

MINUTE OF BRANDESTON ANNUAL PARISH COUNCIL MEETING

The Minute of a Parish Meeting held on Wednesday 5th May 2021 via Zoom video call due to Covid 19 restrictions.

Present: Councillors Aitchinson, Baker, Fletcher, Locke, M Mitson-Woods (Chair), Summers (Vice Chair), Williams, Clerk Catherine Bacon and four members of the public

1/21-22/1 The Chairman welcomed Councillors to the meeting.

The chairman called for nominations to the chair for the year 2021/22. Cllr Mitson-Woods was proposed by Cllr Locke and seconded by Cllr Summers. Doubts as to her suitability and trustworthiness were repeatedly raised by two councillors and reference made to an error of judgement over a prospective development proposal.

The chairman continued to ask a number of times for other nominations, but none were forthcoming. **Having been proposed and seconded, with no other candidates nominated, Cllr Mitson-Woods agreed to take the Chair for the year 2021/22.**

1/21-22/2 There were no Declarations of Interest

1/21-22/3 An apology was received from East Suffolk Cllr Cook.

1/21-22/4 It was resolved that the Chairman should sign the Minute of the Meeting held on 12th April 2021 as a true and accurate record.

1/21-22/5 It was resolved that Councillors' responsibilities for 2021/22 should be: -

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|-----------------------------------------|----------------------------------------|
| a) Vice-Chairman | 2021/22 Councillor Summers |
| b) Environment, Footpaths, Tree Officer | 2021/22 Councillor Baker |
| c) Planning Matters | 2021/22 Councillors Summers & Fletcher |
| d) SALC representative | 2021/22 Councillor Mitson-Woods |
| e) Traffic Calming/Road Safety | 2021/22 Councillor Fletcher |
| f) Internal Audit | 2021/22 Councillor Williams |
| g) Liaison with the Village Hall | 2021/22 Councillor Baker |
| h) Quiet Lanes | 2021/22 Councillor Locke |

1/21-22/6 Finance

- The Clerk was confirmed as Responsible Finance Officer (RFO)
- The RFO reported Parish Council account balances at HSBC as:
PC account at 31st March 2021: £3923.02
PC account at 30th April 2021 £8201.63
The RFO reported 100+ account balance at HSBC as:
The HSBC 100+ account at 31 March 2020 was £1203.31
The HSBC 100+ account at 30th April 2020 was £1243.31
Closed Barclays account for 100+ Club at 30th June 2020.
- Cllr Williams confirmed the accounts had been finalised and that he was happy with the final version.
- The RFO confirmed cheque signatories for the **Parish Council account** are Councillors Baker, M Mitson-Woods and Williams) and **100+ account** are Councillors Baker, M Mitson-Woods and Williams).
- The RFO confirmed debit card holders for **Parish Council account** are Councillor Baker and RFO Catherine Bacon

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- f) The RFO confirm internet banking access for **Parish Council account** is RFO Catherine Bacon
- g) The RFO confirmed first instalment of Precept (£1875) has been received. The RFO reported that ESC had also filtered down Tax Base Grant to Local and Parish Councils resulting in a one-off payment to Brandeston PC of £1896.

1/21-22/7 Annual Accounts 2019/20

- a) The unaudited PC Accounts for the year ending 31st March 2020 were presented to Council, approved and adopted.
- b) It was resolved that once PKF Littlejohn have sent the relevant papers to the RFO and made the Exemption from Audit Certificate available, it should be signed by the Chairman and returned.

1/21-22/8 The Clerk confirmed that the following documents are in place and will be reviewed by Council once the Covid 19 situations allows normal working practice to resume.

- a) **Financial Risk Assessment.** The Clerk and Cllr Williams would add an additional Risk Assessment for the use of Internet Banking and Debit Cards which are an addition to the new HSBC accounts.
- 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.
Cllr Fletcher stated the new laptop needs to be added.
Cllr Williams questioned the white goods held within the Village Hall kitchen being on the asset register, especially after the recent refurbishment. **It was agreed Cllr Williams and RFO would review the Register of Assets.**
- c) **Financial Regulations**
- d) **Procedural Standing Orders**
- e) An adequate **insurance policy** is in place to protect the Council, it's assets and public and employee liability.
- f) The **Information Commissioners Office Publication Scheme**
- g) The SALC model **Complaints Procedure**
- h) The SALC model **Internal Control Statement**
- i) The **Clerk/RFO contract**

1/21-22/9 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 (SPS) – £30.00 when invoice received. Cllrs Fletcher and Summer will investigate what SPS can provide PC during the year.
- c) Clerk's salary arrangements to be confirmed for 2021/22 as Chairman agreeing payment transfer after checking amount is correct
- d) To approve payment to SALC for Internal Audit for 2020/21 when received - Estimated £88.00 +VAT
- e) 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.

1/21-22/10 Cllr Fletcher stated that the PC receives various emails requesting objection to Sizewell C. There is a lot of information in the press and on the web regarding Sizewell C. He noted there are negative impacts to the countryside but also the positive impact relating to apprenticeships and jobs. Cllr Fletcher questioned whether the PC should be sending an opinion from the PC on behalf of the village or whether opinions should be sent individually.

Cllr Locke suggested a referendum which could be circulated via the village email.

Cllr Aitchinson asked if we take one side or send multiple views.

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Cllr Williams stated that the PC could only represent the views of the village and that Sizewell is a hugely contentious and complex issue.

Cllr Summers question how PC could get a full view. She had personally made a few points to a representative from Sizewell C and got told she was incorrect. She didn't feel listened to.

The Chair stated that Richard Mitson-Woods fed back information from consultations at the time he was a Cllr. She also noted that the Theberton and Eastbridge Action Group (TEAG) have a substation and have a greater impact, so get more feedback from villagers. Brandeston PC had received feedback from Nick Hayward which had been forwarded to TEAG.

1/21-22/11 Schedule of Meetings for 2021/22

June 14th, July 12th, September 13th, October 11th, November 8th. December 13th 2021 January 10th, February 14th, March 14th, April 11th 2022. Note Council recesses in August.

Date of next meeting: APM Monday 24th May 2021 at 7.30pm the Village Hall, providing VH is reopened and unless provision of remote meetings is extended by HMG. Cllr Summers stated that she didn't wish to undertake the HNS presentation at this meeting as she felt that there was insufficient time to prepare. Cllr Williams questioned the choice of date for the APM. The Chair stated that the APM must be held before the 31st May. The 24th May was the first Monday available after the government roadmap opening up public venues on the 17th May and before the 31st May deadline.

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