

Minutes of the Brundish Parish Council Meeting held on Tuesday, 17th November 2015 at 7:45pm at the Village Hall.

Present: Cllr A Bryant (Chairman), Cllr H Gillingham (Vice-Chair), Cllr A St-Quinton, Cllr D Palmer, Cllr G Western, Cllr K Bannon, District Cllr M Hicks, Mrs D Bedwell (Clerk) and no members of the public.

AGENDA

- 1. To receive apologies for Absence:** Apologies had been received from Cllr M Hitchings and District Cllr M Hicks.
- 2. To receive any declarations of interest with regards to items on the agenda and additions to register:** None received.
- 3. To receive reports:**
 - 3.1 Police Report: A report had not been received and it was unlikely that any further reports would be sent to Parish councils due to recent finance cuts and changes in procedures.
 - 3.2 District Councillor's report: A report had been received from District Cllr M Hicks and was circulated to members ahead of the meeting.
- 4. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak*
Meeting open: There were no members of the public present.
- 5. To approve the minutes of the Parish Council meeting held on 22nd September 2015:** It was resolved to approve the minutes as a true record of the meeting held. Cllr K Bannon asked the Clerk to correct the spelling of his surname in future minutes.
- 6. Finance:**
 - 6.1 To approve accounts for payment and note any receipts: It was resolved to approve the accounts for payment, as follows:

6.1.1	Clerk salary and expenses	£245.88
6.1.2	HMRC (Clerk's tax and NI)	£52.92
6.1.3	E-on	£9.34
6.1.4	Brundish Parish Rooms (meeting venue)	£19.00
6.1.5	Annual Insurance	£315.58
 - 6.2 To consider External Auditor's Report and note any recommendations: the External Auditor's report had been circulated to members ahead of the meeting and its contents were noted by members.
 - 6.3 To receive accounts for 2015/2016 (to date): The Clerk had produced the draft accounts but as some information was pending, she had been unable to finalise them.
 - 6.4 To consider and approve Budget for 2016/2017: Deferred due to pending matters.
 - 6.5 To consider and approve Precept for 2016/2017: Deferred due to pending matters.
 - 6.6 To complete new bank mandate forms: Deferred.
- 7. To consider and approve meeting dates for 2016:** It was resolved to approve the meeting dates for 2016 as follows: 15 March, 17 May (APM and APCM), 16 August and 22 November.
- 8. Village Green and Play Area:**
 - 8.1 To consider any further quotes received for repair work needed: A brief discussion ensued, including recommendations received from Cllr M Hitchings, the specification of the work needed, including materials and health and safety. It was resolved to approve the replacement fencing works around the existing children's play area, to include replacement personnel access gate, and posts; access posts to the road entrance at the Crown Corner junction adjacent the Brundish Crown, with new gate supplied and fitted and

the reinstatement of the original access gate and replacement posts to the road entrance adjacent to the housing estate at Crown Corner.

8.2 To consider and approve the annual inspection and agree further actions needed: The report had been circulated to members ahead of the meeting and the recommendations within were noted. Some of the recommendations would already be addressed with imminent works to the play area. Cllr D Palmer was also in the process of organizing an inspection by Playdale in order to look into the guarantees that had been offered at the time of purchase, as it was believed some of the items listed on the Risk Assessment report may still be covered by that guarantee.

9. **Village pond:** To approve letter to be sent to resident regarding the terms of use/maintenance of a parcel of land near the pond (to be reviewed annually): The letter to be sent to the resident in question was agreed by members.
10. **Planning:** To consider any applications received and note decisions: No planning applications had been received by Council.
11. **Footpaths:** To receive any reports and agree actions: A report had not been received and members agreed that this item should be removed from the agenda for the time being.
12. **Defibrillator in the telephone box-** to receive update and consider any further actions needed: A brief report was received from Cllr A Bryant. The defibrillator was "up and running" and would be advertised to the general public. A number of courses would also be taking place organised by Mr and Mrs R Coe, who were Paramedics. A telephone connection was still being negotiated and it would most probably be via the use of a mobile phone connected to the Emergency Services, which would then provide the user with an access code that would activate a response service, such as an ambulance. No further action was needed at this point.
13. **Correspondence:** To note correspondence received and agree any action needed: Correspondence had been circulated to members via e-mail and no further action was needed.
14. **Chair's urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: The Chairman had no urgent matters to bring to the Council's attention.
15. **Any other business:** information exchange only: There was no further business.
16. **Date of next meeting:** 19 January 2016.

With no further matters to be transacted, the meeting ended at 21:00pm

Signed: _____ Date: _____