

Minutes of the Brundish Parish Council Meeting held on Tuesday, 24th April 2018 at 7:45pm at the Village Hall.

Present: Cllr A Bryant (Chairman), Cllr D Palmer, Cllr G Western, Cllr K Banham, Cllr A St Quinton, Cllr C Atkinson, Clerk -Mrs D Bedwell and one member of the public.

- 1. To receive apologies for absence:** Apologies had been received from County 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 report from the District/County Councillor:** Cllr M Hicks' report had been circulated to members ahead of the meeting.
- 4. Meeting open for 5 minutes to allow members of the public to speak:** There were no comments from the public gallery at this point.
- 5. To approve the minutes of the Parish Council meeting held on 16th January 2018:** It was resolved to approve the minutes as a true record of the meeting held.

6. Finance:

6.1 To approve accounts for payment and note receipts and bank balances: It was resolved to approve the accounts for payment, as follows:

a) Clerk salary	£364.76
b) HMRC	£74.08
c) ICO registration	£35.00
d) BDO- audit admin fee 2017	£30.00
e) Salc subscriptions 2018/2019	£134.34
f) MSDC annual play inspection	£57.04
g) SCC electricity costs	£38.80
h) MSDC bin emptying charges	£42.00

Receipts:

i) Precept first half (018/2019)	£1,847.22
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6.2 To approve the Annual Governance Statement 2017/2018 (Section 1 of the AGAR for Year ended 31 March 2018): Deferred.

6.3 To consider and approve the annual accounts for year ended 31 March 2018: Deferred.

6.4 To consider and approve the Asset Register for the year ended 31 March 2018: Deferred.

6.5 To approve the Accounting Statements 2017/2018 (Section 2 of the AGAR for year ended 31 March 2018): Deferred.

6.6 To appoint Internal Auditor to the Council: It was resolved to appoint Salc as the Internal Auditor to the Council.

- 7. To review and approve the following documents:** All the documents had been reviewed and circulated ahead of the meeting. It was resolved to approve all the documents.

7.1 Financial Regulations 2018

- 7.2 Financial Risk Assessment 2018
- 7.3 General Risk Assessment 2018
- 7.4 Statement of Internal Controls 2018
- 7.5 Standing Orders 2018
- 7.6 Electronic Communications Policy 2018
- 7.7 FOI Model Publications Scheme 2018
- 7.8 Complaints Procedure
- 7.9 Internal Auditor Terms of Reference

- 8. Village Green and Play Area:** Village Fete 2018- to receive update from Cllr A Bryant: Cllrs A Bryant and C Atkinson gave members an update on the current position: It would no longer be possible to carry out repairs to the damaged sections and therefore the equipment would need to be removed for health and safety reasons. The ground was also in need of attention. The Parish Council would need to carry out a public consultation in order to ascertain what type of equipment provision would be preferred. The consultation evidence gathering would also facilitate the funding application process. A small amount of funds would initially be needed for the actual removal of the broken equipment but what was still usable would remain in place.

Members discussed how best to inform the parish and agreed on mediums such as the Parish Magazine, Survey Monkey for the actual consultation and a public notification at the May meeting. Further consultation could also take place during the Summer Fete where children and young people's input would be very valuable.

- 9. Play areas:** Covered under the previous agenda item.
- 10. Defibrillator training:** The organised familiarisation event would be taking place on the following day, when eleven members of the public, including councillors, were expected to attend. It was agreed that a nominal contribution should be made to the First Responders (including trainer's mileage costs) for the provision of the session-Clerk to action.
- 11. GDPR- How it will affect the Brundish Parish Council from May 25- to consider course of action:** The Clerk informed members of the latest update with regards to GDPR and the decision that a Data Protection Officer would no longer need to be appointed. The Council was in correspondence with a Data Protection Services provider and it was agreed that should a formal appointment need to be made, the expenditure was approved so that it could be swiftly implement. This resolution was unanimously agreed.
- 12. Planning:** To consider any applications received and note decisions, including update on DC/17/03424 the Crown Inn, Tannington Long Road, Brundish: The Chairman had attended the planning committee meeting with a view to making representation on behalf of the council but unfortunately matters had been deferred due to issues within the planning department.

DC/18/01672 Oak Farm, Wilby Green, Brundish-Application for Listed Building Consent - Removal of roof coverings, provision of insulation, re-fix roof coverings, replace barge boards and cappings and lead flashings to chimney: It was resolved to recommend the approval of this planning application.

- 13. Settlement Hierarchy Topic Paper:** A brief discussion took place regarding the classification of Brundish. The emerging Local Plan appeared to have missed a number of services provided in Brundish which would count towards upgrading it to a Hinterland Village. It was resolved that MSDC should be asked to re-classify Brundish appropriately. Clerk to action.
- 14. Correspondence:** To note correspondence received and agree any action needed: Items of correspondence had been circulated to members. Cllr D Palmer agreed to follow up on an item pertaining to a Cycling event.
- 15. Chair's urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: Cllr A Bryant appealed to members for help with ideas and hands-on helpers for the upcoming Summer Fete.
- 16. Any other business:** information exchange only: Items discussed included the parking issues in Crown Corner, cars which were routinely parked on the Close but were neither MOT's nor taxed; Cllr G Western reported on recent findings pertaining to the Education Trust and a proposal for the transfer of funds to the Parish Council- this matter would be added to the next agenda for a formal resolution (although members agreed in principle).
- 17. Date of next meeting:** Annual Parish Meeting 16 May 2018 (7.00ppm start), followed by the Annual Parish Council Meeting 16 May 2018 (7.45pm start).

With no further matters to be transacted, the meeting ended at 9.25pm.

Signed: _____ **Date:** _____