

## BRANDESTON PARISH COUNCIL

The Minute of the meeting held on Monday 8<sup>th</sup> June 2020 via Zoom video call due to Covid 19 restrictions.

**Present:** Councillors Baker, Fletcher, Locke, M Mitson-Woods (in the Chair), R Mitson-Woods, Summers and Williams. Also present East Suffolk Councillor Cook and Clerk Catherine Bacon.

**2/20-21/1** The chairman welcomed Councillors and East Suffolk Councillor Cook to the meeting.

**2/20-21/2** There were no apologies of absence

**2/20-21/3** There were no declarations of interest

**2/20-21/4** It was resolved that the Chairman should sign the Minute of the Meeting held on 29<sup>th</sup> May 2020 as a true and accurate record.

**2/20-21/5** East Suffolk Councillor Cook reported that his weekly updates provided regular information, but wished to take this opportunity to thank everyone from the villages in his ward for their efforts during this crisis. He appreciates that the vulnerable are being looked after.

### **2/20-21/6 Financial Matters**

- a) **PC Account.** The Clerk reported that no new bank statements have been received since the last meeting and so provided a summary of transactions (*attached*) in the end of year accounts provided at the APCM. **It was resolved to accept the financial report.**
- b) **100+ Account.** The Clerk reported that no new bank statements have been received since the last meeting and so provided a summary of transactions (*attached*) in the end of year accounts provided at the APCM. **It was resolved to accept the financial report.**
- c) The form to accept Cllr. Williams as a signatory and remove Helene Buckingham has been signed and will be taken to HSBC by the RFO.
- d) The Clerk confirmed that Richard Martin will continue to care for the triangle at the Queen and it was **resolved that he should do so.**
- e) The additional wording for the Council's Financial Risk Assessment was proposed by Cllr Williams and seconded by Cllr Summers. **It was resolved to adopt the revised Financial Risk Assessment with the additional wording to safeguard the Council for the use of Internet Banking.**
- f) **It was resolved to authorise payment** of the registration fee (£40) to the Information Commissioners' Office.
- g) Councillor Fletcher presented an up to date specification for a new laptop, which it had previously agreed to purchase. **It was resolved that the RFO should purchase the model without delay and the software to support it.**

### **2/20-21/78 Year end 2019/20**

- a) The RFO reported that SALC is currently undertaking the Internal Audit.
- b) The RFO has contacted PKF Littlejohn regarding the Exemption Certificate and is awaiting a reply. It was resolved that the Chairman should sign the Exemption Certificate when it is available.

### **2/20-21/8 Oral Reports**

- a) Cllr Locke reported that she has spoken to Suffolk County Council, and reported that SCC is reducing verge cutting to promote environmental benefits, except in locations where not



cutting would be dangerous. Cllr Locke had also investigated a program called 'Roadside Nature Reserve Project'. Members agree that this should be adopted.

East Suffolk Cllr Cook had agreed that verges are only cut for safety in certain locations when the wildflowers are blooming. He had been contacted by a Brandeston parishioner regarding preserving wildflowers in verges and this links in with the East Suffolk Council Environmental Policy and the East Suffolk Council Environmental Biodiversity Policy which advocates delaying verge cutting until autumn. He was disappointed to hear that SCC had cut the verges after agreement not to do so. Earl Soham, Kettleburgh and Easton also wished to leave verges uncut. The first metre on the lower parts appear to have been cut, leaving the higher parts. East Suffolk Cllr Cook is to ask for this first metre to be reduced to half a metre. He will ask his colleague to write to all parishes in order to have input towards an East Suffolk Policy regarding verge cutting, resulting in encouraging wild flowers whilst retaining safety. **It was resolved to continue working with East Suffolk Council on this project.**

- b) Cllr Fletcher is downloading information from SID this week and the resulting statistics will be circulated.
- c) Signage issues for Mutton Lane and Mill Lane is ongoing. Cllr R Mitson-Woods is contacting Suffolk County Council to find out whether a sign could be placed at the start of Mill Lane to warn large vehicles there is no turning space down the lane.
- d) Cllr Baker reported that Brandeston Village Hall could open on July 4<sup>th</sup> (*Government guidance date*), but it was not deemed possible due to the nature of the activities held and the need for disinfection of the facilities. Opening will depend upon what measures are announced in the future.

**2/20-21/10** The Clerk has contacted East Suffolk Council regarding the pricing and installation of a dog bin at the top of Old Maid's Lane. The landowner, Lord Cunliffe has asked to be present when choosing the location for the bin and stated a preference for a green bin in order to blend in with the environment.

**2/20-21/11** Date of next meeting Monday 13<sup>th</sup> July 2019 at 7.30pm via Zoom.

*Mh Mh-W*

13:07:20



### Financial Summary (2/20-21/7 a&b)

HSBC PC Account 40-47-42 51541412

Balance at 31<sup>st</sup> March 2020: **£2996.79**

Transactions to 4<sup>th</sup> June:

Money in: £2320

Money out: £336.73

Balance at 4<sup>th</sup> June: **£4816.06**

HSBC 100+ Account 40-25-31 -2474506

Balance at 31<sup>st</sup> March 2020: **£1761.22**

Transactions to 4<sup>th</sup> June:

Money in: £820

Money out: £570 (transfer to PC account)

Balance at 4<sup>th</sup> June: **£1959.20**

Barclays 100+ Account

Balance at 31<sup>st</sup> March 2020: **£408.09**

Transactions to 4<sup>th</sup> June:

Money in: 0

Money out: 0

Balance at 4<sup>th</sup> June: **£408.09**