

BRADMORE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council meeting held in the Church Room at 7:00 pm on Wednesday 8th May 2019

<p>Present: Councillor M Curran (Chair) Councillor A Gear Councillor F Cattell Councillor P Gibbs 5 Members of the Public Present</p>	<p>Councillor J Nathanson (Vice Chair) Councillor J Aspin Councillor J Callan R Hague (Clerk)</p>
---	---

Prior to the start of the meeting Councillors signed their Declaration of Acceptance of Office forms, these were witnessed and countersigned by the Clerk.

1 ELECTION OF THE CHAIR

Cllr Curran was re-appointed as Chair of the Parish Council, proposed by Cllr Aspin, seconded by Cllr Nathanson, all in agreement.

2 APOLOGIES: Borough and County Cllr R Adair

3 COUNCILLORS

- Declaration of Acceptance of Office Forms

These forms were signed by Councillors prior to the start of the meeting.

- Co-option of Vacancies

Following the uncontested election there were two Councillor vacancies to fill. Jacqui Callan was co-opted onto the Parish Council, proposed by Cllr Curran, seconded by Cllr Nathanson, all in agreement. Phil Gibbs was co-opted onto the Parish Council, proposed by Cllr Curran, seconded by Cllr Nathanson, all in agreement. Declaration of Acceptance of Office forms were completed by the new Councillors and countersigned by the Clerk.

- Members' Registered Interests

Councillors were reminded to return one copy to Rushcliffe Borough Council within 28 days of taking office and a second copy would be held by the Clerk.

- Parish Councillor Roles

The following roles were agreed:

Vice Chair – Cllr Nathanson
Footpath Warden – Cllr Gear
Snow Warden – Cllr Cattell
New Residents – Cllr Curran
Crime – Vacant

- GDPR Security Compliance Checklist

Cllr Gear, Cllr Gibbs and Cllr Callan completed the GDPR security compliance checklist form, to be held by the Clerk.

- New Councillor Training Sessions

It was agreed the Council would pay for Cllr Gear to attend the training and brief Cllr Callan and Cllr Gibbs following the session. The Council agreed to pay Cllr Gear's taxi fare of £32, Cllr Gear was advised to obtain a receipt in order to be reimbursed.

- Website Biographies

Councillors were asked to provide a photograph, contact information, such as email address and/or phone number and short biography to go on the website.

- Councillor Holidays

Cllr Curran asked Councillors to advise the Clerk of their holiday dates to enable the Clerk to know who is available for matters which may arise between meetings.

4 DECLARATIONS OF INTEREST (Personal and Prejudicial)

None

5 OPEN SESSION:

The wife of a former Parish Councillor reported they still had 2 or 3 bags of the Parish Council's salt stored for the winter.

Following the minutes of the last meeting a resident asked if the Council would continue to nominate a villager to switch on the Christmas tree lights and noted that there should be a public vote of thanks at events. Cllr Curran reassured the resident about this and also that someone would go to represent the Parish Council at the Christmas light switch on, Remembrance Day commemorations and for the Morris Men's visit.

It was raised that the sign on Plumtree Lane had been changed to Bradmore Lane approximately 5 weeks ago. It was suggested a sign directing traffic to Plumtree be installed if the road name was not changed back. Clerk to follow up.

M Peregrine noted with regards to Item 18, he was happy to continue to represent the Parish Council on the trustee body for the Bunny and Bradmore Charities for another four years, but this would be his final term.

It was suggested by a resident that the sum of money set aside for a bench be ringfenced for spending at a future village event.

6 MINUTES OF THE MEETING HELD ON WEDNESDAY 6TH MARCH 2019

The Minutes of the meeting held on Wednesday 6th March 2019 were approved and signed by Cllr Curran as a true account of the meeting. Proposed by Cllr Aspin, seconded by Cllr Nathanson.

For the benefit of the new Councillors, Cllr Curran gave an overview of the decisions taken at the last meeting regarding the Parish Council's role in village events. The next event taking place was the Morris Men's visit on 30th May, Cllr Curran offered to display a notice on the railings and place the bollards where the Morris Men would be dancing on Farmer Street. Clerk to send copy of the paper considered by the Parish Council regarding village events at the last meeting to the new Councillors and circulate the Morris Men's poster once it had been received.

Cllr Curran noted she had also taken photographs of the gaps in the bulbs along the Ramper and Loughborough Road.

The Clerk had been unable to order a replacement noticeboard key as was given a different price of £48 for two keys. It was suggested trying the key cutters in West Bridgford and if they were unable to help to obtain a quote for replacement locks.

7 POLICY REVIEWS – STANDING ORDERS, GDPR POLICIES

A copy of the Standing Orders, GDPR Policies, Publication Scheme and Code of Conduct had been circulated to all Councillors prior to the meeting. These have been reviewed but no amendments are necessary.

8 RISK ASSESSMENT AND FINANCIAL CONTROLS

The Risk Management Scheme and Financial Regulations/Internal Controls have been updated; these were circulated prior to the meeting. Councillors accepted the amendments and the policies were signed by Cllr Curran.

9 FINANCE

- Annual Accounts

The end of year accounts had been circulated to all Councillors prior to the meeting. These were accepted and signed by Cllr Curran. The Clerk would upload these to the website by 1st July.

- Budget

For the benefit of the new Councillors the budget agreed in January was circulated prior to the meeting.

- Payments for Approval

The payments for approval were circulated prior to the meeting and are as follows:

Date	Payee	Reason	Amount
08.05.2019	J Nathanson	Residents' Meeting Refreshments	£24.02
08.05.2019	ICO	ICO Subscription	£35.00
08.05.2019	BHIB	Insurance	£196.62
08.05.2019	Bradmore Methodist Church	Room Hire 3/7/2019, 6/11/2019, 4/3/2020	£66.00
08.05.2019	PCC St Mary's Bunny	Room Hire May, September & January	£60.00
08.05.2019	Bradmore Methodist Church	Residents' Meeting Room Hire 11/04/2019	£22.00
08.05.2019	R Hague	Printer Ink and Paper	£39.71
08.05.2019	D Dixon	Payroll 2018/19	£40.00
08.05.2019	D Dixon	Internal Audit Fee	£40.00
08.05.2019	Notts ALC	New Councillor Training	£35.00
Total			£558.35

The payments for approval were accepted and signed by Cllr Nathanson and Cllr Curran as new account signatory. The current balance in the Community Account is £3774.50 and £4110.39 in the BMM Account. It was agreed the Clerk would transfer £2700 from the Community Account to the BMM Account.

10 INTERNAL EXAMINERS REPORT

This had been circulated prior to the meeting, no issues had been highlighted.

11 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – SECTION 1

The statements were read out by the Clerk and agreed by the Council. The form was signed by the Chair and Clerk.

12 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – SECTION 2

This was circulated prior to the meeting to verify against the end of year accounts. This was accepted by the Council and signed by the Chair.

13 CERTIFICATE OF EXEMPTION

Due to the level of income and expenditure the Parish Council was exempt from requiring a compulsory external audit. The certificate of exemption was completed by the Chair and Clerk.

14 THE GENERAL POWER OF COMPETENCE

It was agreed to postpone consideration of this until the next meeting.

15 COMMUNICATIONS

- Email Circulation List

Prior to GDPR there were 112 residents receiving emails from the Parish Council, after the compulsory opt in this reduced to 62. Following the Residents' Meeting this number increased to 70. Cllr Curran and the Clerk to liaise over where the gaps are.

- Paper Copies of Documents for Residents

This had been raised at the Residents' Meeting and after a show of hands only one resident could not access the documents by email and required paper copies. The Parish Council agreed this individual would receive paper copies of the agenda and asked that any other residents who are unable to access the documents online or by email contact the Clerk to discuss receiving a paper copy.

- Banners

The Parish Council is considering the use of a banner or board to notify residents of meetings and events. Cllr Curran to trial a white board outside the Community Hall to advertise the Morris Men's visit.

16 ANNUAL RESIDENTS' MEETING

- Defibrillator Status

The Parish Council own the defibrillator and are responsible for the ongoing maintenance costs of £126 per annum, with the first invoice being due in July. R Colwill has agreed to continue the weekly checks.

- VETS Ongoing Responsibility

Following the Residents' Meeting the Village Emergency Telephone Service led by M Nathanson and M Oldham now has 10 volunteers. The VETS telephone number is to be included on meeting agendas. The Parish Council agreed to adopt the ongoing costs of £100 per annum for the service, with the first invoice being due in July 2020, proposed by Cllr Gibbs, seconded by Cllr Cattell.

- Falls Prevention Classes

Following the taster session at the Residents' Meeting 19 individuals expressed an interest in attending falls prevention classes in the village. The Clerk to liaise with M Nathanson and Everyone Health to set this up.

18 CORRESPONDENCE

- Bunny and Bradmore Charities Representative

The Parish Council gratefully accepted M Peregrine's offer to represent the Parish Council on the trustee body of the Bunny and Bradmore Charities for a further four-year term.

19 AMENITIES

- Village Litter Pick – Thank you to the Councillors and four members of the public who attended the recent village litter pick.

- Clerk to chase the problem with surface water on Far Street now this financial year's jobs have been set.

- Grass cutting has not been completed yet, Clerk to report this to Nottinghamshire County Council as it is now dangerous pulling out of Farmer Street.

20 DATE OF NEXT MEETING AND DRAFT AGENDA (JULY)

Wednesday 3rd July – 7.00pm in the Community Hall

Agenda to include:

Parking and Speed of Vehicles in the Village – Cllr Gibbs to prepare a report for circulation prior to the meeting.

Meeting closed at 9.03pm.

Signed:

Dated: