BRANDON AND BRETFORD PARISH COUNCIL

Minutes of the AGM meeting held on Monday 13th May 2013 at Bretford Village Hall

Attendance:
Councillors: Graham Wale, Chairman, Phil Wilson, Lizz Clarke (Clerk).

The Parish Council meeting was postponed until Monday 3rd June 2013.

Minutes of the AGM meeting held on Monday 3rd June 2013 at Bretford Village Hall.

747 - 1: Election of Chairperson
Cllr Wale was Proposed by Cllr J Stanton and Seconded by Cllr H Timms. Cllr Wale accepted the position

747-2: Attendance:
Councillors: Graham Wale, Chairman
Peter Wilson
Phil Wilson
Heather Timms
Joy Stanton
Lizz Clarke (Clerk)

747-3: Apologies
Cllr M Rayns

747-4: Declarations of Interest
None Declared

747-5: Election of Vice Chairperson
Cllr Pete Wilson proposed Cllr Phil Wilson and was seconded by Cllr J Stanton. Cllr Phil Wilson accepted the position.

747-7: Frequency of Proposed meeting dates
It was agreed to hold the Parish Council meetings every eight weeks, unless an urgent matter arose where an extraordinary meeting will be held.

747-8: Allocation of Committee for:
Community Forum – Cllr H Timms
Burial Committee – Cllr G Wale, Cllr Phil Wilson & Cllr J Stanton
Leisure & Community Centre – Cllr Phil Wilson
Youth Service – Cllr H Timms
Newsletter – Cllr H Timms, Cllr M Rayns expressed an interest in contributing
Friends of Brandon Wood – Cllr G Wale & Cllr M Rayns
Area Committee WALC – Open to all
Footpaths Officer – Cllr G Wale
Salisbury Trust – Cllr G Wale

747-9: Accounts
An overview of the years accounts were presented to the Council for perusal. The accounts were approved and the cash book signed by Cllr Wale.

747-10: Chairman’s Report
The Chair thanked the Clerk for the work over the previous year, and the Cllrs for their continued work and support in their various roles with the Parish council. General views from the villagers indicate they were pleased and happy with the way it has been running.
Planning: With no specific issues over the last twelve months, it is predicted that the next twelve months will be similar. The Tollbar island is under consultation and an update will be available soon, with a survey being carried out and if successful looking at 2015 to start the work.

Traffic: There seems to be less HGV’s using the village roads causing issues, and thanks to go to the “Speed Team” who have regularly been seen to monitor the speed of the traffic in Brandon Village.

Policing: It was felt that more police were needed in the area due to increase in crime. There has now been a Police ANPR camera situated on TGI Roundabout to help track suspicious vehicles.

Public Rights of Way: Improvements are underway with the path from Gossett lane to Bretford thanks to the Channing’s putting in a substantial amount of work.

Village Environment: Trees & bushes had been thinned and pruned, and the villagers have given good reports from the work. The bank on Avondale Road may need replanting due to the state of the existing shrubbery.

Village field: This is being used well from the villagers with moles becoming an issue a mole catcher has been assigned to deal with the problem, with a few moles caught to date.

Attendance:
Councillors: Graham Wale – Chairman, Phil Wilson, Pete Wilson, Cllr Heather Timms, Cllr Joy Stanton
Lizz Clarke (Clerk)

748-1 Apologies
Apologies received from Cllr M Rayns

748-2 Declarations of Interest

748-3 Questions from the Public
No members attended

748-4 Approve minutes of the last meeting
Minutes of the previous meeting 25th March 2013 were approved and signed.

748-5 Matters arising from the last meeting
Query over the light in Avondale Close Burning Daylight Hours. Cllr J Stanton to check and report back to the Clerk.

748-6 Received
1. CSW Broadband Update
2. Notice of Road Closure for Bretford Bridge – 02/05
3. WCC- Lengthsman and Handy man scheme
4. Rural services Network Digest 08/04
5. Notice of Cilca training 19/09/13
6. Rural Services Digest 15/04
7. Applying for grants for Neighbourhood development Plan
8. Police Commissioner looking for Community Safety Ambassadors
9. Transport and Highways update
10. RSN Digest 22/04
11. Minutes of the Community Forum
12. RSN Digest 29/04
13. New reference book (Charles Arnold) soon to be released
14. Hallams Light Query (reported by resident to WCC)
15. Response to Bryants Bungalow Query (of last meeting)
16. RSN Digest 5th June
17. WALC Newsletter AD106/1/2013
It was reported that despite the enquiry and supposed removal of utility room and closing of one driveway this still had not been completed. Clerk to inform Enforcement officers of this.

748-7 *Speed Review*

In the Absence of Cllr Rayns a report was given to the cllrs to update them on the current Speed watch in the village of Brandon as below.

“The team has been out several times in recent weeks as weather and availability have allowed. I would estimate the average to be one session per 10 days. During this time we have operated mainly in Brandon village in the eastbound 30 mph zone but have stage one evening session in the 40 mph zone monitoring both east and west bound traffic near the stadium.

We have also met the new PC, Michael Stamp. He is very supportive and we now have a new approved location next to the post box near Brandon Motors. He believed that the position would give motorists a later sight of us and therefore less chance to slow down. In sessions staged there in the past week we have clocked two motorists and advised the police accordingly. We have been contacted by Wolston in recent days and I expect to have negotiations about the administrative minutiae of sharing the equipment in the very near future.”

Cllr Pete Wilson stated that he had residents of Bretford requesting a reduction in speed limit on Bretford Lane. WCC had been contacted and letters written back to say that this had been budgeted for and will be done in this financial year.

748-8 *Accounts*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Financial Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tudor Environmental – Grit Bin</td>
<td>156.60</td>
<td>2012/13 financial year</td>
</tr>
<tr>
<td>Clerks Wages March 2013</td>
<td>100.08</td>
<td></td>
</tr>
<tr>
<td>Eon Lights “The Close”</td>
<td>4708.80</td>
<td></td>
</tr>
<tr>
<td>Eon Electricity</td>
<td>504.88</td>
<td></td>
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<tr>
<td>WALC Membership</td>
<td>174.00</td>
<td></td>
</tr>
<tr>
<td>Clerks Wages April 2013</td>
<td>100.08</td>
<td></td>
</tr>
<tr>
<td>Greenways Trees &amp; Shrubs</td>
<td>575.04</td>
<td></td>
</tr>
<tr>
<td>G Wale 2 x mole traps</td>
<td>26.00</td>
<td></td>
</tr>
<tr>
<td>Eon Maintenance</td>
<td>63.60</td>
<td></td>
</tr>
<tr>
<td>Ashlawn Services (the Bank &amp; The Copse Main St)</td>
<td>975.00</td>
<td></td>
</tr>
<tr>
<td>Ashlawn Services (Avondale Rd, Soil Removal, Main St)</td>
<td>725.00</td>
<td></td>
</tr>
<tr>
<td>Clerks Wages May 2013</td>
<td>100.08</td>
<td></td>
</tr>
<tr>
<td>1st half Precept</td>
<td>8915.00</td>
<td></td>
</tr>
<tr>
<td>WK Boytt – Notice Board repair</td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>E A Clarke Expenses June 11- May 2013</td>
<td>43.00</td>
<td></td>
</tr>
<tr>
<td>EON Inv 036649 – Hallams Close</td>
<td>34.80</td>
<td></td>
</tr>
</tbody>
</table>

Chairman’s Signature & Date..........................................................................................................................

Not confirmed unless signed
Bank Reconciliation as of 28.03.13
End of Financial Year
Cash Book BBF 28,532.72
Plus Receipts 27,063.32
Less Payments 26,936.18
**Balance as of 18.03.13** 28,659.85
Bank Statement from 28.03.13 30909.91
Less Un-presented Cheques above 2,250.06

Bank Balanced 28,659.85

**Bank Reconciliation as of 16th April 2013 – Start of new Financial Year**

Cash Book BF £28,659.85
Plus Receipts 8,915.00
Less Payments 8100.28
Balance as of 13th May 2013 29,474.57

Bank statement 32,361.17
Less unpresented chqs 2,886.60
Balance £29,474.57

The clerk informed the councillors that the internal audit of both the village hall and the Parish Council had taken place, and the auditor raised concerns over the accounts of the village hall.

1. CASH BOOK RECEIPTS

There is a deposit in the Building society book of £1,000.00 26/9/12 “Transfer 95864206”. As I am not aware of a separate bank account, this is most likely the personal account of the Treasurer of the Village Hall. The previous cash deposit made to the Building Society Account was on 21/5/12 (£90), over 4 months earlier. Hence it could be alleged from the above transfer that the Treasurer has been using receipts for the Village Hall for her own cash flow purposes. The risk to VH funds is obvious and so the current bad practice needs to be stopped immediately. If the CBS will not provide a cheque book then a separate current bank account should be opened to receive receipts and make payments. From time to time surplus funds could be transferred from the current account to the CBS or other deposit account.

Also in 2013 the Cash Book shows that the Petty Cash held on 11th March 2013 was £158.53 but that by the 22nd March this had rose to over £1,000 and an entry has been made (probably that date) to show that £1,000 has been paid to the CBS (this may also have been a personal account transfer as well)—you would need to see the CBS passbook.

NB The left-hand side of the cash book records a running balance for the CBS account and amounts received into and paid out of Petty cash including receipts and banking’s such as the large transfer (£1000) to the CBS account but these are undated.

The Cash Book shows the source of receipts but little detail e.g. Avril, Janet, D.T. and cash/cheques not distinguished. A proper numbered receipt book should be purchased to issue receipts as required. At present the receipts recorded in the Cash Book have to be taken on trust.
2. Delayed banking
As stated earlier the Cash Book does not specifically record the date of banking but they are written as to appear alongside dates of receipts. For example for my year end Bank Reconciliation: £105.00 (chq) purported to be banked 26/11/12 did not appear in CBS until 4/1/13, £30.00 Chq purported to be banked 3/12/12 not in CBS until 4/1/13.

3. CASH BOOK PAYMENTS
I have agreed payments (made in cash) recorded in the cash book to all invoices supplied with the exception of two because they were missing:
Jan 17th 2012 B W Building (Water Heater/ Microwave) £35.00 and March 29 2012 D & B Building (Taps) £30.00

4. CASH IN HAND
There is no independent verification of “petty”cash held at 31/12/12. This in effect represents unbanked receipts

It was agreed that a letter to be written to Mr G Ford detailing the above queries to make him aware.

748-9 Planning
1. R13/0328 Grange Farm - Permission
2. R13/0460 render & Clad 3 Kirby Close
3. R13/0554 GP Practice Track for one extra day a week

No objections were raised for any planning issues.

748-10 Street Lighting
The Close has now been completed with lantern style lights. No further updates have been received from Western Power regarding replacing the other street lights. The Clerk to contact Western Power to see what is going on. Replacement of concrete columns within the village to be given priority to be replaced with Lantern style lights to carry on the theme.

748-11 Any Other business
Cllr Wale mentioned the Main Street Sign is still in need of replacement by the Royal Oak Pub. Clerk to chase Avon View Light is being blocked by residents tree. He had been asked to prune, which a small amount has been, but with the leaves the light is now blocked again causing a health & safety issue with lack of street light. Clerk to write to the resident and ask for further pruning of the tree. Cllr Phil Wilson queried signs on Brandon & Bretford Lane and further similar signs.

Date of next meeting:
Monday 29th July 2013 6.30pm Brandon Club - Brandon

Meeting was closed at 8.40pm

Chairman’s Signature & Date..................................................................................................................................................
Not confirmed unless signed