

BRAISHFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at the Village Hall, Braishfield
on Monday 18th May 2015

Present

Parish Councillors:

Mike Prince (Chairman)

John Bevan

Richard Brazier

Clive John

Carole Renvoize

Peter White

Others:

Parish Clerk: Kate Orange

Borough Councillor: Martin Hatley

Approximately six residents

549. Apologies

549.1 Apologies were received from Mike Edwards who was unable to attend due to work commitments.

550. Election of Chair

550.1 It was proposed that Mike Prince should be Chairman.

RESOLVED

551. Election of Vice Chair

551.1 It was proposed that Mike Edwards should be Vice Chairman.

RESOLVED

552. Signing of Members' "Declaration of Acceptance of Office" forms

552.1 All members who were present signed their forms. Mike Edwards' form had been completed prior to the meeting.

553. Signing of Members' "Registration of Pecuniary Interests" forms

553.1 All members who were present completed their forms. Mike Edwards' form had been completed prior to the meeting.

Action

Clerk to copy the forms to Test Valley Borough Council

554. Minutes of Previous Meeting

554.1 The Minutes of the Meeting held on 7th April 2015 were agreed.

555. Adoption of Standing Orders

555.1 It was proposed that the Council adopt the revised Standing Orders dated 18 May 2015.

RESOLVED

Actions:

Clerk to provide copy to each Councillor and publish on website

556. Adoption of Financial Regulations

556.1 It was proposed that the Council adopt the revised Financial Regulations dated 18 May 2015.

RESOLVED

Actions:

Clerk to provide copy to each Councillor and publish on website

557. Adoption of Members' Code of Conduct

557.1 It was proposed that the Council adopt the Members' Code of Conduct dated 18 May 2015.

RESOLVED

Actions:

Clerk to provide copy to all Councillors and publish on website

558. Presentation of Management Accounts

558.1 The Management Accounts of the Parish Council, Recreation Ground and War Memorial were signed by the Chairman and Clerk.

559. Signing of Annual Return for the Financial Year Ended 31 March 2015

559.1.1 The Annual Return was signed by the Chairman and Clerk.

Action:

Clerk to insert Minute reference and send the Annual Return to BDO.

560. Adoption of Budget in Revised Format

560.1 It was proposed that the revised format of the Budget was accepted. The format has been revised in accordance with advice from the internal auditor.

RESOLVED

Action:

A copy is attached to these Minutes.

561. Adoption of Risk Assessments:

- Financial
- Recreation Ground
- War Memorial
- Pond

- 561.1 It was proposed that the Council adopt risk assessments dated 18th May 2015 for “Financial”, “Recreation Ground”, “War Memorial” and “Pond”.

RESOLVED

562. Separation of Meetings and Accounts for Recreation Ground and War Memorial Charities

- 562.1 It was proposed that meetings for the Recreation Ground and War Memorial charities are separated from those of the Parish Council and separate minutes are kept. From 1st April 2016 there will also be separate bank accounts. This is in accordance with the requirements of “Governance and Accountability for Local Councils” against which the Parish Council is audited.

RESOLVED

Actions:

Clerk to initiate the setting up of separate bank accounts. Clerk to issue separate Agendas for each of the charities, and to keep separate Minutes.

563. Completion of Application to Amend Signatories on Bank Account

- 563.1 The Clerk is awaiting a form from the bank.

Action:

The Clerk is to complete the application.

564. Completion of list of Members' email address and telephone numbers for use within the Council

- 564.1 Action:**

Councillors will forward to the Clerk for circulation within the Council their preferred emails and telephone numbers if different from those currently in use.

565. Completion of “Consent to Electronic Summons” Forms

- 565.1 All members completed their forms giving consent to electronic summons and the preferred email address, in accordance with the Standing Orders.

566. Payment of Invoices

566.1 Payments made since the last meeting were noted:

All Saints PCC for maintenance of graveyard	£240.18
Salaries	£208.35

566.2 It was proposed that the following payments were approved:

Zen Internet Ltd (website)	£14.36
Clerk's Expenses incurred on behalf of the Council	£105.24
Internal Audit	£130.00
Insurance (see 567 below)	£820.55

RESOLVED

566.3 It was proposed that the Council make the following payment before the next meeting:

Salaries	£208.33
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RESOLVED

567. Acceptance of Quotation for Insurance

567.1 It was proposed that the quotation for insurance from the current insurers, Zurich, was accepted, in the sum of £820.55.

RESOLVED

568. Test Valley Borough Council Southern Area Planning Committee on 19 May 2015 including officers report on application No 14/01090/FULLS (Ganger Farm)

568.1 The Council has been advised of the meeting. The Council has commented on the the application in writing.

569. Proposals for public open space projects and any outstanding highways infrastructure projects in reply to emails dated 6th and 22nd April from Kathryn Waldron of Test Valley Borough Council.

569.1 It was proposed that the Clerk should write to Kathryn Waldron with a list of possible projects as follows:

569.1.1 A footpath from the Dog and Crook public house to Crook Hill Farm, joining the proposed path from Hilliers' entrance on Jermyns Lane to Crook Hill Farm.

569.1.2 Improvements comprising traffic calming or a bollard to enable pedestrians to safely cross the Braishfield Road, near to Oak Close.

569.1.3 Improvements to dropped kerbs at pedestrian crossing points (road junctions) throughout the village (with disabled access in mind).

569.1.4 Means of discouraging parking in the proximity of the Newport Lane junction on Braishfield Road.

569.1.5 Improvement to the junction of Common Hill Road and Braishfield Road to achieve safer crossing for school children and other residents.

569.1.6 Improvement to the signage or road markings at Dummers Road junction with Common Hill Road, to improve safety.

569.1.7 Provision of indoor sports facilities for all ages and abilities.

569.1.8 Provision of cycle racks at the Recreation Ground.

569.1.9 Additional bus shelters and improvements to the existing provision.

569.1.10 Improvements to Braishfield Village Hall, to improve and modernise including satisfying requirements of the Equality Act 2010.

569.1.11 Community Shop and Cafe (volunteer-run): provision of equipment and improving facilities including contribution to cost of new building

569.1.12 Provision of adult keep-fit equipment

RESOLVED

Action

Clerk to write to Test Valley Borough Council

- 569.2 It was proposed that the list of possible projects (569.1) should be reviewed as new projects come to light.

RESOLVED

- 569.3 It was proposed that the allocation and expenditure of CIL/s106 money should be included on the Agenda of subsequent meetings in the near future in order that the matter be kept to the fore and progressed.

RESOLVED

Action:

Clerk to include on future agenda.

570. HARAH bus tour of affordable homes sites 6 July 2015

571. Councillors will be invited nearer the time.

572. VJ Day Celebration 15 August 2015

- 572.1 The matter was not discussed due to lack of time.

Action:

Clerk to include on future agenda.

573. Clerk's Report

- 573.1 The Clerk issued a report for information and a copy is attached to these Minutes.

574. Business for discussion at a future Meeting

- 574.1 Cllr Brazier has compiled a list of matters arising from the Meeting of 7th April 2015, which he passed to the Clerk for inclusion on the agenda for the next meeting.

575. Open Period

- 575.1 Resident Chris Balchin, who edits the Braishfield Village Association (BVA) website, enquired whether the Parish Council will combine the website of the BVA and Council into a general website for the village. Chairman Mike Prince confirmed that it may be possible and the Parish Council will give it consideration.

575.2 Resident Chris Balchin queried why the road junction at the primary school has been put forward for improvement. Chairman Mike Prince confirmed that this has been led buy the school in direct contact with the county council.

575.3 Resident Chris Balchin had a query about the manner in which some ballot papers were spoiled. Chairman Mike Prince stated that the Parish Council is not privy to any more details than the electorate.

576. Date of Next Meeting

576.1 The next meeting of the Parish Council will be held on Tuesday 9th June 2015 and the subsequent meeting will be held on Tuesday 21st July 2015. There will be no meeting during August 2015.