**MINUTES OF THE ANNUAL GENERAL MEETING OF BROCKLEY PARISH COUNCIL**

**HELD IN THE VILLAGE HALL, BROCKLEY ON 26TH MAY 2022 AT 8.00PM**

Present:Cllr A English, Cllr R Dinsey, Cllr J Wymer, Cllr K Fisk and two members of the public.

Cllr English informed Councillors that following the meeting he will be stepping down as a Parish Councillor. Likewise, Cllr Boreham has also stepped down as a Parish Councillor.

Agenda item 8 (i) and item 10 were now heard.

8 (i) TO RETROSPECTIVELY APPROVE CHEQUES RAISED SINCE THE LAST MEETING The cheques raised since the last meeting were retrospectively approved – all in favour.

Rental fee 0.05 Jubilee expenses 154.65 Hall hire 7.00 Pond expenses 543.32 Jubilee expenses 146.62 Clerk’s salary x 2 months 187.64 Jubilee expenses 131.40 Jubilee expenses 9.09 Hall hire 7.00 Grass cutting 225.00 Jubilee expenses 7.99

Balance as of 12th May 2022 £31,070.64 Less outstanding cheques -721.74 Balance as of 26th May 2022 £30,348.90

10. FOOTPATH 6 UPDATE Cllr English had met with the Rights of Way Officer, James Pickerin regarding Footpath 6. To increase the surface height and drainage, several tonnes of road planings are to be added across the problem area. Time line for the work to be carried out August/September. Chippings are to be deposited in advance of being put down on the entrance to The Green, near the dog bin. Whilst there, the three sleeper footbridge across the ditch was looked at and it was felt it was in a condition which warranted replacing at least one sleeper with two new ones.

1. ELECTION OF CHAIRMAN Nominations for the post of Chairman were called for. With no councillor coming forward, it was decided a Chairman will be elected on a rotation basis. Cllr Dinsey volunteered to Chair this meeting.

2. APOLOGIES Cllr Baber.

3. ELECTION OF VICE CHAIRMAN None elected.

4. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATIONS None declared.

5. COUNTY & DISTRICT REPORTS Not available for the meeting.

6. TO APPROVE THE MINUTES OF THE MEETING HELD ON THURSDAY 24TH MARCH 2022 The minutes were unanimously approved as a true record of the meeting and signed by the Chairman.

7. MATTERS ARISING Cllr Wymer raised a question concerning the procedure for responding to planning applications. It was explained, once received the application is circulated to all councillors for comments. If considered contentious, an extraordinary meeting is called and if necessary, an extension requested from WSC. Lastly, the collective view of the parish council is posted on the West Suffolk Council planning portal. All agreed, the process for a response needs to be reviewed. An agenda item at the next meeting.

8. FINANCE REPORT ii. To approve the AGAR Certificate of Exemption & Accounting Statement 2021-2022 Unanimously approved and signed by the Chairman. To be submitted to the External Auditor.

9. TO CONSIDER THE DRAFT REVISED RISK REGISTER A draft revised risk register that builds on and updates the current document was circulated prior to the meeting. The clerk to send feedback on highlighted points to Cllr Wymer. A range of documents i.e., Standing Orders/Financial Regulations, Data Protection, Freedom of Information, Asset Register to be emailed to councillors for detailed discussion at the next meeting. The clerk to action. Once adopted, to be posted on the PC website.

10. Heard previously in the meeting.

11. PARISH COUNCIL WEBSITE Other than publishing agendas and minutes, objectives of the website to be discussed at the next meeting. Additionally, it was agreed a summary of parish council meetings be included in the village newsletter. Cllr Wymer to action.

12. VILLAGE POND SAFETY EQUIPMENT In terms of the risk register, an electronic version of a pond risk assessment, put together by BHIB Insurance to be shared with councillors.

13. VILLAGE HALL SIGNAGE ON THE B1106 AT THE MILL ROAD JUNCTION SCC have advised if the village hall sign is erected just outside the boundary by the junction, permission from Suffolk Highways will not be necessary. As the location is not suitable, Ian Robertson to request a site visit from Highways.

14. UPDATE ON BUS SHELTER CASE With no response from SCC regarding a key for the bus stop case, Ian Robertson has spoken to Chambers Buses who are able to provide the appropriate key.

15. SIGNATORY FOR BANK ACCOUNT Paperwork for removing and adding a signatory to be requested from Santander. Additionally, the option for online banking to be investigated.

16. CONSIDERATION OF COUNCILLORS TO BE TRUSTEES Cllr Wymer informed the meeting she has put her name forward to take on the post of Trustee to the Brockley Community Council Village Hall Charity. First meeting to be held on the 7th July.

17. TRAFFIC CALMING – VEHICLE ACTIVATED SIGN A quotation to be sought from Elan City for a non-solar vehicle activated sign and post. Once received to be circulated.

18. OAK POSTS Suffolk Timbers to be asked for a quotation for eight 1.8 metre high oak posts, plus if available, the cost of installation.

19. DEFIBRILLATOR – STANDING ITEM No issues .

20. CORRESPONDENCE Circulated as and when received.

21. PARISH MATTERS FOR THE NEXT MEETING/DATE FOR THE NEXT MEETING Identified previously in the minutes. Date for the next two meetings agreed as Tuesday 26th July 2022 and Monday 26th September 2022.

With no further business the meeting closed at 9.30pm.