

# BROME and OAKLEY PARISH COUNCIL

The annual general meeting of Brome and Oakley Parish Council will take place at 7.30 pm on **Monday 14 May 2018** in Brome and Oakley Village Hall.

## AGENDA

### 1. Election of Chairman

The newly elected Chairman will duly sign the declaration of acceptance of office.

### 2. Apologies for absence

3. To receive any declarations of pecuniary and non-pecuniary interests from members on any item to be discussed. To consider any requests for dispensations.

4. Councillors to be reminded of the requirement for them to update their Register of Interests as appropriate.

5. Co-option to the Parish Council – to consider applications for co-option to the remaining vacancy on the Parish Council.

### 6. Appointments

a) To elect a Vice Chairman

b) To appoint a Responsible Financial Officer

c. To appoint a Data Protection Officer

d) To consider bank signatories

e) SALC Representative

f) EPR Liaison Representative

g) Representative Councillors to Diss and District Neighbourhood Plan Working Group

7. To consider approval of minutes from meetings of 9 April 2018

8. To note matters arising from minutes of 9 April 2018

9. To consider adoption of 2018 Model Standing Orders.

### 10. PUBLIC FORUM

The opportunity for members of the public to make comment.

Reports will be received from: Suffolk County Councillor and Mid Suffolk District Councillor.

### 11. Planning

a. To consider planning applications as detailed below:

Reference	Location	Application Details
DC/18/01748	Brome Triangle, Norwich Road, Brome	Outline Planning Application (some reserved matters) – erection of up to seven dwellings with detached garages and creation of 2 vehicular access, parking and turning
DC/18/01415	8 Bromelands, The Street, Brome	Erection of single storey rear extension
DC/18/01396	25 Rectory Road, Brome	Erection of a two bay cartlodge
DC/18/01253	Oak Lodge, Nicks Lane, Brome	Erection of one dwelling

b. To note any planning determinations received.

c. To receive a report of the MSDC Planning Committee hearing of 9 May 2018 application 1307/17 – Poultry Units. Church Farm, Brome.

d. To note Planning Inspectorate refusal of appeal notice in relation to the Oaksmere Hotel, Brome.

e. Any other planning matters

### 12. Procedural

a. To consider acceptance of the Accounts for year ending 31 March 2018.

b. To complete the certificate of exemption as part of the new external audit regime.

c. To consider completion of Section One (Annual Governance Statement) and Section Two (Accounting Statement) of the Local Councils' Annual Return for year ending 31 March 2018.

d. To note statement of significant variances for year ending 31 March 2018

### 13. Highways

To receive report from meeting with Community Highways Engineer regarding Low Road, Oakley.

### 14. Finance

a) To note current financial statement (to include bank balances and payments received)

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b) To consider making the following payments:

Amount	Payee	Details
£791.28 less HMRC	Sarah Foote	Clerks Salary April/May/June
£58.85	Sarah Foote	Clerks expenses April/May/June
£250.49	Suffolk Association of Local Councils	Annual Subscription
£4.50	Anglia Book Keeping	Payroll Month 12

c) To consider a donation request from Brome and Oakley Village Hall for funding towards the refurbishment of the Village Hall. To consider either direct financial support or the purchase and supply of equipment for the project.

## 15. Correspondence

To note the following items of correspondence received since the last meeting:

Received	From	Subject
18.05.2018	Progress Power	Regulation 18 formal submission (lighting)
28.04.2018	Suffolk Association of Local Councils	Latest update on GDPR – government statement on appointment of a DPO.
22.04.2018	Suffolk Police and Crime Commissioner	Have your Say meetings
22.04.2018	NALC/SLCC	NJCC Pay Rates for Local Council Clerks 2018-2019
19.04.2018	Suffolk Police	Eye SNT Newsletter
19.04.2018	Mid Suffolk District Council	One Council update
19.04.2018	Progress Power	Design Council submission

## 16. Reports

To receive reports from the following:

- Brome and Oakley Village Hall
- Suffolk Association of Local Councils
- Diss and District Neighbourhood Plan.

## 17. Urgent Matters

Any items not on this agenda but of such urgency as to merit, in the Chairman's opinion, immediate action.

## 18. Date of next meeting and agenda items

To consider agenda items for next meeting and confirm date of next meeting.

Signed *Sarah Foote*

Sarah Foote, Clerk, Brome and Oakley Parish Council, Wednesday 9 May 2018.  
Email: bromeandoakleypc@hotmail.co.uk Tel: 07554 733621