

BRANDESTON PARISH COUNCIL

Minutes of a Meeting of the Council held at the Village Hall on Wednesday, 03 June 2009

Present

Councillors D Risk (Chairman) (DR), H Saxton (HS), J Fielder (JF) and W Elson (WE).
Parish Clerk and RFO A M Hounsell
Mr N G Hayward

1-0910/3 - Open discussion with members of the public who may be present

There was no discussion under this heading.

2-0910/3 – Report of Cty. Cllr. Peter Bellfield and Dist Cllr R Snell

Both these councillors had advised apologies for absence and had not submitted reports since they had both reported to the Annual Parish Meeting held two weeks earlier.

3-0910/3 – Formal Meeting Opening, Chairman's Welcome and Apologies for Absence

The Chairman then formally opened the meeting and welcomed Councillors. He advised of apologies for absence from Councillors S Thurlow and K Churchill, from Cty Cllr Bellfield and Dist Cllr Snell and from Mrs W Woodland, Parish Historical Recorder.

4-0910/3 - To Receive Councillors' Declaration of Interest in Agenda Items

There were no declarations of interest

5-0910/3 - Minutes of Previous Meeting

The minutes of the meeting of 20 May 2009 were signed as a true record.

6-0910/3 - Matters arising from previous minutes

- (i) Drainage in The Street (previous minute 8-0910/2 (i))
The Clerk advised that he had received further communication suggesting that the work would now be carried out by 10 June 2009. He had asked for confirmation of this and had also pointed out that further sections of Mill Lane (beyond the areas marked out by SCC) required attention.
- (ii) Legal Charge on BVH&RG (previous minute 8-0910/2(ii))
The Clerk advised that there had been no further communication from our solicitor following the proposal that the requirement for the charge be cancelled.
- (iii) Hedge at Footway, Hill House (previous minute 8-0910/2(iii))
The Clerk confirmed that SCC was seeking clarification from the residents at Hill House regarding the formal responsibility for cutting of this hedge.
- (iv) Possible Purchase of Generator (previous minute 8-0910/2 (iv))
The Council agreed to leave this matter in abeyance
- (v) Toxic Materials at Office Farm (previous minute 8-0910/2 (v))
The Clerk confirmed that he had advised the complainant that SCDC, Environmental Health considered that the materials at Office Farm did not present a hazard.

7-0910/3 - Planning

There were no planning items to consider

8-0910/3 – Report from Responsible Financial Officer (The Clerk)

The RFO advised that the audit papers were now fully complete, subject to the Council's approval under items 10 and 11 of this meeting and that the notices showing dates for the exercise of electors' rights had been posted. Thereafter, the accounts would be held available by HS for public inspection during the period 15 June to 10 July 2009.

The RFO then presented the current cashbook position showing the community account with a current balance of £4,067.31 and the 100+ account an unchanged balance of £1,391.14: both after accruals and allowance for future approved expenditures.

9-0910/3 - Financial Matters

The Council agreed payments as follows :-

- (i) £9.00 to Brandeston VH&RG for room hire for the next meeting on 29 July 2009

10-0910/3 - Presentation by the RFO of the Council's Accounts for the Year ended 31 March 2009

The RFO presented the completed account papers for the year 2008-09 and confirmed that the internal audit had been completed and signed by Mr. Donald Evans.

After due consideration, the Council approved these accounts.

11-0910/3 - Consideration of the Annual Governance Statement required under Section 2 of the accounts Annual Return for the year ended 31 March 2009

The Council considered and approved the following statement :-

"We acknowledge as the members of Brandeston Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the council's statement of accounts for the year ended 31 March 2009, that :

1. we have approved the statement of accounts, which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
2. we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
3. we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances
4. we have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit regulations
5. we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. we have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness
7. we have taken appropriate action on all matters raised in reports from internal and external audit
8. we have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the statement of accounts."

12-0910/3 - Correspondence

The Chairman drew the Council's attention to the Suffolk Association of Local Council's area meeting on 08 June 2009.

13-0910/3 - Any other business as may be raised and accepted as appropriate by the Chairman

The Chairman agreed discussion of the following item :-

- (i) The Chairman reminded the meeting of entry into the Village of the Year competition and that the judges would be visiting on 18 June 2009. The Chairman undertook to replace the glazing in the notice board at the village hall.
- (ii) The meeting agreed to include the Parish Plan Action Plan on the agenda for the next meeting to make further progress.
- (iii) The meeting agreed in principle on the purchase of tables for the village hall and to include this item on the agenda for the next meeting for formal approval of the expenditure.

14-0910/3- Date of Next Meeting

Date of the next meeting was confirmed as 29 July 2009 at 8.00 pm.

The meeting closed at 9.10 pm