

**MINUTES OF THE BRANTHAM ANNUAL PARISH COUNCIL MEETING HELD AT
BRANTHAM VILLAGE HALL ON WEDNESDAY 18TH MAY 2011 STARTING AT
7.30PM**

PRESENT: Mr M Amoss
Mr I Duncan
Mrs L Evans (Clerk)
Mr N Gray
Mrs J Heywood
Mr A McCraw
Mr T Nobbs
Mr P Revell
Mr T Ward

CHAIR: Mrs E Dunnett

IN ATTENDANCE: 2 members of the public

Declaration of Acceptance of Office forms were signed by all those present prior to the start of the meeting.

05.11.01 APPOINTMENT OF PARISH COUNCIL CHAIRMAN 2011/12:

As this was the Annual Parish Council meeting and also the first meeting of the newly elected Parish Council the Parish Clerk explained that the first agenda item was to elect a new Parish Council Chairman. She had been advised that Mrs Dunnett would be happy to be considered for the role and had also received a letter from Mr Revell which she read out to all those present. In the letter Mr Revell indicated that he would be happy to continue as Chairman dependant on the review of the current Standing Orders and advice from SALC which had been sought. He felt that with imminent departure of both the Responsible Finance Officer and the Parish Clerk that if he stayed in post that would give at least give the Parish Council some continuity.

Mr Duncan proposed that a Chairman was elected for this meeting and the clerk obtained clarification from SALC for the next Parish Council meeting so that a Chairman could be elected. He also proposed that all committees remain as they are until this time. This was seconded by Mrs Dunnett and unanimously agreed by the Parish Council.

Mr Revell proposed that Mrs Dunnett act as Chair for this meeting and was seconded by Mr Gray. The Parish Council unanimously agreed.

05.11.18 TO DISCUSS AND AGREE PARISH COUNCIL'S INVOLVEMENT WITH THE 'GOOD NEIGHBOUR' SCHEME:

Agenda item 05.11.18 was brought forward in order to Mr Robert Horn from Suffolk ACRE to give a short presentation on the 'Good Neighbour Scheme' and to allow the Parish Council to discuss whilst he was still present.

From the information provided by Robert Horn, Mrs Dunnett asked if the Parish Council would be prepared to support the scheme. Graham and Fiona Mower had offered to run the scheme and had obtained money from Dave Wood's Locality Budget. She believed that the Parish Council should at least look into whether there was a need for such a scheme in the village. In order to get this information Mr Horn had suggested that a survey form is sent to all households in the village and then collected by hand. Both Mr McCraw and Mrs Dunnett felt that that this would be very time- consuming. It was unanimously agreed that the forms should initially be sent to target groups such as the Over 60's, Brooklands School and the Scout and Guide group. The Clerk will liaise with Fiona Mower and Robert Horn to get a template of the survey form.

The Parish Council meeting closed for a public session at 8.10pm and immediately re-adjourned as there was nothing to discuss.

05.11.02 APOLOGIES:

Mr Kettle, Mr Keeble and Mr Wood, District Councillor

05.11.03 APPOINTMENT OF PARISH COUNCIL VICE-CHAIRMAN:

This was deferred until the next Parish Council meeting

05.11.04 APPOINTMENT OF RESPONSIBLE FINANCE OFFICER:

The Chair informed the Parish Council that Mr Elsey felt unable to continue as Responsible Finance Officer although he was prepared to carry on until a replacement had been found.

Mr Elsey had agreed to produce an advert which could be put in the Bugle. Mrs Dunnett also suggested that the advert is placed with SALC.

Parish Councillors were asked to notify the Clerk of any person they thought would be prepared to take on this role.

05.11.05 APPOINTMENT OF CHAIRPERSONS AND SUB-COMMITTEE MEMBERS FOR 2011/12:

This item was deferred until the next Parish Council meeting

05.11.06 DECLARATION OF INTEREST:

Nothing to declare

05.11.07 ANNUAL PARISH MINUTES:

Parish Councillors were advised that the Annual Parish Minutes were not ready to be signed off as the Clerk did not have copies of all reports. The minutes would be ready for the next Parish Council meeting.

05.11.08 PARISH COUNCIL MINUTES:

The minutes from the Parish Council meeting held on 20th April 2011 were amended to read under minute 04.11.08 '... order to purchase commemorative coins...'. They were then approved and signed as a true record of the meeting.

Mrs Dunnett asked about amendments to the meeting held 'in camera'. This was discussed at the end of the Parish Council meeting.

05.11.09 ACTION POINTS FROM PARISH COUNCIL MEETING:

Minute 11.10.20 – The Clerk reported that she still needed to contact the Land Registry authority to find what land belonged to the Parish Council. Mrs Dunnett asked if this could now be actioned as a matter of urgency. Action point ongoing.

Minute 02.11.07 – Clerk advised the Parish Council that she needed to send a letter to SCC regarding the cuts in Library and bus services. Action point dismissed.

Minute 03.11.08 – The actions from the Internal Audit will be reviewed at the June Finance Committee meeting. Action point ongoing.

Minute 03.11.11 – It was not possible to put a copy of the new bus timetable in the Bugle but the Clerk said that she would put copies on both village notice boards. Action on-going.

Minute 04.11.08 – The Clerk confirmed that a donation had been given to Brooklands School. Action point dismissed.

Minute 04.11.09 – The Clerk confirmed that Suffolk ACRE had been asked to carry out a low cost housing survey for the village. Action point dismissed.

Minute 04.11.11 – The Clerk confirmed that an article to support SCC's 'Don't be a tosser' Campaign had been put in the Bugle. Action point dismissed.

Minute 04.11.13 – The Clerk will arrange for someone to come to the P.C Meeting in July to speak about the Localism Bill. Action point on-going.

Minute 04.11.14 – Discussion about the New Model Standing Orders was discussed further under agenda item 05.11.¹⁴ Action point dismissed.

Minute 04.11.16 – Mr Revell and Mr Daniel had met with the resident of 42 New Village. Discussed further under agenda item 05.11.18. Action point dismissed.

Minute 04.11.17 – The Clerk confirmed that an email had been sent to BAFC to agree the use of the lower playing field on 18th June 2011. Action point dismissed.

Minute 04.11.18 – Authority had been given to have to have the perimeter of the lower playing field sprayed and strimmed a cost of £205.00. Action point dismissed.

Minute 04.11.19 – The Village of the Forms were not completed as this year's competition was for villages of less than 500 residents. However, Mrs Dunnett had offered to start a portfolio in preparation for next year's competition. Parish Councillors were asked to pass on any relevant information to Mrs Dunnett. Action point dismissed.

05.11.10 COUNTY COUNCILLOR'S REPORT:

Mr Wood was unable to attend the meeting.

05.11.11 DISTRICT COUNCILLOR'S REPORT:

Mr Ward report that the first District Council meeting following the elections was due to take place on 19th May 2011. He added that of the new District Councillors approximately seven of them were newly elected.

He asked if the Parish Council could write to Suffolk County Council offering its support to continue with the Buzzabout service.

The referendum to decide whether to merge Mid-Suffolk and Babergh is currently taking place although certain departments have already merged and there is now only one CEO for both districts.

Mr Ward went on to thank Mr Amoss for installing a hand rail outside the village hall and advised the Parish Council that fencing would go up around the site along Factory Lane. He had also been informed that there are plans for any future development on the Wardle Storey site.

05.11.12 FINANCE REPORT:

The Clerk reported the following balances:

Treasurer 1 Account at 30th April 2011 - £1000.00

Treasurer 2 Account at 30th April 2011 - £93,264.25

05.11.13 MISCELLANEOUS CORRESPONDENCE:

All correspondence relating to agenda items had been sent to Parish Councillors prior to the meeting. All other correspondence was circulated at the meeting. The following items were also discussed:

- An email had been received from James Pearce asking for a copy of the lease between the Parish Council and BML for the clubhouse. Mr McCraw had spoken to the gentleman in question and it appears that his concerns are in way in which cricket and football matches are scheduled at the leisure centre. Mr Nobbs confirmed that there is some wording the lease to say that cricket should be allowed but that he really needs to see BML's constitution. Mr Ward said that in the past there were more defined football and cricket seasons but that football appeared to carry on throughout the year to the detriment of the cricket. The lease between Brantham Parish Council and BML is purely for the rental of the clubhouse building and has no input into the day to day running of the club. Mr Ward agreed to speak to Mr Lawler about Mr Pearce's concerns.
- Mr John Morris from the River Stour Trust had sent an email advising the Parish Council that on Sunday 11th September 2011 300 craft were due to arrive at Cattawade Picnic Site at the end of a 24.5 mile paddle from Sudbury. He asked if there were any groups within the village that may wish to be involved in the event. Mr Duncan suggested forwarding the email to the Scout and Guide group who may wish to do some fundraising by having a refreshment tent. Clerk to forward email
- A letter had been received from the head teacher of Brooklands School thanking the Parish Council for their contribution towards the Royal Wedding Celebration Tea party held at the school on 27th April 2011.

05.11.14 TO DISCUSS NEW MODEL STANDING ORDERS:

Mr Revell advised the Parish Council that he had tried to speak to SALC regarding the Parish Council's Standing Orders. The Parish Council has the option of retaining the current Standing Orders or adopting the New Model.

The current Standing Orders appear to be somewhat out of date but may be more relevant to Brantham Parish Council than the new model. Mr Gray proposed that a small committee should be set up to go through both sets and for this committee to then come back to Parish Council with a recommendation for further discussion. This was seconded by Mr Amoss and agreed with a majority vote. Mr Revell abstained. Mrs Dunnett, Mr Duncan, Mr McCraw and Mr Nobbs agreed to meet on Tuesday 24th May 2011 to discuss.

05.11.15 REPORT FROM SNT MEETING:

Mr Duncan had nothing to report.

Mr Ward gave an update on the Wardle Storey site where there had been a number of recent burglaries. Although a local resident has reported suspicious behaviour to the police, they took the inappropriate action. An complaint has been made relating to the incident and Mr Ward has requested for a copy of this.

The Clerk was requested to write to Rob Braid, who is the current owner of the site to express the Parish Council's concern about the lack of security on site.

05.11.16 TO DISCUSS PARISH COUNCIL AND TOWN ELECTIONS

The Clerk congratulated Parish Councillors on their election to the Parish Council at the recent elections on 5th May 2011. The number of Parishioners voting at the District and Parish Elections had been 48%.

The Parish Clerk was requested to send a letter of thanks to Mr Clark, Mr Daniel and Mr Glen thanking them for all their hard work and services to the Parish Council.

The Clerk had sent out a list of all training courses being run by SALC over the next twelve months and Mrs Dunnett urged Parish Councillors to attend some of the courses.

05.11.17 TO DISCUSS ALIGNMENT OF BOUNDARY BETWEEN BRANTHAM VILLAGE HALL AND 42 NEW VILLAGE, BRANTHAM:

Mr Revell confirmed that Mr Daniel and he had met with the owner of 42 New Village on 21st April 2011 to discuss the re-alignment of the boundary fence between this property and the Village Hall.

The resident was adamant that the new fence had been erected along the existing boundary but was clear from plans of the Village Hall and Google Earth that this is not the case.

Mr Revell reported that Ms Francis had agreed to move the fence if necessary but to date no action had been taken.

He had spoken to Mr Amoss, Chairman of the Village Hall about the matter but believes that as custodians of the building the Parish Council should send a letter asking for the fence to be re-erected along the original boundary line. The letter would need to state that urgent repairs are needed to the Village Hall and access is required. There should be 0.60m gap between the Village Hall and the boundary line.

The Clerk had already spoken to BDC to seek legal advice but they had been unable to clarify whether they could give any assistance. The Clerk will also to speak to SALC. Mr Revell proposed that a letter is sent asking for a reply with two weeks otherwise the Parish Council will be taking legal action. This was seconded by Mr McCraw and unanimously agreed by the Parish Council.

05.11.19 TO DISCUSS AND UPDATE WEBSITE:

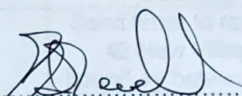
The Clerk had been in contact with Fiona Mower who was pleased to report that the new Parish Council website was ready to launch when notified by the Parish Council. She asked if it was possible for a group photo of the Parish Council was taken to put on the website, so Parishioners could relate to the names in the Bugle. Mrs Mower had also asked if Parish Councillors would be prepared to write a few sentences about themselves but the Parish Council unanimously agreed that they did not feel this was appropriate.

05.11.20	ACCOUNTS FOR PAYMENT	£	Chq no.
	Parish Clerk – Salary	£576.04	2672
	Parish Clerk – Office	£10.00	2672
	Responsible Finance Officer	£84.47	2673
	Phil Wainwright – Litter Picker	£129.26	2674
	Joe Clodd – Litter Picker	£124.02	2675
	B.M.L Maintenance Payment	£332.00	2676
	Colin Orman Ground Maintenance	£191.00	2678
	BDO Stoy Hayward	£480.00	2679

05.11.21 As the Parish Council had had a number of meetings in a short succession it was agreed that date of the next Parish Council meeting will be Tuesday 7th June 2011 at Brantham Village Hall starting at 7.30pm.

The Chairman asked members of the public to leave the meeting at 9.23pm in order for the Parish Council to discuss the minutes of the 'in camera' meeting which took place on 20th April 2011.

The meeting closed at 9.23pm

SIGNED.....  DATED..... 7/11.....

ACTIONS

MINUTE NUMBER	ACTIONS	BY
11.10.20	Obtain more information regarding land registry	Clerk
03.11.08	Review actions from Internal Audit at June Finance Committee Meeting	Finance Committee
03.11.11	Put new bus timetable on noticeboard	Clerk
04.11.13	Arrange for someone to speak to P.C about Localism Bill	Clerk
05.11.01	Seek clarification from SALC re: Election of Chairman	Clerk
05.11.18	Speak to Suffolk ACRE re: Good Neighbour Scheme questionnaire	Clerk
05.11.05	Produce advert for RFO post	Stephen Elsey/Finance Committee
05.11.08	Produce APM Minutes	Clerk
05.11.13	Speak to Mr Lawler re: cricket pitch	Mr Ward
05.11.13	Forward email from John Morris to Scout and Guide Committee	Clerk
05.11.14	Meeting consider New Model Standing Orders	Mrs Duncan, Mrs Dunnett, Mr Nobbs, Mr McCraw
05.11.16	Send letter of thanks to previous Parish Councillors	Clerk
05.11.17	Send letter to resident of 42 New Village re: boundary between V. Hall	Clerk

MINUTE NO.	ACTIONS	BY
05.11.17	Seek legal advice from BDC and SALC	Clerk
05.11.19	Have group photograph taken for Website	All Parish Councillors