

**MINUTES OF THE STATUTORY ANNUAL MEETING OF BRENT ELEIGH  
PARISH COUNCIL HELD ON 27 MAY 2021 IN THE VILLAGE HALL COMMENCING AT 8.00PM**

**Present:**

Cllr Kevin Went (Chair)  
Cllr Martin Austin  
Cllr Natalie Helms  
Cllr Karen Marshall  
Cllr Francesca Scoones

**Apologies:**

None

**In Attendance:**

William Grosvenor (*Clerk to the Council*)

		<b>Action</b>
<b>21.30</b>	<b>ELECTION OF CHAIR AND COMPLETION OF THE STATUTORY DECLARATION OF OFFICE</b> Cllr Went was unanimously re-elected Chair of the Council and duly completed the Statutory Declaration of Office.	
<b>21.31</b>	<b>CHAIR'S WELCOME</b> Cllr Went welcomed all present to the meeting.	
<b>21.32</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> No apologies were received.	
<b>21.33</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>21.33.01</b>	<b>To Receive Amendments to the Register</b> There were no amendments to the Register.	
<b>21.33.02</b>	<b>To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were none.	
<b>21.33.03</b>	<b>To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b> There were none.	
<b>21.33.04</b>	<b>To Receive Full / Partial Dispensations for Pecuniary Interests Declared</b> It was noted that there had been no requests for dispensations.	
<b>21.34</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> <b>It was RESOLVED</b> to approve the minutes of the Ordinary Meeting held on 25 March 2021 and sign them as a true and accurate record. <i>Proposed by:</i> Cllr Went <i>Seconded by:</i> Cllr Scoones	
<b>21.35</b>	<b>TO REVIEW AND ASSIGN PORTFOLIOS AND APPOINT REPRESENTATIVES TO OUTSIDE BODIES</b> <b>Portfolios were CONFIRMED</b> as follows: <ul style="list-style-type: none"> <li>• <b>Trees</b> – Cllr Scoones</li> <li>• <b>Footpaths</b> – Cllr Marshall</li> <li>• <b>Neighbourhood Watch</b> – Cllr Went.</li> </ul> <b>Representation on Other Bodies was CONFIRMED</b> as follows:	

	<ul style="list-style-type: none"> <li>• <b>Colman &amp; Gilbert Charities</b> – Councillors are happy to continue the arrangement where the Chair of Trustees acts as a link between the Trustees and the Parish Council.</li> <li>• <b>Suffolk Association of Local Councils</b> – Cllr Went</li> <li>• <b>Brent Eleigh Village Hall Committee</b> – Cllr Marshall and Cllr Scoones.</li> </ul>	
<b>21.36</b>	<b>TO RECEIVE AND CONSIDER REPORTS ON FINANCIAL MATTERS</b>	
<b>21.36.01</b>	<p><b>To review and confirm cheque signatories</b>  <b>It was AGREED</b> that the cheque signatories for 2021/22 will be as follows:</p> <ul style="list-style-type: none"> <li>• Cllr Scoones</li> <li>• Cllr Helms</li> <li>• Cllr Went.</li> </ul>	
<b>21.36.02</b>	<p><b>To approve payments</b>  <b>It was AGREED</b> to make the following payment:</p> <ul style="list-style-type: none"> <li>• £143.35 for the annual subscription to SALC.</li> </ul>	Clerk
<b>21.36.03</b>	<p><b>To consider and adopt the Internal Control Statement for year ended 31 March 2021</b>  The Clerk reminded Councillors that compliance with the Accounts and Audit Regulations 2015 requires that they carry out a review of the system of internal control within the Council. A draft Statement of the principles of internal Control adopted by the Council for the year ending 31 March 2021 having been previously distributed, the Clerk took Members through the key aspects. <b>It was RESOLVED</b> to approve the Statement which the Chair and Clerk will sign accordingly.  <b>Proposed by:</b> Cllr Went                      <b>Seconded by:</b> Cllr Scoones  The Clerk will take Members through the Internal Control checklist prior to signing off the Annual Governance Statement at the Special Meeting to be held in June to deal with all year end matters.</p>	Clerk
<b>21.36.04</b>	<p><b>Declaration of exemption from the requirement for a limited assurance review</b>  As neither income nor expenditure in the year ending 31 March 2021 will have exceeded £25k, <b>it was RESOLVED</b> to certify the Council as exempt from the requirement for a limited assurance review.  <b>Proposed by:</b> Cllr Went                      <b>Seconded by:</b> Cllr Marshall</p>	
<b>21.36.05</b>	<p><b>Arrangements for the approval of the 2020/21 Annual Governance and Accountability Return and the exercise of public rights</b>  The Certificate of Exemption, signed by the Chair and Clerk, has to be completed and submitted to the External Auditor by 30 June. The Council has to approve the Annual Governance Statement and the Accounting Statements (in that order) and publish them on the Council's website by 1 July. The Certificate of Exemption has also to be published, along with the Internal Audit report, bank reconciliation and register of Assets, and the Notice of the period for the exercise of public rights and other information required by Regulation 15(2) Accounts and Audit Regulations 2015.</p>	Clerk

<b>21.36.06</b>	<b>Insurances</b> Renewal of the Council's insurances falls due on 22 June and will be considered at the June Special Meeting.	Clerk
<b>21.37</b>	<b>TO RECEIVE REPORTS FROM COUNCILLORS</b>	
<b>21.37.01</b>	<b>Dog fouling</b> Following the purchase of 10 rigid plastic prohibition signs a discussion took place on suitable places for them to be displayed. Snapes Lane (top and bottom), the permissive path alongside the vineyard, Milden Road, Clay Lane and Cock Lane, were all suggested.	Cllr Helms
<b>21.37.02</b>	<b>Defibrillator update</b> Cllr Marshall reported that because of both issues of power supply and distance, siting it near Café Como is not realistic. Installation at the former BT telephone call box (now owned by the Council) is to be reconsidered.	Cllr Marshall
<b>21.37.03</b>	<b>Spring Clean 2021</b> In view of the fact that roadside vegetation has grown considerably due to the wet weather, it was considered too late now to carry out a litter pick this spring.	
<b>21.38</b>	<b>TO RECEIVE THE CLERK'S REPORT</b>	
<b>21.38.01</b>	<b>Quiet Lanes</b> Following the resolution at the meeting on 25 March 2021 that only the Brent Eleigh part of Tye Lane would be taken forward, the Clerk advised of the actions that will now be required, in terms of public consultation and a public meeting, all to be completed by the end of July. Following discussion and the Chair asking each Councillor individually for their views on participating in this project, it was unanimously decided to withdraw from the project. The Clerk to advise both the Quiet Lanes Team and Monks Eleigh PC accordingly.	Clerk
<b>21.38.02</b>	<b>Definitive Map modification – Clay Lane</b> The Clerk reported that the definitive map and statement for the area will be modified by adding a restricted byway along part of the route known as Clay Lane. This modification effectively confirms the rights relating to Clay Lane as are believed to subsist.	
<b>21.38.03</b>	<b>Creation of 20mph zone in Brent Eleigh</b> Following a request from a resident, the Clerk raised the idea of having a 20mph speed limit along The Street and Hall Road, including over the bridge. He had previously distributed a copy of Suffolk County Council's criteria for 20mph zones. Highways state that they will only consider an alteration if there has been a change in circumstances, such as a new development, or if the location is part of a specific project. If any County Councillor considers that a request from their parish council requires a full assessment they need to contact the Safety and Speed Management Team at Highways. <b>It was AGREED</b> to reconsider this request at a meeting where County Councillor Robert Lindsay is present.	Clerk
<b>21.38.04</b>	<b>Tree, hedgerow and wildflower planting</b> The Clerk drew Members' attention to the Babergh / Mid-Suffolk planting project having the application deadline extended. There will now be a rolling programme. This was <b>NOTED</b> .	

21.38.05	<p><b>Public consultation on active travel</b>  <a href="https://baberghmidsuffolkactivetravel.commonplace.is/">https://baberghmidsuffolkactivetravel.commonplace.is/</a></p> <p>This consultation on local walking and cycling routes and facilities is by way of an interactive map and will be open until around 11 July. In order to contribute to this consultation, residents simply need to click on “View map and comment” and then “Have your say”. The platform will then invite the user to place a “pin” on the map to identify the location and make their comments.</p>	
21.39	<p><b>PLANNING ISSUES</b></p>	
21.39.01	<p><b>To consider Planning Applications received</b>  <b>(1) DC/21/02565 – Land rear of Millstone, Brent Mill Drive – Minor amendments to scale (both of dwelling and garage building) to consent B/15/00213</b>  Following discussion it was <b>AGREED</b> to recommend approval.</p>	
21.40	<p><b>DATES OF NEXT MEETINGS</b></p> <ul style="list-style-type: none"> <li>• 24 June 2021 – Special meeting to finalise the annual governance return and accounts</li> <li>• 29 July 2021 – next Ordinary meeting.</li> </ul>	
21.41	<p><b>CHAIRMAN’S CLOSING REMARKS</b></p> <p>The Chairman thanked everyone for attending the meeting. There being no further business the meeting closed at 9.03pm.</p>	