

**MINUTES OF THE BRANTHAM ANNUAL PARISH COUNCIL MEETING HELD AT
BRANTHAM VILLAGE HALL ON TUESDAY 7TH JUNE 2011 STARTING AT 7.30PM**

PRESENT:

Mr M Amoss
Mrs L Dunnett
Mr I Duncan
Mrs L Evans (Clerk)
Mr N Gray
Mrs J Heywood
Mr R Keeble
Mr P Kettle
Mr A McCraw
Mr T Nobbs
Mr P Revell
Mr T Ward

CHAIR:

Mr P Revell

IN ATTENDANCE:

Mr D Wood – County Councillor
PCSO Joanne Adams
6 members of the public

Declaration of Acceptance of Office forms were signed by all Mr Keeble and Mr Kettle prior to the start of the meeting.

06.11.01 APOLOGIES:

Mr Nobbs

06.11.02 DECLARATION OF INTEREST:

None

**06.11.03 TO AGREE TO SUSPEND CURRENT STANDING ORDERS OF
BRANTHAM PARISH COUNCIL :**

The Clerk explained to Parish Councillors that the Parish Council's current Standing Orders state that no parish councillors should remain as Chair or Chairperson of a sub-committee for longer than a four year period. As Mr Revell had put himself forward for re-election as Parish Council Chairman it had been decided not to elect a Chairman at the meeting in May and take advice from SALC as to whether he would be eligible for re-election. The Clerk read out the following statement:

"The council may suspend the standing orders before the election of chairman and agree the revoking or amendment of the standing order that states the maximum term if it wishes. Once the election has taken place the council can then reinstate standing orders.

Standing Orders are the council's rules of engagement and there is no legal requirement that compels a council to have them but it is good practice.

This means that the council may agree to adopt, amend, suspend and reinstate standing orders.

Some of the standing orders refer to provisions within the law and regardless of whether the council have standing orders or not it must continue to comply with these."

Mr Ward proposed that Brantham Parish Council's Standing Orders were suspended until a new Chairman had been elected and after Parish Councillors had had the opportunity to consider adopting a revised set of Standing Orders under agenda item 06.11.06. This was seconded by Mr Duncan and unanimously agreed by the Parish Council.

06.11.04 TO APPOINT PARISH COUNCIL CHAIRMAN 2011/12:

The Clerk informed Parish Councillors that Mr Revell was happy to stand as Chairman of the Parish Council for the forthcoming year and that it was not possible for him to be considered as the Standing Orders had been suspended. She had been advised that Mrs Dunnett no longer wished to be considered for the role.

Mrs Dunnett proposed that Mr Revell was elected as Parish Council Chairman for 2011/12 and this was seconded by Mr Keeble. The Parish Council unanimously agreed. A Declaration of Acceptance of Office form was signed by Mr Revell.

06.11.05 TO APPOINT PARISH COUNCIL VICE-CHAIRMAN FOR 2011/12:

As Mrs Dunnett has expressed an interest in standing for the role of Parish Council Vice-Chairman, Mr Ward proposed that she should be elected. This was seconded by Mr Gray and unanimously agreed by the Parish Council.

Mr Ward intimated that he would have been willing to have stood for vice-chairman to either Mr Revell or Mrs Dunnett if the circumstances had warranted.

06.11.06 TO CONSIDER AND AGREE THE RECOMMENDATION FROM WORKING GROUP TO ADOPT NEW STANDING ORDERS:

This agenda item was taken by both Mrs Dunnett and Mr McCraw who had been part of the working party.

Mrs Dunnett thanked Mr McCraw for all the preliminary work he had done by producing a comparison between the current Standing Orders and the new Model.

All Parish Councillors had been given a copy of Standing Orders showing the comparisons and highlighting the relevant changes that were to be recommended by the working group.

Mr McCraw took the time to explain that some of the items were irrelevant to a small Parish Council such as Brantham and had therefore been taken out. He then went

through the proposed Standing Orders explaining any changes that were to be made and taking any questions from Parish Councillors.

Mr Duncan proposed that the New Standing Orders were reviewed by the Legal Committee and any minor amendments made and that they were then adopted by Brantham Parish Council. This was seconded by Mr McCraw and unanimously agreed by the parish council.

Mrs Dunnett added that she thought that this was a much better model to work with than the original Standing Orders.

All Parish Councillors will be sent a copy of the new Standing Orders.

06.11.07 TO APPROVE ANNUAL PARISH MINUTES:

The minutes from the Annual Parish Meeting held on 27th April 2011 were approved and signed as a true record of the meeting

06.11.08 PARISH COUNCIL MINUTES:

The minutes from the Parish Council meeting held on 18th May 2011 were amended to read under minute 05.11.09 '05.11.14' and under minute 05.11.11 '.. there were no plans...' they were then approved and signed as a true record of the meeting.

06.11.09 ACTION POINTS FROM PARISH COUNCIL MEETING:

Minute 11.10.20 – The Clerk confirmed that she had sent all relevant information to the land registry commission. 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 – The Clerk still needed to put bus timetables on the noticeboards. Action on-going.

Minute 04.11.13 – The Clerk had requested that someone from SALC attends the meeting in July to talk about the Localism Bill but was waiting for confirmation. Action point on-going.

Minute 05.11.01 – The Clerk had got clarification from SALC regarding the election of the Chairman and this had been read out at the beginning of the meeting. Action point dismissed.

Minute 05.11.18 – The Clerk had emailed Robert Horn and was waiting for a reply regarding the Good Neighbour Scheme questionnaire. She had been informed that Fiona Mower had also spoken to him. Action point ongoing.

Minute 05.11.05 – SALC had provided a job description for the RFO vacancy and this would be looked at by Mr Elsey and the Finance Committee. Discussed further under agenda item 06.11.15. Action point ongoing

Minute 05.11.08 – The APM minutes had been written and signed off under agenda item 06.11.07. Action point dismissed.

Minute 05.11.13 – Mr Ward confirmed that he had spoken to Mr Lawler regarding the problems the cricket club were having with the usage of the pitch. A meeting had taken place between Brian Cobbold and Mr Lawler but the issues remained unresolved. Mr

Ward advised Parish Councillors that he would be meeting with both parties again. Mr Pearce had been updated on the situation. Action point ongoing

Minute 05.11.13 – The Clerk confirmed that the email from John Morris had been forwarded to the Scout and Guide Committee. Action point dismissed.

Minute 05.11.14 – The New Model Standing Orders were reviewed by the working party on 24th May 2011 and discussed under agenda item 06.11.06 Action point dismissed.

Minute 05.11.16 – The Clerk said that a letter of thanks had not yet been sent to previous Parish Councillors as she felt uneasy about sending it from her due to personal reasons. Mr Revell said that he would be happy to do this. Action point ongoing.

Minute 05.11.17 – The Clerk confirmed that she had sent a letter to the resident of 42 New Village regarding the boundary between the property and Brantham Village Hall. Action point dismissed.

Minute 05.11.17 – The Clerk had spoken to BDC regarding the issue between the VHMC and residents of 42 New Village. Unfortunately they would be unable to give any legal advice if required but suggested the Clerk contacted SALC. The Clerk is waiting for SALC to ring back. Action point ongoing.

Minute 05.11.19 – A Parish Council group photo for the website still needs to be taken. Action point ongoing.

05.11.10 TO ELECT CHAIRPERSON AND COMMITTEE MEMBERS 2011/12:

• FINANCE

Mr Duncan proposed that Mrs Dunnett was elected as Chairperson along with Mr Nobbs, Mr McCraw and Mr Revell as committee members. This was seconded by Mr Ward and unanimously agreed by the Parish Council.

• PLANNING

Mrs Dunnett proposed that Mr Keeble was elected as Chairperson along with Mr Duncan, Mr Gray and Mr Kettle as committee members. This was seconded by Mr Amoss and unanimously agreed by the Parish Council

• LEGAL

Mr Keeble proposed that Mr Duncan was elected as Chairperson of the Legal Committee along with Mr Nobbs, Mr McCraw and Mr Ward as committee members. This was seconded by Mr Gray and unanimously agreed by the Parish Council

• RECREATION

Mr Duncan proposed that Mr Kettle was elected as Chairperson along with Mr Amoss, Mrs Dunnett and Mrs Heywood as committee members. This was seconded by Mr McCraw and the Parish Council unanimously agreed.

• SERVICES

Mr Ward proposed that Mr Gray was elected as Chairperson along with Mrs Dunnett and Mr Kettle. This was seconded by Mr Keeble and unanimously agreed by the Parish Council.

• CONTRIBUTIONS

Mr Duncan proposed that Mr Nobbs was elected as Chairperson along with Mr Gray. This was seconded by Mr Kettle and unanimously agreed by the Parish Council.

06.11.11 TO ELECT REPRESENTATIVES FOR:

• **SALC**

As there was no one willing to stand for this role, it was agreed to review the item at a later date.

• **VHMC**

Mrs Dunnett proposed that both Mr Amoss and Mrs Heywood were elected as Village Hall Management Committee representatives. This was seconded by Mr Keeble and unanimously agreed by the Parish Council

• **PUBLIC TRANSPORT OFFICER**

Mrs Dunnett proposed that Mr Ward was elected as Public Transport Officer and this was seconded by Mr Amoss. The Parish Council unanimously agreed

• **SNT**

Mr Ward proposed that Mr Duncan was elected Safer Neighbourhood Team representative and was seconded by Mr Amoss. The Parish Council unanimously agreed.

• **BLC**

Mr Amoss proposed that Mr Nobbs be elected as the BLC representative and was seconded by Mr McCraw. The Parish Council unanimously agreed.

It was unanimously agreed by the Parish Council to suspend the roles of Tree Warden and Footpath Liaison Officer.

The Parish Council meeting closed at 8.25pm for a public session and re-adjourned at 8.44pm.

06.11.18 TO DISCUSS AND AGREE ACTION TO ADDRESS ANTI-SOCIAL BEHAVIOUR OUTSIDE CO-OP AT SYCAMORE WAY

PCSO Adams, who was in attendance at the meeting, had advised the Parish Council of the problems with anti-social behaviour outside the co-op at Sycamore Way. She asked if it was possible to have the benches moved to outside the shop away from neighbouring houses and fixed to the ground.

The Chairman confirmed that he had already received a similar letter from Mr Antony Rush.

Mrs Dunnett suggested that perhaps one of the benches could be moved to the Church Path but felt that there was a need for one bench to be sited in the area of the shops.

It was agreed that this matter would be discussed at the SNT meeting on 22nd June 2011 and then put as an agenda item for the Parish Council meeting in July.

Mr Gray also advised PCSO Adams of the problems with youths entering the derelict buildings along Factory Lane. Mr Ward requested the Clerk to write to the owners to advise them of the problems too.

06.11.12 COUNTY COUNCILLOR'S REPORT:

Mr Wood was unable to stay for the whole meeting as he had a prior engagement. A copy of his report is available from the Clerk and Mr Ward reported the following on his behalf:

From 12th July 2011, Sunday and evening buzz about services are being removed. There is a meeting on 29th June 2011 at Shotley to discuss this and Mr Ward would be attending.

It is hoped that the Waste Recycling Centre at Chelmondiston will remain open but there is a meeting on 10th June 2011 to discuss.

06.11.13 DISTRICT COUNCILLOR'S REPORT:

Mr Ward informed the Parish Council that the recent ballot taken had resulted in No merger between Mid-Suffolk and Babergh District Council. 60.9% of Babergh residents had voted against a merger.

He went on to confirm that Mr Wood had been re-elected as Chairman of Babergh for 2011/12

06.11.14 FINANCE REPORT:

The Clerk reported the following balances:

Treasurer 1 Account at 31st May 2011 - £1000.00

Treasurer 2 Account at 31st May 2011 - £90198.46

06.11.15 TO RECEIVE REPORT FROM FINANCE COMMITTEE:

Mrs Dunnett reported that the Finance Committee had met on 24th May 2011 when the main agenda item had been to discuss the replacement of the Responsible Finance Officer. The Clerk had been notified that Mr Elsey wished to step from this role. She also informed Parish Councillors that the Treasurer of the Village Hall had resigned and it had been suggested that the new RFO took on this role as part of their responsibilities. The bookings and sending out of invoices would be done someone else.

Mrs Dunnett proposed that an advert for the RFO is place in the Bugle, on the village noticeboards and on the SALC website and the Parish Council makes every effort to recruit someone by September/October. This was seconded by Mr Ward and unanimously agreed by the Parish Council.

Parish Councillors were asked to notify the Clerk of any suitable candidates as that they were aware of.

Mrs Dunnett requested that the Clerk arrange for signatories on the bank account to be amended.

06.11.16 TO RECEIVE REPORT FROM PLANNING COMMITTEE:

MR Keeble advised the parish council that whilst the Planning Committee had not met in full, he and the Clerk had met with Mrs lace on 25th May 2011. She had expressed her concern about the inconsistency in how the appeals board considered planning applications. The planning application for 43 Cedar Close had originally been refused by both BDC and the Appeals Board. However, when the resident appealed again the

inspector did not appear to make such a thorough inspection and passed the planning application. Mr Keeble suggested a letter was sent to the appeals Committee stating the Parish Council's concern.

06.11.17 MISCELLANEOUS CORRESPONDENCE:

All correspondence relating to agenda items had been sent to Parish Councillors prior the meeting.

There was not further miscellaneous correspondence to discuss.

06.11.19 TO AGREE TO PAY VILLAGE HALL INSURANCE FOR 2011/12:

A letter had been received from Caroline Allison, Treasurer of the Village hall asking if the Parish council would be kind enough to pay the annual insurance premium for the hall. As the VHMC had negotiated a three year fixed rate through Suffolk ACRE the amount requested was £2116.50.

Mr Gray proposed that as customary the Parish Council should pay the insurance and this was seconded by Mr Keeble. The Parish Council unanimously agreed.

	£	Chq no.
06.11.20 ACCOUNTS FOR PAYMENT		
Parish Clerk – Salary	£576.04	2680
Parish Clerk – Office	£10.00	2680
Responsible Finance Officer	£84.47	2681
Phil Wainwright – Litter Picker	£129.26	2682
Joe Clodd – Litter Picker	£124.02	2683
B.M.L Maintenance Payment	£332.00	2684
Colin Orman Ground Maintenance	£431.00	2685
Status Office Services	£26.21	2686
Brantham Village Hall	£2116.50	2687

06.11.21 As the Clerk will be away from 19th July – 9th September 2011 the Chairman asked the Parish Council for views on when to hold meeting in July and September. It is customary for the Parish Council not to meet in August. It was unanimously agreed to hold the meeting on the first Wednesday of the month in July which is the 6th July 2011 and to postpone September's meeting until 13th September.

The meeting closed at 9.40pm

SIGNED.....



DATED.....

6/7/11

ACTIONS

MINUTE NUMBER	ACTIONS	BY
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
05.11.05	Produce advert for RFO post	Stephen Elsey/Finance Committee
05.11.16	Send letter of thanks to previous Parish Councillors	Clerk
05.11.19	Have group photograph taken for Website	All Parish Councillors
06.11.06	Review Standing Orders and send a copy to all Parish Councillors	Legal Committee
06.11.18	Find out about siting the bench at Acacia Court elsewhere	Clerk
06.11.18	Write to Rob Braid re: problems on Wardle Storey site	Clerk
06.11.15	Change signatories on bank account	Clerk
06.11.16	Write to Appeals Board re: 43 Cedar Close	Clerk
06.11.19	Send cheque to VHMC for Insurance Premium	Clerk