

## **BRAMFORD PARISH COUNCIL**

### **MINUTES OF THE ANNUAL MEETING HELD IN THE PARISH ROOM, BRAMFORD ON MONDAY 21<sup>ST</sup> MAY 2018**

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

#### **1.5 ELECTION OF CHAIRMAN**

Mr G Key was nominated as Chairman for 2018/19. There being no other nominations Mr Key was duly elected to serve as Chairman for the forthcoming year and has signed the declaration of acceptance form.

#### **2.5 QUESTIONS FROM THE PUBLIC**

None received

#### **3.5 TO RECEIVE THE REPORTS OF THE COUNTY AND DISTRICT COUNCILLORS**

Verbal report from County Councillor Field

#### **4.5 APOLOGIES**

A Horn

#### **5.5 Declarations of interest appropriate to any item on the agenda**

None received

#### **6.5 ELECTION OF VICE CHAIRMAN**

There being no nominations, Councillors agreed not to appoint a Vice Chairman.

#### **7.5 MINUTES**

Minutes of the meeting held on 16<sup>th</sup> April approved and signed

#### **8.5 FINANCES**

- a. RFO Appointment – Councillors agreed to appoint the Clerk as RFO
- 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. Monthly Payments – Councillors agreed to sign cheques to the value of £17,275.86

#### **9.5 TO APPOINT PARISH COUNCIL REPRESENTATIVES TO OTHER BODIES**

Victory Hall management Committee – G Key

Playing Field Management Committee – J Gardiner

Allotment Officer – J Gardiner

### **10.5 BRAMFORD LAWN CEMETERY**

- a. Memorial Application – Plot 573 – Councillors refused an application for a memorial due to excessive size, not in accordance with current cemetery rules
- b. Unauthorised Structure – Plot 591 – Councillors agreed to commence action for the removal of a permanent structure surrounding plot numbers 589, 590 and 591, constructed without relevant permission
- c. Memorial Bench – Councillors agreed to the application for a memorial bench adjacent to perimeter hedge and current cremation plots.

### **11.5 MEETING DATES – 2018/19**

Councillors agreed to the following meeting dates for 2018/19.

18<sup>th</sup> June, 16<sup>th</sup> July, 17<sup>th</sup> September, 15<sup>th</sup> October, 19<sup>th</sup> November, 17<sup>th</sup> December, 21<sup>st</sup> January 2019, 18<sup>th</sup> February, 18<sup>th</sup> March, 15<sup>th</sup> April, 22<sup>nd</sup> April (APM), 20<sup>th</sup> May (ACM).

### **12.5 ITEMS FOR NEXT MEETING**

Councillors agreed to look into speed sign funding and possible changes to cemetery lay-by

8.25pm, Meeting closed

CHAIRMAN

DATE