**Minutes of the Brundish Parish Council Meeting held on Tuesday, 8th January 2019 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 Evans-Hendrick, Clerk Mrs D Bedwell, County Cllr M Hicks and no members of the public.

1. **To receive apologies for absence:** Apologies had been received from Cllr C Atkinson.

1. **To receive any declarations of interest with regards to items on the agenda and additions to register:** Cllr D Palmer declared a non-pecuniary interest on item 7.3.
2. **Meeting open for 5 minutes to allow members of the public to speak:** There were no members of the public present.
3. **To receive County Cllr M Hicks’ report:** Cllr M Hicks’ report had been circulated to members ahead of the meeting and was added to verbally at this point.

1. **To approve the minutes of the Parish Council Meeting held on 23 October 2018:** It was resolved to approve the minutes as a true record of the meeting held.
2. **Village Green, including play area:** A brief report was received and included the following items:

* Quotes for the grass cutting were still being sought- deferred to a future meeting
* The stake that held the bin had rotted and would need to be replaced (Cllr G Western may be able to supply materials)
* Plans for the play equipment provision were unable to be progressed at this point. Further update to be received at a future meeting.
* Suggestion was made that existing play equipment was made available for sale to the public

1. **Planning matters:**
   1. To consider applications received: DC/18/05461 The Chantry, Church Lane, Brundish- insertion of sash windows to east elevation- It was resolved to recommend the approval of this planning application.
   2. To note planning decisions: There were no further planning decisions to report.
   3. Matters pertaining to “The Crown”, including update on registration of ACV and response to planning appeal: Notification of the acceptance of nomination-Community Right to Bid- had been received from MSDC.

Notification had also been received that an appeal had been lodged with the Secretary of State and was due to be considered by the Planning Inspectorate. Members agreed that Parish Council representation should be made at the appeal and resolved to approve the commissioning of a professional report to the effect. Cllr A Bryant to action.

1. **Finance and Administration:**
   1. To consider accounts for payments and note receipts: It was resolved to approve the accounts for payment and bank balances were noted, as follows:
2. Clerk salary and expenses £280.08
3. HMRC £52.92
4. MSDC (payment re-issue) £183.04
5. MSDC (play equipment inspections) £58.45
6. SCC (Street light maintenance and energy) £38.80
   1. Grass cutting options (lawnmower/grass cutting contract); Deferred to the next meeting.
   2. To approve expenditure for phone box electrical test: It was resolved to approve this expenditure if needed, following due checks, as it may be that there is no need for one as it is not a “portable” appliance (ie it is hard-wired) and as such may be exempt (Cllr A Bryant to action).

Cllr D Palmer informed members that new batteries will be needed in November 2019 (at a cost of £352 plus vat) and that two new pads would also be needed (at an additional cost of £132 plus vat. There were still sufficient reserves in the defibrillator account for this expenditure.

* 1. To consider and approve the budget and precept for 2019-2020 (including recommendations from the Finance Working Group meeting held 12 December 2018): A brief report was received regarding matters discussed at the Finance Working Group meeting, which included the various reports received from the external auditors, the accounts for the year so far, the insurance cover and assets listed, the comparatives with previous financial years and the projections for the next financial year. The recommendations received were approved, including:
* Although a cost centre had been created for the play area capital expenditure in the draft budget, it was decided to remove it from the accounts at this point and to re-introduce it once the Council reached a stage where the project was more advanced.
* It was also agreed that the various earmarked reserves should be clearly marked and remaining funds for each clearly displayed within the balances.
* It was resolved to approve the budget and precept for 2019/20: there would be an increase to the precept of 2.8% (in tax base terms) which would take it up to £3,860.69 and would represent an additional amount of £166.69 to help the Parish Council pay for the ever increasing list of items that will not be addressed by cash strapped local authorities.
* The annual budget also included £972.76 for the cost of a contested election, should there be one in May 2019. If the election was not contested, the funds would revert to an earmarked reserve for “Election Costs” as the position would arise again every 4 years when elections were due.

1. **To consider the restoration of the village sign:** Members agreed that the village sign should be restored and enquiries would be made with the original artist in order to ascertain the best way forward.
2. **To consider the replacement of the bin pole:** Agreed under item 6.
3. **To consider the appointment of a new footpath warden:** Deferred.
4. **To approve the meeting dates for 2019:** The next two meeting dates were agreed **–** March 12th for the review of statutory documents and April 16th for the annual accounts.
5. **To note any other correspondence received and agree action needed:** All correspondence received had been circulated to members and no further response was needed.
6. **Chair’s urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair’s opinion, immediate action:
7. **Date of next meeting**: 13th March 2019.

**With no further matters to be transacted, the meeting ended at 9.30pm.**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_