

BRAMFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD IN THE PARISH ROOM, BRAMFORD, ON MONDAY 20th NOVEMBER 2017

PRESENT: Mrs M Brand, B Earthy, J Gardiner, W Holton, G Key, P Kingham

1.11 QUESTIONS FROM THE PUBLIC

None received

2.11 TO RECEIVE REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS

Written and verbal report from County Councillor Field

Verbal report from District Councillor Welsby, including a reminder on how to comment on electoral boundary changes

3.11 APOLOGIES

J Hooker, A Horn

4.11 Declarations of interest appropriate to any item on the agenda

None received

5.11 MINUTES

Minutes of the meeting held on 16th October approved and signed

6.11 ACTIONS OUTSTANDING

Councillors agreed for clerk to continue with ongoing tasks related to items on the work-plan, including clarity on cost of materials for sundial benches

7.11 FINANCES

- a. Monthly payments – Councillors agreed to sign cheques to the value of £5740.82
- b. External Audit Report – Councillors agreed to address issues arising from BDO external audit report
- c. Financial Regulations – Councillors agreed to amend financial regulations within standing orders document to comply with national guidelines
- d. CIL guidance document – Councillors agreed to assign CIL payments received to Parish Room roof repairs in accordance with national guidelines
- e. Co-op Bank – personal details request – Councillors agreed to provide personal details requested to comply with bank requirements

8.11 BRAMFORD LAWN CEMETERY - WHEELY BINS

Councillors agreed to continue monitoring existing system after positive feedback from cemetery maintenance contractor

9.11 STANDING ORDERS

Councillors agreed to amend statutory standing order document to include national protocol on Reporting at Meetings

10.11 COUNCIL MEETING DATES

Councillors agreed to meeting dates for the remainder of 2017/18 financial year, up to and including Annual Parish and Annual Council Meetings 2018

15th Jan, 19th Feb, 19th Mar, 16th April, 23rd April-Annual Parish Meeting, 21st May-Annual Council Meeting

11.11 SHIP LANE CAR PARK

Councillors agreed for Cllrs Earthy and Gardiner to collate estimates for repairs to car park entrance wall

12.11 PARISH CLERK

Councillors agreed single-scale salary increase following the clerk's successful completion of CiLCA qualification

13.11 ITEMS FOR NEXT AGENDA

None received at meeting

8.20pm Meeting closed

CHAIRMAN

DATE