

# BROME and OAKLEY PARISH COUNCIL

Minutes of a Meeting of Brome and Oakley Parish Council held at 7.30 pm on **Monday 14 March 2016** in Brome and Oakley Village Hall.

**PRESENT:** Councillors Ursula Halton (Chairman), Charles Doe, Mark Prior and John Parry Also in attendance Sarah Foote (Clerk), Mid Suffolk District Councillor David Burn (left 19.50), Suffolk County Councillor Jessica Fleming (arrived 20.21)

## 1. Apologies for absence

Apologies were received and accepted from Cllr David Hardaker

2. Declarations of pecuniary and other interests from members on any item to be discussed and requests for dispensations. There were no declarations.

3. Councillors were reminded of the requirement to individually update their Register of Interests as appropriate.

## 4. Approval of minutes

The minutes from the meeting of 8 February 2016 were agreed as a true record by those present.

## 5. Matters arising from minutes of 8 February 2016

562/8 – Vehicle Activated Sign. A report had been submitted to Suffolk County Council Highways in response to the concerns they had raised on the locations for the siting of the VAS. A response was awaited. The second quotation for the supply of the VAS had been received. *Action: Agenda next meeting.*

## 6. **PUBLIC FORUM**

Cllr Burn reported that expressions of interest had been received for the operation of the Community Recycling Centre and that Suffolk County Council were now making a charge for rubble, soil and plasterboard at their other sites.

There were no members of the public present.

## 7. Planning

a) The following planning applications were considered:

SCC/0024/16MS	Eye Power Station,	Variation of condition 1 of planning permission MS/57/04 to amend fuel (to allow up to 100% mechanically treated wood waste).
Cllr Parry gave a report of the meeting he had attended and explained how there was not enough chicken litter in the region to fuel both the plant at Eye and the one at Thetford and how waste wood could be used as an alternative which had the benefits of being higher in calorific content, less transport required, less waste produced and cleaner emissions. It was unanimously agreed to recommend <b>SUPPORT</b> for this application.		

b) There were no planning determinations to note.

c) There were no other planning matters.

## 8. Allotment Land and Play Equipment

a) One initial design and quotation for converting redundant allotment land into play area was considered. A plan is attached to the minutes. It was agreed, as the first stage of the project, quotations should be sought to level the ground and seed with grass (this was not included in the play equipment quotation). It was also agreed that alternative quotations would be needed for the play equipment to be compliant with the Council's Financial Regulations. *Action: Clerk.*

b) Funding options – a discussion took place on how it may be possible to reach the total amount of £10,000 (less VAT) to pay for the above scheme. It was agreed to approach the Community Council to ask if they would be interested in supporting the project and to contact Gillian Hilder, Communities Officer, at Mid Suffolk District Council for expert advice. It was also agreed to write to the District Councillor and County Councillor to seek their support for the project. *Action: Clerk.*

## 9. Procedural

a) The Council's Financial Regulations were reviewed and pursuant to the Public Contracts Regulations 2015 it was agreed to adopt the 2016 model Financial Regulations.

b) The Council's Standing Orders were reviewed. However, any amendments pursuant to the Public Contracts Regulations 2015 were deferred pending guidance on wording from NALC.

Signed .....  ..... Chairman .....  ..... Clerk  
Date ..... 11 April 2016 .....

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- c) The Statement of Internal Control for the Parish Council was reviewed and accepted.
- d) The scope of work for the Internal Audit for the year ending 31 March 2016 was considered and it was agreed to appoint Heelis and Lodge to undertake the internal audit.
- e) The Council's Asset Register was reviewed and accepted.
- f) The Council's Risk Assessment was reviewed and accepted.

## 10. Finance

a. The Council's financial statement of Community Account at £8,121 and Business Premium at £3,931 was noted.

b) The following payments were considered and agreed:

Amount	Payee	Details	Chq No
£664.65	Mrs S Foote	Clerk's salary Jan/Feb/March 2016	100345
£33.30	Mrs S Foote	Clerk's expenses Jan/Feb/March 2016	100346
£71.51	Heelis and Lodge	Internal Audit year ending 31 March 2015	100347
£30.00	Suffolk Preservation Society	Annual Membership	100348
£6.00	Suffolk Association of Local Councils	Clerks Information Event December 2015	100349
£35.00	Information Commissioner	Data Processor Registration Fee	100350

## 11. Correspondence

The following items of correspondence received since the last meeting were noted.

Date received	From	Subject
05.03.16	Suffolk County Council	U5501 Buck Lane road closure for repairs
24.02.16	Suffolk Association of Local Councils	Warmer Homes, Healthy People
23.02.16	Suffolk Association of Local Councils	First World War Memorial Programme
23.02.16	Suffolk Police	Neighbourhood Policing Review
23.02.16	Suffolk County Council	Suffolk's Year of Walking May 2016 – May 2017
05.02.16	Suffolk Association of Local Councils	Smaller Authorities Audit Appointments – Second Communication

## 12. Consultations

None.

## 13. Reports

- a) Brome and Oakley Village Hall – Cllr Parry reported that the decoration in the main hall (top half) had been completed by a team of volunteers.
- b) Suffolk Association of Local Councils – no report.

## 14. Urgent Matters

None.

20.21 County Councillor Jessica Fleming arrived and reported that she was working on an initiative for Green Paths and Bye Ways for a seasonal restriction to prevent inappropriate use of them which was damaging the surface of the paths. On 13 June new providers would be delivering Community Transport (e.g. Dial a Ride). The Chairman asked Cllr Fleming if any funding would be available towards the play equipment and she confirmed she would ask the County Council's Locality Officer to contact the Clerk.

## 15. Date of next meeting and agenda items

Date of next meeting: Monday 11 April 2016.

## 20.34 Meeting Closed

Signed .....  ..... Chairman .....  ..... Clerk  
 Date ..... 11 APRIL 2016 .....