BRANDON AND BRETFORD PARISH COUNCIL

Minutes of the Annual meeting held at Brandon Club on Monday 14th May 2018

786-1 Election of Chairman
Cllr H Timms proposed Cllr Kirby as Chairman
Cllr G Wale seconded

Cllr Kirby accepted the position and signed the Acceptance of office form witnessed by the Clerk.

786-2 Record of Members present
Cllrs: A Kirby, I Rennie, H Timms, G Wale, Pete Wilson

786-3 Apologies
Cllr Phil Wilson

786-4 Declarations of Interest
No declarations declared

786-5 Election of Vice Chair
Cllr A Kirby nominated Cllr Phil Wilson as Vice Chairman
Cllr G Wale seconded.

786-6 Frequency of Meeting
It was agreed that the frequency was adequate every other month on a Monday, with extra ordinary meetings called if required.
Next meeting to be the 2nd July, then
3rd Sept,
5th Nov,
7th Jan 2019,
4th March and
13th May as next years AGM.

786-7 Allocation of Committee for

Community Forum – Cllr H Timms & Cllr A Kirby – Open to all
Burial Committee – Cllr G Wale, Cllr Pete Wilson, Cllr I Rennie – Cllr Kirby stepped down from the committee
Leisure & Community Centre – Cllr Phil Wilson
Community Youth Service – This committee no longer exists and has been replaced by Youth Group in Binley Woods which Cllr Timms attends
Newsletter – Cllr H Timms,
Friends of Brandon Wood – Cllr A Kirby
Area Committee WALC – Open to all
Footpaths Officer – Cllr G Wale, Cllr Pete Wilson
Salisbury Trust – Cllr G Wale & Cllr A Kirby

786-8 Accounts
a) The years accounts were circulated in the entirety and discussed where required. The governance agreement Section 1 was read out on the external audit papers, these were agreed and signed
b) The accounting statement was approved and signed

786-9 Chairman’s Report

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

Not confirmed unless signed
Cllr Kirby thanked the support of the Parish Councillors and also the Clerk for their work over the previous year. The NHP has dominated the work over the last two years with the plan hopefully being submitted to RBC later on in the year, with reviews of comments made, primarily on traffic, speed of traffic and surface water issues.

The new grass cutting contractor is doing a satisfactory job of keeping the grass cut in the villages.

The annual meeting closed at 6.40pm

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787-1 Questions from the public
No public attended the meeting

787-2 Approval of minutes of the last meeting
The minutes were signed as a true and correct record.

787-3 Matters Arising/Clerks Update-to include Burial Committee restructure
a) The burial Committee proposals were circulated in its entirety to the Parish Councillors prior to the meeting. These were discussed and agreed for the changes to take place as proposed.

b) Clerk has researched land registry to establish boundaries between Brandon Hall and Brandon Field owned by the Parish Council
Lottery Grant fund has been refused on the grounds that the parishioners were not involved in the decision making. The Calor Gas grant is in the process of being applied for. The lottery grant can be reapplied for as long as there is evidence of getting support from the Parish. Cllr Timms to put in next newsletter, as a matter of course.

c) Grit bin locations were discussed and agreed the grit bin from the speedway which is not recognised by the RBC grit team will be moved to the village green, this then leaves the following bins for refilling in the Parish.
   a. Bretford – A428 Bretford Rd, Junc of Queens Head
   b. Brandon – D2113 Main Street, By Brandon Hall Entrance
   c. Brandon – A428 Rugby Rd, Opp Junc. Main Street
   d. Brandon – Hallams Close, near No. 17 top of Cul de Sac

d) NHP Plan information letters/emails sent for the consultation period – comments circulated.

e) Accounts prepared and sent to internal Audit – these were passed without recommendations, external Audit papers prepared, ready for signing.

f) Kevin Blount chased re drainage investigation work. Cllr Timms offered to chase. Email trail to be sent for information.

787-4 Correspondences
1. Notification from Big Lottery Fund – rejected as not enough evidence that the public have been involved in the project
2. Rural Services Network Newsletters
3. Western Power – Apparatus at Station Road – Sent to PC’s 26.03
4. John Crossling – WALC – Self Assessment tool for Parish Councils
   a. PFK Little John appointed as External Auditors
   b. Section 137 limit set to 7.86/elector (529 in Brandon & Bretford)
   c. GDPR & how is affects PC’s
   d. Social Media Training
5. WRCC Newsletter
6. Promotion of Warwickshire’s Mobile Library Service – posted on Web & Facebook
7. Daniel Perkins – Saltbins and registered Locations
   a. Bretford – A428 Bretford Rd, Junc of Queens Head
   b. Brandon – D2113 Main Street, By Brandon Hall Entrance
   c. Brandon – A428 Rugby Rd, Opp Junct. Main Street
   d. Brandon – Hallams Close, near No. 17 top of Cul de Sac

8. Receipt for Fly Tipping report of Mattresses, Rugby Rd Brandon & Bretford

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

Not confirmed unless signed
9. WBBJBC - Notification of proposed changes to the committee - Circulated to ALL PC's on 26.04.18
10. Light Fault in Hallams Close – Reported to Eon for repair

787-6 Accounts.
The summary of the accounts was shown

**Income**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reference</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>05/04/2018</td>
<td>Precept</td>
<td></td>
<td>£ 9,320.00</td>
</tr>
<tr>
<td>09/04/2018</td>
<td>Interest</td>
<td></td>
<td>£ 0.28</td>
</tr>
<tr>
<td>09/05/2018</td>
<td>Interest</td>
<td></td>
<td>£ 0.27</td>
</tr>
<tr>
<td>12/05/2018</td>
<td>Repayment BVH Loan</td>
<td></td>
<td>£ 500.00</td>
</tr>
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**Expenditure**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reference</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2018</td>
<td>Spangle Fish Reimbursement to LC</td>
<td>1441</td>
<td>£ 29.95</td>
</tr>
<tr>
<td>01/04/2018</td>
<td>Land Registry Enquiries (x2) repaid to LC</td>
<td>1442</td>
<td>£ 50.38</td>
</tr>
<tr>
<td>15/04/2018</td>
<td>David Roper Mole Catcher</td>
<td>1443</td>
<td>£ 260.00</td>
</tr>
<tr>
<td>28/04/2018</td>
<td>Clerks Wages April</td>
<td>1444</td>
<td>£ 200.00</td>
</tr>
<tr>
<td>20/04/2018</td>
<td>Eon Electricity</td>
<td>1445</td>
<td>£ 941.66</td>
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<tr>
<td>10/05/2018</td>
<td>ME Spencer Internal Audit</td>
<td>1446</td>
<td>£ 250.00</td>
</tr>
<tr>
<td>15/05/2018</td>
<td>Clerks Office Expenditure 2017/2018</td>
<td>1447</td>
<td>£ 76.10</td>
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<tr>
<td>14/05/2018</td>
<td>Chairman Training A Kirby</td>
<td>1448</td>
<td>£ 30.00</td>
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<td>15/05/2018</td>
<td>WALC Membership 2018/2019</td>
<td>1449</td>
<td>£ 200.00</td>
</tr>
<tr>
<td>28/05/2018</td>
<td>Clerks Wages May</td>
<td>1450</td>
<td>£ 200.00</td>
</tr>
</tbody>
</table>

Balance Brought Forward                                £  7,230.63
+ Income                                               £  9,820.55
-Expenditure                                           £ -2,238.09

£  14,813.09

Savers Bank Rec                                       £  6,511.38
Bank Reconciliation as of 27/04/18                     £  8,557.81
-Cqs                                                   £  756.10
+ Chq waiting to be banked                             £  500.00

£  14,813.09

Loan Repayment

Loan Amount (outstanding 01.04.18)                      £  1,000.00
Repaid 08.05.17/05.08.17/01.12.17/21.02.18              £  500.00
Amount Outstanding                                     £  500.00

787-7 Planning

R18/0369 – 1 Kings Newnham Lane – Two Storey Side One Storey Rear plus loft conversion
R18/0643 – The Highlands – Erection of Double Garage
R17/0764 - Midshires Contracts Ltd – Change of Use. Permission Granted
R18/0409 – Conifers – Erection of Single Storey Side/rear Extension
No comments were given for the above planning

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

Not confirmed unless signed
787-8 Land Registry
Further to the last meeting the boundaries were ascertained through land registry for the boundary of Brandon Hall and also if two parcels of land joining the boundary of Brandon Field belonging to the Parish Council and Brandon Hall and also Roadside. According to Land registry the parcels of land were not registered.
It was agreed a letter to be written to Brandon Hall to invite a meeting to discuss the findings and sort land boundaries out.

787-9 Power of Competence
At the time of the Annual Meeting the Parish Council qualifies for the Power of competence.

787-10 Grit Bins
As discussed earlier in the meeting the Grit bins were to be moved accordingly to the registered places mentioned.

787-11 Tree Preservation Orders
Cllr Timms will look into the TPO and discuss with Mr Gower from RBC regarding he TPO and report back at the next meeting.

787-12 Any other business for discussion at next meeting
The Clerk announced she was stepping down as Clerk due to finish 29th June. The clerk will put notices on the notice boards, on facebook and website to advertise for the vacant position and also inform WALC of the vacancy. An agreement was made to help -if required- with NHP etc to help the new clerk.
Cllr G Wale informed the council that this will be his last term in office after 20 years and would be prepared to stand down sooner if anyone was interested to be co-opted on.

There being no further business the meeting was closed at 7.45pm

Next meeting to be held at Brandon Club

Proposed Next Meeting Dates
Monday 2nd July
Monday 3rd September
Monday 7th January 2019