication with the pub over the matter.

Cllr Fletcher responded that the Parish Council were not looking at purchasing the pub but had been approached to investigate the scheme in order not to lose the pub in the village. The item was on the agenda to discuss it in general term and that there was currently no formal plan. The Clerk followed this up stating that if there was a decision to proceed, the owners would be formally contacted and the Parish Council would be in open communication.

The owners of The Queen stated that they were unable to attend the previous Parish Council meeting and wish to put forward further statements regarding the planning application DC/22/1214/FUL Erection of two new dwellings. Land To The Rear Of Brandeston Queen The Street Brandeston Suffolk IP13 7AD. Cllr Fletcher stated that this was not being discussed at this meeting and had been discussed fully at the previous meeting.

The Clerk wished to remind those attending that if anyone wished to raise an issue at the Parish Council but were unable to attend in person, they could submit comments to the Clerk prior to the meeting to be discussed. The parishioners present thanked the Clerk for highlighting this.

1/22-23/6 Finance

- a) The Clerk was confirmed as Responsible Finance Officer (RFO)
- b) The RFO reported Parish Council account balances at HSBC as:
PC account at 31st March 2021: £3260.77
PC account at 30th April 2021 £9623.67
The RFO reported 100+ account balance at HSBC as:
The HSBC 100+ account at 31st March 2020 was £2268.31
The HSBC 100+ account at 30th April 2020 was £2392.39
- c) Cllr Williams confirmed the accounts had been finalised and that he was happy with the final version.
- d) Cllr Williams was confirmed as Councillor internal auditor.
- e) It was agreed to appoint SALC as Internal Auditors for 2021/22.
- f) The RFO confirmed cheque signatories for **Parish Council account** as Councillors Baker, Summers and Williams and **100+ account** as Councillors Baker, Summers and Williams.
- g) The RFO confirmed debit card holders for **Parish Council account** as Councillor Baker and RFO Catherine Bacon.
- h) The RFO confirmed internet banking access for **Parish Council account** is held by RFO Catherine Bacon. Cllr Fletcher asked whether there was a contingency plan held to access the internet banking. The RFO replied that it could be set up for Cllr B Baker as he is also a debit card holder.
- i) The RFO confirmed the receipt of the Precept (£6390). The Parish Council were reminded that the full Precept is received in one instalment rather than divided into two instalments as in previous years.

1/22-23/7 Annual Accounts 2021/22

- a) The unaudited PC Accounts for the year ending 31st March 2021 were presented to Council, approved and adopted.
- b) The RFO and Cllr Williams confirmed the AGAR form was completed and to be signed.
- c) The RFO confirmed that the Exemption from Audit Certificate was in progress.

1/22-23/8 The Clerk confirmed that the following documents are in place:

- a) Financial Risk Assessment
- b) Register of Assets including Land owned by the Council, two triangles at Mutton Lane and Low Street are registered in the Council's name.
- c) Financial Standing Orders/Regulations
- d) Procedural Standing Orders
- e) An adequate insurance policy is in place to protect the Council, its assets and public and employee liability.
- f) The Information Commissioners Office Publication Scheme

- g) The SALC model Complaints Procedure
- h) Adoption of Model internal control statement
- i) Clerk/RFO contract
- j) GDPR policy. Cllr Bange and Clerk will finalise the document wording.

1/22-23/9 It was resolved that the following items can be paid for the year: -

- a) Suffolk Association of Local Councils subscription –when invoice received
- b) Suffolk Preservation Society – £30.00 when invoice received. It was agreed to discuss this again at the next meeting, as it was uncertain whether this was required and wanted agreement from all Cllrs.**
- c) Clerk’s salary arrangements to be confirmed for 2022/23 as Chairman agreeing payment transfer after checking amount is correct
- d) To approve payment to SALC for Internal Audit for 2021/22 when received - Estimated £88.00 +VAT
- e) To authorise RFO to prepare prizes each month from 100+ Club account for the year 2021/22; prize money to be transferred from 100+ account to PC account for Cllr Baker to withdraw – confirming cash withdrawals with RFO
- f) To authorise renewal of ICO licence – £40 when invoice received
- g) To authorise renewal of lottery license - £20 when invoice received

1/22-23/10 The RFO informed the Parish Council that the current insurance expires on 30th September 2022 and unfortunately current insurer will not be providing future cover. RFO has been in correspondence with SALC whom have since confirmed they have negotiated an arrangement with Ansvar Insurance. **It was agreed that the RFO obtain a like-for-like quote (to commence 1st October 2022) to bring to the Parish Council.**

1/22-23/11 Planning

- a) It was agreed that the plans submitted were a renewal of a previous planning application that had passed and was innocuous. **It was resolved to support DC/22/1448/FUL, Construction of single storey link from main house to annex - renewal of planning permission ref DC/14/0760/FUL dated 30/04/2014. Grove House, Riggle Street, Brandeston, Woodbridge, Suffolk, IP13 7AS**
- b) The Clerk confirmed that information regarding ‘Asset of Community Value’ (ACV) had been circulated to Cllrs prior to the meeting as background information prior to the meeting. Cllr Fletcher stated that he had not appreciated that submitting an application to assign The Queen as an ACV would potentially make the sale of the pub more difficult to the current owners. Cllr Bange noted that the ACV process is technical and needs to be thought through. **It was agreed to drop the proposal until there is a need to re-evaluate.**

1/22-23/12 Cllr Fletcher reported that SID is unwell! The device can still read the speed of vehicles travelling through the village but the data recording function is not working. It will cost £700 + VAT to repair the problem. Cllr Bange asked the cost of replacing SID. Cllr Fletcher stated that replacing SID in its current form would cost **£3000** Upgrading to a format with smiley/angry face would cost and additional **£500 ie £3500**. Cllr Fletcher proposed that County Cllr Bryce is contacted regarding the traffic calming schemes she raised at the Annual Parish Meeting. **It was agreed the Clerk contact County Council Bryce to find out what can be arranged.**

1/22-23/13 Platinum Jubilee

- a) It was confirmed that there will be no Beacon to be lit in Brandeston.
- b) It was confirmed that Kathy Churchill will be the Torch Bearer in the relay. She will be picked up in the rickshaw from her home, travel to the village hall for photographs before travelling further along the route to hand over the Torch.
- c) The Clerk reported that she and Cllr Baker had planted the tree. Cllr Baker has continued to water and nurture the tree during this dry weather!

1/22-23/14 Schedule of Meetings for 2022/23

June 13th, July 11th, September 12th, October 10th, November 14th. December 12th 2022 January 9th, February 13th, March 13th, April (TBC) 2023. Note Council recesses in August

Date of next meeting: Monday 13th June 2022 at 7.30pm in the Committee Room of the Village Hall.

DRAFT