

BROME and OAKLEY PARISH COUNCIL

Minutes of Annual General Meeting of Brome and Oakley Parish Council held at 7.30 pm on **Monday 15 June 2015** in Brome and Oakley Village Hall.

PRESENT: Councillors Ursula Halton, David Hardaker, John Parry and Mark Prior. Also in attendance Sarah Foote (Clerk), Suffolk County Councillor Jessica Fleming (left 19.52) and Mid Suffolk District Councillor David Burn (left 20.30) and Charles Doe (arrived 21.15).

1. Election of:

Chairman – it was proposed and unanimously agreed to elect Cllr Ursula Halton.

Vice Chairman – it was proposed and unanimously agreed to elect Cllr David Hardaker.

Responsible Financial Officer – it was proposed and unanimously agreed to elect Sarah Foote.

It was agreed to defer the appointment of cheque signatories to later in the meeting.

2. Apologies for absence

PCSO Long.

3. Declarations of pecuniary and other interests from members on any item to be discussed and requests for dispensations

None.

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

5. Approval of minutes

The minutes from the meetings of 13 April 2015 were agreed as a true record by those present.

5. Matters arising from minutes of 13 April 2015

544/7 – Allotment renewals. It was agreed to agenda this item for further discussion at the next meeting and the Clerk would provide all councillors with an up to date plan of the allotments currently being cultivated.

19.46 meeting closed

PUBLIC FORUM

There were no members of the public present.

County Councillor Jessica Fleming and District Councillor David Burn gave the Parish Council their reports, the first since the 7 May election

Suffolk Police – a report provided by PCSO Long was read by the Clerk.

20.03 Meeting reconvened

7. Co-option to the Parish Council

It was unanimously agreed to co-opt Charles Doe to the Parish Council. *Action: Clerk to confirm details to Mr Doe.* It was noted that there was still one seat vacant in Oakley and two in Brome. Councillors were encouraged to ask parishioners for expressions of interest.

8. Planning

a) The following planning application was considered:

Reference	Location	Application Details
1637/15	The Conifers, Low Street, Oakley	Erection of front and side extension to dwelling to provide living accommodation for registered disabled person

It was agreed that the Parish Council were not in a position to make a comment on this application.

b) There were no planning determinations to note.

c) The following additional planning matters were noted:

Ref 3744/14 – retention of erection of suspended ceiling, the Oaksmere, Rectory Road, Brome. It was noted that an appeal had been submitted to the Planning Inspectorate following the refusal of permission from Mid Suffolk District Council.

Ref 0113/15 – the application for the erection of a marquee at the Oaksmere, Rectory Road, Brome had been withdrawn.

Signed Chairman Clerk

Date

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9. Procedural

- a) The Accounts for year ending 31 March 2015 were unanimously agreed Section One (Accounting Statement) and Section Two (Annual Governance Statement) of the Local Councils' Annual Return for year ending 31 March 2015 were duly considered and completed. The Annual Return would be submitted to the external auditors.
- b) The Statement of Significant Variances for year ending 31 March 2015 was noted.
- c) The internal audit report for year ending 31 March 2015 was presented to Councillors and it was noted there was no matters arising within the report.
- d) The Clerk confirmed that she had completed the necessary documents to comply with the Parish council's obligations with the Pension Regulator for Automatic Enrolment for the Parish Council's Staging Date of 1 June 2015.
- e) Cheque signatories - it was proposed and unanimously agreed that Cllrs Prior, Parry and Doe would be cheque signatories for the Parish Council's bank account. Cllrs Prior and Parry would complete the bank mandate forms. *Action: Clerk.*

10. Finance

- a) Bank Balances - the Clerk reported the bank account balances as Community Account £8993 and Business Premium £3928.
- b) The following payments were considered and agreed:

Amount	Payee	Details	Chq No
£617.18	Sarah Foote	Clerk's Salary April, May and June 2015	100326
£118.79 inc VAT	Sarah Foote	Clerk's expenses April, May and June 2015	100327
£4.25	Anglia Book Keeping	Payroll	100328
£227.00	Suffolk Association of Local Councils	Annual Subscription 2015/2016	100329
£270.40	Community Action Suffolk	Annual Insurance Premium	100330

11. Reports

- a) Brome and Oakley Village Hall – Cllr Parry confirmed he would act as the Parish Council's representative on the Village Hall Committee and gave details of the renovation work which had been completed and items which were still outstanding.
- b) Suffolk Association of Local Councils – Cllr Halton gave a report of the area meeting she had attended. A Planning Officer from Mid Suffolk District Council had given a presentation on 12,500 homes that Mid Suffolk and Babergh needed to build.
- 21.15** Charles Doe arrived, signed the Declaration of Acceptance of Office and joined the meeting.
- c) Brome Community Recycling Centre Support Group – Cllr Halton gave the new Councillors the background on the operation of the Centre and details of the Support Group meeting she had attended on 8 June.

12. Correspondence

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

Date received	From	Subject
09.06.2015	Eye Town Council	Development in Eye – Open Event
Cllr Halton had attended this event on behalf of the Parish Council. Cllr Halton gave Councillors a summary of the details she had ascertained.		
09.06.2015	Suffolk County Council	Traffic Regulation Order A140/B1077
01.06.2015	Mid Suffolk District Council	Town and Parish Liaison Meetings
29.04.2015	Norfolk County Council	Billington Low Road
It was agreed to continue to lobby Norfolk County Council for a site meeting to discuss possible safety improvements.		

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13. Consultations

There were no consultations to consider.

14. Urgent Matters

Cllr Parry would like to attend the Councillor Briefing in Hoxne on 25 June.

15. Date of next meeting and agenda items

Date of next meeting: Monday 13 July 2015.

21.30 Meeting Closed

DRAFT

Signed Chairman Clerk
Date