**GREAT BRADLEY PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council held on 23rd May 2012 at the Village Hall

**Present**:

Councillors: Rowan Sylvester-Bradley, Simon Kiddy (part), Anne Smith, Sue Willington.

Also Clerk John Barnett.

**Open Forum:**

Nothing raised

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** |  | **Action** | |
| 1 | **Election of Chairman**  Councillor Kiddy proposed Councillor Sylvester-Bradley as Chairman. This was seconded by Councillor Smith and all approved. The Chairman signed the acceptance of Office. |  | |
| 2 | **Election of Vice-Chairman and Footpaths Officer**  Councillor Kiddy was proposed as Vice-chairman and Councillor Smith as Footpaths Officer and all approved.  Councillor Kiddy was called away at this point and left the meeting. |  | |
| 3 | **Apologies for absence:**  Councillor Joyce, County Councillor Midwood and PCSO Packman.  Kate Noakes has sent notification of her resignation from the Council. This creates a second vacancy. |  | |
| 4 | **Councillors Declarations of Interest in any item on the agenda:**  None declared. |  | |
| 5 | **Minutes of the last meeting:**  The minutes of the Parish Council meeting on 21st March 2012 were approved and signed together with the cheques approved at that meeting. Also approved were the minutes from the Annual Village Meeting on 18th April 2012. |  | |
| 6 | **Matters arising from the minutes:**   1. Interpretation Panel. The Clerk said that the panel was now in place beside the river. Thanks go to Stephen Seward and John Grainger for their assistance with this. Stephen will place a cover over the panel ready for the unveiling at the Diamond Jubilee celebrations. Clerk said that the manufacturers charge for graphics work was only £135 instead of the full quotation of £300 which reflected the amount of work put in by the Committee members on the design beforehand. 2. Bottle Bank. Councillor Sylvester-Bradley said that he had not yet spoken to Edward Fletcher regarding this. After discussion it was agreed that Councillor Sylvester-Bradley should speak to EF and then put a consultation article in the Bugle to get as much feedback as possible before a final decision is taken. 3. Broadband at the Village Hall. Clerk said that the current contract with BT runs out on 3rd November 2012 and that a possible grant to pay for the computer course had been passed to the Village Hall for action if they wished (as Parish Council’s were ineligible for this particular grant) but there was a time limit of May which has probably already passed. Councillor Sylvester-Bradley to discuss the matter with Edward Fletcher. 4. Village Archives. Charles Ryder has now let the room but has offered another. Councillor Sylvester-Bradley will go to help move everything. CR has also offered a permanent location for everything which is extremely generous. Councillor Sylvester-Bradley said that the Council still needs to decide what to keep in the village and what (if anything) needs to go to County for ‘proper’ long-term storage. An offer of assistance with all this has been received from Wendy Barnes in Lt Bradley as she has experience in this. Councillor Sylvester-Bradley to arrange a meeting to discuss the way forward. 5. Bar-B-Q. Clerk to obtain a quotation for cleaning from a local cleaning company. 6. Digital speed display signs. It was agreed this was not to be taken further. | | RSB  RSB  RSB  Clerk |
| 7 | **Highways:**  The following problems were reported:   1. Pothole in Evergreen Lane 2. Councillor Smith reported the Matthews Lane ditch overflowing again, despite recent clearance, due to the perennial blockage under the entrance to Clarendale. 3. Councillor Smith reported Clarendale roads need sweeping of loose gravel. 4. Councillor Smith reported the concrete pavement on Clarendale has sunk again. | Clerk | |
| 8 | **Planning applications:**  Tree Preservation Order application at 17 Clarendale - crown lift Silver Birch to 2.6m. This has been granted by St Edmundsbury Borough Council. |  | |
| 9 | **Correspondence:**   1. A further complaint about dog mess has been received. Clerk reported on a suggestion from the complainant that a competition be run in the Bugle for children to design a poster to be used at the Recreation Area (as per the Thurlow School speed poster outside the school). Clerk also reported another idea he has seen in his researches whereby each mess is highlighted on the ground and markers put up to demonstrate the extent of the problem especially on the children’s play area and football pitch. Councillor Willington said that she had information from Great Wratting where the Parish Council had written to every household and enclosed free poop bags. Councillor Willington will let Councillor Sylvester-Bradley have a copy of this letter. It was agreed that Councillor Sylvester-Bradley will write another article in the Bugle. 2. Essex & Suffolk Water has sent an invitation to all to Thurlow Village Hall 14th June 3pm - 7pm as a celebration of the completion of the pipeline | SW  RSB | |
| 10 | **Queen’s Diamond Jubilee:**  Councillor Sylvester-Bradley said that a recent meeting of the Jubilee committee (Councillors Sylvester-Bradley, Smith and the Clerk) had agreed the following activities:   * 10.30am - Family Walk/Treasure Hunt * 11.30am - unveiling of Interpretation Panel and footpaths map by Charles Ryder * Followed by dedication of the Diamond Jubilee seat by Rev Derek Hollis in St Mary’s churchyard * Followed by community photograph in St Mary’s churchyard * 12.30pm onwards - Jubilee Hog-roast Lunch on the Recreation Area * 1.45pm - opening of the new wildflower area in the Glade by Councillor Anne Smith with children’s wildflower seed sowing * 2pm - rounders and possibly other activities on the Recreation Area * 3.45pm - inauguration of the new flagpole at the Village Hall by Councillor Rowan Sylvester-Bradley * 4pm - children’s tea-party at the Village Hall.   It was felt that the new wild flower area on the Recreation Area would need preparation of the ground and it was agreed that on 3pm on Monday 4th June as many people as possible would gather and bring rakes to do this. Councillor Sylvester-Bradley said he was hoping to do a trifle for the dessert but was having difficulties. Councillor Smith said she could do some jellies to assist.  Rubbish bins are needed on the Recreation Area as with the Bonfire Night.  Clerk said that Richard Bradberry had said he was still available for the drinks/food serving.  Councillor Kiddy was able to rejoin the meeting at this point.  Clerk said the new flagpole was damaged beyond long-term use. He had sent photographs of the damage to the supplier and he was now waiting for a call from one of their Directors. In any event they are now out of stock for 6 weeks. Councillor Kiddy said that the damaged pole could be used for the inauguration ceremony and then replaced when the new one became available. The Council decided that any replacement flagpole would have to be identical to the damaged one as the completed basework was specific to that. The Council agreed that if the supplier failed to offer compensation or a replacement pole FOC then a new order would have to be placed.  Councillor Kiddy showed the Union Flag that he had available and that he proposed to use for the inauguration. It was agreed most suitable although slightly smaller than the recommended size for a 6m pole which is a 2 yard flag. It was agreed to purchase a new 2 yard quality Union Flag. Clerk to provide quotations.  It was agreed that the next agenda should carry an item to decide which days the flag should be flown.  Councillor Sylvester-Bradley said that Mike Parsons had agreed to run the activities on the Recreation Area. | Councillors/  Clerk  RSB/AS  Clerk  Clerk  Clerk  Clerk | |
| 11 | **St Edmundsbury Borough Council Smaller Parishes Conference:**  Clerk said that the recent conference had been very successful and the many attendees, all from smaller Parishes such as Great Bradley, had felt for the first time that their concerns were being listened to. This format is likely to be incorporated into future Parish Conferences. |  | |
| 12 | **Footpaths:**  The broken bench on the footpath between Water Lane and Hall Road has been repaired extremely well by Stephen Steward. The Clerk was asked to convey the Council’s thanks for this. | Clerk | |
| 13 | **Recreation Area:**  The metal dog waste bin is severely rusted and needs replacing. The Council agreed to purchase a plastic replacement bin from Glasdon for £90.24 inc delivery + VAT. This was cheaper than the quotation from St Edmundsbury Borough Council. | Clerk | |
| 14 | **Annual Review of Parish Council Assets:**  The asset register for the audit was presented and agreed. |  | |
| 15 | **Finance:**   1. 2011/12 Accounts. These were approved to go forward to the internal auditor. 2. Consultation from the Audit Commission of the appointment of External Auditor to Great Bradley from 2012/13 accounts onwards. The Clerk said that the AC were recommending that the current auditors BDO would be retained. The Clerk said he would also recommend the retention of BDO as they had been considerably better than their predecessors. The AC had secured a reduction in prices going forward so that Parishes in the second lowest band such as Great Bradley would pay only £100 per audit as opposed to £130 currently. 3. New printer. The Clerk said that he had had to replace the old printer and the new leased printer from STP was quoted at £105 per month inclusive of all toner consumables. This should give a saving of around 25-30%. The cost would be shared on a pro-rata basis with Cowlinge Parish Council as before. This was agreed by the Council. 4. Accounts for payment. Councillor Kiddy proposed the payment of 17 cheques and 2 Direct Debits to a total of £4530.65. Councillor Smith seconded this and it was all approved. 5. With the resignation of Kate Noakes a new bank signatory is required. Councillor Smith agreed to be the new signatory. Clerk to organise the paperwork for this. | Clerk  Clerk  Clerk | |
| 16 | **Project List:**  Councillor Sylvester-Bradley said that it was now necessary to remove Kate Noakes from Footpaths and village tidy-up on the Project List. | Clerk | |
| 17 | **Village Events:**  The following events were notified:   1. 2nd June Farm Walk 2. 5th June Jubilee celebrations 3. 8th July Fete 4. 3rd November Bonfire Night |  | |
| 18 | **Matters for consideration at the next meeting:**   1. Approve final 2011/12 accounts to go to external auditor 2. Jubilee celebrations report 3. Flag flying days to be agreed 4. Bonfire Night 5. Interpretation Panel leaflets and holder | Clerk | |
| 19 | **Dates for next meetings:**  The following dates were agreed: 19th September and 21st November |  | |

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 9.30pm