

**MEETING OF
BROCKLEY PARISH COUNCIL
12 MAY 2016, THE VILLAGE HALL, BROCKLEY**

PRESENT: Cllr J Stones, Cllr A English, Cllr K Fisk, Cllr U Hardy, Cllr R Double and Mrs J Brookman.

Cllr Stones took the chair for item 1.

1 ELECTION AND APPOINTMENT OF CHAIRMAN, VICE CHAIRMAN AND RESPONSIBLE FINANCE OFFICER:

**Action
by**

Cllr Stones confirmed that he did not wish to be considered for the office of Chairman for the coming year but would continue to serve as a Parish Councillor.

There were no nominations for the office of Chairman.

Cllr English confirmed that he would be willing to take on the role of Vice Chairman and act up as Chairman until September 2016 with the caveat that if no one comes forward at that time he would resign as Vice Chairman.

Cllr Hardy proposed that Cllr English should act up as Chairman for a three month period and but continue in the office as Vice Chairman; seconded by Cllr Stones. All in favour.

Cllr Jones had confirmed to the Clerk that he would be willing to continue as Responsible Finance Officer (RFO). Cllr Stones proposed that Cllr Jones should be the RFO; seconded by Cllr Fisk. All in favour.

2 SIGNING OF DECLARATION OF OFFICE:

Cllr English signed the Declaration of Office for Vice Chairman.

Cllr English took the chair for the remainder of the meeting.

3 APOLOGIES FOR ABSENCE:

Apologies were received and accepted from Cllr R Jones, Cllr D Boreham, County Councillor M Evans and Borough Councillor P Stevens.

4 REQUESTS FOR DISPENSATIONS:

No requests had been received.

5 DECLARATIONS OF INTEREST:

There were no declarations of interest.

6 PUBLIC FORUM:

No members of the public present or matters reported.

7 BOROUGH COUNCILLOR'S REPORT:

No report.

8 COUNTY COUNCILLOR'S REPORT:

Cllr Evans had submitted a full report at the last meeting.

9 POLICE REPORT:

No report.

Cllr English convened the meeting.

10 MINUTES:

Cllr Double proposed that the minutes of 14 April 2016 were a true record; seconded by Cllr Fisk. All in favour.

11 MATTERS ARISING:

Community Speed Watch Volunteers

Cllr Hardy reported that 2 further volunteers were still required and he would place an advertisement in the June edition of the village newsletter and it was agreed the matter would be included in the Chairman's report at the Annual Parish Meeting.

**UH
JS**

12 FINANCE REPORT:

Cllr Jones had circulated copies of the Finance Report for 2015/16 (copy attached to the file copy of these minutes) and all related papers to Councillors.

Cllr Double proposed that the Finance Report for 2015/16 which was reconciled against the bank statement should be approved; seconded by Cllr Hardy. All in favour.

Cllr Stones proposed that questions 1 to 8 should be answered yes and 9 not applicable; seconded by Cllr Double. All in favour.

Cllr Stones proposed that the accounting statements detailed in the Finance Report should be submitted to the external auditors; seconded by Cllr Fisk. All in favour.

Cllr Stones proposed that Penny Morris should be appointed as the internal auditor; seconded by Cllr Hardy. All in favour.

Cllr Double proposed that the covering letter for the return to the external auditors should be approved; seconded by Cllr Stones. All in favour.

Cllr Stones proposed that the summary message for the Annual Parish Meeting should be approved; seconded by Cllr Fisk. All in favour.

Cllr Stones proposed that the following payments should be made; seconded by Cllr English. All in favour.

Chq no 22217 Brockley Village Hall hire April 2016 – 1 £7.00
meeting

Chq no 22218 Mrs J Brookman, clerk – April 2016 – 1 £110.00
meeting

13 PLANNING APPLICATIONS:

DC/16/0401/HH Cornerways 2 Woodcrofts Close Brockley. Householder Planning Application - (i) First floor extension over existing garage (ii) front porch and (iii) insertion of 2 no. dormer windows on front elevation as amended by drawings 04 Rev A and 05 Rev A received 4th April 2016 reducing height of first floor extension and revising design of dormer windows. Granted.

14 ANNUAL PARISH MEETING:

It was agreed that Cllr Stones would present the Chairman's Report, Cllr English the Assets Report and Cllr Jones the Financial Report. It was agreed the current Parish Councillor and Chairman vacancy should be included in the Chairman's report.

**JS/
AE/RJ**

15 STANDING ORDERS AND FINANCIAL REGULATIONS:

The Clerk had circulated revised copies of the Standing Orders and Financial Regulations to incorporate the Procurement Regulations 2016.

Cllr Stones proposed that the revised versions of both documents should be

adopted; seconded by Cllr Hardy. Adopted version to be circulated to Councillors electronically. All in favour. **Clerk**

16 CLERK'S REPORT:

SEBC play equipment inspection report outstanding for May 2016.

Update of on-going matters

- UKPN/BTS – trees at the edge of The Green – works still outstanding; it was agreed that this item would be removed from future agendas. **Clerk**
- Football goals – rust areas to be treated and painted when the weather improves. **AE**
- Cllrs Hardy and Double to carry out works on the goals to secure nets at ground level – pending. **RD/UH**
- Telephone box light – Cllr Hardy reported that he had the matter in hand and would also replace the broken pane of glass. **UH**
- Picnic table repairs – to be carried out by Cllrs Double and Hardy. **RD/UH**
- Footbridge over the stream adjacent to the Church in need of repair – SCC will inspect the route and commission works if necessary.
- Sign to include emergency contact details at play area – in hand. **AE**

17 CORRESPONDENCE:

Invitation to meet the new police Inspector for Haverhill Police Station on 20 April 2016 at 7pm at the Samuel Ward School forwarded to Councillors.

SCC's Suffolk's Year of Walking project about to start, full details available on <http://www.suffolkyearofwalking.co.uk/> - email forwarded to Councillors

Email from Kathleen and Bob Foskett thanking the Parish Council for the part they played in getting the pot holes in Chapel Lane filled – forwarded to Councillors. Councillors confirmed that the works had been carried out as a result of efforts made by Mr Irving Simons.

Suffolk Preservation Society – Suffolk View – Spring 2016. Emailed to Councillors.

Clerks & Councils Direct – May 2016 Issue 105 – to be circulated to Councillors.

18 PARISH MATTERS FOR THE NEXT MEETING:

None.

19 DATE OF NEXT MEETING:

The next meeting will be held on Thursday 9 June 2016.

The meeting was closed at 8.10 pm.