

Brampford Speke Parish Council

PARISH COUNCIL MINUTES - CAUTION

Approved and signed minutes form the definitive legal record of council business.

In the interest of early publication for residents, this webpage carries the text of draft minutes approved by the chair and awaiting approval by the Parish Council. The draft minutes may also be made available directly to individual enquirers without access to the internet, on request. Draft minutes may be amended at the next council meeting before being signed. The approved minutes will then replace the draft minutes. If amendments are made, this will be noted in the minutes of the next meeting.

Minutes of the of the Parish Council Meeting held on Wednesday 3rd May 2017 at 7.30pm at the Village Hall.

Present: Cllr A Wiles Cllr S Luxton, Cllr A Birmingham, Cllr M Merrett, Cllr G Carden and Cllr R Tillett

Apologies: Cllr E Hollingsworth (Away)

In Attendance: Carole Oliphant (Clerk), Cllr S Grundy (EDDC)

No		Responsible
56/17	<p>Election of Chairperson Cllr A Wiles opened the meeting and requested nominations for Chairperson. Cllr S Luxton was nominated and this was proposed by Cllr M Merrett and seconded by Cllr R Tillett. The Council voted and the result was unanimous and Cllr S Luxton was duly elected as Chairperson.</p>	
57/17	<p>Chairpersons declaration of office Cllr S Luxton signed the Declaration of Acceptance of Office and this was witnessed by the Clerk</p>	
58/17	<p>Election of Vice Chairperson Cllr A Birmingham was proposed by Cllr S Luxton and seconded by Cllr M Merrett. The Council voted and the results was unanimous and Cllr A Birmingham was duly elected as Vice Chairperson</p>	
59/17	<p>Lead Councillor Roles The lead councillor roles were agreed as:</p> <ul style="list-style-type: none"> • BSVHT – Cllrs M Merrett & R Tillett • Footpaths & Verges – Cllr A Wiles • Trees – Cllr E Hollingsworth • Traffic Management – Cllr G Carden • Human Resources (for Clerk) – Cllr E Hollingsworth • Finance – Cllr A Birmingham (Vice Chair) • Planning – Cllr M Merrett • Communications – Cllr M Merrett • Community Grant Fund – Cllr G Carden • Speke Up – Cllr R Tillett 	
60/17	<p>Apologies Cllr E Hollingsworth (Away). Resolved to accept this apology</p>	
61/17	<p>Declarations of interest Cllr S Luxton (Chair) declared an interest on works to the Village Hall as he had been contracted to complete the works on the ramp to be installed</p>	

62/17	<p>Minutes of meeting held on 5th April and APM on 26th April 2017 The minutes of the Parish Council Meeting of 5th April 2017 and the Annual Parish Meeting on 26th April 2017 were adopted as a true record and duly signed by Chair</p>	
63/17	<p>Democratic period None</p>	
63/17	<p>Annual Parish Meeting The Council agreed that the meeting had been successful and that the new 'round the table' format introduced by the Clerk had been a success. It was agreed to adopt the format for future Annual Parish Meetings. Cllr S Luxton (Chair) advised Council that he would like Councillors to each give an update on their lead roles at the next APM.</p>	
64/17	<p>Ongoing topics</p> <p>1: Village Hall –</p> <ul style="list-style-type: none"> • Cllrs Tillett and Merrett advised that there had been good progress on the extension and they were now waiting for the roof to arrive. Cllr S Luxton advised that the works on the ramp would be starting in July. Cllr R Tillett advised that the Hall's finances had been depleted due to the increased costs of the extension and that the Trust would be looking to increase revenue by marketing the hall to rent out for local groups. <p>2: Footpaths & Verges -</p> <ul style="list-style-type: none"> • Cllr A Wiles advised that he had received the strimming program which was due to start in June. It was decided that Cllr A Wiles would store the Council's strimmer. • Cllr A Wiles asked the Council if they actively wanted to pursue employing a contractor to cut the verges around the village. The Council resolved that Cllr Wiles could contact prospective contractors and be permitted to spend up to £300 on the first cut. <p>3: Trees –</p> <ul style="list-style-type: none"> • Cllr E Hollingsworth had informed the Clerk that Four Seasons had been instructed to complete the first cut around the WW1 trees. <p>4: Highways –</p> <ul style="list-style-type: none"> • Cllr A Wiles had chased the pothole report but would follow this up via Helen Selby. • Cllr R Tillett advised that Burr ridge Hill was in a bit of a state and he would contact DCC Highways to report <p>5. Litter Bin – Cllr S Grundy provided a report he had written to EDDC regarding the provision of additional litter and dog bins. The Report was well received by Councillors and Cllr Grundy advised that Richard Martin had been tasked to resolve the issue and the liaison with Cllr E Hollingsworth</p> <p>6: Superfast Broadband – Cllr M Merrett advised a parishioner was due to have SB installed in the coming week and had been promised 70 Mbps by the provider. He would report back at the next meeting regarding what speeds had been achieved.</p>	
65/17	<p>DCC Matters No update</p>	

66/17	EDDC Cllr S Grundy gave the council his report into provision of additional waste and dog bins	
67/17	Planning No applications received	
68/17	Financial matters The Clerk's financial reports were all noted with thanks (appendix 1) Cheques were approved for: <ul style="list-style-type: none"> • The Clerk • HMRC • Cllr A Wiles • B Fenn • J Hubbard The Council resolved to close the Co-Operative bank savings account and transfer the monies into the Santander Savings account. A letter has been compiled by the Clerk and the instruction was duly signed by Cllr S Luxton (Chair) and Cllr R Tillett. The Clerk was tasked with checking the signatory arrangements on the Santander Accounts.	CO
69/17	Governance The Council received and approved the internal auditors report and certified, approved, signed and dated the Accounting Statements for year ending 31 st March 2017	
70/17	Community Grant Fund No applications had been received	
71/17	Other information The meeting closed at 8.30pm	
72/17	Next meeting Wednesday 7 th June 2017 - 7.30pm, Village Hall	ALL

Signed.....

Date.....

BRAMPFORD SPEKE PARISH COUNCIL ACCOUNTS Summary 2017-2018

2016-2017		2017-2018	2017-2018	2017-2018
Out-turn		Budget	Actual to 31/04/2017	Out- turn Forecast
	RECEIPTS			
6395.50	PRECEPT	6408.00	3204.00	6408.00
104.50	CTDG	92.00	46.00	92.00
0.00	Deb fibrillator	0.00		0.00
200.00	P3 Footpaths	0.00		0.00
20.10	Bank Interest	15.00		15.00
666.60	PTF Grant	0.00		0.00
0.00	EDDC Tax Return	0.00		0.00

1502.40	Gritter	0.00		0.00
550.00	Ex-Gratia	0.00		0.00
0.00	VAT REFUND	250.00		250.00
9439.10	TOTAL RECEIPTS	6765.00	3250.00	6765.00

PAYMENTS (inc of VAT)

PC Housekeeping

24.99	Cllrs' expenses	50.00		50.00
54.00	Cllrs' training	0.00		0.00
0.00	Fees (Audit etc)	100.00		100.00
251.85	Insurance	270.00	253.00	253.00
	Administration (inc			
100.28	DALC)	75.00	72.88	72.88
431.12	Sub-total	495.00	325.88	475.88

Clerk

	Salary C Oliphant (inc tax/mileage/WFH & expenses)			
2101.42		2705.00	234.31	2705.00
468.70	Salary D Trelawny	0.00		0.00
2570.12	Sub-total	2705.00	234.31	2705.00

Village projects and PC's assets

622.68	P3 Footpaths	715.00		715.00
787.20	PTF Expense			
0.00	Notice board	0.00		
313.14	Highways, Verges	500.00		500.00
1716.00	Defibrillator	0.00		
	Grass Cutting	300.00		300.00
45.00	Clerks Computer	0.00		
0.00	N'bourhood Watch	50.00		50.00
0.00	Community Grant	2000.00		2000.00
3484.02	Sub-total	3565.00	0.00	3565.00

Village Hall

2000.00	Annual grant	2000.00		2000.00
2000.00	Sub-total	2000.00	0.00	2000.00

Other

0.00	Welcome Pack	0.00		
0.00	Sub-total	0.00	0.00	0.00

8485.26	TOTAL PAYMENTS	8765.00	560.19	8745.88
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SUMMARY**Actual 2017-2018**

BALANCE BROUGHT FORWARD	10644.60
ADD RECEIPTS	3250.00
TOTAL	13894.60
LESS PAYMENTS	560.19
	13334.41

BANK RECONCILIATION

1/4/2017 COOP DEPOSIT	1609.28
1/4/2017 Santander CURRENT	7687.98
1/4/2017 Santander DEPOSIT	4037.15

TOTAL CARRY FORWARD	13334.41
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Reserves	Reserves at year end 2016-17	
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(1) earmarked

	2016-2017 (year end)	2017-2018 (start)
Footpaths	95	95.00
Election	300	300.00
Clerks computer	55	55.00
Highways projects	2000	2000.00
General 3 month Reserves	3000	3000.00
Verges	0	1000.00
Community Grant Fund	0	2000.00
Total	5450	8450.00

(ii) Not earmarked

4884.41

Total reserves	13334.41
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