

**MINUTES OF THE MEETING OF BRENT ELEIGH PARISH COUNCIL  
HELD ON 26 MAY 2016 IN THE VILLAGE HALL COMMENCING AT 7:00PM**

**Present:**

Cllr James Davis  
Cllr Michael Warner  
Cllr Kevin Went  
Cllr Karen Marshall  
Cllr Natalie Shewring

**In Attendance:**

District Cllr Clive Arthey  
County Cllr Jenny Antill  
William Grosvenor (*Clerk to the Council*)  
12 Members of the Public

|                 |  | <b>Action</b> |
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| <b>16.34.00</b> | <b>ELECTION OF THE CHAIRMAN OF THE COUNCIL</b><br>Cllr James Davis announced his resignation both as Chairman and as a Councillor because of family and business commitments. Cllr Kevin Went was unanimously elected Chairman of the Council and duly completed the Chairman's Declaration of Acceptance of Office. |               |
|                 | <i><b>Cllr Went took the Chair</b></i>   |               |
| <b>16.35.00</b> | <b>CHAIRMAN'S WELCOME</b><br>Cllr Went welcomed all present to the meeting.  |               |
| <b>16.36.00</b> | <b>TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE</b><br>There were no apologies for absence from Members of the Council.   |               |
| <b>16.37</b>    | <b>DECLARATIONS OF INTEREST</b>  |               |
| <b>16.37.01</b> | <b>To Receive Amendments to the Register</b><br>There were no amendments to the Register.  |               |
| <b>16.37.02</b> | <b>To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b><br>There were none.   |               |
| <b>16.37.03</b> | <b>To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b><br>There were none.   |               |
| <b>16.37.04</b> | <b>To Receive Full / Partial Dispensations for Pecuniary Interests Declared</b><br>It was noted that there had been no requests for dispensations.   |               |
| <b>16.38</b>    | <b>MINUTES OF THE PREVIOUS MEETING</b><br>Minutes of the Meeting of the Parish Council held on 24 March 2016 were approved and signed as a true and accurate record.   |               |

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| 16.39    | <p><b>TO ASSIGN PORTFOLIOS AND APPOINT REPRESENTATIVES TO OUTSIDE BODIES</b></p> <p>Portfolios were <b>AGREED</b> as follows:</p> <ul style="list-style-type: none"> <li>• <b>Footpaths</b> – Cllr Marshall</li> <li>• <b>Trees</b> – Cllr Went</li> <li>• <b>Highways</b> – Clerk to liaise with Suffolk CC Highways</li> <li>• <b>Neighbourhood Watch</b> – Cllr Went</li> </ul> <p>Representation on Other Bodies was <b>AGREED</b> as follows:</p> <ul style="list-style-type: none"> <li>• <b>Colman &amp; Gilbert Charities</b> – James Davis and Mr Mark Elgar</li> <li>• <b>Suffolk Association of Local Councils</b> – Cllr Went or other nominated person</li> <li>• <b>Brent Eleigh Village Hall Committee</b> – Cllr Warner.</li> </ul> |   |
| 16.40    | <p><b>TO DISCUSS ANY VILLAGE MATTERS</b></p> <p>The Council noted with regret the recent death of Mr John Gostling, both a former Clerk and Chairman of the Council.</p> <p>Cllr Shewring expressed concern at the overgrown blackthorn hedgerows on the footpath leading up from beyond The Glebe.</p> <p>Cllr Marshall reported that the Brent Eleigh village sign when arriving from the direction of Lavenham was no longer visible. She would follow the matter up.</p> <p>Arrangements for mowing the triangle of grass around the village sign were discussed. Cllr Warner to consider realistic options.</p>  | <p style="text-align: center;">Cllr<br/>Marshall</p> <p style="text-align: center;">Cllr Warner</p> |
| 16.41    | <p><b>TO RECEIVE AND CONSIDER REPORTS ON FINANCIAL MATTERS</b></p>  |   |
| 16.41.01 | <p><b>To Review and Agree Cheque Signatories</b></p> <p>In view of the resignation of Cllr Davis, the following councillors were <b>AGREED</b> as cheque signatories:</p> <ul style="list-style-type: none"> <li>• Cllr Shewring</li> <li>• Cllr Went</li> <li>• Cllr Warner.</li> </ul> <p>The Clerk to initiate the necessary changes to the mandate with Lloyds Bank plc.</p>  | <p style="text-align: center;">Clerk</p>  |
| 16.41.02 | <p><b>Financial Update</b></p> <p>The Clerk distributed copies of the Receipts and Payments Account for the year ended 31 March 2016. The balance in the Parish Council's account stood at £1,853.18 as at 31 March 2016, after allowing for unrepresented cheques.</p>   |   |
| 16.41.03 | <p><b>Approval of Payments</b></p> <p>The Clerk reported that the only payments so far this financial year were:</p> <ul style="list-style-type: none"> <li>• £200 to Suffolk Property Services for repairs / wood treatment / rubbish clearance to the bus shelter, as agreed by the Council at the meeting on 24 March 2016</li> <li>• £126.86 being the annual subscription to SALC.</li> </ul> <p>These were <b>NOTED</b>.</p>  |   |

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| 16.41.04 | <p><b>2016 Timetable for Annual Return and Approval of 2015/16 Accounts</b></p> <p>The Annual Return and unaudited accounts for 2015/16 needed to be approved by the Parish Council by 30 June, available for elector inspection from 1 July to 11 August, and to be sent to the Government appointed auditor by 25 July.</p> <p>It was <b>AGREED</b> therefore to hold a Special Meeting of the Parish Council in June to deal with all financial matters.</p>   | Clerk |
| 16.41.05 | <p><b>2016 National Salary Award</b></p> <p>As a result of the National Joint Council agreement on the salary scales for Clerks and other local council employees, the pay rate for the Clerk should rise from £9.029 per hour to £9.120 per hour with effect from 1 April 2016.</p> <p>It was <b>AGREED</b> to apply the new scale backdated to 1 April, and the Clerk to notify the payroll provider accordingly.</p>   | Clerk |
| 16.41.06 | <p><b>Standing Orders / Financial Regulations</b></p> <p>The Clerk reminded members that these need updating. He will bring revised drafts to an early meeting for discussion / adoption.</p>   |       |
| 16.41.07 | <p><b>Community Infrastructure Levy (CIL)</b></p> <p>Babergh DC has prepared guidance for Town / Parish Councils in relation to receiving, spending and accounting for CIL monies.</p> <p>As a parish without a Neighbourhood Plan, Brent Eleigh will receive 15% of the CIL received by Babergh (capped at £100k) for any development commenced in Brent Eleigh that attracts the levy.</p>  |       |
| 16.42    | <p><b>TO RECEIVE THE CLERK'S REPORT</b></p>   |       |
| 16.42.01 | <p><b>Update on Matters Arising from the previous meeting</b></p> <p>Nothing not covered in the separate minutes below.</p>   |       |
| 16.42.02 | <p><b>Road Signage</b></p> <p>The Brent Eleigh village sign on the approach from Monks Eleigh, demolished during the winter by a hedging contractor, has still not been replaced. A formal response is also awaited from Suffolk Highways to the request, supported by Cllr Antill, for "Children Crossing" warning signs to be displayed on the A1141 where children cross the road to catch the school bus.</p>   |       |
| 16.42.03 | <p><b>Milden Road Issues</b></p> <ol style="list-style-type: none"> <li>(1) A resident confirmed that Milden Road (C716) was on a gritting route (priority 2).</li> <li>(2) Nothing further had been done in relation to addressing the longstanding problems of the water seepage onto Milden Road. The proposed meeting between the former Chairman of the Council and an officer from Suffolk Highways in relation to the signage, never took place. Consequently the opportunity to raise the water seepage matter again was lost.</li> <li>(3) It was reported that the large potholes remaining in the road near to Wells Hall and further up the hill towards Milden were still not repaired.</li> </ol> <p>The Clerk to chase up Highways in relation to both the water and pothole issues.</p> | Clerk |
| 16.42.04 | <p><b>Town &amp; Parish Liaison Meeting 7 June 2016</b></p> <p>Babergh's People Directorate had advised of Town &amp; Parish Liaison Meetings to be held on 7 June, at both 10am and 6.30pm. Booking of</p>   |       |



