

# *BRUNDISH PARISH*

## *COUNCIL*



### **Minutes 116 of the Meeting of Brundish Parish Council, held on**

### **22<sup>nd</sup> January 2015 in Brundish Parish Rooms**

88	<b>Councillors Present:</b>	Anthony Bryant, Chairman, Tony St Quinton, Gerald Western, Mark Hitchings, Helen Gillingham, Karl Banyon	
89	<b>Apologies for absence:</b>	Celia Drakard	
90	<b>In attendance:</b>	Christine Smart, Parish Clerk Councillor Matthew Hicks	
91	<b>Declaration of Interests</b>	Whilst all either live or have business within the Parish, there were no items on the agenda affecting the status	
92	<b>Minutes of the Meetings held on 20<sup>th</sup> November 2014</b>	The minutes of these meetings were accepted as true records and accordingly signed by the Chairman, Councillor Bryant	<b>Agreed Actions</b>
93	<b>Finance</b>	<p><b>1. a ) Items for payment:</b></p> <p>1. Invoice for Playground items - £136.98</p> <p>2. Payment of PWLB - £483.00</p> <p>3. Payment due to Information Commissioner - approved</p> <p>4. Payment to E – ON for Street Light - £3.64</p> <p>All of the above items were approved for payment</p>	

		<p><b>b) Amended Precept</b></p> <p>The anticipated amount agreed at the meeting on 20<sup>th</sup> November 2014 was £2200. However, this was reviewed in the light of the need to employ a Professional Clerk. An annual increase of £800 was agreed unanimously.</p> <p>Councillor Bryant reminded the Council that there should be a reserve held of fifty percent of the Precept.</p> <p>Prior to this decision being made, the following comments and queries were made.</p> <p>It was explained by Councillor Western that FM Moore contributed to the refurbishment of the Village sign.</p> <p>There is no income due from Brundish Computer Training. This relates only to the Village Hall.</p> <p>The PWLB loan of £12000 is to be repaid over 26 years. It was taken out by the Parish Council in 1998 for the refurbishment of the Village Hall. There are bi-annual payments of £447.48.</p> <p>It was noted that the courses run at the Brundish Training Centre are run on a not-for-profit basis. Money generated pays for the running of Brundish Village Hall. Therefore, there is no need to raise money for the Village Hall by the Parish Council. However, the Parish Council is responsible for the PWLB loan.</p>	<p><b>Clerk to complete paperwork to claim Precept</b></p>
--	--	---	--

		<p><b>c) Outline budget for 2015/16</b></p> <p>As this must be set by 31<sup>st</sup> March 2015, the first draft of Income and Expenditure was provided at the meeting and is attached to these minutes</p> <p>Consideration needs to be given to the costs of replacement of damaged gates and fences on the Village Green. Councillor Gillingham advised that there was an application for grant money. This was returned to later in the meeting.</p>	
94	<b>Housing Assessment</b>	<p><b><u>Councillor Bryant agreed at the meeting on 20<sup>th</sup> November 2014 to forward to all members a document</u></b> from Mid Suffolk for further discussion regarding new proposals.</p> <p>It is anticipated that this might affect the Parish but probably not for another two to three years.</p>	
95	<b>Five Acres for Planning</b>	<p>At the meeting on 20<sup>th</sup> November 2014, Councillor Western advised that the Council are seeking landowners who would be prepared to relinquish minimum of five acres for planning.</p> <p><b><u>Councillor Bryant said he would ask Councillor Hicks</u></b> to clarify the situation and confirm if this affects Brundish.</p> <p>This relates back to the previous item in these Minutes. Historically, there was a “red line” drawn around some villages so that could build in gardens and etc. This has excluded Brundish.</p>	
96	<b>Letter to HMRC by Parish Clerk</b>	<p>To note that a reply has still not been received from HMRC.</p>	<b>Parish Clerk to ask SALC for their help.</b>

97	<b>Grants</b>	<p>Councillor Gillingham updated the Council. An application has been submitted to Adnam's charity and the outcome is awaited. The grant relates to the refurbishment of the play area on the Village Green.</p> <p>It was noted that Councillor Bryant has met with Andrew Muttock and it is anticipated that he will install "sustainable" fence work.</p> <p>If the grant is not forthcoming it was suggested to contact Mid-Suffolk Council and/or the County Council.</p>	<b>Councillor Gillingham</b>
98	<b>Telephone Kiosk</b>	<p>It was noted that it appears that the purchase by the Parish Council of the telephone kiosk is going ahead. An update was received from MSDC on 4<sup>th</sup> January 2015.</p>	<b>Councillor Bryant</b>
99	<b>Transparency Code for Councils</b>	<p>This relates to those Councils with an annual turnover not exceeding £25,000. Details were sent to Councillors on 10<sup>th</sup> January 2015.</p> <p>It was noted that as long as information is posted online there would not be a need to have an external audit. It would appear that the majority of information is already posted online. Individual payments are displayed in the Minutes of each meeting.</p> <p>Such a change would lead to a saving and it is anticipated that the change will take effect in 2016.</p>	<b>Councillor Bryant and Parish Clerk</b>
100	<b>Resignation of and consequent appointment of a Professional</b>	<p>The resignation of Chris Smart as voluntary Parish Clerk was accepted.</p> <p>It was unanimously agreed that there should be a Professional Parish Clerk. This has</p>	<b>Councillors Bryant, Western, Hitchings and</b>

	<p><b>Parish Clerk</b></p>	<p>been undertaken at a generous rate for a long time.</p> <p>It was discussed that 10 hours a month should be the minimum amount of time that would be needed by a Professional Clerk. This was judged on what other Parishes of a similar size to Brundish undertake.</p> <p>It was agreed that there will be a need to monitor the amount of hours required and hope that the new Clerk will alert the Council if there should be a need to change number of hours allocated.</p> <p>The position will be advertised via SALC by Parish Clerk and the Chairman will contact Dina Bedwell.</p> <p>The interview panel will be Councillors Bryant, Western, Hitchings and the current Clerk.</p>	<p><b>Parish Clerk</b></p>
<p>101</p>	<p><b>Village Green and Play Area</b></p>	<p>a) It has been agreed that a village fete will be held on 19<sup>th</sup> July 2015.</p> <p>Councillors were asked to consider whether they would wish to set up a Working Party to ensure a smooth run up to this event. It was suggested that Councillor Bryant should seek support from Diane Palmer, David Mulrennan and Kenny.</p> <p>A Risk Assessment will need to be undertaken. A Risk Assessment of the Play Area also needs to be updated.</p> <p>b) Councillor Western advised the Council that he was proceeding with the investigations into the purchase of bulk mulch for the Play Area.</p> <p>c) A Quiz is to be held in the Crown on 26<sup>th</sup> February 2015 to raise money for</p>	<p><b>Councillors Bryant and Western</b></p>

		<p>the Village Green.</p> <p>d) A discussion took place regarding the gates at both ends of the top path. These items have been explored by the Council over the last twelve months. <u>It was decided to postpone any further discussion until the March 2015 meeting.</u></p>	
102	<b>The Website</b>	<p>Discussion took place regarding the Wilby/Brundish website.</p> <p>It was reported by Councillor Bryant that “one suffolk” had changed their main provider about two years ago. This was why David Holliday had needed to set something up quickly for the two Parishes. The Parish Clerk is able to put Minutes, Agendas and finance on there. It was considered that this was of benefit to Brundish.</p> <p>Two Councillors were concerned that the web site should be used for any more than the basic requirements as this might impinge on the amount of time available to the Parish Clerk.</p> <p>Councillor Hitchings is to contact David Holliday about the inclusion of a gallery for photographs on the Brundish pages.</p>	<b>Councillor Hitchings</b>
103	<b>Planning</b>	<p>Consultation on Planning Application 4010/14 - details were forwarded to Councillors to view on Mid Suffolk web site on 11<sup>th</sup> January 2015.</p> <p>The application was supported.</p> <p>Flooding in Brundish Street. This occurrence was reported by Councillor St Quentin. Councillor Bryant agreed that he would take pictures for future reference</p>	<p><b>Parish Clerk to advise MSDC.</b></p> <p><b>Councillor Bryant to take pictures of flooding in Brundish Street</b></p>

104	<b>Sign up for Emergency Planning</b>	It was reported that it is intended to place a defibrillator in the phone box potentially. If so, the sign up for Emergency Planning then goes hand in hand with Red Cross. This would be of good use in the village.	<b>Councillor Bryant</b>
105	<b>Report from Suffolk County Council and Mid Suffolk Police</b>	Both reports are attached to these minutes.	
106	<b>Neighbourhood Watch</b>	Minute 83 from 20 <sup>th</sup> November 2014 refers. <u>It was agreed to defer again until meeting on 19<sup>th</sup> March 2015.</u>	
107	<b>Standing Orders and Financial Regulations</b>	These were referred to Councillors for approval. The Parish Clerk undertook to undertake a further review and highlight any potential alterations.	<b>Parish Clerk</b>
108	<b>Correspondence</b>	<p>a) All e-mails previously circulated. No further discussion ensued.</p> <p>b) Parish Survey 2014 – information circulated to Councillors on 11th January 2015 – to be completed by Councillor Bryant</p> <p>c) Provisional Local Government Finance Settlement 2015/16. See information forwarded 11th January 2015</p> <p>d) Ipswich to Peterborough Passenger Rail Service consultation See information also forwarded 11th January 2015 – no comment from Brundish.</p>	<b>Councillor Bryant</b>
109	<b>Dates of 2015 meetings</b>	<p>19th March, 21st May, 16th July, 17th September and 19th November</p> <p>The Annual Parish Meeting will be held on: 16th April 2015</p> <p>The time of all meetings will be 7.45 p.m.</p>	
		<b>The meeting closed at 9.20 p.m.</b>	

**Outline Summary of Accounts as at 31<sup>st</sup> March 2015 – Brundish Parish Council**

	Year ended	Year ended	Year ended
<b>Receipts</b>	<b>31<sup>st</sup> March 2013</b>	<b>31<sup>st</sup> March 2014</b>	<b>31<sup>st</sup> March 2015</b>
Precept	£2,300.00	£2,296.00	£2200.00
Vat Reclaim	£0.00	£48.45	TBA
Donations	£180.00	£60.00	£1130.00
Building Society interest	£0.00	£1.11	TBA
<b>Total receipts</b>	<b>£2,480.00</b>	<b>£2,405.56</b>	
<b>Payments</b>			
Public Works - Loan Repayment	£895.00	£895.00	£895.00
Audit fees (Both)	£130.00	£0.00	£134.00
Insurance Renewal	£330.00	£323.00	£316.00
Eastern Electricity	£14.00	£14.00	£14.00
Donations (Section 137)	£0.00	£0.00	£0.00
Brundish Village Green (Payments)	£326.00	£28.00	£311.00
Salary / Expenses	£382.00	£216.00	£0
Training	£0.00	£178.00	£0
Hire of Village Hall (P.C.meetings)	£20.00	£40.00	TBA
Membership Subscriptions	£114.00	£117.00	£120.00
Miscellaneous (fees, inspection etc)	£318.00	£97.00	£62.00
<b>Total payments</b>	<b>£2,529.00</b>	<b>£1,908.00</b>	
<b>Receipt &amp; Payments Summary</b>			
Balance b/f at 1 <sup>st</sup> April	£2,179.00	£2,131.00	
Total Receipts	£2,480.00	£2,406.00	
Less: Total Payments	<b>-£2,529.00</b>	<b>-£1,908.00</b>	
<b>Balance c/f at 31<sup>st</sup> March</b>	<b>£2,130.00</b>	<b>£2,629.00</b>	
<b>funds are represented by :</b>			
Current Account	£1,343.00	£1,809.17	
Building Society Account	£738.00	£738.00	
Village Green Account	£50.00	£181.96	
<b>Uncleared cheque</b>	£0.00		
<b>Total c/f</b>	<b>£2,131.00</b>	<b>£2,729.13</b>	

Certified at Parish Council Meeting 3rd July 2014