

**MINUTES OF THE STATUTORY ANNUAL MEETING OF BRENT ELEIGH PARISH COUNCIL  
HELD ON 25 MAY 2017 IN THE VILLAGE HALL COMMENCING AT 8.00PM**

**Present:**

Cllr Kevin Went (Chairman)  
Cllr Karen Marshall  
Cllr Francesca Scoones  
Cllr Natalie Shewring  
Cllr Michael Warner

**Apologies:**

None

**In Attendance:**

William Grosvenor (*Clerk to the Council*)

		<b>Action</b>
17.46	<b>ELECTION OF CHAIRMAN</b> Cllr Kevin Went was unanimously elected Chairman of the Council and duly completed the Chairman's Declaration of Acceptance of Office.	
17.47	<b>CHAIRMAN'S WELCOME</b> Cllr Went welcomed all present to the meeting.	
17.48	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> There were no apologies.	
17.49	<b>DECLARATIONS OF INTEREST</b>	
17.49.01	<b>To Receive Amendments to the Register</b> There were no amendments to the Register.	
17.49.02	<b>To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were none.	
17.49.03	<b>To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b> There were none.	
17.49.04	<b>To Receive Full / Partial Dispensations for Pecuniary Interests Declared</b> It was noted that there had been no requests for dispensations.	
17.50	<b>MINUTES OF THE PREVIOUS MEETINGS</b> Minutes of the Ordinary Meeting of the Parish Council held on 23 March 2017 and of the Special Meeting held on 11 April 2017 were approved and signed as a true and accurate record.	
17.51	<b>TO REVIEW AND ASSIGN PORTFOLIOS AND APPOINT REPRESENTATIVES TO OUTSIDE BODIES</b> <b>Portfolios were AGREED as follows:</b> <ul style="list-style-type: none"> <li>• <b>Footpaths</b> – Cllr Marshall</li> <li>• <b>Trees</b> – Cllr Scoones</li> <li>• <b>Highways</b> – Clerk to liaise with Suffolk CC Highways</li> <li>• <b>Neighbourhood Watch</b> – Cllr Went</li> </ul> <b>Representation on Other Bodies was AGREED as follows:</b> <ul style="list-style-type: none"> <li>• <b>Colman &amp; Gilbert Charities</b> – The Chairman of Trustees is Mr Elgar and Councillors were happy for him to continue to act as</li> </ul>	

	<p>the conduit between the Trustees and the Parish Council</p> <ul style="list-style-type: none"> <li>• <b>Suffolk Association of Local Councils</b> – Cllr Went</li> <li>• <b>Brent Eleigh Village Hall Committee</b> – Cllr Warner.</li> </ul>	
<b>17.52</b>	<p><b>TO DISCUSS ANY VILLAGE MATTERS</b></p> <p>Cllr Warner reminded everyone present of the Brent Eleigh Country Hoedown to be held at the Village Hall on Saturday 1 July.</p> <p>Concern was expressed at the state of the fence outside the along the high level footpath outside the houses on the eastern side of Hall Road. This had been reported to Babergh and the position will be monitored. It was also reported in connection with Hall Road, that two small patch repairs have been made to the tarmac adjacent to the car parking area.</p>	Clerk
<b>17.53</b>	<b>TO RECEIVE AND CONSIDER REPORTS ON FINANCIAL MATTERS</b>	
<b>17.53.01</b>	<p><b>To Review and Agree Cheque Signatories</b></p> <p>It was <b>AGREED</b> to continue with the same cheque signatories as follows:</p> <ul style="list-style-type: none"> <li>• Cllr Shewring</li> <li>• Cllr Warner</li> <li>• Cllr Went.</li> </ul>	
<b>17.53.02</b>	<p><b>Financial update</b></p> <p>The Clerk distributed copies of the Cashbook for 2016/17. As at 31 March there was a balance of £2,075.48 in the Council's account with Lloyds Bank. The first instalment of the precept for 2017/18 was paid into the Council's bank account on 10 April.</p>	
<b>17.53.03</b>	<p><b>To consider and approve payments</b></p> <p>Approval was given to the following payments:</p> <ul style="list-style-type: none"> <li>• Renewal of the Council's insurance policy with Zurich Municipal via Community Action Suffolk Business Services - £178.91. This is year 2 of a 5 year long agreement which ends in June 2021</li> <li>• Annual subscription to Suffolk Association of Local Councils - £131.53.</li> </ul>	Clerk
<b>17.53.04</b>	<p><b>2017 Timetable for Annual Return and Approval of 2016/17 Accounts</b></p> <p>The Annual Return and unaudited accounts for 2016/17 needed to be approved by the Parish Council by 30 June, available for elector inspection from that date to 10 August, and to be sent to the External Auditor by 24 July.</p> <p>A Special Meeting to deal with all relevant financial and governance matters was accordingly scheduled for 22 June.</p>	Clerk
<b>17.54</b>	<b>TO RECEIVE THE CLERK'S REPORT</b>	
<b>17.54.01</b>	<p><b>Milden Road closure</b></p> <p>The Clerk reported that Milden Road (C716) would be closed between the junctions with the A1141 and the B1115 on 30 May and 1 June for resurfacing.</p>	
<b>17.54.02</b>	<p><b>Town and Parish Liaison Meetings with Babergh District Council</b></p> <p>These will take place on 29 June 2016 (revised date); at 10am at The Chamberlin Hall, Bildeston, and at 6.30pm at Stoke by Nayland Village Hall.</p>	
<b>17.54.03</b>	<p><b>Sudbury CAB – request for Grant Aid</b></p> <p>The Clerk reported a request for grant aid from Sudbury Citizen's advice Bureau.</p>	

	This was <b>NOTED</b> .	
<b>17.54.04</b>	<b>SALC Training programme 2017/18</b> The Clerk reminded Members of the training offered by SALC. The programme had already been emailed to Members and any required courses can be booked.	
<b>17.54.05</b>	<b>Road Safety – installation of a mirror opposite Corner Farm</b> The Clerk provided information from a company producing road safety mirrors. Cllr Shewring undertook to find out some more information in terms of specifications etc.	Cllr Shewring
<b>17.54.06</b>	<b>Beacons of Light – update</b> The Village Hall Committee have undertaken to organise this celebration. Technical issues are being addressed.	Cllr Warner
<b>17.54.07</b>	<b>Restoration of Village Sign</b> Cllr Went will remove the sign from the post to enable the restorer to undertake the task.	Cllr Went
<b>17.54.08</b>	<b>Data Protection</b> The Clerk reported a briefing received from the National Association of Local Councils in respect of the forthcoming change in data protection legislation. On 25 May 2018, the 2016 EU Directive on General Data Protection Regulation (GDPR) takes effect. This will apply to all local authorities, including parish councils, and will include the requirement to appoint a Data Protection Officer. Further advice and clarification will be forthcoming in due course.	
<b>17.54.09</b>	<b>Planning – electronic communications</b> The Clerk reported that, from 1 June 2017, Babergh DC will no longer send hard copies of planning application documents in the post, but rather will email details with a link to the Babergh planning website. The only exception to this will be in respect of major applications.	
<b>17.54.10</b>	<b>Babergh Boundary Review</b> It was reported that Phase 2 of the Boundary Review was about to start, and up to two people per parish were invited to a session held by the Boundary Commission at the Chamberlin Hall in Bildeston on 13 June at 1.30pm.	
<b>17.54.11</b>	<b>SALC Area Meeting</b> The next SALC area meeting would be held on Monday 12 June, 7pm at the Babergh Council Offices, Corks Lane, Hadleigh.	
<b>17.55</b>	<b>PLANNING ISSUES</b>	
<b>17.55.01</b>	<b>To Consider Planning Applications Received</b> None were received.	
<b>17.55.02</b>	<b>To Consider Updates on Planning Applications</b> <b>(1) B/16/01537/FUL – Farm Buildings, Hill Farm, Lavenham Road – Change of use of 2 no. existing barns to 2 no. dwellings and associated building works; erection of single-storey front / side extension and fenestration alterations to existing dwelling (the Coach house) and provision of access and amenity space</b> The Parish Council's comments were sent to Babergh on 13 December 2016. No decision on the application has yet been advised, although there was a recommendation for refusal on 24 January 2017. <b>(2) B/16/01538/LBC – Farm Buildings, Hill Farm, Lavenham Road –</b>	

	<p><b>Application for listed building consent; repairs and alterations to 2 no. Barns in order to convert to 2 no. dwellings and demolition of existing “shed” element of Barn 1. Alterations and extensions to the Coach House</b></p> <p>The Parish Council's comments were sent to Babergh on 13 December 2016. No decision on the application has yet been advised, although there was a recommendation for refusal on 24 January 2017.</p>	
	<p><b>(3) B/16/01723/FUL – Brent Eleigh Hall, Hall Road, Brent Eleigh – Application for external and internal alterations to house and stable including partial demolition and conversion of part of stable from 1 to 2 no. flats.</b></p> <p>The Parish Council's comments were sent to Babergh on 2 February 2017. No decision on the application has yet been advised.</p>	
	<p><b>(4) B/16/01724/LBC – Brent Eleigh Hall, Hall Road, Brent Eleigh – Application for external and internal alterations to house and stable including partial demolition and conversion of part of stable from 1 to 2 no. flats.</b></p> <p>The Parish Council's comments were sent to Babergh on 2 February 2017. No decision on the application has yet been advised.</p>	
17.55.03	<p><b>To Receive Notification of Decisions of Planning Applications as Determined by Babergh DC</b></p> <p><b>(5) B/17/00254/FUL Brook Farm – Application for portal framed building for storage of hay and machinery</b></p> <p>The Parish Council's comments were sent to Babergh on 29 March 2017. The application was approved by decision letter dated 11 April 2017.</p>	
	<p><b>(6) B/17/00403/FUL Land north west side of Cock Lane, Brent Eleigh – Application for proposed agricultural storage building</b></p> <p>The Parish Council's comments were sent to Babergh on 18 April 2017 recommending refusal. The application was approved by decision letter dated 10 May 2017.</p>	
17.55.04	<p><b>Planning enforcement matter: Grove House, Lavenham Road, Brent Eleigh – Creation of entrances onto A1141 without planning consent</b></p> <p>The Clerk reported no resolution on this by Babergh planners. So far the Clerk had only received an acknowledgement to the referral. The matter to be kept in view.</p>	Clerk
17.56	<p><b>CHAIRMAN'S CLOSING REMARKS</b></p> <p>The Chairman thanked everyone for attending the meeting.</p>	
17.57	<p><b>DATES OF FUTURE MEETINGS</b></p> <p><b>22 June 2017 Special Parish Council Meeting 7.30pm</b></p> <p><b>20 July 2017 Ordinary Parish Council Meeting 7.30pm</b></p> <p>There being no further business the meeting closed at 9:30pm.</p>	