

BRAMFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD IN THE LORAINÉ PARISH ROOM, BRAMFORD ON MONDAY 21ST MARCH, 2016.

PRESENT: Mrs M Brand, C Bush, J Dodds, B Earthy, J Gardiner, W Holton, J Hooker, P Kingham, G Key, Mrs C Mobbs.

1.3 ELECTION OF CHAIRMAN

Cllr C Bush was nominated as Chairman for 2016/17. There being no other nominations Cllr Bush was duly elected to serve as Chairman for the forthcoming year and signed the declaration of acceptance form.

2.3 QUESTIONS FROM THE PUBLIC

Cllr Gardiner, on behalf of parish residents identified a number of maintenance issues at Bramford Lawn Cemetery and requested that correspondence be sent to contractor for work to be carried out prior to further payment.

3.3 TO RECEIVE THE REPORT OF THE DISTRICT COUNCILLORS

Written report from District Cllr Field supplied.

4.3 APOLOGIES

District Cllr J Field

5.3 Declarations of interest appropriate to any item on the agenda

None received.

6.3 ELECTION OF VICE CHAIRMAN

Cllr G Key was nominated as Vice-Chairman for 2016/17. There being no other nominations Cllr Key was duly elected to serve as Vice-Chairman for the forthcoming year and signed the declaration of acceptance form.

7.3 MINUTES of meetings held on 15th February and 7th March were approved with request for apology from Cllr M Brand to be amended on minutes from 7th March before signing.

8.3 BRAMFORD COMMUNITY GROUP

Councillors agreed to a resolution proposed by Cllr Hooker, to dissolve this sub-committee.

9.3 ACTIONS OUTSTANDING

- a. Bramford Scout HQ – clerk to continue enquiries with MSDC Heritage officer for details of suitably qualified surveyor.
- b. Bus Shelter – Gables Corner – clerk to obtain update from District Cllr J Field.
- c. Cemetery Maintenance – clerk to continue correspondence with Impact Landscaping for time-scale regarding completion of outstanding maintenance, and to obtain basic estimates for new pathway.

10.3 FINANCES

- a. Monthly payments – it was agreed to sign cheques to the value of £2335.40. Cheque no. 100820, relating to clerk's annual pension, not signed due to corroborating documentation requirement.

It was agreed that payment totalling £531.30 to Impact Landscaping would be withheld until cemetery maintenance contract terms complied with.

11.3 GLASSHOUSE PROJECT

Councillors updated as to current position of project regarding archaeological interest and fuelling issues.

12.3 EMPLOYEE PENSION SCHEME

Councillors agreed a resolution to place their employee(s) on a pension scheme

13.3 Public and press to be excluded from remainder of meeting

Councillors agreed to exclude public and press from remainder of the meeting in accordance with Schedule 12A of Local Government Act 1972, as proposed by Cllr Hooker and seconded by Cllr Key, due to information relating to or likely to reveal the identity of an individual. No public or press present.

14.3 CLERK'S CONTRACT OF EMPLOYMENT

Councillors advised no contract previously in place for Parish Clerk, and agreed to approve contract of employment in addition to revised rate of pay in accordance with national guidelines commencing from 1st April 2016. It was agreed to pay money an amount to the clerk in lieu of pension for year ending 31/03/2016.

15.3 STATUTORY DOCUMENTS

Councillors agreed to the revision and update of statutory documents relating to grievance, disciplinary and complaints procedures.

16.3 STANDARDS CONTROL

- a. Councillors agreed a resolution to create a standards control role that would oversee quality and staffing issues.
- b. Councillors agreed to elect Cllr J Hooker as Standards Control officer, as proposed by Cllr Key and seconded by Cllr Gardiner.

17.3 CHAIRMAN'S ALLOWANCE

Councillors agreed to end the payment of an annual allowance and accept expense claims in accordance with local council guidelines instead.

18.3 QUALITY COUNCIL REVIEW

Councillors agreed to comply with the 2009 Quality Council requirements to assist in standards control.

9pm - Meeting closed.

Chairman

Date