

Minutes of the BRUISYARD PARISH COUNCIL MEETING and AGM held on Tuesday, 16th May 2011, at 7.30 in the Village Hall, Rendham Road, Bruisyard Street.

Present: The Clerk, Peter Robinson, Jeremy Holland-Howes, John McKee, John Marten, Thelma Barham and James Ingmire.

AGENDA

1) Election of Chairman:- Peter Robinson asked the Members for nominations for Chairman. John McKee proposed that Peter Robinson be elected Chairman. John Marten seconded this proposal and all were in favour and Peter Robinson was duly elected.

Peter Robinson took the Chair.

The Chairman asked the Members for nominations for Deputy Chairman. Jeremy Holland-Howes proposed that John Marten be elected Deputy Chairman. John McKee seconded this proposal and all were in favour and John Marten was duly elected.

2) Apologies for absence:- there were apologies from the District Councillor Graham Peck and County Councillor Colin Hart

3) Minutes of the last meetings:- The date of the meeting was incorrect and was amended to the right date. The minutes of the last meeting had already been circulated and read. Jeremy Holland-Howes proposed that the minutes for the meeting held on 14th March 2011 be accepted and John Marten seconded this proposal. All were in favour.

4) Matters arising:- A letter signed by the Chairman, Peter Robinson was sent to Heritage Housing Association asking to be informed if they propose to sell any of their houses in the village of Bruisyard in the future and give the reason why. No reply has been received. John McKee has heard of a person who has approached Heritage Housing to rent the property but has not had a reply from them. Other properties owned by Heritage have been sold in other villages.

5) Allocating members to serve on subcommittees:- Peter Robinson, Jeremy Holland-Howes, James Ingmire and John McKee agreed to sit on the planning subcommittee. Peter Robinson, Thelma Barham John McKee and John Marten agreed to continue to sit on the Village Hall subcommittee. John McKee will remain as tree warden.

6) Election of non Councillor Members to the Village Hall subcommittee:- Peter Robinson proposed that all existing Members be re-elected. John Marten seconded this proposal and all agreed. Theresa McKee has been co-opted to the committee in the last year. There are no other changes.

7) Report from the Village Hall Committee:- The Village hall committee has met twice since the last meeting, 28th March and 26th April.

a) The path and the lighting to the shed have been completed.

b) An oak board, donated by Steven Roberts of Clock House, has been engraved with 'Bruisyard Village Hall' which will be fixed above the entrance and unveiled at this year's Open Weekend celebrations.

c) At the end of the financial year the village hall accounts had a surplus of £2869.55 excluding payments due and Bruisyard Young People funds. This surplus will be held for future maintenance and repairs. The total expenditure on utility services was £1068.70 of

which £663.24 was for heating and lighting. The charges for hiring the hall in 2011/12 have been kept at the 2010/11 levels.

8) Replacement of Clerk and filling Councillor vacancy:- Chairman and clerk will approach people around the village who may be willing to be the clerk and/or the seventh councillor.

Shirley Smith, Eleanor Berwick and Margaret West have all served as councillors for very many years but have recently resigned as councillors. The Members agreed that it would be appropriate to mark their service to the community with an appropriate gift. It was agreed that a ¼ size copy of the Church plaster plaque in the hall would be appropriate. Anne Smith, the artist, agreed to reproduce this if the Members approved of the original piece of work.

9) Financial Matters:-

- a) Essex and Suffolk Water:- to be paid by direct debit £38.19 from the Barclays Village Hall account on 28th May.
- b) To pay SALC £111 from the Barclays Parish Council account to cover the annual subscriptions
- c) To pay Simmons Builders Ltd from Barclays Village Hall account £2025 on receipt of the invoice for the shed path and lighting.
- d) Reimburse the Clerk, Anne Smith, from Barclays Parish Council account £11.75 for 5 reams of copy paper purchased from Makro on 22nd April.
- e) Paid EDF energy from Barclays Village Hall account £121.52 on 19th April
- f) Paid R Lewis from Barclays Village Hall account £100 for carving the Bruisyard Village Hall sign for above the door.
- g) Transfer of £815 from Barclays Parish Council account (Grant from play space scheme – SCDC) and transfer £845.58 from Santander reserve account to Barclays Village Hall on 18th April in order to pay the Simmons invoice on receipt.

Jeremy Holland-Howes proposed that items a) to g), be accepted as proper payments and financial transactions. Thelma Barham seconded this proposal and all agreed. Cheques were written to SALC and Anne Smith for the appropriate amounts

h) The Clerk has had problems with the Santander accounts with cheques going missing and suggested to the Members that these accounts were no longer necessary now the Village Hall was up and running. Peter Robinson proposed that the Santander current account and reserve account be closed. John McKee seconded this proposal and all agreed. The clerk will duly close these accounts once all outstanding transactions have been completed with any funds in the accounts to be transferred to the Barclays Village Hall account.

i) Approval of accounts and annual governance statement:- The Clerk had circulated the accounts for 2010/2011. The Clerk clarified all items in the accounts for the Members and informed them that the Parish Council finances amounted to £1199.91 at the end of the last financial year and the Village Hall as in item 7 c).

Jeremy Holland-Howes proposed that the accounts be approved and James Ingmire seconded the proposal and all agreed. The Clerk and Chairman signed and dated the accounts for the Parish Council and the Village Hall together with the bank reconciliation and supporting statement. The internal review check list and financial risk assessment form was reviewed at the last meeting. Accounts will go to the internal auditor, Richard Pawle shortly.

The Chairman read the annual governance statement out to the Members and they agreed with all the statements. The Clerk and the Chairman signed the annual return for the year 2010/2011

j) James Ingmire proposed that it was in order that E-ON be paid £58.70 from Barclays Village Hall account by direct debit on 23rd May for electricity used between 1st April and 8th May. Peter Robinson seconded this proposal and all agreed.

k) John Marten proposed The Parish Council make a grant of £60 to the Village Hall. Peter Robinson seconded this proposal and all agreed. A cheque from Barclays Parish Council current account was duly written and signed.

10) Park:- The grass has been cut 3 times since last meeting. The soil which was removed to make the shed path will be spread out around the stumps of the tree by the double gates that was removed.

11) Report on play ground for Park:- The Clerk has carried out some research into SOA's for Bruisyard Area but more work has to be done. A new draft application to the Big Lottery Fund will be drawn up and then reviewed by the committee to strengthen the application.

12) Risk assessment report and review of insurance:- John Marten carried out the asset risk assessment on the Parish Councils property. Everything was in good to very good condition with the exception of the cork surface on the College Road notice board was lifting in places and the benches on the Park were very dirty and required a clean. It was suggested that the children on the BYP might clean them as one of their activities. John Marten will put this suggestion to the other leaders of the group.

The Members went through the internal audit review check list.

The Council and Village Hall insurance premiums will be due in September and the adequacy of the insurance will be reviewed at the September meeting.

13) Review of Standing orders and financial regulations:- A new set of standing orders were adopted by the Members of the Council at the last meeting. The financial risk assessment was carried out at the last meeting.

14) Dates of Parish Council Meetings:- Parish Meeting 23rd May at 7:00. For the coming year meetings will be held on the following Mondays at 7:30 11th July, 12th September, 14th November, 23rd January 2012, 12th March and the AGM on 14th May. The date of the Parish Meeting to be decided nearer the time

15) Miscellaneous items:-

Water has been running down College road from near Rose Cottage, Mill Lane for a number of months. Thelma Barham has reported it as a leak to Essex and Suffolk Water a number of weeks ago and they have investigated it briefly saying it was probably from a disused mains pipe. As the leak is getting worse the Clerk contacted them again today and the leak will be investigated more thoroughly to ascertain where it is coming from and has been given higher priority.

The 121 bus service that stopped in Bruisyard and went to Ipswich and back has been withdrawn. There are no other regular services that stop in Bruisyard.

The Clerk of Badingham Parish Council contacted the Clerk enquiring if Bruisyard PC was interested in joining their Members for 2 x 2 ½ hour training sessions arranged by SALC. The total cost to Badingham alone will be £400. The Members agreed it would be a good idea for them to participate but the maximum the Council could afford would be £100 and it would also depend on the dates proposed. The Clerk will contact Badingham's clerk with this offer and also suggest that Bruisyard hosts the training session at no cost.

John Marten suggested that we approach the Highway Department to see if they would consider moving the 30 mph speed restrictions further out to the periphery of the village. Those Members who remember the introduction of the speed restrictions recalled that there was insufficient density of residential properties on Low Road to qualify for restrictions. The number of residential properties between the junction of Church Road and Low Road and the Church has increased from 2 to 5 since the restrictions were put in place and it was agreed to ask for the signs to include all of Church Road to include these properties in the 30 mph zone. It was acknowledged by the Members that the speed restriction signs did not slow down some motorists passing through the village and moving the signs would not stop the persistent speeding offenders. The Clerk will contact the Highways Department about this matter.

There being no further business the Chairman closed the meeting at 10 pm.