

**MINUTES OF THE STATUTORY ANNUAL MEETING OF BRENT ELEIGH PARISH COUNCIL
HELD ON 24 MAY 2018 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:

Two members of the public
William Grosvenor (*Clerk to the Council*)

		Action
18.31	ELECTION OF CHAIRMAN Cllr Kevin Went was unanimously elected Chairman of the Council and duly completed the Chairman's Declaration of Acceptance of Office.	
18.32	CHAIRMAN'S WELCOME Cllr Went welcomed all present to the meeting.	
18.33	TO RECEIVE APOLOGIES FOR ABSENCE There were no apologies.	
18.34	COUNCILLOR RESIGNATION Cllr Warner offered his resignation due to other commitments and this meeting will be his last as a Councillor.	Clerk
18.35	DECLARATIONS OF INTEREST	
18.35.01	To Receive Amendments to the Register There were no amendments to the Register.	
18.35.02	To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.	
18.35.03	To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.	
18.35.04	To Receive Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.	
18.36	MINUTES OF THE PREVIOUS MEETING Minutes of the Ordinary Parish Council Meeting held on 29 March 2018 were approved and signed as a true and accurate record.	
18.37	TO REVIEW AND ASSIGN PORTFOLIOS AND APPOINT REPRESENTATIVES TO OUTSIDE BODIES Portfolios were AGREED as follows: <ul style="list-style-type: none"> • Footpaths – Cllr Marshall • Tree Warden role – Cllr Scoones • Beacons of Light project – Cllr Shewring • Neighbourhood Watch – Cllr Went. 	

	<p>Representation on Other Bodies was AGREED as follows:</p> <ul style="list-style-type: none"> • Colman & Gilbert Charities – The Chairman of Trustees is Mr Elgar and Councillors were happy for him to continue to act as the conduit between the Trustees and the Parish Council • Suffolk Association of Local Councils – Cllr Went • Brent Eleigh Village Hall Committee – Cllr Marshall. 	
18.38	<p>TO DISCUSS ANY VILLAGE MATTERS</p> <p>The Chairman reported back on a relatively successful village litter pick carried out on 28 April. Next year it was proposed to hold it at the end of March when litter and fly-tipping would be easier to spot. Following a discussion on Broadband speeds Cllr Shewring offered to investigate further the current position as far as Brent Eleigh residents are experiencing.</p>	Cllr Shewring
18.39	TO RECEIVE AND CONSIDER REPORTS ON FINANCIAL MATTERS	
18.39.01	<p>To Review and Agree Cheque Signatories</p> <p>It was AGREED that the cheque signatories for 2018/19 will be as follows:</p> <ul style="list-style-type: none"> • Cllr Shewring • Cllr Went. <p>In view of the resignation of Cllr Warner, Cllr Scoones to be added as a signatory.</p>	Clerk
18.39.02	<p>To Review the effectiveness of the System of Internal Control</p> <p>The Clerk reminded Councillors that, to meet the requirements of the Accounts and Audit Regulations 2015, they must carry out a review of the effectiveness of the system of internal control within the Council, <i>prior to</i> approving the Annual Governance Statement, which itself must be approved by resolution in advance of approving the Accounting Statements.</p> <p>Following discussion, and bearing in mind the size of the Council's annual turnover and the simple nature of its accounts, Councillors felt that the current arrangements for internal control were adequate for purposes of both transparency and safeguarding public monies. Accordingly it was RESOLVED to continue with the present arrangements.</p> <p>Proposed by: Cllr Went Seconded by: Cllr Scoones</p>	Clerk
18.39.03	<p>Financial update</p> <p>The Clerk distributed copies of the Cashbook for 2017/18, together with all the draft Accounting Statements for that year. As at 31 March 2018, and allowing for unpresented cheques, the closing balance in the Council's account with Lloyds Bank stood at £2,804.08.</p>	
18.39.04	<p>Arrangements for the approval of the 2017/18 Accounts and Annual Return and Timetable</p> <p>The Clerk advised the Council that, as an exempt authority, Brent Eleigh PC is only required to send to the External Auditor the Certificate of Exemption, together with Council contact details, by 11 June. The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, Bank reconciliation details together with the information required under the exercise of public rights legislation will need to be published on the Council's website by 2 July 2018. A Special Meeting of the Council to deal with all relevant financial and governance matters was accordingly scheduled for 7 June.</p>	Clerk

18.39.05	<p>To consider and approve payments It was AGREED to make the following payments:</p> <ul style="list-style-type: none"> • £135.27 for the Annual Subscription to SALC. 	Clerk
18.39.06	<p>To receive and consider quotation for the repair of the fence at the end of The Street It was reported that a price had been received from a local contractor for this work. However Cllr Warner reported subsequent receipt of an email from SCC Highways confirming that they will carry out the work as soon as they are able. In the circumstances it was AGREED to wait to see if Highways do undertake the repair, and then consider whether any additional measures (e.g. oak posts) need to be put in place. In the event that it is considered they are required, then further quotes will be sought.</p>	
18.39.07	<p>General Data Protection Regulation – May 2018 - update The Clerk reported that, at a late stage in the progress of the legislation, it appeared likely that local councils will be exempt from the requirement to appoint a Data Protection Officer. However all other requirements of the Regulation will require compliance and they will inevitably be disproportionate to the size of BEPC and the date held.</p>	Clerk
18.39.08	<p>Data Protection Fees Regulations made under the new General Data Protection legislation will replace the pre-existing registration fee arrangements with the Information Commissioner's Office. There will be a new 3 tier fee structure, and Data Controllers with up to 10 members of staff (like Brent Eleigh PC) will pay a new fee of £40.00 (an increase of £5.00 on the present fee). The new fee will only be payable when the current registration has expired.</p>	
18.39.09	<p>Section 137 Limit for 2018/19 The Clerk advised that the appropriate sum for local councils under section 137(4)(a) Local Government Act 1972 for the year 2018/19 is £7.86. This sum, multiplied by the number of electors, would yield approximately £1,100.00.</p>	
18.39.10	<p>New Model Standing Orders The Clerk advised the publication by NALC of new Model Standing Orders in April 2018. Revised Standing orders for Brent Eleigh PC will be brought to the next Ordinary Council Meeting for adoption.</p>	Clerk
18.40	<p>TO RECEIVE THE CHAIRMAN'S REPORT There was nothing to report.</p>	
18.41	<p>TO RECEIVE REPORTS FROM COUNCILLORS No reports were received. It was NOTED however that instances of dog fouling appeared to be less than before the flyer was distributed to all the households in the village.</p>	
18.42	<p>TO RECEIVE THE CLERK'S REPORT</p>	
18.42.01	<p>Beacons of Light 11 November 2018 – update There was nothing to report.</p>	
18.42.02	<p>Road safety mirror opposite Corner Farm This remains to be completed. Cllr Went to purchase a suitable post.</p>	Cllr Went
18.42.03	<p>Babergh / Mid Suffolk merger - update The Clerk reported receipt of a joint letter dated 18 April 2018 from the Leaders of both Babergh and Mid Suffolk Councils and sent</p>	

	electronically to all local council clerks. In view of the unilateral initiative by Suffolk County Council to appoint consultants to carry out a comprehensive review of local government in Suffolk, although unsupported by the district councils, the decision has been made to put on hold the proposed merger between Babergh and Mid Suffolk Councils for the time being.	
18.42.04	<p>New electoral arrangements for Babergh District Council – consultation - update</p> <p>New draft recommendations were received at the beginning of March, including the suggestion that Brent Eleigh be included in a “Box Vale” ward together with Boxford, Edwardstone, Groton, Milden and Monks Eleigh. Apart from the geographical error – the Box Valley, like the Brett and Stour valleys, flows west – east, and Brent Eleigh sits in the upper Brett valley; Brent Eleigh has no local functional connectivity with Boxford. It was suggested by Cllr Arthey that a compromise solution might be to move Brent Eleigh and Monks Eleigh into the proposed South East Cosford ward, and transfer Lindsey and Semer into Box Vale. It was AGREED to adopt that suggestion at the meeting held on 29 March and the Clerk responded to the Commission with that proposal on 27 April. No response has so far been received.</p>	
18.43	PLANNING ISSUES	
18.43.01	<p>Consultation on Babergh / Mid-Suffolk Joint Local Plan</p> <p>Nothing to report.</p>	
18.43.02	<p>Neighbourhood Planning</p> <p>The Clerk reported receipt of a letter from James Cartlidge MP dated 27 March 2018, inviting representatives from parishes to a daytime meeting re neighbourhood planning on 20 April 2018. No Brent Eleigh Councillors were able to attend this event.</p>	
18.43.03	<p>To Consider Planning Applications Received</p> <p>(1) DC/18/01913 – The Old Cottage, The Street, Brent Eleigh – Proposed erection of a single storey rear extension and link, following demolition of existing garden room.</p> <p>It was AGREED to recommend approval of this application. Clerk to advise Babergh accordingly.</p>	Clerk
18.43.04	<p>To Consider Updates on Planning Applications</p> <p>(2) 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.</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>(3) 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.</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>	

18.43.05	<p>To Receive Notification of Decisions of Planning Applications as Determined by Babergh DC None were received.</p>	
18.43.06	<p>New House, Brent Mill Drive – amended proposals - update It was reported that amended proposals were being considered. However no formal application had so far been made.</p>	
18.44	<p>CHAIRMAN’S CLOSING REMARKS The Chairman thanked everyone for attending the meeting. He also thanked Cllr Warner for his work as a Councillor.</p>	
18.45	<p>DATES OF FUTURE MEETINGS</p> <ul style="list-style-type: none"> • 7 June 2018 Special Parish Council meeting 7.30pm • 12 July 2018 Ordinary Parish Council meeting 7.30pm. <p>There being no further business the meeting closed at 9.40pm.</p>	