

# GREAT BRICETT PARISH COUNCIL


*Minutes of the Annual Parish Council Meeting held on  
Tuesday 23<sup>rd</sup> May 2017 in Great Bricett Village Hall.  
This meeting followed the Annual Meeting of the Parish which started at 7.00pm*

Present: Cllr S Burnett, Cllr D Payne, Cllr G Cooper, Cllr N Ford  
In attendance: Vivienne Pratt (Clerk), Dist Cllr D Whybrow  
Apologies: Cllr R Morley

	<b>Opening</b> – The meeting opened at 8.26pm and immediately followed the Annual Meeting of the Parish. All members of the public that had attended the AMP left at 8.25pm.	
<b>GBPC343/517</b>	<b>Election of Chairman</b> – to nominate and elect a Chairman. <b>Decision</b> – Cllr Sue Burnett advised that she was willing to stand for another year and it was unanimously agreed that she be re-elected.	
<b>GBPC344/517</b>	<b>Election of Vice-Chairman</b> – to nominate and elect a Vice-Chairman. <b>Decision</b> – It was decided that the Council would not elect a Vice Chair and that one of the other Members would be nominated in the situation that the Chair is unable to attend any future meeting.	
<b>GBPC345/517</b>	<b>To consider representatives to outside bodies</b> <b>Decision</b> – It was decided that the Council would nominate the following representatives – Wixfield Park – Cllr Craddock Wattisham Liaison Officer – Cllr Craddock SALC & Parish Liaison – Any Cllr is welcome to attend any meeting Village Hall – Cllr Ford or Cllr Morley	
<b>GBPC346/517</b>	<b>Signing of Councillors Declarations of Acceptance</b> – All Cllrs present completed their declaration of acceptance form, with the exception of Cllr Ford who had completed one within the previous 30 days. Cllr Craddock and Cllr Morley to complete forms either before or at the next meeting.	<i>Cllrs Craddock &amp; Morley</i>
<b>GBPC347/517</b>	<b>Receive apologies for absence</b> – Cllr Morley (business commitment)	
<b>GBPC348/517</b>	<b>To re-appoint the Clerk and RFO and sign revised contract of employment</b> <b>Decision</b> – It was unanimously agreed to re-appoint Vivienne Pratt as Clerk & RFO. It was also agreed to sign a revised contract of employment based on her payrise from Nov 16.	
<b>GBPC349/517</b>	<b>Receive Declarations of Interests regarding items on the agenda -</b> Pecuniary and non-pecuniary and requests for dispensation - None	
<b>GBPC350/517</b>	<b>Public Participation Session</b> – No members of the public present	
<b>GBPC351/517</b>	<b>To receive Report from District Cllr Whybrow</b> – Copy to be uploaded to website	<i>Clerk</i>
	District Cllr David Whybrow left the meeting at 8.45pm	
<b>GBPC352/517</b>	<b>Approve Minutes of Meeting 25<sup>th</sup> April 2017</b> <b>Decision</b> - It was proposed and resolved to accept the minutes of the meeting held on 25 <sup>th</sup> April as a true record. The Minutes were duly signed by the Chair and will be updated on the website.	<i>Clerk</i>
<b>GBPC353/517</b>	<b>Clerks Update from the last minutes</b> a. New Members Declarations of Interest forms – Cllr Ford provided this form to the Clerk b. Acceptance of offer form & Declaration of Interest form for Cllr Morley – Forms were taken to be posted through his door by Cllr Ford c. Naming of The Paddocks, Wixfield Park – The Clerk advised that she had notified MSDC that there was no objection to this d. Website – Budget, adopted policies and asset register – The Clerk advised that these were now all updated on the website e. Annual Return & Audit – The Clerk advised that the information will be taken to the auditors after 7 <sup>th</sup> June. f. Village noticeboards & sign – The Clerk advised that the sign company had been contacted for an updated price, which would follow. She also	<i>Cllr Ford</i>

	<p>advised that the company are currently working to a 9 month lead time so the work is unlikely to take place until spring 2018.</p> <p>g. VH Inspection Report – The clerk advised that she had written to the VHMC and that there was a copy within the latest correspondence folder.</p>	
<b>GBPC354/517</b>	<p><b>To discuss and consider actions required as a result of the accident in The Street on 1<sup>st</sup> March</b> – as discussed at the last meeting.</p> <p><b>Decision</b> – It was unanimously agreed to support taking further action with regard to possible traffic calming measures and that the first point of contact should be the newly elected Cty Cllr Anne Whybrow.</p>	<i>Clerk</i>
<b>GBPC355/517</b>	<p><b>Defibrillators</b> – To consider and determine whether to proceed with external cabinet and spare pads for the unit to be installed at Base Garage (quotes circulated prior to the meeting). The Clerk explained that the cabinet provided free of charge by the British Heart Foundation was actually an internal one and not suitable for external use. The defibrillator had been supplied without spare pads which are required to provide ongoing continuation of use. The Clerk advised that the CHT defib is now installed on the exterior wall of the village hall.</p> <p><b>Decision</b> – It was unanimously agreed to purchase an external cabinet at a cost of £460 and spare pads at £79. Clerk to action. Clerk to contact CHT re. next steps following installation.</p>	<i>Clerk</i> <i>Clerk</i>
<b>GBPC356/517</b>	<p><b>Donation Request from Four Parish Magazine</b> – To consider and determine donation request towards printing and production of the Parish magazine</p> <p><b>Decision</b> – It was unanimously agreed to donate the sum of £50 towards the production of this magazine under section 137 of the LGA 1972. Clerk to action</p>	<i>Clerk</i>
<b>GBPC357/517</b>	<p><b>Planning Applications –</b></p> <ol style="list-style-type: none"> <li>a. For discussion and decision – <i>none</i></li> <li>b. Awaiting decision from MSDC – <i>none</i></li> <li>c. Decisions made by MSDC – Erection of two storey side extension &amp; single storey rear extension &amp; single storey porch all following demolition of existing single storey buildings at 17 Little Hill, Great Bricett IP7 7DF - Planning Application 0955/17.</li> </ol> <p><b>Decision – GRANTED</b></p>	
<b>GBPC358/517</b>	<p><b>Finance</b> – The Clerk provided updates on the following –</p> <ol style="list-style-type: none"> <li>a. The Clerk advised that the annual direct debit to the ICO as the data protection registration fee is due at a cost of £35 for the year. The Clerk advised that there will be changes required next year and the Council will be required to appoint a Data Protection Officer, however, at this stage there was limited information and still plenty of time to implement the changes required.</li> <li>b. Payments against budget and Year-end financials – The Clerk had circulated the income and expenditure against budget since 1<sup>st</sup> April</li> <li>c. Clerk's Finance Report - The Clerk reported on the Council's current Financial and budget position and movements since last meeting. Total funds held @ 16<sup>th</sup> May were £20,904,11</li> <li>d. Authorisation of Payments – All invoices for payment were contained within the finance report with the exception of a payment required to Wade Windows. The Clerk advised that the damaged Village Hall window is due to be replaced on the 7<sup>th</sup> June and that, as the next meeting is not until the end of July, she was also submitting a pro-forma invoice for consideration for the repair cost at £179 plus VAT</li> </ol> <p><b>Decision</b> - Payments totalling £704.92 (existing invoices) and £215.03 (new invoice) were authorised and cheques signed - Clerk to action.</p>	<i>Clerk</i>
<b>GBPC359/517</b>	<p><b>Clerks Update regarding urgent decisions since the last meeting</b> – Order placed for the repair of the sealed double glazed window in the Village Hall as discussed last meeting. Quotes received from two companies and the original suppliers (Wade Windows) instructed at cost of £179 plus VAT. As above, the repair is due to take place on 7<sup>th</sup> June.</p>	
<b>GBPC360/517</b>	<p><b>Village Hall Update</b> – Roof, Ceiling &amp; Chimney Update – To consider and determine action required following quote from Mr Meldrum. The Clerk had circulated emails from Mr Meldrum and his roofing contractor and advised that she had spoken to Mr Harper, a roofing specialist with over 35 years' experience who is</p>	

	<p>also a Parish Cllr. He had confirmed that it would be preferable to use one contractor for both rooves, due to the scaffolding required and the fact that the initial quote is from an external inspection and that additional work and cost might be required upon lifting of the current tiles etc. Mr Meldrum had advised that regardless of which company the PC chose to carry out their part of the work, he wished to instruct Mr Harper.</p> <p><b>Decision</b> – It was unanimously agreed to instruct Mr Harper to carry out the repairs per the initial visual inspection per the quote of £1060. Clerk to action</p>	Clerk
<b>GBPC361/517</b>	<p><b>Correspondence for Information</b> - The Information Folder for Councillors to read, sign and return was circulated containing –</p> <ol style="list-style-type: none"> <li>1. LAIS from SALC re. Neighbourhood Planning Act 2017</li> <li>2. LAIS from SALC re. Running Free Consultation</li> <li>3. Copy of letter sent to Len Meldrum re. roof repairs</li> <li>4. Copy of letter sent to VHMC re. Inspection report and terms</li> <li>5. Suffolk View magazine</li> <li>6. The Clerk magazine May edition</li> </ol> <p>The folder from the last meeting was also re-circulated – please bring to next meeting</p>	Cllrs
<b>GBPC362/517</b>	<b>To consider the exclusion of the public and press in the public interest for consideration of the following items</b> - None	
<b>GBPC363/517</b>	<p><b>Matters to be brought to the attention of the Council</b> -</p> <ol style="list-style-type: none"> <li>i. Cllr Payne mentioned the bad state of repair of the Bus Shelter by the Mace shop and whether any action can be taken. The Clerk advised that this is not a Parish Council asset. Clerk to contact Cllr A Whybrow to see if she can establish ownership.</li> </ol>	Clerk
	<b>Date of Next Meeting</b> - The date and time of the next meeting is the <b>25<sup>th</sup> July 2017</b> at 7.00pm in Great Bricett Village Hall	
	<i>Meeting closed at 9.35pm</i>	

Chairman .....  .....

Date ..... 25 - July, 2017 .....

# Great Bricett Parish Council

Clerks Finance Report - 23.5.17

**Total Funds prior to Meeting - £20,904.11**

Clerks report on the Councils current financial position and movements since the last report

Bank Bal	Minute No.	Date	Chq No	Payee	Desc	Amount	Power to Pay
<b>Community Account (Current)</b>							
<b>Payments agreed at last meeting</b>							
		15/02/2017	100936	SCC	Street lighting maintenance and charges	-£51.17	Parish Councils Act 1957 s.3/ Highways Act 1980 s.301
		20/02/2017	100938	V Pratt	Clerk Feb salary	-£321.44	LGA 1972 S111
		21/02/2017	100937	Community Action Suffolk	Add. Premium to add defibs to ins	-£30.30	LGA 2000, s2 & 4
		23/02/2017	100937	Suffolk	VH Annual insurance	-£417.67	LGS 1972 s. 133
		20/03/2017	100938	V Pratt	Clerk Mar salary & holiday pay	-£420.34	LGA 1972 S111
		20/03/2017	100938	V Pratt	Clerk Exps Feb & Mar 17	-£114.00	LGA 1972 S111 & 112
		25/04/2017	100939	Heelis & Lodge	Annual audit fee	-£66.00	LGA 1972 S112
		25/04/2017	100940	V Pratt	Clerk Apr salary	-£284.35	LGA 1972 S111
					<b>Cheques approved last meeting</b>	<b>-£1,705.27</b>	
<b>Receipts Since Last Meeting</b>							
				None			
					Receipts since last meeting	£0.00	
<b>£8,276.28</b>	<b>Balance prior to meeting</b>						
<b>Payments for approval this meeting</b>							
		16/03/2017	100941	SALC	Award scheme panel fee	-£60.00	LGA 1972 S112
		26/04/2017	100941	SALC	2017/18 Subscription	-£186.37	LGA 1972 S112
		08/05/2017	100942	SLCC	SLCC Subscription	-£54.00	LGA 1972 S112
		29/05/2017	BACS	ICO	Data Protection Act subscription	-£35.00	LGA 1972 S112
		18/05/2017	100943	V Pratt May sal	Clerk salary May	-£284.35	LGA 1972 S111
		18/05/2017	100943	V Pratt Apr & May exps	Clerk exps Apr & May	-£85.20	LGA 1972 S111 & 112
					<b>Total Payments for approval</b>	<b>-£704.92</b>	
<b>£7,571.36</b>	<b>New balance if payments approved</b>						
<b>Great Bricett Savings Account</b>							
<b>£12,627.83</b>	<b>Balance brought forward from last meeting</b>						
				None			
					Receipts since last meeting	£0.00	
<b>£12,627.83</b>	<b>Balance prior to meeting</b>						
Prepared by - Vivienne Pratt 16.5.17							
Clerk & Responsible Finance Officer							

Great Brickett Parish Council - Payments & Receipts 2017-18

Working Balance - Bank less current payments & receipts	Ref No	St Road	Date	From/Received from	Inv No	Cheque No	Running Total for year	Current payments	Receipts	Bank Int	Grant	Refund	Total Receipts	Clerks salary	Subs	Gross Closures	
£5,082.55				Brought forward from 2016-17 year end accounts													
-£1,254.92				Less unapproved cheques													
£3,827.63				Working balance for 1/4/17													
£5,011.80	1		06/04/2017	MDC - Half Project			£4,875.00		£4,875.00				£4,875.00				
£9,276.28				Reconciled per statement 18/4/17 - cheque no. 936 for £11,172.16													
	2		21/11/2016	Heath & Lodge (original not recd)	16 978	100616	-66.00										
	3		18/04/2017	V Pratt Apr Sal	Apr-17	100640	-284.35	-150.35									
	4		18/03/2017	SAC	18 706	100641	-60.00							-1244.35			
	5		18/04/2017	SAC	18 150	100641	-106.37										
	6		08/04/2017	SO	40 151	100642	-144.00								-1286.37		
	7		18/05/2017	SO	74548560	BACS	-135.00								-1421.37		
	8		18/05/2017	V Pratt May sal	May-17	100642	-284.35								-1705.72		
	9		18/05/2017	V Pratt Apr & May exps	GPFC 18	100643	-481.20	-1704.92							-2186.92		
							£9,435.75		£4,875.00	£0.00	£0.00	£0.00	£4,875.00	YTD Total	-1566.78	-1271.37	£0.00
							£9,750.00		£0.00	£0.00	£0.00	£9,750.00	Budget	-13,750.00	-1,300.00	-1,050.00	
									-£4,875.00		£0.00	£0.00	-£4,875.00	Diff against budget	-12,181.30	-1,241.37	-1,050.00

Street Lighting	Insurance	General Contingency Fund	Asset Maint	ITC Donations	Chair Allowance	Audit	Village Hall Annual Maint. maintenance	Village Hall major repairs	Office	Emergency Plan	Storage Rent	Staffing resources	Training	Events	Clerk Fees	Total Gross Payments	YTD Net Payment	Details
																		First half of Project
						-66.00										-66.00	£0.00	Int Audit 16-17 (one lower recd)
		-450.00														-484.35	£0.00	Clerk Salary April
																-60.00	-110.00	Revised scheme panel fee
																-186.37	£0.00	2017/18 Subscription
																-154.00	£0.00	SITC Subscription
																-125.00	£0.00	Data Protection Act subscription
																-284.35	£0.00	Clerk Salary May
																-479.46	-15.78	Clerk exps Apr & May
£0.00	£0.00	-450.00	£0.00	£0.00	£0.00	-66.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-479.46	-1,822.37	-413.78	
-450.00	-450.00	-450.00	-450.00	-115.00	-66.00	-475.00	-1,000.00	-1,000.00	-1,100.00	-1,000.00	-1,150.00	-1,000.00	-1,000.00	-1,000.00	-479.46	-4,102.46	-413.78	
-450.00	-450.00	-445.00	-450.00	-115.00	-66.00	-484.00	-1,000.00	-1,000.00	-1,100.00	-1,000.00	-1,150.00	-1,000.00	-1,000.00	-1,000.00	-479.46	-4,189.73		