

**MINUTES OF THE STATUTORY ANNUAL MEETING OF BRENT ELEIGH PARISH COUNCIL
HELD ON 9 MAY 2019 IN THE VILLAGE HALL COMMENCING AT 7.30PM**

Present:

Cllr Kevin Went (Chairman)
Cllr Martin Austin
Cllr Karen Marshall
Cllr Francesca Scoones
Cllr Natalie Shewring

Apologies:

None

In Attendance:

County Councillor Robert Lindsay (part)
District Councillor Bryn Hurrell (part)
William Grosvenor (*Clerk to the Council*)

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| 19.29 | ELECTION OF CHAIRMAN Cllr Kevin Went was unanimously elected Chairman of the Council and duly completed the Chairman's Declaration of Acceptance of Office. | |
| 19.30 | CHAIRMAN'S WELCOME Cllr Went welcomed all present to the meeting. | |
| 19.31 | TO RECEIVE APOLOGIES FOR ABSENCE There were no apologies for absence. | |
| 19.32 | DECLARATIONS OF INTEREST | |
| 19.32.01 | To Receive Amendments to the Register There were no amendments to the Register. | |
| 19.32.02 | To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none. | |
| 19.32.03 | To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none. | |
| 19.32.04 | To Receive Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations. | |
| 19.33 | MINUTES OF THE PREVIOUS MEETINGS Minutes of the Ordinary Meeting held on 7 March 2019 were approved and signed as a true and accurate record. | |
| 19.34 | TO REVIEW AND ASSIGN PORTFOLIOS AND APPOINT REPRESENTATIVES TO OUTSIDE BODIES Portfolios were CONFIRMED as follows: <ul style="list-style-type: none"> • Footpaths – Cllr Marshall • Tree Warden role – Cllr Scoones • Neighbourhood Watch – Cllr Went. Representation on Other Bodies was CONFIRMED as follows: <ul style="list-style-type: none"> • Colman & Gilbert Charities – Councillors are pleased to continue the arrangement whereby the Chairman of Trustees acts as a conduit between the Trustees and the Parish Council | |

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| | <ul style="list-style-type: none"> • Suffolk Association of District Councils - Cllr Went • Brent Eleigh Village Hall Committee – Cllr Marshall. | |
| 19.35 | <p>TO RECEIVE THE COUNTY COUNCILLOR’S REPORT</p> <p>Cllr Lindsay reported as follows:</p> <ul style="list-style-type: none"> • His group of Councillors (Liberal Democrats, Greens and Independents) has opposed the school bus cuts, in the end being able to ensure that children currently attending a school will be able to receive free transport for their time at that school. • A new Head of Highways (Executive Director of Growth, Highways and Infrastructure) has been appointed to SCC and that seems to have improved both response times and led to a new pothole policy – filling in all the holes in an area rather than just the largest. • Cllr Lindsay has been urging the Pension Committee, of which he is a Member, to move some of its assets invested in fossil fuels to low carbon funds, and the Committee have now agreed to look at this. • There is a new Leader of the Conservative administration who is less confrontational than his predecessor, and who has set up a number of <i>ad hoc</i>, cross party “policy development panels” which seem to be working well. The “Suffolk Public Sector Leaders” group now meets in public with published agendas and minutes. • A recent cross-party panel on Special Educational Needs recommended that Cabinet invest up to £45m over the next 5 years to create new places in County. This has been approved by Cabinet. However on the downside, SCC has just failed its SEND inspection, two years after failing its first one. The inspectors said that leadership and governance changes had been made but not fed through into better outcomes for both parents and children. • SCC’s 2019/20 budget was agreed on 14 February 2019. There will be an increase in Council Tax of 3.99%, and savings overall of £10.1m. One of the most damaging cuts is to phase out completely the grant to Citizens Advice over two years – 50% in the 1st year and the remaining 50% in the 2nd. For the 1st year only, the NHS Commissioning Group have stepped in to fund the 50% withdrawn by County. • His group has withdrawn its representation on a policy development panel looking into the future of family services because it has become clear that the focus of the group is solely to reduce the number of children’s centres within County. • Three motions that Cllr Lindsay either proposed or seconded that were passed were: <ul style="list-style-type: none"> ○ A 5 year plan to develop cycling infrastructure within Suffolk ○ Committing to the reduction of single-use plastic waste ○ Declaring a climate emergency and pledging to make Suffolk carbon neutral. • 112 bus – Hadleigh to Sudbury via Bildeston and the Eleighs – Suffolk Norse have served notice to end the contract to run the 112 bus (Tuesdays and Thursdays only) on 27 June. The service is subsidised by SCC and a new points system is being developed which will assess whether a bus route qualifies for | |

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| | <p>subsidy, and this criteria will be applied to any new contractor for this route. Meanwhile any users of this route should contact Cllr Lindsay at Robert.lindsay@suffolk.gov.uk, to help him gather evidence for its support.</p> <p>Cllr Marshall offered to research the number of people using the service and Cllr Lindsay will email her with the key information required – name, frequency of using the service and whether the person has a bus pass.</p> | Cllr Marshall |
| 19.36 | <p>TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT</p> <p>Cllr Hurren introduced himself and reported as follows:</p> <ul style="list-style-type: none"> • The composition of Babergh DC has changed since the election. There are now 15 Conservatives and 17 Others. Cabinet is likely to consist of 4 Conservatives and 4 Others. • Cllr Hurren opposed the move to Ipswich but there is a commitment to stay at Endeavour House for 10 years. • He will supply regular briefings to the Clerk / Chair of the Parish Council. • He will do what he can to work with others to oppose the withdrawal of the 112 bus service. | |
| 19.37 | <p>TO DISCUSS ANY VILLAGE MATTERS</p> <p>Nothing was raised.</p> | |
| 19.38 | <p>TO RECEIVE A REPORT FROM THE VILLAGE NEIGHBOURHOOD WATCH CO-ORDINATOR</p> <p>Cllr Went reported the following recent activities:</p> <ul style="list-style-type: none"> • There have been garden shed thefts in Semer. • Someone was observed filming the garage area of Bridge Cottage and then moved up Snapes Lane to do the same at Cobblers. • The mystery of the Camper Van parked at the end of The Street has been explained – it was the home of a Spanish apprentice gardener working at Hill Farm. He has now moved to Lavenham. • Two more residents have signed up to Neighbourhood Watch. | |
| 19.39 | <p>TO RECEIVE AND CONSIDER REPORTS ON FINANCIAL AND GOVERNANCE MATTERS</p> | |
| 19.39.01 | <p>To review and agree cheque signatories</p> <p>It was AGREED that the cheque signatories for 2019/20 will be as follows:</p> <ul style="list-style-type: none"> • Cllr Scoones • Cllr Shewring • Cllr Went. | |
| 19.39.02 | <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>The Clerk took Members through all the aspects of internal control that are in place:</p> <ul style="list-style-type: none"> • Standing Orders / Financial Regulations are in place (Financial | |

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| | <p>Regulations need updating however)</p> <ul style="list-style-type: none"> • Proper accounts are kept • Payments are approved and supported by evidence • Risks are considered and assessed • Insurance is reviewed and adequate • There is a budgetary process • There are adequate reserves • Salary payments are in accordance with approvals and all PAYE / NIC requirements met • There is an up to date Asset Register • Reconciliations presented to Council meetings regularly • Internal audit arrangements in place. <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> | |
| 19.39.03 | <p>To consider and approve payments</p> <p>It was AGREED to make the following payment:</p> <ul style="list-style-type: none"> • £135.55 for the Annual subscription to SALC. | Clerk |
| 19.39.04 | <p>Declaration of exemption from the requirement for a limited assurance review</p> <p>The Clerk reminded Councillors that, as in 2018, where a smaller authority's gross income / expenditure is under £25k, the smaller authority may certify itself as exempt from a limited assurance review, provided that in previous years there have been no problems or qualification in respect of its accounts. Where a smaller authority certifies itself as exempt it is required to complete a Certificate of Exemption to forward to the auditor and complete the Annual Return and Governance Statement for publication.</p> <p>Following discussion, given the size of the Brent Eleigh PC annual turnover and the simple nature of its accounts, it was RESOLVED to certify itself as exempt from the limited assurance review.</p> <p>Proposed by: Cllr Went Seconded by: Cllr Scoones</p> | Clerk |
| 19.39.05 | <p>Arrangements for the approval of the 2018/19 Accounts and Annual Return</p> <p>As an exempt authority, Brent Eleigh PC is only required to send the External Auditor the Certificate of Exemption, together with Council contact details, by 1 July. 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 1 July 2019. A Special Meeting of the Council to deal with all the relevant financial and governance matters will need to be scheduled before the end of June.</p> | Clerk |
| 19.39.06 | <p>Parish Council insurance</p> <p>Renewal of this will fall due on 22 June and will also be considered at the Special Meeting.</p> | Clerk |

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| 19.40 | <p>TO RECEIVE REPORTS FROM COUNCILLORS</p> <ul style="list-style-type: none"> Village litter pick Spring 2019 – 15 people participated and 24 bags plus other items were collected. A photograph of the rubbish and the residents participating will be supplied for publication on the Village Website. It will be helpful for future such events for Brent Eleigh to have its own equipment and a request was made for an item to be put on the agenda of the next Ordinary Meeting of the Council to consider the purchase of protective clothing and litter pickers. Milden Road grit bin – Cllr Marshall has spoken to all Milden Road residents with one exception and they are all in favour of having the bin restored. She will talk to the one remaining resident. | <p>Clerk</p> <p>Cllr Marshall</p> |
| 19.41 | <p>TO RECEIVE THE CLERK'S REPORT</p> | |
| 19.41.01 | <p>2019 Elections – 2 May 2019</p> <p>All Brent Eleigh Councillors were re-elected unopposed and all have now signed the Declaration of Acceptance of Office. All will need to complete the electronic Registration of Interests form as soon as they are provided with the link.</p> | <p>All Councillors</p> |
| 19.41.02 | <p>Village Telephone Kiosk</p> <p>It was AGREED to leave discussion on the refurbishment of the kiosk until the next Ordinary Meeting.</p> | <p>Clerk</p> |
| 19.41.03 | <p>Defibrillator</p> <p>Cllr Hurren to provide details of other local arrangements for defibrillators to Cllr Marshall. AGREED that the installation should be on the wall of the Village Hall.</p> | |
| 19.42 | <p>PLANNING ISSUES</p> | |
| 19.42.01 | <p>Babergh / Mid-Suffolk Joint Local Plan</p> <p>As reported to the previous meeting (24 January 2019, Minute 19.12.01) public consultation on the draft new Local Plan will now take place in the summer of 2019. Nothing further to report.</p> | |
| 19.42.02 | <p>To Consider Planning Applications Received</p> <p>(1) DC/19/01934 Alder Carr, The Street – Erection of single storey extension to double garage.</p> <p>Following discussion it was AGREED to make no comments on this application.</p> | |
| 19.42.03 | <p>To receive notifications on Planning Applications as determined by Babergh DC</p> <p>(2) DC/18/05625 – Bennetts Piece, Cock Lane – Erection of stable block to include tack and feed rooms; construction of menage with post and rail fencing.</p> <p>The Parish Council's comments were sent to Babergh on 8 March 2019 recommending refusal. Following alterations to the plans planning consent was granted on 12 April.</p> <p>(3) DC/19/00474/5 [Planning & Listed Building applications] – The Old Cottage, The Street – alterations to existing single storey rear extension (retrospective) and refurbishment of existing garage / workshop.</p> <p>The deadlines for comments were 22 and 27 February respectively; Brent Eleigh Parish Councillors had no comments to make. Planning consent was granted by letter for DC/19/00475 on 4</p> | |

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| | <p>March, and for DC/19/00474 on 20 March.</p> <p>(4) DC/19/00898 – Land to rear of Millstone, Brent Mill Drive – Erection of two storey dwelling and detached garage / annexe building (amendment to consent B/15/00213).</p> <p>The parish council's comments were sent to Babergh on 11 March recommending refusal. Planning consent was granted on 11 April.</p> <p>(5) DC/18/04906/7 [Planning & Listed Building applications] – Abbots Hall Farm Barn, off Cock Lane – Conversion and extension to barn to form 1no. dwelling following the demolition of 2no. adjacent agricultural stores. Erection of studio outbuilding.</p> <p>The Parish Council's comments were sent to Babergh on 30 November 2018. Planning consent to both applications was granted by letter dated 25 March.</p> | |
| <p>19.43</p> | <p>DATES OF FUTURE MEETINGS & CHAIRMAN'S CLOSING REMARKS</p> <ul style="list-style-type: none"> • 20 June 2019 Special Meeting • 18 July 2019 Ordinary Meeting of the Council <p><i>All meetings are held at Brent Eleigh Village Hall and start at 7.30pm.</i></p> <p>The Chairman thanked everyone for attending the meeting. There being no further business the meeting closed at 9.00pm.</p> | |