BRANDESTON PARISH COUNCIL

The Minute of the meeting held on Monday 13th July 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, Suffolk County Councillor Paul West, Clerk Catherine Bacon and two members of the public.*

3/20-21/1 The chairman welcomed Councillors and East Suffolk Councillor Cook, Suffolk County Councillor West and the members of the public to the meeting. The chairman reminded the public that there was no public forum due to time restraints of the zoom meeting.

3/20-21/2 There were no apologies of absence

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

3/20-21/4 It was resolved that the Chairman should sign the Minute of the Meeting held on 8th June 2020 as a true and accurate record.

3/20-21/5 County Councillor Paul West has recently stepped in to liaise with Parish Councils and said that he would aim to help Brandeston wherever he could.

3/20-21/6 East Suffolk Councillor Cook stated that he was glad life was moving back towards normal and thanked Brandeston for it's contributions during the pandemic.

3/20-21/7 Financial Matters – Clerk/RFO

a) The RFO stated that little had changed since the last meeting, with the only transactions going through the bank accounts were those agreed on 8th June. Bank reconciliation for Parish Council Account is £4816.06 including £570 prize fund for 100+ club *(Attached).* **It was resolved that his bank reconciliation was approved.**

b) The RFO stated that little had changed since the last meeting, with the only transactions going through the bank accounts were those agreed on 8th June. The RFO confirmed that the Barclays account is now officially closed. Bank reconciliation for the 100+ Account is £1969.22 *(Attached).* **It was resolved that his bank reconciliation was approved.**

c) The RFO confirmed that Cllr Williams is now a signatory.

d) It was resolved that the Clerks expenses (£99.99 + £17.19 VAT) should be paid.

e) It was resolved that the SALC invoice 23438 for Annual Internal Audit (£105 + £21vatshould be paid.

f) It was resolved that the reclaimed VAT allowance from zipwire purchase from PC account (51541412) should be transferred to 100+ account (02474506) (£500 invoice number APL22043).

g) It was resolved that the P30 Employer's payslip to HMRC (£73.20) should be paid.

3/20-21/8 Year end 2019/20

a) The Clerk talked through the points I-X and highlighted that the audit process was a learning curve.

I. Council should adopt the new NALC Financial Regulations 2019. **It was resolved that Regulations updated with additional updates added recently from NALC.**

II. In accordance with Council's Financial Regulation 6.10 for payments settled by internet banking, the Parish Council should consider ensuring the online payment slip

is signed to ensure an effective system in place to reduce the risk of error. **It was resolved that this should be carried out immediately.**

III. Parish Council should include in the Minute that they have reviewed the effectiveness of the internal audit during the year of audit. **It was resolved RFO and Cllr Williams quarterly to review finances in person; the first to be carried out before the next meeting on September 14th.**

IV. Box 9 of the AGAR should reflect the total value of assets listed in the asset register. **Completed**

V. Parish Council should amend the annual bank reconciliation to 31/3/20 rather than 03/04/2020 and adjust the figures in AGAR. **Done**

VI. Council should complete the Certificate of Exemption and the correct AGAR form **(completed).**

VII. The figures on the AGAR should be rounded and the pence figures removed**. Noted**

VIII. The correct figures from 2019 should be carried forward to 2020. **Noted**

IX. The figures for Staff costs should exclude expenses. **Noted**

X. The figure for total fixed assets should reflect the figure for total assets on the asset register. **Noted**

b) RFO reported that we are in the queue for RFK Littlejohn to undertake the external audit.

3/20-21/9 Oral reports from Councillors

a) **Environment Cllr Locke – better management of roadside verges for wildflowers** Training was available to volunteers for the Roadside Nature Reserve scheme. Posters can be downloaded and circulated to advertise in the village and see whom may be interested. Cllr Baker is to promote the venture in the parish magazine. Some members of the public are unhappy with the SCC grass cutting contract; being in May rather than July it does not wildflowers time to set seed. The contract mower would have been happy to leave wildflowers but did not know where to leave. East Suffolk Councillor Cook said that together with Andrew Reid at Suffolk County Council they were driving forward the measures to reduce verge cutting including reducing distances cut from 1metre to ½ metre unless safety dictates otherwise. This ties in with the East Suffolk Environment Task Group East Suffolk Councillor Cook reported upon in June. Several parishes are in favour, including Earl Soham wishing to keep wildflowers between Earl Soham and Brandeston.

b) The Chairman reported that a meeting was held with Annette Robinson, Area Rights of Way Manager at SCC, Cllr M Mitson-Woods, Cllr Locke, the Clerk and Lord Suncliffe to discuss the temporary Footpath 12 bridge closure. Annette reported that there were various options are normally available, but action decided would have to wait until an inspection is carried out of the underside of the bridge – currently restricted due to social distancing in boats due to COVID-19. The whole inspection/reporting process is both timely and very costly, as is the installation of the bridge (particularly the foundations). Annette was amenable and vowed to help us throughout. Lord Suncliffe said that the streamlining the process would make it quicker and by getting an engineer to give a second opinion may give weight to the case. **Report of meeting attached.**
The Chairman said that parishioners should email SCC Andrew Reid to highlight the importance of a swift repair. SCC Paul West promised to put on political pressure if required and would be in contact with ESC Maurice Cook to discuss the matter. Cllr Summers suggested that we not only get other parishes involved but create a Facebook action group to promote the case. **The Clerk will contact neighbouring Parish Clerks to request for support from their villagers. Information will be circulated as to how support for the campaign can be provided.**

c) **Speed Indicator Display - Cllr Fletcher** has downloaded the information from SID and found that there was only data from 12th April 2020. He has contacted the company that deals

with SID for information. Cllr Fletcher reported that the top speed during this period was 70mph. **It was resolved to reset the device and start recording afresh.**

d) Cllr R Mitson-Woods spent an afternoon trying to contact the appropriate person at highways and SCC regarding implementing signs for Mill Lane to no avail. SCC Paul West said that he would help Cllr R Mitson-Woods on the matter.

3/20-21/10 Progress of the purchase of a Dog Bin at top of Old Maid's Lane *(RFO)*

a) The purchase of dog bin (approx. £195 + vat) was approved on basis that ESC deemed the proposed site suitable after inspection.

3/20-21/11 Progress of Heritage Signs (*Clerk*)

a) Funding for the Heritage signs has been approved from ESC (£2K) and SCC (£3K). Money will be transferred on completion of design and contractor approval.

b) Approved design and contractors are being confirmed from SCC. The Chairman suggested that to provide some uniformity of design with neighbouring villages the same design as the Easton signs should be used. The reference to WW1 100th anniversary would be omitted and 2020 added. **It was resolved that this should be the preferred design.**

3/20-21/12 Planning

a) Planning application ENF/20/0204/DEV planning application was deemed to be breached and retrospective planning had to be submitted.

3/20-21/13 Cllr Summers proposed that an initiative to plant trees in memory of a person or celebration of an occasion could be started to encourage tree planting in a village. Cllr M Mitson-Woods suggested an avenue of trees along the footpath linking the village hall and the neighbouring field. Cllr Locke suggest trees to be planted in the Chapel graveyard. **It was resolved to publicise the proposal and a working part will be set up to progress the project.**

3/20-21/14 Date of Next Meeting Monday 14th September 2019

13:07:20