



## Little Braxted Parish Council

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**Minutes of the Meeting of Little Braxted Parish Council held in The Braxted Bakery, Witham Road, Little Braxted on Tuesday 11<sup>th</sup> June 2019 at 7.00pm.**

**Present:** Councillors: Bendall, Mills and Speakman

**Also present:** Sixteen members of the public

**1. Apologies for absence**

Apologies for absence had been received from Councillor Barke. The Clerk reported that Councillor Dobie had resigned and that the Notice of Casual Vacancy had been posted. If an election was not called then the Council would co-opt at its next meeting, which was now scheduled to be 8<sup>th</sup> October. The Chairman expressed his disappointment at the resignation of Councillor Dobie. The Council agreed that Mrs Dobie be asked to continue to act as the Council's representative on the Quarry Liaison Group.

**2. Declarations of Interest**

Councillor Speakman declared an interest in items 17 and 21(b) as the landowner. No other Members declared any interests in matters on the agenda.

**3. To Consider any requests from Members for Dispensations**

There were no requests from Members with pecuniary interests for dispensations to enable them to participate on the item in which they have a pecuniary interest.

**4. To Agree and Approve the Minutes of the Meeting held 14<sup>th</sup> May 2019**

The Council agreed and approved the signing of the minutes of the meeting held on 14<sup>th</sup> May 2019 as a true record.

**5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**

The Council was handed a petition asking them to abandon any further progression of an affordable housing scheme.

A member of the public asked that the Council act on traffic issues, particularly those at the War Memorial junction. The Clerk advised that any proposals for improvements needed the support of the County Councillor who had now been unable to attend two meetings of the Council. It was agreed to circulate County Councillor Durham's email address to members of the public.

A member of the public asked if all future meetings of the Council could be recorded.

**6. To Receive and Note the Internal Audit Report for 2018/2019**

The Council received and noted the Internal Audit Report for 2018/2019 and agreed to action its findings.

**7. To Review the Effectiveness of the Internal Audit**

The Council reviewed the effectiveness of the Internal Audit and agreed that the current arrangements were sufficient for the limited nature of the Council.

**8. To Re-Appoint the Suffolk Association of Local Councils as the Council's Internal Auditors**

The Council agreed to re-appoint the Suffolk Association of Local Councils as the Council's Internal Auditors.

**9. To Adopt a Separate Statement of Internal Controls**

The Council agreed to adopt a separate Statement of Internal Controls, as per the draft attached to the agenda, but with the Payments Section amended to exclude reference to the Clerk being a cheque signatory,

**10. To Appoint the Clerk as the Council's Responsible Financial Officer**

The Council agreed to appoint the Clerk as the Council's Responsible Financial Officer.

**11. To Adopt a Data Subject Access Procedure**

The Council agreed to adopt a Data Subject Access Procedure.

**12. To Adopt a Procedure for Dealing with Data Breaches**

The Council agreed to adopt a procedure for dealing with Data Breaches.

**13. To Adopt a Data Retention and Disposal Policy**

The Council agreed to adopt a Data Retention and Disposal Policy.

**14. To Agree the Governance Statement in the Annual Return**

The Clerk read to the Council the statements in the Governance Statement in the Annual Return, and the Council agreed that they had fully complied. The Council authorised the signing of the Governance Statement by the Chairman and Clerk.

**15. To Receive, Agree and Sign the Annual Return to the External Auditor**

The Council received, agreed and approved the signing of the Financial Statement of the Annual Return for 2018/2019.

**16. To Agree the Council's Policy for Dealing with the Press/Media**

The Council agreed to adopt the policy for dealing with the Press/Media.

### **17. To Consider Re-Consulting on Housing Needs**

Councillor Speakman left the meeting at this point which made the meeting inquorate, so no discussion occurred on this matter. The Clerk indicated it would be an agenda item for the October meeting.

Councillor Speakman rejoined the meeting.

### **18. To Receive an Update on Further HGV Restriction Notices, Witham Road**

The Council received and noted an update on further HGV restriction notices, indicating that the existing notices in Witham Road were considered sufficient.

### **19. To receive a financial statement as of 30<sup>th</sup> April 2019**

The Council received and approved a financial statement as of 30<sup>th</sup> April 2019 including detailed income and expenditure, budget comparisons and a bank reconciliation supported by a bank statement, showing total funds as £27,528.00.

### **20. To Approve the following payments:-**

The Council approved the following payments:-

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
562	SALC	Internal Audit Fee	£270.00
563	G N Mussett	Litterpicking Sacks	£13.98
564	H Bendall	Litterpicking	£41.60
565	G N Mussett	Clerk's Salary	£125.15
566	HM Revenue & Customs	PAYE/NI	£127.40

### **21. Clerks Report – for Information**

#### a) Highway Issues – bridge repairs

The Clerk reported that he was still trying to get the different sections of Essex County Council Highways to agree on the upgrade.

#### b) Hi-Speed Broadband

Councillor Speakman left the meeting at this point which made the meeting inquorate, so no discussion occurred on this matter. The Clerk indicated he would circulate an update via email.

### **22. Closure**

With the withdrawal of Councillor Speakman the meeting was closed at 8.08 p.m