

Minutes of a meeting of the Brundish Parish Council Meeting held on Tuesday, 13th June 2017 at 7:45pm, at the Village Hall, Brundish.

Present: Cllr A Bryant (Chairman), Cllr D Palmer, Cllr G Western, Cllr K Banham, Cllr A St. Quinton, Cllr C Atkinson, Cllr C Evans, County Cllr M Hicks, Mrs D Bedwell (Clerk) and Mr M Hitchings.

- 1. To receive apologies for absence and note any resignations:** Cllr M Hitchings had recently moved from the village and had tendered his resignation. Mr M Hitchings was thanked for all his hard work and support over the years whilst he had been a councillor with the Brundish Parish Council.
- 2. To consider the co-option of new members onto the Council:** It was resolved to co-op Mrs C Atkinson and Mrs C Evans onto the Council.
- 3. To receive any declarations of interest with regards to items on the agenda and additions to register:** There were no declarations of interest.
- 4. To receive report from the District/County Councillor:** County Cllr M Hicks report had been circulated to members ahead of the meeting and was further updated by Cllr M Hicks.
- 5. 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.
- 6. To approve the minutes of the Annual Parish Council meeting held on 16th May 2017:** It was resolved to approve the minutes as a true record of the meeting held.
- 7. Finance:**
 - 7.1 To approve accounts for payment: It was resolved to approve the accounts, as follows:

a) Clerk salary	£245.88
b) HRMC	£123.48
c) Suffolk Biz (website hosting)	£100.00

(cheques issued at a later date, as Clerk was awaiting a new cheque book from Barclays)
 - 7.2 To note receipts and bank balances: Bank balances, as available, were reported. Cllr G western had verified the balance of the building Society Account and changes were due to take place, as the address and signatories' details needed to be updated. Mrs C Smart was still listed as the main contact and the only person the Building Society would actually speak with. The process for changing these details had been followed by the Clerk on a number of occasions, however there was still no progress. Cllr A Bryant agreed to try again and should this last attempt fail, the Parish Council would write to the Chief Executive and request that action is taken.
 - 7.3 To approve the Annual Governance Statement 2016/2017 (Section 1 of the Annual Return for Year ended 31 March 2017): It was resolved to approve the Annual Governance Statement.
 - 7.4 To consider and approve the annual accounts for year ended 31 March 2017: It was resolved to approve the annual accounts for the year ended 31 March 2017.
 - 7.5 To consider and approve the Asset Register for the year ended 31 March 2017 It was resolved to approve the Asset Register.
 - 7.6 To approve the Accounting Statements 2016/2017 (Section 2 of the Annual Return for year ended 31 March 2017): It was resolved to approve the Accounting Statements 2016/2017.

7.7 To appoint Internal Auditor to the Council: It was resolved to approve Salc as the internal auditor to the Council.

- 8. Village Green and Play Area:** Village Fete 2017- to receive update from Cllr A Bryant: Suggestions were made regarding the possible formation of a working party to help with the grass cutting of the village green. A second-hand lawn mower could be purchased for around £700 and it would probably cost £800 to appoint a contractor to do the work on a yearly basis, which Brundish Parish Council could not afford. However, the grass would still need to be cut, therefore Cllr A Bryant agreed that he would speak with a number of local people in order to find an affordable solution.

The Clerk provided an update regarding a recent application for funds from Cllr M Hicks Locality Budget for a 5ft x 8ft marquee, which would be used at the village fete. As the Locality funding application was looking promising and having a marquee would allow the village fete to still go ahead regardless of the unpredictable British weather, it was agreed that the purchase of the marquee should go ahead. The cost was expected to be around £900 and the Parish Council would meet the shortfall.

- 9. Planning:** To consider any applications received and note decisions: It was resolved to recommend the approval of planning application DC/17/02143 Lodge Bungalow, Dennington Road, erection of single storey side extension.
- 10. Correspondence:** To note correspondence received and agree any action needed: Correspondence had been circulated to members ahead of the meeting and no further action was needed.
- 11. Chair's urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: There was no chairman's urgent business.
- 12. Any other business:** information exchange only: Following the recent resignation of Mr M Hitchings, it was agreed that the bank mandate would need to be changed.
- 13. Date of next meeting:** 19th September and 12 December.

With no further matters to be transacted, the meeting ended at 9.20pm.

Signed: _____ **Date:** _____