Minutes of the Parish Council meeting held on Thursday 9 May 2019 at 8pm at Braunston Village Hall.
Carole Brown, Clerk to the Parish Council

1. **Apologies for Absence:** Cllr William Cross
   **Present:** John Harry, Jim Atack, Emlyn Smith, Carole Brown (Clerk), Richard Beadman, Chris Bichard (Chair), Jane Ellis

2. **Declaration of Interest:** None

3. **Public Time:** None, one member of the public (Mick Smith Tree Warden)

4. **Election of Officers:** Jim Atack proposed and John Harry seconded Chris Bichard for Parish Council Chairman. Jim Atack proposed and Emlyn Smith seconded Richard Beadman for Parish Vice Chairman and Responsible Finance Officer. The prospect of co-opting another councillor to fill the current vacancy was discussed and the Clerk will be finding out the proper process of doing so

5. **Approval of the Minutes of the Meeting held on Thursday 14 March 2019: 2019** It was proposed by Jim Atack and seconded by John Harry that the minutes of the meeting were a true record and were signed off by the chairman Chris Bichard

6. **Review of the Data Protection Policy:** Was reviewed on the 2 April 2019 by Jim Atack and Carole Brown, the meeting voted unanimously to adopt it

7. **Review of Parish Council Assets:** Was reviewed on the 4 April 2019 by Chris Bichard and Carole Brown, the meeting voted unanimously to adopt them

8. **Parish Council Risk Assessment Review:** John Harry agreed to review the Risk Assessment and feed back to the next meeting

9. **Standing Orders Review:** Standing Orders were read out and discussed and were adopted unchanged

10. **Local Plan Review/ St George’s Development:** Nothing to report as yet, item will remain on the agenda

11. **Play Area: Monkey Frame Replacement:** Issue was discussed and the original decision not to replace it was reiterated, it was decided after a discussion by all, to replace the toddler area fencing in due course

12. **River Gwash Weir:** All of the under growth and overhanging hedging has been removed by working parties. However, the weir is leaking, so draining down of it and the fitting of a waterproof membrane needs to take place

13. **Water Main Work, snagging issues:** Carole Brown to contact Anglian Water to chase progress of unfinished issues

14. **Village Seat:** After consultation with Lynn Cooper it has been decided, that the new seat will be carved out of the old cedar tree trunk and will have snowdrops and an inscription carved on it. A quote is being sought from Matt Rae who will undertake the work

15. **Produce Show Programme & Newsletter:** Carole Brown will contact the Gardening Club to discuss the timings of the programme distribution and the possible addition of the village logo to the programme. Jim Atack and Carole Brown will temporarily take over the editing and production of the newsletter until such time a volunteer can be found

16. **Finance**
   a. **Accounts/Bank Reconciliation/Budget:** Were circulated, discussed and checked it was proposed by Jim Atack and seconded by Jane Ellis that it was a true reflection of the bank accounts and they were initialled by the chairman. It was proposed by Jim Atack and seconded by Chris Bichard to place £10,000 in to the capital fund on the budget for forthcoming projects including the play area and traffic calming on the Knossington Road
   b. **Clerk & RFO bi-annual Review of the Accounts:** Was carried out at the end of the financial year, all the accounts were found to be in order
c. **Approval of the 2018-2019 Audit/Exercise of Electors Rights:** Dates for electors’ rights will be displayed on the Parish Notice board and the website from 16 June and the accounts will be available for inspection by the public from 17 June until the 26 July 2019

**Audit Section 1:** It was proposed by Jim Atack and seconded by Emlyn Smith that the Annual Governance Statement Section 1 be signed by the Clerk Carole Brown and the Chairman Chris Bichard

**Audit Section 2:** It was proposed by Jim Atack and seconded by John Harry that the Annual Governance Statement Section 2 be signed of by the Chairman Chris Bichard and the Responsible Finance Officer Richard Beadman

d. **Certificate of Exemption from External Audit:** It was proposed by Jim Atack and seconded by John Harry that the Exemption Certificate be signed off by the chairman Chris Bichard and the Responsible Finance Officer Richard Beadman

e. **Approval of the Parish Council/Village Hall Insurance:** Proposal was discussed, this is the third year of a five-year option, Chris Bichard proposed and Jim Atack seconded accepting it, the Village Hall has been invoiced for their share of the cost

f. **Clerk Pension:** Carole Brown (Clerk) to investigate taking up her Parish Council pension option

**Payments Received**

Precept 2019-2020 £11000.00

**Payments to be Made**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BDG Mowing</td>
<td>£340.00</td>
</tr>
<tr>
<td>Lamin &amp; White</td>
<td>£63.60</td>
</tr>
<tr>
<td>Zurich Insurance</td>
<td>£1167.51</td>
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<tr>
<td>LRALC Subs</td>
<td>£186.11</td>
</tr>
<tr>
<td>2commune website</td>
<td>£330.00</td>
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</tbody>
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It was proposed by Chris Bichard and seconded by John Harry to pay all outstanding invoices, including an invoice for the play area inspection to the amount of £115.80. The cheques were signed off by the Chairman and the Vice Chairman

17. **Planning**

**Applications Received**

2019/0400/FUL Waterdown Brooke Rd

**Applications Refused**

2019/1292/FUL 11 Knossington Rd: A letter is to be written to the RCC Highways regarding parking issues at the property

18. **Correspondence:** None

19. **Items for next Agenda**

- Risk Assessment review
- Play Area Toddler Fencing
- River Gwash
- Water Main Snagging
- Village Seat
- Produce Show Programme
- Traffic Calming
- Tree Warden

There being no other business the meeting closed at 21:10hrs

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