

Brogborough Parish Council Minutes of 16/08/2023, held at Brogborough Village Hall.

Attendees: Cllrs J Newbury, D Tuitt, A Moss, T Elsdon

Meeting Start Time: 19:30

1. To Receive Apologies

Apologies from Cllr N Wright

2. Chairman's Report (outgoing)

Email received by all Cllrs, from Cllr P Hinson – outgoing Chairman. Report attached.



Chairman.docx

All Cllrs accepted Chairmans report and thanked P Hinson for service.

3. Election of Chairman

Cllr D Tuitt raised she would be happy to become the Chair, all Cllrs in attendance agreed. Cllr D Tuitt elected as new Chair of Brogborough Parish Council.

4. Election of Vice Chairman

Cllr J Newbury was happy to continue in role of Vice Chair, all Cllrs in attendance agreed. Cllr J Newbury elected as new Vice Chair of Brogborough Parish Council.

5. To elect Portfolio Holders

- a) Open Spaces** – Cllr A Moss
- b) Village Amenities** – all Cllrs responsible
- c) Play Equipment Inspection** – all Cllrs responsible
- d) Fundraising** – all Cllrs responsible
- e) Grass Cutting Co-Ordinator** – Cllr D Tuitt
- f) Newsletter** – Cllr T Elsdon
- g) Footpaths** – Cllr A Moss
- h) Village Hall Co-Ordinator** – Cllr D Tuitt
- i) Home Watch Co-Ordinator** – To Be Decided at next meeting

6. To Discuss Matters Arising

a) Interim Clerk appointment – contract/availability

Interim Clerk, Lizzie Barnicoat, will return from holiday on 21/08/2023 and details of next meeting will be shared with all Cllrs. Interim Clerk in place until decisions are made by L Lyman (current Clerk).

b) Newsletter

Information for next newsletter was discussed. Information that is to be added; information on local police constable, advertise 2x Parish Council vacancies, highlight that the parish council is run by volunteers, sharing correct channels to share information with BPC (Brogborough Parish News FB page) and share information on parking on grass verges and the issues this causes.

c) Bank accounts – details/logins/access to PC finances

Cllr D Tuitt to discuss with Metro Bank about moving forward, as Chairman has stepped down. Login details, signatory lists and other details are to be updated. It is also essential to ensure we have a larger number of signatories within the PC to ensure no issues occur again, that are currently happening.

PC need to establish who needs to be paid for services rendered and once access is gained to accounts, paid. Current outstanding payments are for Grass Cutting of Verges – company have said they are happy to accept late payment, they just require updates.

Once access is made, there is a need to look at all standing orders.

d) Parish Council held minutes and correspondences accessibility for councillors

Currently seem to be 2x websites for the Parish Council, both with out of date information. Contact to be made with the developers to see if we can update both sites with minutes and take ownership of uploads going forward.

e) BPC Audit

Interim clerk is aware of this, just waiting for confirmation from audit company when this will happen and further details. To be shared once information is received.

f) Grass Cutting Update

Grass cutting of rest of field is on hold until green light is given by Cllr N Wright.

Contractor has passed information that they are finding it difficult to mow around the trees at the front of the village. Has asked if we require a quote for this work to be carried out (trees lopped). It was agreed that we could get a quote, but didn't necessarily need to have the work carried out.

g) Councillors Reports

Cllr J Newbury discussed the VAT payment for play equipment that still has not been received (in the region of £14k) – questioned whether any more chasing had been done. It was agreed that this could be raised at next meeting with Ward Councillor(s).

Cllr D Tuitt shared information on training for Parish Councillors, it is free of charge. All courses are on www.batpc.co.uk, if any Cllrs would like to complete.

Cllr T Elsdon is currently creating an interactive map of the village, to label every path/road with who is in charge of upkeep, should any issues be raised. Once this is completed, it will be shared with all Cllrs.

7. To confirm Date of Next Meeting

Next meeting to be communicated via email when Interim Clerk provides further details.

Meeting Start Time: 20:35