

BROME and OAKLEY PARISH COUNCIL

Minutes of the Annual Meeting of Brome and Oakley Parish Council held at 7.30 pm on **Monday 9 May 2016** in Brome and Oakley Village Hall.

PRESENT: Councillors Ursula Halton (Chairman), David Hardaker and John Parry. Also in attendance Sarah Foote (Clerk), Mid Suffolk District Councillor David Burn (left 20.15),

1. Election of Chairman

It was unanimously agreed to elect Cllr Ursula Halton to the role of Chairman. Cllr Halton duly signed the Declaration of Acceptance of Office.

2. Apologies for absence

Apologies were received from Cllr Prior and Cllr Doe and accepted by the Council.

3. Declarations of pecuniary and other interests from members on any item to be discussed and requests for dispensations. There were no declarations.

4. Councillors were reminded of the requirement to individually update their Register of Interests as appropriate.

5. Appointments

a) Vice Chairman – it was unanimously agreed to appoint Cllr Hardaker.

b) Responsible Financial Officer – it was unanimously agreed to appoint Sarah Foote.

c) Bank signatories – it was agreed they would remain as Cllrs Parry, Doe and Prior.

d) SALC Representative – it was unanimously agreed to appoint Cllr Halton.

e) EPR Liaison Representative – it was unanimously agreed to appoint Cllr Parry.

6. Approval of minutes

The minutes from the meeting of 11 April 2016 were agreed as a true record by those present.

7. Matters arising from minutes of 11 April 2016

568/9a – Cllrs Parry and Prior would take a letter to the bank to authorise a European money transfer to the suppliers of the Vehicle Activated Sign.

8. **PUBLIC FORUM**

Mid Suffolk District Council - Cllr Burn reported the Community Recycling Centre was reopened and comments would be welcome on people's experience of visiting the facility and reminded all present of the District Council's current special offer for compost bins. Cllr Burn encouraged representatives of the Parish Council to attend the Parish Liaison meeting at MSDC on 9 June and it was confirmed the Clerk and Cllr Halton would attend.

There were no members of the public present.

9. Planning

a) The following planning applications were considered:

Reference	Location	Application Details
0979/16	The Oaksmere Hotel, Rectory Road Brome	Retrospective application for retention of removed listed outbuilding at rear of the west all of kitchen garden
It was unanimously agreed to recommend support for this application		

b) The following planning determinations were noted:

3091/15	The Oaksmere Hotel, Rectory Road, Brome	Variation of condition 1 of planning permission MS/57/04 to amend fuel (to allow up to 100% mechanically treated wood waste).
Planning Permission had been granted		

c) There were no other planning matters

10. Procedural

Changes to Model Standing Orders, pursuant to the 2015 Public Contracts Directive, were accepted and it was agreed to amend the Council's Standing Orders accordingly. *Action: Clerk to revised Standing Orders and publish.*

Signed Chairman Clerk

Date

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11. Annual Parish Meeting review

Parishioners' comments about location of the proposed play equipment and, in particular, safe guarding children, were considered. It was agreed to seek further advice from PlayEngland and other appropriate organisations. *Action: Clerk and Chairman*

12. Finance

a. The Council's financial statement of Community Account at £10,790 which included the first instalment of Precept and Business Premium at £3,932 was noted.

b) The following payments were considered and agreed:

Amount	Payee	Details	Chq No
£8.50	Anglia Book Keeping	Payroll months 9 and 12	100352

13. Correspondence

The following items of correspondence received since the last meeting were noted:

Date received	From	Subject
28.04.16	Mid Suffolk District Council	Re-opening of Brome Community Recycling Centre
27.04.16	Suffolk Association of Local councils	Transparency Fund 2016/17 Applications
25.04.16	Suffolk Association of Local councils	Governance and Accountability guide
20.04.16	Mid Suffolk District Council	Parish Liaison Meeting

14. Consultations

Please refer to Planning Changes as detailed in correspondence above.

15. Reports

a) Brome and Oakley Village Hall – Cllr Parry

b) Suffolk Association of Local Councils – no report.

16. Urgent Matters

Pothole at rear of Oaksmere was deepening. *Action: Clerk to report to Suffolk County Council Highways*
Sign at bottom of Buck Lane was still missing. *Action: Clerk to report to Mid Suffolk District Council.*

15. Date of next meeting and agenda items

Date of next meeting: Monday 13 June 2016.

21.00 Meeting Closed

Signed Chairman Clerk

Date