

BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 9 MAY 2017

The Annual Parish Council Meeting was held on Tuesday 9th May 2017 at 8pm in the Village Hall.

Councillors R Walton; J Kirk and G Thomas were in attendance, together with Parish Clerk Nicola Smith. No members of the public present. County Cllr Soons and Borough Councillor Mildmay-White had been present at the Annual Parish Meeting at 7pm, but had left once that Meeting had concluded.

1 Election of Chairman

On the proposition of Councillor Thomas, seconded by Councillor Kirk, Councillor Walton was unanimously elected. There were no other nominees.

2 Chairman signs Acceptance of Office form

Before Councillors and the Clerk, the Chairman Cllr Walton signed his Declaration of Office. The Parish Clerk countersigned the document.

3 Apologies

Cllr Deacon has sadly resigned due to ill health. The Parish Council expressed its thanks to Cllr Deacon for the time that he had spent as a Councillor and more recently as Vice Chairman, and they wished him well.

Cllr Newlands sent her apologies as she was away on holiday.

Apologies and resignation accepted. Clerk confirmed that she would contact the Borough Council and put up a notice for co-option to the Parish Council.

4 Election of Vice Chairman

Cllr Kirk expressed interest in becoming Chairman of the Parish Council at some stage, and therefore put himself forward for the role of Vice Chairman. Cllr Walton proposed and Cllr Thomas seconded that Cllr Kirk be the Vice Chairman.

Cllr Kirk then signed the Acceptance of Office as Vice Chairman before Councillors and the Clerk, who countersigned the document.

5 Declaration of Interest

Chairman Cllr Walton declared a pecuniary interest in part of Item 8 of the Agenda (grass cutting) and it was agreed that he would not take part in any discussion or voting in relation to the payment of £100 to R Walton for contribution to petrol for grass cutting at Pitcher's Green.

6 Minutes of the Meeting held on 7th February 2017 to be approved.

Chairman Cllr Walton was not present at the Meeting on 7th February and therefore asked Cllr Kirk and Cllr Thomas to confirm that they were a true and accurate record. Cllr Thomas and Cllr Kirk both agreed that they were. Vice Chairman Cllr Kirk signed and dated the Minutes.

Signed.....

Dated.....

7 Matters Arising

Railway Bridge at Arch Hill - Clerk has written to British Rail but had to date not received a response. Chairman will obtain some photographs for the Clerk to forward to BR. County Cllr Soons provided the contact details of Elaine Fuller at SCC who may also help follow this up with BR if highway running over the bridge is being undermined.

Potholes and blocked drain– these had been discussed earlier at the APM and County Cllr Soons had agreed to chase the issue with SCC.

Speed on Bury Road – the Clerk had been advised by SCC that the speed survey had taken place. Cllrs were unsure if this was the case and asked the Clerk to clarify with SCC. County Cllr Soon had also agreed to contact SCC and confirmed that she fully supported the parishes application to seek a reduction in the speed limit.

Broadband – Better Broadband Suffolk have indicated that the improvement works within the Village should now be carried out between September and December 2017. Clerk will continue to chase this matter along.

8 Grass Cutting

Cllr Thomas proposed and Cllr Kirk seconded that the PC continue to make the following payments in the financial year 2017-2018:

A Spall - £200

PCC - £120

R Walton - £100 (contribution to petrol costs)

9. Clerk's Report

The Clerk presented the Annual Governance Statement 2016/17 to Councillors. Councillors considered the accepted the Annual Governance Statement. The Chairman signed and dated section 1 along with the Clerk.

The Clerk then presented Section 2, the Accounting Statement for 2016/17, as follows:-

Balance brought forward	£2595
Precept of rates and levies	£1578
Total other receipts	£122
Less	
Staff Costs	£475
Loan interest/capital repayments	£0
All other payments	£977
Balances carried forward	£2843
Total value of cash (bank recon)	£2843

Signed.....

Dated.....

Total fixed assets	£825
Total borrowings	N/A

Councillors accepted the Accounting Statement 2016/17 and the Chairman signed and dated the same, along with the Clerk.

Clerk confirmed that the Annual Internal Audit had taken place on 18 April 2017 with Mr Peter Newlands. At the time of the Internal Audit the Clerk had not been in possession of all of the bank statements, despite signatories corresponding with Natwest Bank on several occasions (due to a change over of Parish Clerk). The Clerk had provided access to the PC cheque books for the Internal Auditor to inspect, along with all the financial reports. The Internal Auditor was not able to confirm that year end bank reconciliation had been properly carried out due to a lack of the bank statements, and this was noted on the Annual internal Audit Report.

Since the Internal Audit the Clerk had been provided with copy statement from the bank, and reconciled the bank accounts and advised the Internal Auditor accordingly.

Councillors had been provided with evidence of the bank reconciliation, prior to the Meeting. Cllrs agreed the bank reconciliation with the 2016/2017 cashbook printout provided, and bank statements. Councillors had also been provided with separate document that set out all expenditure in 2016/17 of individual items over £100 which will be placed onto the website in order to comply with the Transparency Code.

Clerk will submit the Annual Return for the year ended 31 March 2017 to BDO LLP for them to carry out an External Audit.

Clerk advised the PC that the Council was also required to submit an Intermediate Review Questionnaire as part of a 5% sample. Clerk had completed this Questionnaire, and signed the same as the RFO, and will submit to BDO with the Annual Return.

In relation to the current financial year (2017/18) the following accounts were presented and passed for payment.

Income

Precept received	1775.00
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Expenditure

N Smith	Clerk's salary (incl. Transparency Code funding of £142.50)	262.10	LGA 1972 s112
SALC	Subscription	131.07	LGA 1972
		393.17	

Signed.....

Dated.....

And in addition the following as agreed at the Meeting

Grapevine	Donation & Advertising	80.00	LGA 1972
PCC	Grass Cutting	120.00	Open Spaces Act
A Spall	Grass Cutting	200.00	Open Spaces Act
R Walton	Grass Cutting	100.00	Open Spaces Act

The Council also considered and agreed the Financial Report as set out below:

Balances carried forward from 01/04/2017

Business Current Account	2700.50
Business Reserve Account	143.04
	2843.54

Add Income Received (from Schedule of Receipts)	1775.00
Less Expenditure (Movement since the last meeting)	0.00
Less Expenditure (From Schedule of Verified Invoices)	393.17

BANK RECONCILIATION

Current Account	4475.50
Less unlogged cheques	393.17
Plus uncredited logements	0.00
Business Reserve Account	143.04
	4225.37

10. Any Other Business

- (a) Mr Hignett had provided an update to the ownership and maintenance of the trees and ditch at the rear of Bradfield St Clare Water Treatment Plant. Anglian Water contractors cut back the two trees on their side of the drainage ditch behind the water treatment plant. The farmer, Mr Keith Lee had cut back the remaining tree on the side of the verge where there is no ditch. The pathway to the Village Hall is much safer as it does not have fallen damp, slippery leaves on it and Mr Hignett is

Signed.....

Dated.....

getting sunlight into his garden. Thanks was noted to both Anglian Water Customer Services and the farmer, Mr Keith Lee.

- (b) The Clerk had forwarded details of possible further funding under the Transparency Code. The Parish Council considered the same. Chairman proposed that the Clerk submit an application for funds towards a laptop which would be owned by the PC and used by the Clerk. Cllr Kirk seconded.
- (c) The Clerk reported that the Grapevine had requested a donation of £60 for this financial year instead of the £80. Following discussion the Chairman proposed and Cllr Thomas seconded that the Parish Council would place an advert in the Grapevine each month prior to a PC Meeting. That advert would give the date, time and venue of the next Meeting and set out one of the topics that would be on the Agenda for discussion, for example speed limit on Bury Road, and ask parishioners to come along and discuss their concerns etc. It was hoped that this may attract more villagers to attend the Meeting. It was therefore agreed to pay the sum of £80 to the Grapevine which would include the £60 donation and the fee for half a page advertising 4 times each year (see Item 9 above)
- (d) Chairman reported that there had been motorbikes going onto the restricted bypass land at Sheepgate Lane. There had previously been issues with 4 x 4 vehicles going onto this area which had been resolved. Chairman asked villagers to look out for this and report to the Police. Clerk will put a notice on the village website.
- (e) Complaints had been raised with the PC regarding vehicle that has been parked up on the grass by the Water Treatment Plant (near the Village Hall). Clerk will write to the owner of the vehicle.
- (f) Cllr Kirk reported that the church gates at the end of the footpath have been vandalised on a few occasions. He had carried out repairs and replacement to the springs on the gates so they close properly but they had been vandalised. Following discussion it was agreed that Clerk would put a notice on the website.

11. Date of 2018 Parish Council Meetings

Chairman proposed that 2018 Meetings continue to take place on the second Tuesday of the month. Cllr Thomas seconded, and Cllr Kirk agreed. 2018 Meeting dates are therefore: 13th February; 8th May (APM and APCM); 14th August and 13th November.

Signed.....

Dated.....