

## BRANDESTON PARISH COUNCIL

### Minute of the Annual Meeting of Brandeston Parish Council held on Tuesday 12<sup>th</sup> May 2015 at 8pm in the meeting room at Brandeston Village Hall

**Present:**

**Councillors: Buckingham, Churchill, Duffy, Elson, Mitson-Woods and Norman.**

*Also present retiring Chairman David Risk. Christian Hassler, Community Police Support Officer and Mrs Helen Saxton*

Before the Council convened members of the public discussed the issues around vehicles speeding through the village with Christian Hassler, PCSO . This was raised by a resident from The Street via the Annual Parish Meeting. PCSO Hassler offered to implement a speed check during school run time in early morning. He could not guarantee this would be until 8am but would do his best. The Clerk was asked to approach SCC to organise a mobile Speed Indicator Display from SCC. Christian also suggested another option which is a 24/7 speed monitor which is left for 7 days – this gives a much more accurate record of vehicle speeds over a longer period.

**1-1516/1** The meeting opened with a welcome from retiring Councillor David Risk who went on to receive nominations for the Election of the Chairman for 2015-16. Councillor Mitson-Woods nominated Councillor Elson, this was seconded by Councillor Churchill. This was carried unanimously, Councillor Elson was elected and signed his Acceptance of Office.

**2-1516/1** To receive nominations and elect the following officers:-

- a) Election of Vice-Chairman. Councillor Buckingham was proposed by Councillor Mitson-Woods and seconded by Councillor Norman. This was carried. Councillor Buckingham was unanimously elected vice-chairman for 2015-16.
- b) Responsible Finance Officer (RFO). It was agreed that the Clerk should be The Responsible Finance Officer.
- c) Conservation & Tree Officer – Councillor Norman was elected to this role.
- d) Footpath Officer – Councillor Churchill. Councillor Buckingham proposed that this role should include noting and dealing with litter around the village. It was agreed by Councillors that the Footpath Officer would instigate a clear up of litter should the need arise.
- e) Suffolk Association of Local Councils – Councillor Mitson-Woods offered to take on this role and was elected.
- f) Village Hall representative – Councillor Churchill agreed to continue in this role and was unanimously elected as the Council's representative on the Village Hall Committee.

**3-1516/1** To receive any Declarations of Interest for this meeting and to put into action completing online Register of Interest. Councillor Mitson-Woods declared an interest in Agenda item 6b because of his relationship to the Clerk.

**4-1516/1** To receive and accept apologies for absence

Councillor Paul Kirton had notified the Clerk that he was unable to attend the meeting due to a previous engagement arranged before he was elected. An apology was also received from SCC Peter Bellfield.

**5-1516/1** To receive and sign as a true record the minutes of the meeting of 24<sup>th</sup> March 2015 (Circulated). All Councillors agreed that these should be signed by the Chairman.

### **6-1516/1 Financial Matters**

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**a) Presentation of Accounts for 2014-15 from the RFO.**

The RFO presented the Financial Report as presented to the APM. In explanation the Clerk reminded Councillors that she had only been in post since 1<sup>st</sup> April and the retiring Clerk had prepared the end of year accounts for 2014-15. The Clerk was confident that the accounts had been kept to the required standard and had satisfied the Internal Auditor who had signed them off with his approval.

**b) To sign the Annual Return confirming the Annual Statement for 2014-15 and the Annual Governance Statement for the year 2014-15 to be returned to BDO, the external auditors.**

Councillors were asked to confirm that it was their wish that the Chairman should sign the Annual Statement and the Annual Governance Statement for the financial year ended 31<sup>st</sup> March 2015 and that under the Accounts and Audit Regulations Brandeston Parish Council had:-

approved the accounting statements in accordance with the requirements of The Accounts and Audit Regulations and proper practices;

maintained an adequate system of internal control, including measures designed to detect fraud and corruption;

took reasonable steps to assure that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect in the ability of the council to conduct its business or its finances;

the council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;

the council carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;

the council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

All agreed this was so and the signature was executed by the Chairman and the Responsible Finance Officer.

*At this point the Chairman adjourned the meeting for PCSO Christian Hassler to give his report to the council (Attached to minute)*

**c) Appointment of the Internal Auditor**

Don Evans has performed this role in the past and it was resolved that the Clerk should approach Don Evans to see if he is prepared to continue as the Internal Auditor for Brandeston Parish Council.

**d) To appoint new cheque signatories**

It was agreed that Councillors Elson, Churchill & Kirton should be signatories for the 100+ Club account. It was agreed that Councillors Elson, Duffy and Norman should be signatories for the Brandeston PC Community Account. The Clerk was instructed to organise formalities at Barclays Bank.

**e) Clerk's Terms and Conditions**

Councillor Mitson-Woods declared an interest and left the meeting for this agenda item.

The Clerk asked how the Council would like her to record expenses. It was agreed that a simple record in a cash book would suffice.

It was agreed that the Clerk will seek confirmation from HMRC that the role can be fulfilled on a self-employed status, with the Clerk returning a Self-Assessment each year to HMRC. Although the National Association of Local Councils does not recommend that a Clerk may be in any other role than an employee of the Council it was considered beneficial to both the Clerk and the Council that approval for this be sought.

The Council set the remuneration at an hourly rate of £10 for 2 hours per week. The Council to review the hours needed after 6 months. Councillor Buckingham suggested that the Clerk's role is statutory and should be valued as such.

The Clerk told Councillors that an enormous amount of emails were sent to the Council; it was agreed that she should filter these and forward those that were felt to be relevant. If in doubt an email would be sent to the chairman and vice-chairman for a decision.

**f) First instalment of Precept**

£950.00, representing half of the Precept for 2015-16 was paid into the Community Account on 1<sup>st</sup> April 2015

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**7-1516/1 Items presented for payment:-**

- a) Brandeston Village Hall – Invoice for £12.00 for APM 6<sup>th</sup> May 2015 plus invoice for £42.00 for Parish Council meetings May, July, September and November 2015. Cheque number 100401. Agreed.
- b) Hosting Invoice re Brandeston.net £31.88. VAT Inclusive 38.26 Cheque number 100402. Agreed.
- c) Grass cutting triangle up to £200.00 allowed for (£110.00 last season). Agreed that it was sensible to have a contingency amount and that the invoice would be received in the autumn.
- d) Expenses for Les Cullen to refurbish the bus shelter – estimated cost under £50.00. Councillors agreed that it was a generous offer to treat the bus shelter inside and out and agreed a sum up to £50 for materials.
- e) Suffolk Association of Local Councils subscription – £127. It was agreed that the Council should continue in membership and that the subscription be paid. Cheque number 100403
- f) Suffolk Preservation Society – not yet invoiced. To research benefits of membership and the costs.

8-1516/1 Village of the Year entry 2015 – to decide whether Brandeston should enter this year.

The Clerk told Councillors that in fact Brandeston was eligible for entry in 2016. It was agreed that Brandeston PC should enter. Councillor Buckingham suggested that we set up a Village of the Year committee including PC, VH & PCC. Councillor Churchill agreed to talk to the VH committee and the Clerk was asked to send a letter to the PCC inviting participation. All were in favour of using the Village of the Year entry to assess and celebrate our assets and community life and to increase cohesion between the three organisations. The Clerk was asked to put an article in the next Brandeston.

**9-1516/1** To discuss sharing speed monitoring equipment with Easton Parish Council to help reduce speeding through Brandeston.

The Clerk to investigate this proposal

**10-1516/1** Correspondence received since last meeting.

Clerk circulated some correspondence including that relating to the village signs and verges. She was also asked to email councillors' contact details + phone numbers to all councillors

**11-1516/1 Planning**

- a) **DC/15/1037/VOC response returned with no objections from councillors**
- b) **To discuss arrangements for responding to future planning applications.** It was agreed that the Clerk will call a meeting for each application to discuss a response. As long as three Councillors could attend the meeting will be quorate. This will enable Councillors to engage in discussion and for members of the public to attend and the Council to hear their views.

**12-1516/1** Dates of meetings for the year.

The Council will meet at 8pm every 2<sup>nd</sup> Tuesday of alternate months. Dates for 2015-16 are July 14<sup>th</sup>, September 8<sup>th</sup>, November 10<sup>th</sup>, January 12<sup>th</sup> 2016 and March 8<sup>th</sup> 2016. It was acknowledged that the Council may meet in between this dates if it is deemed necessary

**Date of next meeting:** 14<sup>th</sup> July 2015 at 8pm in the committee room.

The Chairman closed the meeting at 9.55pm.

DRAFT