

**Minutes of the Annual Meeting of Braishfield Parish Council**  
Held online on 4th May 2021 (19.00 - 20.00)

Present

Members of Braishfield Parish Council:

Chairman Cllr Jane Bennett  
Cllr Richard Brazier  
Cllr Peter White  
Cllr Sally Yalden

Others:

Clerk/RFO, Jane Ray  
  
Ward member: Cllr Martin Hatley  
Members of the Public: 1

1591 Election of the Chairman of the Council

It was proposed to elect Cllr Jane Bennett as Chairman of Braishfield Parish Council.

**RESOLVED** (Proposed by Cllr Yalden and seconded by Cllr Brazier)

1592 Election of the Vice-Chairman of the Council

It was proposed to elect Cllr Ian Knights as Vice Chairman of Braishfield Parish Council.

**RESOLVED** (Proposed by Cllr Bennett and seconded by Cllr Yalden)

1593 Delivery of Members' forms

All Councillors present confirmed no change to the following:  
Members "Declarations of Acceptance of Office" "Registration of Members' Pecuniary Interests" forms, Consent to Electronic Summons and Data Consent form.

**RESOLVED**

1594 Apologies

Apologies were received from Cllr Carole Renvoize and Cllr Ian Knights due to family commitments. Cllr Mark Swinstead has resigned from the council due to a change in work commitments.

1595 Members' Interests in the Business for the Meeting

None

1596 Accuracy of Minutes

The Council agreed the accuracy of the Minutes of the Ordinary Meeting of 06/04/2021 and copies are to be signed by the Chairman.

**RESOLVED**

1597 Receipt of the last Minutes of the Planning Committee

None

1598 Public Participation

One parishioner present

1599 Standing Orders

The Council adopted "Braishfield Parish Council Standing Orders" dated 1 May 2018

**RESOLVED**

1600 Financial Regulations

The Council adopted "Braishfield Parish Council Financial Regulations" dated 1 May 2018

It was noted that the Model Financial Reg's issued by NALC on which ours are based were amended in 2019, after our last revision. The relevant amendment is to Reg 11.1.a.ii. The new version restricts the exemption for professional services to services provided in relation to disputes. If adopted, we would (for example) have had to go out to tender for legal services.

- RESOLVED** it was agreed not to make any changes
- 1601 **Appointment of Members to Planning Committee**  
All members of the Council were appointed as members of the Planning Committee.  
**RESOLVED**
- 1602 **Appointment of the Chairman of the Planning Committee**  
It was proposed to appoint Cllr Richard Brazier as Chairman of the Planning Committee.  
RESOLVED (Proposed by Cllr Yalden and seconded by Cllr White)
- 1603 **Appointment of the Vice-Chairman of the Planning Committee**  
It was proposed to appoint Chairman Jane Bennett as Vice-Chairman of the Planning Committee.  
**RESOLVED** (Proposed by Cllr Brazier and seconded by Cllr Yalden)
- 1604 **Insurance**  
It was proposed to accept the quotation from Came & Company of £1131.09 for insurance for year commencing 1 June 2021  
**RESOLVED**
- 1605 **Policies and procedures in place**  
It was confirmed that the policies are up to date and the addition of the Communication Policy  
**RESOLVED**  
**“Local Councils, Internal Drainage Boards and other Smaller Authorities in England, Annual Governance and Accountability Return 2020/21 Part 2” (the Annual Return)**
- 1606 For the Annual Return for the year 2020/21, it was agreed that the “Certificate of Exemption” should be completed and submitted to the external auditor. It will be signed by the Responsible Financial Officer and Chairman  
**RESOLVED**
- 1607 For the Annual Return for the year 2020/21, the completed “Section 1 Annual Governance Statement” was approved by the Council and will be signed by the Responsible Financial Officer and Chairman  
**RESOLVED**
- 1608 For the Annual Return for the year 2020/21, the completed “Section 2 Accounting Statements” was approved by the Council and will be signed by the Responsible Financial Officer and Chairman  
**RESOLVED**
- 1609 The Council accepted the Asset Register for inclusion in the Annual Return for year ending 31 March 2021.  
**RESOLVED**
- 1610 The Council accepted the review of the Council’s expenditure incurred in year ending 31 March 2021 under the general power of competence for inclusion in the Annual Return for the year ending 31 March 2021.  
**RESOLVED**
- 1611 **Lengthsman agreement for the year ending 31 March 2021**  
The Council accepted the agreement for the Lengthsman, for the year ending 31 March 2021, and a copy will be signed by the clerk.  
**RESOLVED**
- 1612 **Hampshire Association of Local Council’s Membership Document**  
The Council acknowledged receipt of the membership document for Hampshire Association of Local Councils for the forthcoming year (£309.48) and this Minute will be recorded on the document.  
**RESOLVED**

1613 Time and place of ordinary meetings

The Council agreed a schedule of ordinary meetings - the first Tuesday of every month in the Village Hall. Cllr Yalden was thanked for hosting the Council Zoom meetings for the last year,

**RESOLVED**

1614 Clerk's Report

- a) Payments to be made: £34.39 Wickstead Ltd (Trim Trail repair)
- b) Report of pre-authorized payments: £344.50 F Clifton Purchase of plants for Crook Hill
- c) Clerk's overtime 12 hours £124.80

**RESOLVED**

1615 Planning Applications:

a) **21/01205/PDQS Woolley Green Farm, Dores Lane Braishfield**

Application to determine if prior approval is required for proposed change of use of agricultural building to dwelling house (Class 3) including removal of existing lean to and addition of doors and windows

**NO OBJECTION:**

**The Parish Council queried whether a CIL payment is due.**

1616 Update on Village Design Statement

Jimmy Chestnutt identified that the incorrect version had been published by TVBC for consultation. Cllr Bennett informed Tim Goodridge and this has been amended.

1617 Notice Boards

A lot of research has been undertaken by Cllr Renvoize and Cllr Brazier regarding this project. A new quote has been obtained by Cllr Brazier to refurbish and add doors to the boards at The Square and The Village Hall and he would like to go ahead and get this underway. This still leaves decisions to be made regarding the other boards in the village. No decision could be made at this time.

**ACTION: Cllr Bennett to prepare an options paper to present at the next meeting.**

1618 Next Meeting

The next meeting is the Annual Parish Assembly on 27<sup>th</sup> May 2021 at 8pm in the Village Hall.

Signed Chairman: \_\_\_\_\_

Date: \_\_\_\_\_