**GREAT BRADLEY PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council held on 18th May 2016 at the Village Hall

**Present**:

Councillors: Simon Kiddy (Chairman), Helen Bennett, Nicky Pizey, Anne Smith, Pat Spires. Also County Councillor Mary Evans (part) and Clerk John Barnett.

**Open Forum:**

Nothing raised.

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| **Item** |  | **Action** |
| 1 | **Election of Chairman:**Councillor Kiddy was proposed and all agreed. Councillor Kiddy signed the Acceptance of Office.1. Elections to other Offices:
	1. Vice-Chairman. Councillor Joyce was proposed in her absence and all agreed
	2. Footpaths Officer. Councillor Smith was proposed and all agreed. Councillor Smith said that she was unable to go over the paths as regularly as before and the Council accepted this.

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| 2 | **Apologies for absence:**Councillor Joyce and Borough Councillor Jane Midwood. |  |
| 3 | **Councillors Declarations of Interest in any item on the agenda:**None declared. |  |
| 4 | **Minutes of the last meeting:**The minutes of the last meeting of the Parish Council on 16th March 2016 and the Annual Village Meeting on 13th April were approved and signed together with the payments approved at the 13th March meeting.  |  |
| 5 | **Matters arising from the minutes:**1. Village Hall Bell Housing repair. Clerk said work on this would start w/c 30th May.
2. Transparency Fund grant. The grant was for £958 and the Clerk recommended the purchase of a dedicated Parish Council laptop of Asus X555LA from John Lewis at a cost of £539.90. This includes £90 of VAT which is reclaimable. This laptop has a new and fast processor with plenty of memory and storage space and is highly recommended for the price together with being relatively future-proofed. The Council agreed to this. Clerk was asked to try to get the purchase through Easy Fundraising so the Village Hall would receive funds also. Clerk said he would try but that VAT restrictions may not permit this. Clerk said he would also purchase a cheap protective case for the laptop.Clerk said that Government relaxation of the restrictions on applying for a Transparency Grant for software had meant that he had been able to put in a further bid for £192 to purchase Microsoft Office for the new Parish Council laptop.
 | Clerk   |
| 6 | **St Edmundsbury Borough Council:**Clerk said he had spoken to Councillor Midwood and she had agreed to grant £200 from her Locality Budget to Great Bradley Parish Council for the celebration of the Queen's 90th birthday Big Lunch on Saturday 25th June on the Recreation Area.  |  |
| 7 | **Suffolk County Council:**County Councillor Mary Evans said that there had been a major Fire Service Review and Suffolk County Council had listened and there had been significant changes to the initial proposal. The proposal to reduce the number of engines at Sudbury from two to one had been reversed. Wickhambrook has sometimes been difficult to man during daytimes and now Bury St Edmunds station will send operatives down there on those days that they are undermanned. Community Service transport is being completely revamped so that there will be just one number to ring for any of the different services available. Mary said she had money available if the Council needs it for a project. Clerk said that the Village Hall was in need of funds and Mary promised to send details of the grants available for Village Halls.  |  |
| 8 | **Highways matters:**1. Clarendale street nameplate is felt to be inappropriate for a village. Councillor Spires offered to look at what was actually necessary on any replacement nameplate.
2. Highways have reported that the hump in Water Lane that could cause damage to vehicles is to be done within a week.
3. Clerk said that he had been contacted by a resident in Clarendale regarding a tree that had fallen into his garden from Matthews Lane. Clerk had received information from Suffolk County Council that it was in the resident's hedge and therefore not their responsibility. However the resident said he had been contacted by Highways (he thought) to say it was their responsibility and they would deal with it. Clerk said he would contact the resident again shortly to see if any further action had been taken.
 | PSClerk |
| 9 | **Suffolk Police:**No report. Clerk said that as reports are no longer coming he will take this item off forthcoming agendas. |  |
| 10 | **Planning applications:**None |   |
| 11 | **Correspondence:** 1. The Fete Committee has requested a donation of £100 towards the cost of the silver band as before. This was agreed. An alternative band for next year was suggested and it will be discussed with the Fete Committee.
 | Clerk |
| 12 | **Village Hall:**1. Results of the Village Hall AGM. The Village Hall Committee were still short of a Chairman and a minutes secretary from the AGM. However a number of volunteers came forward to assist with different projects. This has resulted in a further meeting called for 8th June to see if they can go forward on this basis.
2. Car park steps. Clerk said that when the contractors come to repair the Bell Housing he will speak to them again regarding the repair to the steps as a resident has said that the steps that are moving slightly are likely to have rotted.
3. Defibrillator and electrical problems. Clerk said that there were a large number of electrical problems at the Village Hall many of which would be difficult to price up for an estimate. This could hold up the important project of completing the defibrillator installation. It was therefore decided to get estimates for just the defibrillator installation from 2 known and recommended electricians from nearby villages. The electricians would be asked at the same time for ideas/estimates for rectifying all the other electrical problems.
4. Faulty oven. Clerk reported a fault with the oven when he had tried to turn it on although it has subsequently worked properly. It was agreed to hold this over until the future of the Hall becomes clearer.
 | ClerkClerk |
| 13 | **Annual Village Meeting:**It was felt that the meeting had gone extremely well with 40 attending and a lot of items and information given over a relatively short period of time.  |  |
| 14 | **Recreation Area:**Clerk reported that the Chairman and he had put up the new dual swing but found it to be somewhat high in comparison to the other swings. They had decided to leave it in place and publicise it on Facebook and ask for comments. These had been overwhelmingly pleased with the new acquisition albeit some had agreed it was bit high. It was agreed to compromise between the manufacturers recommendation of 400mm to the seat base and the current 600mm to that of 500mm. Clerk said that the manufacturer had supplied free of charge extra chains and links but he was not satisfied that the links were sufficiently strong and would check back with the manufacturers. The problem of bird muck on all the swings and particularly the basket swing prompted suggestions of spikes on the top of the crossbars to deter the birds from settling. Clerk said that a Parishioner had said she would put some up that they had left over from their own garden swings. Clerk to investigate purchasing some in addition.  | ClerkClerk |
| 15 | **Events:**1. Queen's 90th birthday Big Lunch. Councillors Bennett, Smith (dependent upon availability) and Spires offered to put this event together for this year. The date was agreed at Saturday 25th June. Clerk to look up what was purchased for last year and let the Councillors know together with timings. The games could be as last year i.e. rounders and football penalty taking.
2. Coffee Caravan 14th June. This is also to be a celebration of the Queen's 90th birthday. The Caravan are putting on an afternoon similar to their excellent WW1/2 commemoration with cream teas, juke box etc.
 | HB/AS/PSClerk |
| 16 | **Annual Review of Parish Council assets:**Councillors had copies of the latest asset list at 31st March 2016 which will be submitted with all the other audit papers to the auditors. The list was approved. |  |
| 17 | **Finance:** 1. The Accounting Statement for 2015/16 (Section 2 of the Annual Return) was approved and will be taken to SALC for internal audit along with all the other required paperwork early June. After approval by SALC the rest of the Annual Return and 2015/16 accounts will be on the June meeting agenda for approval and onward shipment to the external auditor BDO by first week of July.
2. Proposal for a budget for archive items purchases. This was agreed unnecessary as the number of items is likely to be very small and can be dealt with on an individual basis.
3. Accounts for approval/payment. A total of 17 payments to a value of £2720.35 was approved.
 | ClerkClerk |
| 18 | **Project List:**Councillor Kiddy ran through the latest updated Project List.  |  |
| 19 | **Village Events notified:**1. Coffee Caravan visits - 14th June at the Village Hall to celebrate the Queen's official birthday. Also on 14th September at Clarendale.
2. Farm Walk - 5th June
3. Queen's 90th birthday celebration Big Lunch 25th June
4. Fete 3rd July
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| 20 | **Matters for consideration at the next meeting:**Councillor Smith asked about a sound system for events as the one used last year at the Fete could not be heard and could be useful for Village Hall events where there can be a noisy atmosphere. It was suggested this could be something for Suffolk County Council Locality Budget.  |  |
| 21 | **Dates for next meetings:**The next meeting dates are: 29th June (approve 2015/16 accounts), 14th September, 16th November (pre-budget). |  |

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 9.08pm