

BRAMFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD VIA VIDEOLINK ON MONDAY 15th JUNE 2020

PRESENT:

Cllr A Horn, Cllr M Brand, Cllr A Haigh, Cllr L Powell, Cllr C Ranson, Cllr C Wolton

ABSENT:

Cllr J Gardiner, Cllr P Kingham

1. OPENING

The meeting was opened at 7.30 pm

2. PUBLIC FORUM

No items requested..

3. TO RECEIVE REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS

County Councillor Field went over the points from his previously emailed report.

District Councillor Caston gave a verbal report that the climate change proposal document is to go to Mid Suffolk cabinet next month, there is no progress on Fisons site security and he will ask around seeking a possible long term location for the covid snake and report back.

4. APOLOGIES

Cllr J Gardiner's and Cllr P Kingham's apologies were **accepted**.

5. DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA

None received

6. DISPENSATIONS

None received

7. MINUTES

Minutes of the meetings of 20th April and 1st May & 18th May 2020 were **approved**.

An amendment to **approve** the minutes of the meeting of 16th March 2020 after the striking out of point 17.3 was **agreed**.

8. BUSINESS REMAINING FROM PREVIOUS MINUTES

No updates were received. The council agreed an **action point** for the clerk that in future this section requires a report on all matters remaining, with status and reasons for any lack of progress

9. FINANCE

a) Councillors **agreed** to make payments of £3 862.23,

Councillors **agreed** that further payments of £1 025.86 were duly authorised to be paid once the signatories were satisfied that they had the information required from the clerk raised in an **action point**, thus making a total of £4 888.09

b) Councillors **approved** the (i) Annual Governance Statement and (ii) Accounting Statement, prepared by the RFO and reviewed by Internal Auditor, which was duly signed by the Chairman

c) Councillors found that a payment to Gibbons Plant Ltd was received late as the invoice was marked 'payment by return please', which was not adhered to. Also that Loraine Victory Hall had their payment delayed by the payee being made out incorrectly. An **action point** was agreed for the clerk to provide bank

statements covering March and the previously mentioned explanation by 22nd June 2020.

10. STATUTORY BUSINESS

- a) Councillors **agreed** that the clerk should provide a list of regular payments as stated in the Council's Financial Regulations, by the meeting of 20th July 2020.
- b) Councillors **agreed** to amend their Standing Order 4d viii to read "shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than **two**".
- c) No draft social media policy was available for consideration.
- d) No draft lone/home working policy was available for consideration.
- e) Councillors **agreed** to adopt the suggested draft performance review policy
- f) Councillors **agreed** that the amendment from point 10b was the only change currently required to the Standing Orders.

11. PARISH COUNCIL MEETINGS

Councillors **agreed** that they would return to face to face meetings as soon as social distancing regulations allowed it. This may require the temporary use of a larger space.

12. PARISH COUNCIL OFFICE TELEPHONE

Councillors **agreed** to authorise spending a maximum of £50 on a new answer machine with cordless handset.

13. PARISH COUNCIL WEBSITE

Councillors **agreed** that councillor Powell should oversee the update of website in line with WCAG and the updating of data.

14. PARISH COUNCIL TREES

Councillors **agreed** to seek 3 quotes for pollarding 2 trees in Fraser Road and the removal of one in Ship Lane car park.

15. BRAMFORD LAWN CEMETERY

Councillors **agreed** to the siting of the memorial bench for the Fiske family.
Councillors **agreed** to suggest siting the memorial bench for the Williams family alongside the site of the Hearn memorial bench.

16. REPORTS FROM COMMITTEES AND RELEVANT GROUPS

Councillor Ranson has arranged to contact a councillor from Somersham re the footpath role
Councillor Horn reported that the external examiner had passed the Loraine Victory Hall accounts for year ending May 2020 and that the role of treasurer could be handed over as soon as social distancing regulations allowed.

Councillor Wolton reported that the reception block at the school will be ready for September, but that the other new build would be 6 weeks later.

Councillors requested that there should be a regular report about the school in this section.

17. ITEMS FOR NEXT MEETING

Councillor training
Internet banking
NALC proposed amended Code of Conduct
Covid snake
Consider setting up cemetery representation team
Consider engaging HR consultant & legal representation to help progress grievance

18 CLOSE OF MEETING.

Meeting Closed at 10.04pm.
Minutes taken by the chair, Albert Horn, in the absence of the clerk.

Signed AB 6/20
Chair

Date 20/7/20