

BRANDESTON PARISH COUNCIL

The Minute of an Extraordinary meeting held on Tuesday 11th June 2019 at 7.30pm in the Committee Room of the Village Hall.

Present: Councillors M Mitson-Woods, R Mitson-Woods. Baker, Minute Secretary Catherine Bacon. Three electors seeking co-option.

2/1920/1 Welcome from the Chairman

The chairman welcomed Councillors and three applicants for the vacant seats on the Council. She outlined the legal requirements for Councillors which include signing an Acceptance of Office document to declare that they will abide by the Suffolk Code of Conduct and declaring interests they, or their partner/spouse, have on the public record at East Suffolk Council. Further the Chairman highlighted the seven principles which support the Suffolk Code of Conduct. She also explained that the correct procedure is being followed; a democratic election had passed on May 2nd 2019 and only four candidates had offered themselves for election. The law then requires the Council to fill the empty seats by co-option.

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

Apologies were received from Councillor Buckingham.

2/1920/3 There were no declarations of interest.

2/1920/4 Three electors, Rachel Summers, Steve Williams and David Fletcher gave brief outlines of what they could offer the Council. Mary Ketley was unable to attend, sent her apologies and a written statement for the Clerk to read on her behalf.

2/1920/5 It was resolved that the Chairman should sign the Minute of the meeting held on 14th May 2019

2/1920/6 The chairman outlined the process for electing co-opted members; each candidate was separately voted on for each vacancy. The resulting elections resulted in the co-option of David Fletcher, Rachel Summers and Steve Williams. After signing their Declaration of Office the Chairman informed them they had the same status on the Council as any elected member.

2/1920/7

- a) No statement has been received from Barclays for Parish Council Account, preventing reconciliation
- b) No statement has been received from Barclays for the 100+ Account, preventing reconciliation
- c) IT matters. The Chairman invited the Clerk to present this item. In her capacity as RFO she reported that the Council is changing Banks from Barclays to HSBC and would be using an online facility to make payments. The PC laptop is extremely slow and, in order to be more efficient, plans need to evolve to replace it and the scanner/printer. Additionally, Planning Applications will not be sent in paper form in future and a modest projector would be helpful to examine plans online. Councillors discussed this and agreed that IT equipment needs to be replaced on a regular basis. It was resolved that Councillor Fletcher would help the Clerk research and source equipment and bring quotes and recommendations to the July

meeting for a decision. It was noted that the budget had contained £900.00 for an election which was not needed. At the July meeting a virement could be used to transfer money from this budget head to an IT heading.

2/1920/8 New HSBC Accounts

- a) Councillor R Mitson Woods proposed and Councillor Baker seconded the Clerk to operate the new HSBC accounts online and make payments which are supported by a Minute of the Council. **It was resolved that the Clerk is authorised.**
- b) Councillor Baker was given a Signatory form and take to HSBC branch personally; the Clerk will deliver Signatory form to Councillor Buckingham.

2/1920/9 Employment Matters

- a) Councillors Buckingham and R Mitson-Woods are drawing up an Employment Contract to the Clerk/RFO
- b) **It was resolved to establish an Employment Committee.** The committee would be made up of the Chairman and Councillors Williams and Summers and would meet on 6th July 2019.

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

Councillors Summers and M Mitson Woods and the Clerk agreed to meet in order to report a variety of solutions for managing the maintenance and appearance of the triangles at the next council meeting. A range of options included a working party for maintenance and regular contact with sign owners. The Chairman is to contact Councillor Vickery to find out if he can contribute.

2/1920/11 East Suffolk Councillor Cooke was prevented from attending the meeting due to train delays. He will be attending the village fete.

2/1920/12 Councillors volunteered to take responsibility for the following areas:

- a) Environment, footpaths, tree and litter – Councillor Summers
- b) Planning matters – Councillors Summers and Fletcher
- c) Highways and traffic control – Councillor Buckingham was nominated in her absence
- d) SALC – Councillor R Mitson-Woods
- e) Liaison with other village organisations, including the Church and the School – Councillor Baker
- f) Internal Audit – Councillor Williams

2/1920/13 Councillor R Mitson-Woods attended the SALC Area Meeting on Monday 3rd June and reported as follows:

- a) Presentation on CIL (Community Infrastructure levy). It is based on the number of dwellings in the village and on the number of new properties built, based around square meterage of the properties. It is paid by the developers to the district council and the village receives 15% of the total amount paid (25% if there is a parish plan). It is for major projects such as village halls, new playgrounds or similar projects.
For an example, if 16 new houses were built in Brandeston the village would be in line for approx. £34,000 from the developers.
- b) Election of new area chairman. Councillor Andrew Lewis, vice chairman of Walberswick was elected. His aim is to engage with the Waveney area now that we are all East Suffolk to explore ways of working together.
- c) Register of interests. East Suffolk Council have had problems in the new system of registering but these appear to have now been sorted.

- d) Information exchange. Councillor Mitson-Woods explained about taking ownership of our village greens and recommended that parishes should check on ownership of areas such as this in case another body tries to take adverse possession.
- e) East Suffolk planning meeting Friday 7th June – we were awaiting the meeting notes from East Suffolk and a full report would be given at the next parish council meeting.
- f) A point to note is that planning information will no longer come in paper form and will all be online. The exception would be for major planning applications and printed plans would have to be requested.

2/1920/14 Planning

- a) **DC/19/1911/FUL** No adverse comment to make; recommend consent be granted.
- b) **DC/19/1940/FUL** No adverse comment to make; recommend consent be granted.
- c) **DC/19/2204/FUL** No adverse comment to make; recommend consent be granted.

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

Councillors to submit items to the Clerk by Friday 28th June 2019.

Meeting Closed at 9.15pm