MINUTES OF THE EXTRAORDINARY MEETING OF BROMPTON RALPH PARISH COUNCIL

**MEETING HELD ON 25th May 2022 AT BROMPTON RALPH VILLAGE HALL AT 7.00pm**

Attendees: Councillors S Baker (Vice Chair), J Elliott (Chair), P Heard, S Merritt, A Sellick

Members of the Public: 5 Questions: 0

1. **Apologies:** D Holmes, SCC Cllr F Nicholson
2. **Declarations of Interest:** Cllr Elliott declared an interest in Item 5
3. **Minutes of Previous Meetings**

 Minutes from the meetings held on 23rd February and 11th May were approved and adopted as a true and correct record and signed by the Chairman.

 Minutes from the meeting held on 10th March were held over to the next meeting.

1. **Co-option of Parish Councillors –** A Sellick was proposed by S Baker and seconded by P Heard and carried unanimously. A signed Declaration of Acceptance of Office was signed immediately in front of the Clerk.

R Heard was proposed by S Merritt and seconded by P Heard and carried unaimously. R Heard sent his apologies and a resolution was proposed by S Baker and seconded by S Merritt & unanimously approved that the Declaration of Acceptance of Office be signed before the next meeting.

1. **Planning** – Chair Cllr Elliott left the room for this item.

 After consulting the SWT planning portal it was found that the planning application had already been granted and therefore no action required.

 **Ref. No: 3/02/22/001:** Westcott Farm, Forches Cross to Brompton Ralph, Brompton Ralph, TA4 2SF: Erection of extension to an agricultural building to cover an open cattle handling and treatment area

1. **Finance**
	1. Banking
		1. To approve new signatories for the bank account
		2. To update the correspondence address registered with the bank
		3. To approve a move to internet banking

It was proposed by S Merritt and seconded by A Sellick and unanimously approved all of the above Finance items to appoint new signatories and the removal of former Council signatories, these being Ms C Sumner and Mr K Turner.

The new signatories are Chair Cllr Elliott, Vice Chair Cllr Baker and Clerk/RFO Patricia Bainbridge. It was noted that two signatories required for cheque signing.

The correspondence address for the bank to be the registered address of the Council, which, as is standard, is that of the Clerk/RFO: P Bainbridge, 35 Mount Street, Bishops Lydeard, Taunton, TA4 3LH

The unanimous decision to move to internet banking in the future will allow timely payments and reduce unnecessary postage costs.

* 1. There had been no response by the time of the meeting to the request via email that the former Chair and Councillor, Mr K Turner, return all Council property in his possession including bank statements, cheque book, key(s) to noticeboard etc. It was proposed, therefore, that Chairman Cllr Elliott telephone Mr Turner in a further effort to retrieve Council property. If no response to this request is forthcoming, a registered letter will be sent to Mr Turner.
1. **War Memorial** – Prior to this meeting a letter had been circulated to members of the Council concerning the addition of a name to the War Memorial. It was unanimously agreed to this request and the Clerk will write to the sender of the letter informing them of the fact. However, further research is required as the Parish Council is the owner of the War Memorial as to what permissions are required, particularly as it is a Grade II listed monument, and any other processes that are involved in such a request. The Clerk will investigate further.
2. **Jubilee Commemoration –** A member of the Working Group gave an update of the events planned for the Jubilee commemorations. Events are well organised including a BBQ & Ceilidh on Friday 3rd June from 6pm. Bring & Share Tea Party on Sunday 5th June from 3pm to 5pm. There is an Art Exhibition in the Church from 5pm to 7pm on the Friday, Saturday and Sunday. The Parish Council has allocated £500 for the Commemoration to the communities of Brompton Ralph to help with the celebrations, but currently is unable to make any contributions due to the current banking situation.
3. **Clerk’s Report –** A verbal report was given on the following:

The AGAR (Annual Governance Accountability Return) – the Clerk is currently unable to prepare the accounts to be submitted to the Internal Auditor as bank statements have been withheld by the former Chair since February 2022. A bank reconciliation to the 31 March, the end of the Council’s financial year, is a necessary step in completing the AGAR which the Clerk is currently unable to undertake at present. An extension to the deadline for submitting the AGAR can be applied for. All members of the Council agreed that if this was necessary, and an extension would be applied for. The Clerk to keep members of the Council informed.

Defibrillator – The Clerk had been in touch with Wiveliscombe First Responders who have offered to give training to the Community of Brompton Ralph. It was reported that the defibrillator pads & batteries need replacing. The Clerk had already obtained a competitive quote back in March and with the formation of the new Council will now proceed.

Open Spaces Maintenance – The current contractor had written to the Clerk to inform that they would no longer be cutting the grass in future. The Clerk will obtain quotes from at least three contractors to maintain the open spaces and present the information to the Council. Suggestions were made at the meeting and the Clerk will ask contractors to quote.

Parish Noticeboard – the keys need to be returned to the Council. The Clerk when affixing notices noted that further maintenance to the noticeboard will be required in the future.

The Clerk will need to inform suppliers/creditors that the Council is presently unable to make payments. These include SALC, HMRC and the locum clerk employed at the May 11th meeting.

SWT has offered the whole Council in person training which the Clerk will organise.

1. **Councillors’ Reports and suggestions for future agendas –** Items for the next agenda to include the bench on the Village Green and Village Signs.
2. **Date of Next Meeting** The date of the next meeting will be Thursday 21st July at 7.30pm at Brompton Ralph Village Hall

Chair Cllr J Elliott declared the meeting closed at 20.25 pm.

Chair: Signed as a true and correct record

Date: