

# BROME and OAKLEY PARISH COUNCIL

Minutes of Brome and Oakley Parish Council Meeting held at 7.30 pm on **Monday 13 April 2015** in Brome and Oakley Village Hall.

PRESENT: Councillors Ursula Halton (Chairman), Charles Doe and David Hardaker. Also in attendance Sarah Foote (Clerk) and Mid Suffolk District Councillor David Burn (left 20.30).

## 1. Apologies for absence

County Councillor Jessica Fleming and Cllr Simon Harrison.

## 2. Declarations of pecuniary and other interests from members on any item to be discussed and requests for dispensations

None.

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

## 4. Approval of minutes

The minutes from the meetings of 9 March 2015 were agreed as a true record by those present.

## 5. Matters arising from minutes of 9 March 2015

542/5 – Billingford Bridge. A letter received from Norfolk County Council Highways was read by the Clerk. Whilst the Parish Council appreciated that Norfolk County Council has no funding for traffic calming schemes, the Councillors were still keen to pursue, and possibly fund, some traffic priority scheme over the bridge. *Action: Clerk to contact NCC Highways again.*

543/13 – District Councillor Burn gave Councillors an update on the running of the Community Recycling Centre. It was suggested a meeting of the Support Group may be called.

## **PUBLIC FORUM**

There were no members of the public present.

Mid Suffolk District Council – Cllr Burn gave a brief report.

a) The following planning application was considered:

Reference	Location	Application Details
0693/15	The Oaksmere, Rectory Road, Brome	Retention of 2 no. directional signs and 2 no. entrance sign.

It was unanimously agreed to recommend SUPPORT for this application.

b) There were no planning determinations to note.

c) The following additional planning matters were noted:

Ref 3744/14, The Oaksmere, Rectory Road - it was noted that an appeal had been made to the Planning Inspectorate for the retention of erection of a suspended ceiling in the restaurant/lounge of the principal building which had been refused by Mid Suffolk District Council.

Possible Over Flow Car Park, The Oaksmere, Rectory Road - much communication had been received from parishioners regarding what was perceived, and confirmed by site workers at the time, as the erection of an overflow car park on the old mortuary site next to The Chestnuts on Rectory Road. The matter had been referred to Mid Suffolk Planning Enforcement who had responded that no breach of planning had occurred. It was agreed that the Parish Council could take no further action until a planning application was submitted.

## 7. Allotments

a) Ground works to tidy vacant plots at the Allotments – an estimate for the weed killing the over grown plots had been received. However, it was agreed to send out renewal notices to confirm exactly how many plots were being cultivated before further consideration could be given to what work was needed and how much could be spent on the project. *Action: Clerk to send renewal notices.*

b) Risk Assessment document for the Allotments was considered by Councillors and it was agreed to adopt the assessment with the addition of the Parish Council holding public liability insurance.

## 8. Procedural

a) Internal Audit - it was agreed to appoint Heelis and Lodge to undertake the internal audit for the year ending 31 March 2015 and their scope of work was considered and approved by the Council.

b) Statutory instrument 2015 No. 494, The Smaller Authorities (Transparency Requirements) (England) Regulations 2015, made on the 4<sup>th</sup> March, laid before parliament on the 9<sup>th</sup> March, which came into force

Signed ..... Chairman ..... Clerk

Date .....

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on 1<sup>st</sup> April 2015 was noted by the Parish Council. In order to comply with the Code, it was agreed to set up a 'One Suffolk' website for Brome and Oakley where the required documents could be viewed by parishioners. It was noted that this additional work could increase the workload for the Clerk and it was agreed that the Clerk should keep a record of the time taken to undertake this work.

## 9. Finance

a) Bank Balances - the Clerk reported the bank account balances as Community Account £3646.00 and Business Premium £3928.00.

b) The following payments were considered and agreed:

Amount	Payee	Details	Chq No
£30.00	Information Commissioners Office	Data Processor Annual Registration Fee	100323
£35.00	Community Action Suffolk	Annual Membership Fee	100324
£15.00	Suffolk Association of Local Councils	Clerk's Audit Briefing	100325

## 10. Reports

a) Brome and Oakley Village Hall – no report.

b) Suffolk Association of Local Councils – no report.

## 11. Correspondence

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

Date received	From	Subject
26.03.15	Suffolk Association of Local Councils	LAIS 1376 Guide and Transparency Code
26.03.15	Mid Suffolk District Council	Town and Parish Newsletter March Edition
23.03.15	Big C Norfolk's Cancer Charity	Letter of thanks for donation
19.03.15	Suffolk Association of Local Councils	Annual Training Programme
10.03.15	South Norfolk Council	Submission of the Long Stratton Area Plan

## 12. Consultations

There were no consultations to consider.

## 13. Urgent Matters

The road around the manhole outside the phone box in Brome Street (near village hall gates) was cracked. *Action: Clerk to report to Highways.*

## 14. Date of next meeting and agenda items

Date of next meeting: Wednesday 20 May 2015 (pending instruction from Mid Suffolk District Council).

**21.00 Meeting Closed**

Signed ..... Chairman ..... Clerk

Date .....