

**MINUTES OF THE MEETING EXTRA ORDINARY MEETING - BRANSTON
PARISH COUNCIL MEETING 17th DECEMBER, 6.00pm CLAYS LANE
SPORTS PAVILION**

Present: Cllr M Ackroyd
Cllr N Slater
Cllr P Ackroyd
Cllr A Riley

In attendance: Mrs K Lear (clerk)

It was noted that members and officer who attended the meeting were socially distanced and masks were worn during the meeting proceeding.

1/17-12-21 **Apologies for absence**

57/21 Resolved: that absences for Cllrs J Pike, M Hussain and F Smith were noted

2/17-12-21 **Declaration of interest and dispensation requests** - none

3/17-12-21 **Finance and governance**

i) HSBC Bank Mandate

58/21 Resolved: that Cllrs N Slater and A Riley will be added to the bank mandate for the HSBC account

ii) The VAT report was noted.

ii) Internal auditor for AGAR 2021-22

59/21 Resolved: that Mrs V Evans will be the appointed internal auditor for 2021-22.

iii) Budget 2022-23

60/21 Resolved: that the proposed budget be accepted.

iv) Precept submission to the billing authority

61/21 Resolved: that a 10% increase would be requested from the billing authority. The precept submission will be £71480.56.

62/21 Resolved: that the following payments can be processed in due course:-

Payee	Explanation	Amount
DSK Engineering	Inspections/lock repair	300.00
K Gower	Maintenance	150.00

Administration	Administration	1797.78
Gardening services	Collection of leaves	200.00
Complete shutter service	Shutter service	144.00
Signcraft	Stationery	36.00
Digital Staffordshire	Website	156.00
K Lear	Reimbursements	185.68
Total	Utilities	111.39
Bt	Broadband	28.15
Cripwells Ltd	Boiler repair	712.80
Water Plus	Water - Pavilion	4.01
Amberol	Planters	479.40
Creative Ltd	.Gov emails	432.00
ABC Training	Defib cabinet	657.8
P Earley	Maintenance works	410.0
		5799.01

Bank reconciliation 31st November 2021 - £149698.09

4/17-12-21 **Festive lights event**

63/21 Resolved: that each councillor selects properties which they feel warrant a small Christmas gift for brightening up the parish. Gifts for distribution were handed out during the evening.

5/17-12-21 **Delegation scheme for the clerk**

64/21 Resolved: that the clerk with consultation with the Chairman has delegated powers to make decisions deemed necessary.

It was noted that items approved at the November meeting ie litter bin and defibrillator cabinet costs had increased. Members were happy for the clerk to proceed with the purchases. Members were also happy for the clerk to proceed with the cladding replacement works (approx. cost £2.5K)

6/17-12-21 **Litter pickers**

65/21 Resolved: that litter pickers are purchased, budget £150

7/17-12-21 **Street names for Phase 4 of Branston Leas**

Members suggested the following names for the clerk to submit to St Modwens properties

Almond Way
Beech Close
Blackthorne Avenue
Acorn Street
Hawthorne Way
Myrtle Drive
Thyme Street

8/17-12-21 **SID and agree next steps**

Clerk advised that another location along Postern Road is being investigated.

9/17-12-21 **Handyman contract 2022-23**

It was noted that ad hoc unlocking and locking up of the pavilion needed to be a duty. Clerk to distribute notice for displaying.

10/17-12-21 **website/.gov emails**

Members advised that the emails will be set up during the festive period. Members to log on and activate.

11/17-12-21 **Policies**

Due to the meeting duration concern in light of Covid restrictions, members agreed that the following would be reviewed at the next available meeting.

- Training and Development Policy
- Standing orders
- Financial regulations
- Risk Management Policy
- Annual operational plan 2021-23

12/17-12-21 **Community engagement**

The following events were suggested:

- Litter picking
- Bulb planting
- Queens platinum jubilee event
- Carol singing 2022 – Branston square

Cllr Mike Ackroyd
Chairman – Branston Parish Council