**Minutes of the Brundish Parish Council Meeting held on Tuesday, 12th March 2019 at 7:45pm at the Village Hall.**

**Present**: Cllr A Bryant (Chairman), Cllr D Palmer, Cllr G Western, Cllr K Banham, Cllr A St Quinton, Cllr C Evans-Hendrick, Clerk Mrs D Bedwell, County Cllr M Hicks and one member of the public.

1. **To receive apologies for absence:** Apologies had been received from Cllr C Atkinson.

1. **To receive any declarations of interest with regards to items on the agenda and additions to register:** None received.
2. **Meeting open for 5 minutes to allow members of the public to speak:** There was a report from a member of the public with regards to the recycling of waste materials within Brundish**.**
3. **To receive County Cllr M Hicks’ report:** A report had been circulated to members and was added to by Cllr M Hicks upon his arrival. Cllr M Hicks was asked for assistance with a number of highways matters pertaining to Crown Corner, which he agreed to follow up on.

1. **To approve the minutes of the Parish Council Meeting held on 8th January 2019:** It was resolved to approve the minutes as a true record of the meeting held.
2. **To receive report and consider matters pertaining to the Village Green (including play area):** Play area matters were deferred to the next meeting. The restoration of the village sign was briefly discussed and Cllrs A Bryant and G Western agreed to look into the matter and report back at a future meeting. Further discussion took place with regards to the grass cutting but no final decisions were made. Cllr G Western agreed to carry out the first yearly grass cut whilst the Council decided how to progress this matter.

1. **Planning matters:**
	1. To consider applications received and note planning decisions: A brief report was received from the Clerk on planning decisions circulated to members. There had been no new applications for consideration.
	2. Matters pertaining to “The Crown”: A brief report was received from Cllr A Bryant. A decision on the recent appeal process was awaited.
2. **Finance**
	1. To approve accounts for payments and note receipts and bank balances: It was resolved to approve the accounts for payment and bank balances were noted, as follows:
3. Clerk salary and expenses £140.04
4. HMRC £26.46
5. Compass Planning (re. Crown Public House) £90.00
6. Salc £10.00
7. ICO annual registration £40.00
	1. To review adequacy of insurance, including cross-referencing of assets: The adequacy of insurance and cross referring of assets was approved by members. The detailed asset register would be fully approved with the accounts in due course.
	2. To approve system for the grass cutting contract: Deferred.

1. **Administration:** To review and approve Parish Council statutory documents and policies as follows:
	1. Financial Regulations
	2. Statement of Internal Controls
	3. Standing Orders
	4. Financial Risk Assessment
	5. Salc Internal Auditor Terms of Reference
	6. Risk Assessment
	7. FOI Model Publication Scheme
	8. Electronic Communications Policy
	9. GDPR related policies and documents

It was resolved to approve all the listed documents, with minor amendments regarding expenditure limits in approved circumstances (from £100 to £150).

1. **To approve the appointment of the Responsible Financial Officer and Internal Auditor:** The appointment of the Responsible Financial Officer and Internal Auditor were approved (namely Mrs D Bedwell (Clerk) and Salc Audit Services- terms already approved under previous agenda item).
2. **To note any other correspondence received and agree action needed:** All correspondence received had been circulated to members and there was no further action needed.
3. **Chair’s urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair’s opinion, immediate action: There was no chairman’s urgent business.
4. **Reports from Councillors/ items for addition to the next agenda:** A number of items were briefly discussed for addition in future agendas after May’s elections, namely: Village pond and safety related matters (Cllr A Bryant was in the process of getting a quote for a new fence), bin pole repairs, repairs to pond fencing and the display of warning notices. The Clerk reminded members that she would need an up to date balance from the Building Society account as at 31th March in order to be able to finalise the accounts.
5. **Elections 2019 – Brief:** A brief report was received from the Clerk and a number of nomination forms were completed/signed by those prepsent.
6. **Date of next meeting**: 16th April 2019

With no further matters to be transacted, the meeting ended at 9.10pm.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_