**BRAILES PARISH COUNCIL**

**Dear Councilor, I hereby summon you to the Parish Council Meeting that will be held on Monday November 24th 2014 at 7.30.p.m. in Brailes Village Hall**

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**AGENDA**

**The Chairman would like to explain the new legislation regarding the right to record as of Aug 2014. Also as per the new Standing Orders that it is hoped that are adopted there will be a slight change to the way that the meeting is conducted.**

1. **Disclosure of Interests**

# Councilors are minded that they must act solely in public interest and should not improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

# To Receive Any Written Request for dispensation of Discloseable Pecuniary Interests

**2. Approve and sign the Minutes of the October Meeting, to agree any appologies**

1. **Members of the Public –** Any member of the public may bring up a subject that can be discussed and then added to the next agenda for decision if needed
2. **Reports from sub-committees –** Neighbourhood Plan, update from the last meeting, can there be a NP notice board? Can the NP have an additional £1500 for next year (£3,500)? Can the NP committee agree a spend threshold of £150 without Parish Council approval?

Village Hall – receive an update from a member of the Village Hall Committee regarding the activities and finances of the Village Hall.

1. **Floodwatch Report –** toreceive a brief update of any flood news from Brailes Floodwatch team

* To discuss Mr. Ferris’ bank, the site meeting and decide the response
* Site meeting on 17/11/14 took place. Update and decide now what action needs taken

1. **Matters Arising since the last meeting**

**Those needing decisions**

* Standing Orders. The clerk has posted the proposed Standing Orders to the Councillors so that a decision to move to adopt them can be made. Cllr Ashall agreed at the working party meeting held after last month’s Parish Council meeting to become the Parish Council officer for all standing order matters going forward – agree?
* Transparency – the clerk went on a training day regarding transparency – the Parish Council needs to decide how it would like to adopt this. There has been criticism over the approach of posting all correspondence on the website so this needs to be looked at again and possibly revised. Breach of privacy vs freedom of information. – see appendix 1
* Clerk’s pay – see appendix 2
* Cllr Lloyd would like a decision regarding approval of the press release to the Feldon News

**Those needing discussions and possible decisions**

* Update from Cllr Bennett regarding the planning training day she attended,
* Precept – any ideas regarding matters pertaining to the precept
* Cheese and wine evening – The Parish Council are holding a cheese and wine evening on Thursday December 4th at 7.30-9.30 in the pavilion. Can all the councilors make it? Format?

1. C**ounty and district councilors reports –** Toreceive a brief update from County from Cllr Saint and/or Cllr Seccombe
2. **Maintenance –** reports of any maintenance needed.
3. **Correspondence**

* Letter from Maggie Goren to complain about the parked cars that are on the road where the new bench is.
* Response letter to Mr Clark
* David Birch re Shipston Town Band
* E-mail from Tim Rimmel re skip in Cllr Bennett’s garden
* Letter from Brailes School Governors regarding the childcare survey criticizing the Parish Council of overstepping the mark regarding the primary School

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1. **Planning applications**

* 14/02476/LBC - The Old Rectory Friars Lane Lower Brailes Banbury OX15 5HU – listed building consent to interchange a door and window – Permission was refused
* 14/02397/FUL - Village Hall Castle Hill Lane Upper Brailes – Erecting of a shed – Permission was granted
* 14/02331/LBC – Grove Farm, Henbrook Lane, Upper Brailes -Alteration of doorways by insertion of two up-and-over garage doors into existing openings of garage/store – The clerk responded as per the decision at the Oct PC Meeting to support the application
* 14/02794 – Stuart Cottage, Lower Brailes, Demolition of existing car port and works to existing lean to. Decision needed by 02/12/14

1. **Finance** –

Reciepts – Memorial Stone £110.00

Payments –

Cheque no 101198 – Royal British Legion £200.00

101199 – Clerk’s Salary £489.67 101120 – Alan Harvey – Bench and dog bin £150.00

101121 – Greyhound Leisure – Playground (VH) £459.60

101122 – Brian Ascott – JCB Hire – DRC £379.00

101123 – Edward Bowes – Delivering childcare q £60.00

Next Meeting Mon 5th Jan 2015 at 7.30pm in the Pavillion

Amanda Wasdell (clerk)

*APPENDIX 1)*

Since the beginning of August new legislation came in allowing anyone to record (film or audio) a Council Meeting. If the person recording the meeting is disrupting the meeting they may be asked to leave. We can ask politely that we be notified if anyone wants to record a meeting but this can’t be enforced. We can allow facilities to record, or not including a desk, access to power, access to wifi. We need to amend the Standing Orders to include the new policy the Parish Council wishes to employ. Things to include and decide include:

Provisions for maintaining control and dealing with disruption

Agree wording for the Chairman to explain the policy at the beginning of the meeting

Public need to know if the meeting is being recorded (they have the right to ask not to be recorded and the PC can allocate an area of the Village Hall to them that is off camera/not picked up by audio)

Should mobiles be switched off? –There is 2 sides to the argument – yes – they cause disruption, no lets embrace that some people may want to tweet/facebook commentary during the meeting.

If the Parish Council should record all of its own meetings and store them for how long (suggestion was for 1 month after the approved minutes are signed off, so 2 months after the recording took place).

How much information should be posted on the website? There is a fine line between breach of confidentiality and freedom of information!

*APPENDIX 2*

The clerk’s workload has increased a lot in recent months. The contracted hours are 10 hours per week. The clerk never does less than this, but regularly does half as much again. A suggestion of increasing the contracted hours to 12 per week is put to the Parish Council. This should go some way to redressing the overload without going over on a quiet month.