

## **Minutes of the Bruisyard Parish Council Meeting and AGM held on Monday 13 May 2013 at 7.30pm in the Bruisyard Village Hall**

1. **Election of Chairman:** Peter Robinson has asked to stand down as the Chairman of the Council. The Council has accepted the resignation. Peter Robinson proposed John Marten as the Chairman. John McKee seconded the proposal. The Council voted to elect John Marten as the new Chairman. John Marten proposed Peter Robinson as the Vice-Chairman. Anne Smith seconded the proposal. The Council agreed to elect Peter Robinson as the Vice-Chairman. All were in favour.
2. **Apologies for absence:** James Ingmire
3. **Minutes of the last meeting:** The minutes of the last meeting have already been circulated and read. All were in favour of accepting the minutes for the meeting held on 11 March 2013 as a true record.
4. **Matter arising:** whilst doing the risk assessment for the Village Hall John Marten and the clerk have noted that the Fire Assembly Point (FAP) is located at a distance from the Village Hall and is not very easy to find if you are new to the Village Hall. The Council proposed that the route to the FAP is clearly marked and displayed inside at the entrance to the Village Hall.  
  
College Road notice board has been done. Old display board has been replaced with the new cork board.  
  
Bruisyard village sign needs to be done. The west side of the sign is dirty and gold lettering needs to be freshened up. Anne Smith has agreed to go the letters but the sign needs to come down. Paul Dawes agreed to let the Council use the teleported to reach the sign.
5. **Allocating members to serve on subcommittees:** Planning committee consists of Parish Councillors and it was suggested to carry on with the same members. John Marten, John McKee, Peter Robinson and Thelma Barham will continue to sit on the Village Hall committee. John McKee is the tree warden.
6. **Election of non Councillor Members to the Village Hall subcommittee:** Paul Church, Barry Sinclair, Margaret Sinclair, Teresa McKee, Chris Smith and Anne Smith will continue to serve on the Village Hall subcommittee.
7. **Report from the Village Hall Committee:** report was read out at the earlier Annual Parish Meeting.
8. **Financial Matters:**

John Marten proposed that financial transactions a) to f) were all in order and Peter Robinson seconded this proposal. All Agreed and cheques to SALC, Community Action Suffolk (formerly Suffolk Acre) and parish clerk were duly written and signed.

- a) to pay SALC yearly subscription fee of £ 117.00
- b) to pay Community Action Suffolk (formerly Suffolk ACRE) yearly subscription fee of 30.00
- c) to reimburse parish clerk £32.10 for stationery
- d) to have paid E-On £99.51 for Village Hall electrical bill
- e) to have paid Essex & Suffolk Water £37.71 for Village Hall water bill
- f) to have paid Teresa McKee £45.00 for Village Hall cleaning
- g) the Council approved and signed off the annual accounts for the Parish Council and the Village Hall.

9. **Park:** grass is growing very fast and needs to be cut weekly. But the question is can the Council afford it? We need to decide whether it is possible to spread the payments between the Council and the Village Hall. Bring it up at the next Village Hall meeting. Bruisyard Road hedge needs doing.
10. **Risk assessment report and review of insurance:** to be discussed at September meeting.
11. **Review of Standing orders and financial regulations:** Carry on as we are.
12. **Suffolk Local Code of Conduct:** this document has been distributed among the Council members who have all read it. Anne Smith proposed to agree to follow Suffolk Local Code of Conduct and Peter Robinson seconded the proposal. Each Council member has been given a copy of the document to keep.
13. **Dates of 2013-2014 meetings**  
 Monday 8 July 2013 at 7.30pm  
 Monday 9 September 2013 at 7.30pm  
 Monday 11 November 2013 at 7.30pm  
 Monday 13 January 2014 at 7.30pm  
 Monday 10 March 2014 at 7.30pm  
 Monday 12 May 2014: 7.00pm Annual Parish meeting; 7.30pm Parish Council AGM
14. **Any other business**

James Ingmire has missed the last three meetings of the Parish Council. Parish Clerk to check with SALC how many meetings can the councillor miss before he is asked to resign from the Committee?

The Chairman has thanked everybody for doing the litter picking in the village. A special thank you was extended to Thelma Barham as she has done the most litter picking.

There being no further business The Chairman thanked all those present for coming and the meeting closed at 20.30.