**MINUTES OF THE MEETING OF BROCKLEY PARISH COUNCIL HELD ON MONDAY 14 MAY 2018 AT 7.30PM AT THE VILLAGE HALL, BROCKLEY**

**PRESENT: Cllr A English, Cllr U Hardy, Cllr I Robertson, Cllr K Fisk, Cllr. R Jones, Borough Councillor P Stevens and one member of the public.**

**1. ELECTION AND APPOINTMENT OF CHAIRMAN, VICE CHAIRMAN AND RESPONSIBLE FINANCIAL OFFICER**

**It was proposed and seconded the Chairman role be rotated at each meeting - all in favour. With this arrangement in place, Cllr English was accordingly elected to Chair the meeting. With this proposition passed, it was decided there was no requirement for a Vice Chairman.**

 **It was proposed by Cllr Hardy, seconded by Cllr Fisk that Cllr Jones be reappointed the Responsible Financial Officer - all in favour. Cllr Jones accepted the post but on the proviso the role be revisited in October to enable the Clerk to take over the position (to be confirmed).**

**2. SIGNING OF DECLARATION OF OFFICE**

**The Declaration of Office was duly signed by Cllr English.**

 **3. TO RECEIVE APOLOGIES FOR ABSENCE**

 **Cllr D Boreham, County Councillor M Evans.**

**4. TO CONSIDER REQUESTS FOR DISPENSATIONS**

**None received.**

**5. TO RECEIVE MEMBER’S DECLARATION OF INTERESTS**

**There were no Declarations of Interest.**

**6. COUNTY COUNCILLORS REPORT**

**Apologies had been received from Cllr Evans.**

**7. BOROUGH COUNCILLOR REPORT – No complete report as fuller details will be given at the Annual Parish Meeting on the 21st May. This will include how Babergh District Council have performed over the last year; Cabinet Post; help towards the Bury St Edmunds Masterplan; merger of FHDC and St Edmundsbury Council; the continuation of Locality Budgets for another year. There is still a small sum of money in the Rural Initiative Grant Scheme for major projects. Leslie Ann Keogh to be contacted for further information.**

**8. PUBLIC FORUM**

**No issues were raised.**

**9. TO APPROVE THE MINUTES OF THE 12 MARCH 2018 (notes taken by Cllr Robertson)**

**Amendment to minutes: The wording ‘Community Chest to be changed to read ‘Rural Initiative Grant Scheme’. With this correction, the amended minutes were approved as a true record of the meeting – all in favour.**

**10. MATTERS RISING**

**With donations amounting to £27 from the Community Garden Event, it was unanimously agreed the funds went to the Village Hall to use as Trustees see fit.**

**11. ANNUAL PARISH MEETING**

**Invitations to be sent to all relevant clubs, school, church to give a short report. Written submissions to be shared amongst councillors to read out.**

**Cllr Robertson to give a short presentation on the village hall.**

**Cllr English to provide tea/milk**

**Cllr Fisk to provide coffee**

**Cllr Robertson to provide biscuits**

**Suggested time 7.10pm to set up**

**12. PLANNING APPLICATION**

**All Councillors duly signed the Declaration of Interests Book prior to this item being discussed.**

**The Parish Council unanimously strongly supports the submitted planning application in relation to the restoration of the Brockley Village Hall roof.**

**13. GENERAL DATA PROTECTION REGULATIONS**

**It was agreed Cllr Fisk be appointed the Data Protection Officer for Brockley Parish Council.**

**14. FINANCE REPORT**

**(a) Proposed by Cllr Fisk, seconded by Cllr English and in this sequence, the Exemption Certificate, Annual Governance Statement and the Accounting Statements 2017/18 were all unanimously approved.**

 **(b) Proposed by Cllr Fisk, seconded by Cllr Robertson that Penny Morris be appointed the Internal Auditor for the financial year 2017/18 – all in favour.**

**(c) Proposed by Cllr English, seconded by Cllr Robertson that the cheque for the hire of the village hall for the sum of £7.00 be approved – all in favour.**

**The balance sheet for 2017/18 was circulated. Balance at the end of the financial year stands at £24,580.31.**

**(d) Deferred until the next meeting.**

**Discussion followed whether the Parish Council would be happy to pay the Clerk direct for support given to the Brockley newsletter. This cost would be reimbursed to the Parish Council by the Community Council. Agreed in principle.**

**15. PLAY EQUIPMENT MONTHLY REPORT**

**Areas and play equipment identified in the report as needing attention: picnic table needs repair and staining, treads on the multiplay apparatus need replacing – Udo to action. It was suggested by Cllr Robertson that a village working party needs to be set up to tackle ongoing jobs within the village. With an agreed budget of £300, Cllr English to contact Steve Williams for a quotation to carry out the work of painting the telephone box, preferably before September.**

**16. CORRESPONDENCE**

**None received.**

**17. PARISH MATTERS FOR THE NEXT MEETING**

**To discuss the implications of only having three rather than four Parish Councillors on the Village Hall Committee.**

**18. DATE OF NEXT MEETING**

**Monday 9th July 2018 at 7.30pm.**

**With no further business the meeting closed at 9.05pm.**