

# BROME and OAKLEY PARISH COUNCIL

Minutes of Annual General Meeting of Brome and Oakley Parish Council held at 7.30 pm on Monday 13 May 2024 at Brome and Oakley Village Hall.

PRESENT: Councillors Roger Broughton, Isobel Demanget, Charles Doe, Kelly Keeley, Tom Pace, John Parry, Mark Prior and Ian Stockham. Also in attendance the Clerk and District Councillor Tim Weller and County Councillor Fleming

## 1. Election of Chairman

Cllr Isobel Demanget was unanimously elected as Chairperson. Cllr Demanget duly signed a declaration of acceptance of office.

## 2. Apologies for absence – None.

## 3. Declarations of pecuniary and other interests from members on any item to be discussed and requests for dispensations

Cllrs Broughton, Pace, Parry and Prior declared an interest in matters relating to the Village Hall.

## 4. Register of Interests - it was noted that Councillors were required to update their register of interests as required.

## PUBLIC FORUM

District Councillor Tim Weller provided commentary to a report which had previously been circulated to members.

County Councillor Jessica Fleming provided commentary to a report which had previously been circulated to members and provided details of the Waveney Valley Landscape assessment.

Both Councillors provided details of waste collection and disposal services for residents which were being driven by central government.

## 5. Appointments - the following appointments were unanimously agreed:

a) Vice Chairman – Cllr Roger Broughton

b) Responsible Financial Officer – Sarah Foote

c) Bank signatories – Cllrs Keeley, Parry, Prior were current signatories and it was agreed this would remain. The Clerk had view only access to the bank account.

d) SALC Representative – no appointment made.

e) EPR Liaison Representative – Cllr John Parry.

f) Representative Councillors to Diss and District Neighbourhood Plan Management Group – Cllr Broughton had attended what was the last meeting of the steering group due to the plan now been adopted. However, at that meeting it had been agreed a body was needed to oversee the management and implementation of the plan in the form of a management group. It was anticipated a consultant may be engaged to represent the management group particularly when planning applications were progressed which were contrary to the plan. The parish council needed to highlight the plan on its own website. The Clerk would facilitate a tab on the website for this. It was agreed that Cllr Broughton and Mr Liddell, a parishioner, (subject to agreement) would represent the parish council on the management group.

g) Vehicle Activated Sign Co-ordinators – Cllrs Doe and Stockham.

h) Progress Power Community Benefit Fund Representative – Cllr John Parry.

## 6. Minutes of the last meetings

The minutes of the meeting of 8 April 2024 were approved and would be signed at the next meeting.

## 7. Matters arising from the minutes of the last meeting – none.

## 8. Planning

Signed .....  ..... Chairperson .....  ..... Clerk

Date ..... 10.6.2024 .....

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a. Potential development of the Cranswick Factory at Eye Airfield – it was agreed in response to a direct approach to the parish council on behalf of an agent for Cranswick, that any engagement with the parish council should be a monthly parish council meetings as well as organising meetings in the community which had previously been organised for other large scale developments in the vicinity.

b. It was noted that the Hoxne Neighbourhood Development Plan had been adopted.

c. There were no other planning matters.

9. Community Speed Watch – Cllr Stockham had submitted the relevant forms to Suffolk Police which included details of volunteers who were willing to operate the scheme. It was discussed providing residents with 30 mph signs to stick to refuse bins.

10. Introduction of .gov email addresses – it was unanimously agreed to proceed with .gov email addresses for the Parish Council and Councillors at a cost of £237.50 per year.

## 11. Asset Management

A resident had offered to paint the red telephone kiosk in Lower Oakley and it was agreed to provide the paint to the resident. The resident would need to work with the Clerk to undertake a risk assessment for the work and to ensure safe working practices.

## 12. Finance and Governance

a. The current financial position was noted as £7,574 in the current account and £4,010 in the business premium account. CIL Funds were £6,923.

b. It was agreed to make the following payments:

Amount	Payee	Details
£303.25	S Foote	Clerk's salary May 2024
£75.80	HMRC	PAYE
£296.35	Suffolk Association of Local Councils	Annual Subscription
£5.40	Sword and Trowel	Payroll Service
£545.31	Anzar Insurance (Community Action Suffolk)	Annual Insurance Premium
£300.00 t.b.c.	Community Heartbeat Trust	Installation of defib (Brome west)
£16.06	uws Gray	Village Hall Project (CIL expenditure)
£200.00	B17 Pathfinder Group	Donation for printing of booklet

c. A financial contribution to the Diss and District Neighbourhood Development Plan Management Group was considered. It was noted that a budget of £300 had been set for the 24/25 financial year and this could be accessed as required.

d. CIL funds – were noted as £6,923. It was confirmed the village hall did not have any specific plans for further Parish CIL and the current renovations were dependent on third party grants such as the capital grant programme from MSDC, Progress Power, District CIL and the Eye Airfield Wind Turbine fund which could particularly be sought for the roof and solar power.

## 13. Correspondence

Signed RALC ..... Chairperson ..... Murphy ..... Clerk

Date 10.6.2024 .....

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Date	From	Details
10.04.24	Mid Suffolk District Council	NSIPs and large-scale energy projects in the districts
10.04.24	Mid Suffolk District Council	Norwich to Tilbury statutory consultation
15.04.24	Mid Suffolk District Councillor	Consultation events for Norwich to Tilbury

14. Urgent Matters – none.

15. Date of next meeting and agenda items

Monday 10 June 2024. Cllr Prior provided his apologies in advance for this meeting.

Meeting closed 20:45.

Signed R. I. L. L. ..... Chairperson [Signature] ..... Clerk  
Date 10.6.2024 .....