

BRANDESTON PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at the Village Hall on Wednesday 19 May 2010

Present

Councillors D Risk (Chairman) (DR), H Saxton (HR), P Summers (PS), K Churchill (KC) and W Elson (WE)

Parish Clerk and RFO A M Hounsell (AMH)

Parish Historical Recorder Mrs W Woodland

1-1011/1 – Election of Council Chairman

DR was proposed and elected unanimously.

2-1011/1 – Chairman's Acceptance of Office

The Chairman confirmed his acceptance of office and thanked the council for the confidence placed in him.

3-1011/1 - Chairman's Welcome and Apologies for Absence

The Chairman welcomed Councillors and advised receipt of apologies for absence from Cllrs. S Thurlow and J Fielder.

4-1011/1 - Election of Vice Chairman and Responsible Financial Officer

HS and AMH, respectively, were elected to these positions.

5-1011/1 - Appointment of Parish Tree Officer and Parish Footpath Officer

J Garratt and F Reade, respectively, were appointed to these positions

6-1011/1 - To Receive Councillors' Declaration of Interest in Agenda Items

There were no declarations of interest

7-1011/1 - Minutes of Previous Meeting

The minutes of the meeting of 24 March 2010 were signed as a true record.

8-1011/1 – Presentation by the Responsible Financial Officer of the Council's Accounts for the Year ended 31 March 2010

The RFO presented the completed account papers for the year 2009-10 and confirmed that the internal audit had been completed and signed by Mr. Donald Evans.

After due consideration, the Council approved these accounts.

9-1011/1 - Consideration of the Annual Governance Statement required under Section 2 of the Accounts Annual Return for the Year ended 31 March 2010

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 accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2010, that :

1. we have approved the accounting statements, which have 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 during the year 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 accounting statements.

Proposed WE, second KC

10-1011/1 - Financial Matters

The Council agreed payments as follows :-

- (i) £9.00 to Brandeston VH&RG for room hire for the next council meeting on 21 July 2010.
- (ii) £25 to Suffolk ACRE for 2010-11 subscription
- (iii) £120.00 (plus VAT) to BDO LLP for the 2010-11 external audit fee

11-1011/1 – Planning

The Clerk advised that application C10/0439 (extension at The Old Wheelwrights, Low Street) had been approved.

There were no other planning matters to consider.

12-1011/1 - Report from Responsible Financial Officer (The Clerk) and consideration of Financial Risk Assessment

The RFO advised that following the council's approval of the accounts for 2009-10 (under minutes 8/1011/1 and 9-1011/1, above) the notice of availability of the accounts for public inspection would be posted over the period 10-23 May 2010. Thereafter, the actual inspection period would be 24 May – 21 June 2010 followed by despatch to the external auditor by 22 June 2010 (receipt at the auditor is required by 25 June 2010) – Vice Chair, HS would be holding the account books for inspection.

The RFO advised of receipt of recycling credit of £7.26 and then presented the current cashbook position showing the community account with a current balance of £6250.43 and the 100+ account a balance of £2,227.14 both after accruals and allowance for future approved expenditures.

The council then considered the Financial Risk Assessment and agreed that all was in order and the financial position of the council is satisfactory.

13-1011/1 - Matters arising from previous minutes

- (i) Parish Plan – Brandeston Hall lighting (previous minute 6-0910/10 (i))
The clerk advised that he had written again to Mr Andrew Payn at Brandeston Hall and received no further information. The council expressed its disappointment at the failure by Brandeston Hall to respond to these repeated requests. The meeting instructed the clerk to contact SCDC Environmental Health Dept. to seek advice as to whether the council has a legitimate complaint under environmental health legislation. The council noted that this matter (still unresolved) had first been raised with Brandeston Hall in November 2008.
- (ii) Planning application C10/0493, side extension at The Old Wheelwrights (previous minute 7-0910/10 (i))
The clerk advised that he had written to SCDC to confirm the council's support for this application, which had now been approved as reported above under minute 11-1011/1
- (iii) Notice of Tree Works – The Old Wheelwrights (previous minute 7-0910/10 (ii))
The clerk confirmed that he had advised SCDC of the council's support for this notice, which had now been approved
- (iv) Payment for food hygiene course (previous minute 9-0910/10 (i))
The RFO advised that the total cost of the course was £180 (with no VAT) and not the £225 (plus VAT) which had been advised and approved. He advised he had split this £60/£120 between the community account and the 100+ account.
The Chairman advised that he had received a letter thanking the council for their support.
- (v) Highway matters – Notification of potholes requiring attention (previous minute 11-0910/10)
The Clerk advised that SCC had been informed (separately) of those potholes requiring immediate attention and those which it was anticipated would be repaired under the works anticipated for July. The council agreed to consider this subject again at its next meeting.
- (vi) Blocked highway drains (previous minute 11-0910/10)
The council agreed to leave this matter for consideration at the next meeting.
- (vii) Salt bins and approved operatives (previous minute 12-0910/10 (i))
The council agreed to leave this matter for consideration at the next meeting.
- (viii) Parish Plan questionnaire (previous minute 12-0910/10 (ii))
The Clerk confirmed that he had completed and returned the questionnaire to Suffolk ACRE

- (ix) Flood walking boards (previous minute 13-0910/10)
The clerk confirmed that he had advised SCC, Highways of the damaged boards at Potash Bridge.

14-1011/1 - Correspondence

There was no correspondence requiring attention.

15-1011/1 - Any other business as may be raised and accepted as appropriate by the Chairman under Standing Order 16

No matters were raised for consideration.

16-1011/1- Date of Next Meeting

Date of the next meeting was confirmed as Wednesday, 21 July 2010.

The meeting closed at 7.55 pm