

Bredfield Parish Council

Minutes of the Bredfield Parish Council Annual Meeting held on 30th May 2012 at Bredfield Village Hall at 7pm.

Meeting started at 7pm.

Present

Councillors: Mr A. Miller (chair), Mr D Hepper, Mr D. Leyland, Mr T. Richardson

1.0 Apologies received and accepted by the Parish Council

Mr G Taylor: work commitments

Ms D. Causier: personal commitments

Ms A Henderson: work commitments

2.0 Election of chair

Cllr Richardson nominated Cllr Miller and this motion was seconded by Cllr Hepper and unanimously agreed. The Chair signed the declaration of office.

3.0 Election of vice chair

Cllr Richardson nominated Cllr Hepper and this motion was seconded by Cllr Miller and unanimously agreed.

4.0 Appointment of representatives on other committees

Cllr Hepper agreed to remain as the Parish Council representative on the Village Hall committee, and Cllr Richardson agreed to remain the representative of SORR, although this was inactive at present.

5.0 Declaration of interests

None

6.0 Confirm minutes of previous meeting

The Council agreed that the minutes of the Parish Council meeting on 30th April, 2012 were a true record and the Chair signed them accordingly.

7.0 Matters arising from action points of previous meetings

AP11/35 village map. Cllr Hepper will liaise with Mr Schofield in order to make progress with this. He will seek quotations for printing, as agreed at the meeting on 26th March, 2012.

AP11/35

AP12/03 A12 junction. The clerk had forwarded emails from David Chenery in the highways department to all councillors, and it was agreed that a site meeting should be organised as soon as possible. The clerk will contact Mr Chenery, asking him to suggest potential dates. She will ask him to bring all relevant past paperwork to this meeting. **AP12/03**

AP10/17 noticeboard. Arrangements for a new noticeboard are on-going. **AP10/17**

AP11/19 and AP11/28 highways news. There were no major issues to report.

AP11/04 parked car problem. Cllr Miller had met with the car owner in question, who had insisted on his right to park on the pavement. Since the meeting however, the antisocial parking has stopped and the matter has been resolved. **Resolved**

AP11/20 and AP11/26 glebe land. This issue would be raised during the parish meeting following this, and will be reported in the minutes of that meeting. **AP11/20 and AP11/26**

AP11/16 war memorial. Cllr Miller has spoken with the contractor, who has given an estimate to Cllr Taylor. Cllr Miller will pursue this matter, with the aim of completing the repairs before Remembrance Day in November. It was agreed that a written estimate was essential in advance of the work. **AP11/16**

AP11/40 site specific allocations. There was no further action on this to report.

AP11/41 feedback from councils. The council had not responded to the clerk's email. It was agreed to question Cllr Bellfield about feedback at the next full meeting of the Parish Council.

AP11/41

AP11/51 Jubilee – mugs and celebration event. The mugs were selling well in the shop, and Cllr Miller agreed to ask if they could also be sold at the fete. Local children had begun to collect their free mugs from the village shop. Cllr Miller reported on the planned village Jubilee celebration at the end of the fete, with food, drinks and music in the Old Rectory garden.

AP11/51

AP12/02 youth club. A letter had been sent to Mrs Johnson and the matter was resolved.

Resolved

AP12/05 amended standing orders. The clerk had amended the standing orders and had circulated them to all councillors, as agreed. **Resolved**

AP12/06 code of conduct. Cllr Hepper had sent the clerk a copy of the code of conduct for her files. **Resolved**

AP12/07 outstanding payments (salary for clerk & mugs). Payments had been sent. **Resolved**

AP12/08 internal audit. The internal audit had been completed, and was discussed under finance (see below – 9.1) **Resolved**

AP12/09 Olympic opening ceremony event - grant achieved. It was noted that claims must be made for payments after this event. Hassina Khan would therefore need to invoice Bredfield Parish Council as appropriate. The clerk will meet with Ms Khan in order to clarify this process and ensure that claims do not exceed £485 (the grant), and that all payments are accounted for in the cash book. There was some discussion about the licence for screening the opening ceremony in the village hall, and it was unclear what sort of licence was needed for this. The clerk will discuss this with Ms Khan. **AP12/09**

AP12/10 AGM and parish meeting. Dates had been agreed for these. **Resolved**

AP12/11 waste transfer services. The clerk had consulted with the Chair to confirm agreement over the services for 2012/3. Invoices for the past year had been drawn up for the village hall and shop, and the clerk will deliver these to Mr Bishop & Cllr Hepper. **Resolved**

8.0 Correspondence

There was no urgent correspondence needing attention.

9.0 Finance

9.1 The internal audit report was scrutinised and the recommendations were noted, including the need for an annual review of the asset register and the identification of S137 spending in the cash book. The audit report was approved, as was the annual governance statement and the completed external audit documentation was duly signed. The clerk would complete and send off the external audit paperwork before the required date of June 18th. **AP12/12**

9.2 The financial statement for 30th April had been circulated prior to the meeting. This was agreed and was signed by the Chair.

9.3 There were several outstanding payments: insurance, the clerk's salary, PAYE to HMRC, and waste collection. Cheques were signed and the clerk would post payments as necessary.

AP12/13

10.0 Planning

The clerk had received notification of planning consent for Fitzgerald House. C11/2308/

11.0 Highways

Cllr Leyland had been in communication with Tony Buckingham at SCC regarding the surface dressing of Ufford Road, which had not been completed, and was now likely to be deferred until 2013. Cllr Leyland will copy the clerk into future correspondence with Mr Buckingham, and will report on telephone conversations with the highways department, which could be a fruitful and friendly way forward. **AP11/19** and **AP11/28**

12.0 Date of next full Parish Council meeting to be agreed: 23rd or 30th July

The clerk asked if this could be on Monday 23rd July, as it is likely that she will be away on 30th. This was agreed.

13.0 Other matters arising

Cllr Hepper and the clerk reported on the community police panel meeting, which they had attended in Bredfield Village Hall.

Meeting ended 7.58pm

KB 7.6.12