

# **BARSHAM AND SHIPMEADOW PARISH COUNCIL**

Minutes of meeting held on Wednesday 13<sup>th</sup> February 2019

At 7.30pm in Barsham & Shipmeadow Village Hall

**Present:** Mr Z. Blanchard, Mr P. Holmes, Ms A. Rix

**Public Attendance:** 0

**Apologies:** Received from DA. Resignation of VW-H accepted. Thanked by email.

**Declarations of Interest :** None

## **Minutes of Previous Meeting:**

These were read and approved as a true record of the meeting held on Wednesday 9<sup>th</sup> January 2019. Proposed: P.H. Seconded: A.R.

## **Matters Arising**

**09-0219 Proposal to Change Quorum and Standing Orders :** This revision to our Standing Orders, is now in force. Quorum for PC Meetings is now 3 members of the PC.

**10-0219 Letters to Mrs P. Midwinter/Mr John Bumpus:** Due to the resignation of the Clerk, these matters may remain to be actioned. ZB to enquire and report back.

**11-0219 Red Telephone Box:** No known action as yet. ZB to enquire and report back.

**12-0219 War Memorial:** ZB has received some information re this matter. He will contact Mr. Frank Basden who provided the initial estimate for the work. This may well have to be revised re costs.

**Public Contribution:** None

## **Planning Matters :**

No new planning applications received. Admin link to Planning not being maintained?

## **Correspondance:**

None received – possibly due to the absence of a Parish Clerk. Admin emails to be looked into by PH.

## **Financial Matters:**

**13-0219 Bank Signatories** ZB to look further into the matter of the signatories and will report back. The PC Accounts must be completed by the end of March. ZB to meet with PS in order to look into the matter and find a way forward. Signatories needed in order to pay PC bills.

## **AOB:**

**14-0219 Parish Clerk Vacancy** Job description for Parish Clerk needs to be written. Include hours and duties.

East Suffolk Council to be approached re this matter via our elected Council Officers.

ZB to action – how can/should we proceed as a PC without the ‘proper Officers’?

Next scheduled meeting to be confirmed: Wednesday 13<sup>th</sup> March 2019 at 7.30pm.

There being no other business, the meeting was drawn to a close at 8.25pm.

Signed:

Dated: