# Brundall Parish Council Advisory & Scrutiny Committee

Minutes of a Meeting held on Thursday 2nd May 2023 at 17:00 via Zoom

|  |  |  |
| --- | --- | --- |
| Present: Cllr J Warne (Chairman), Cllr J Mickelburgh, Cllr R Tungate, Deputy Clerk: C Dickson | | |
| *Minute* | *Details* | *Action* |
| **AC267** | **Apologies for Absence**  Cllr Mickelburgh was late to the meeting due to technical issues. The meeting started at 17:20. |  |
| **AC268** | **Declarations of Interest**  Cllr Tungate is Chairman of the Land Management Committee. |  |
| **AC269** | **Minutes of the Last Meeting 31th January 2023**  The minutes wereunanimously **approved** and will be signed by Cllr Warne as Chairman of the meeting. |  |
| **AC270** | **Matters Arising**  None. |  |
| **AC271** | **Public Participation**  None in attendance.  [Cllr Mickelburgh joined the meeting] |  |
| **AC272** | **Gifted Bench Policy**  Following the recent purchase of a new memorial bench the Clerk pointed out that the costs of the benches in the policy needed updating. Costs of, particularly recycled benches, vary enormously so an approximate cost has been taken. The following amendments were made:  “Hardwood 6ft Bench” was changed to “Hardwood 6ft/1.8m Bench”  “Recycled 5ft Bench” was amended to “Recycled 5ft/1.5m Bench”  The charge for a Recycled Bench was changed from £425 to £500.  The Committee **resolved** to put forward the revised Gifted Bench Policy to full Council for approval. |  |
| **AC273** | **Revised Framework for ‘Friends Of’ Groups**  In order to clarify the areas of responsibility of both the Land Management Committee/Full Council and any Friends Of Group the following revision to section 4. Responsibilities and Areas of Operation, of the Framework for ‘Friends Of’ Groups was proposed:  “Create, monitor, and implement a management plan for the area of land” be split and amended to:   * Creation of a management plan for the area of land to be approved by Land Management/Full Council * Implement and monitor the management plan for the area of land   The Committee **resolved** to put forward the revised Framework to full Council for approval. |  |
| **AC274** | **Amended Terms of Reference for the Land Management Committee**  At their March meeting the Land Management Committee discussed and agreed the following amendment to their Terms of Reference:   1. Any projects proposed by non-Council groups and/or organisations on Council managed land cannot be authorised until a site visit by Land Management members has been undertaken   The Committee considered the wording and amended it to:   1. Any projects proposed on Council managed land cannot be authorised until a site visit by Land Management members has been undertaken   The following clarification of the number of Councillors needed for a meeting to be quorate was also made:   1. Quorums for meetings and standards for meetings will be as per the Council’s Standing Orders for Committees   Was amended to:   1. Quorums for meetings will be a minimum of 3 Councillors as per the Council’s Standing Orders, and standards for meetings will be as per the Council’s Standing Orders for Committees   The Committee **resolved** to put forward the amended Land Management Committee Terms of Reference to full Council for approval. |  |
| **AC275** | **GDPR Privacy Notice**  No amendments to the GDPR Privacy Notice were considered by the Committee but the Deputy Clerk re-formatted one section and updated the contact details for the Information Commissioner’s Office, including adding a hyperlink.  The Committee **recommends** the re-formatted GDPR Privacy Notice for approval by the full Council. |  |
| **AC276** | **Allotment plot tenancy Councillors voting on allotment issues**  Cllr Tungate, as Chairman of Land Management, asked the Committee to discuss the potential conflict of interest posed by allotment plot holding Councillors discussing and voting on allotments matters. There are 5 Councillors on the Land Management Committee and currently 3 have allotment plots. There have been no issues with this to date but, in theory, non-allotment holding Councillors could be out voted. This could be open to question and perceived as the Councillors not being independent enough or a fair and transparent process. Full Council has given allotment holding Councillors full dispensation to vote on allotment matters, on more than one occasion. The probity of the current Councillors is not being questioned.  The Committee considered if Land Management should start a debate about whether the BAA should manage everything and/or whether the Clerks should ask for external advice on the matter. The Deputy Clerk will seek advice on conflicts of interest and how other Councils manage similar situations to bring back to the next meeting.\* Cllr Wilkins will be advised the matter has been raised. | \*DClerk |
| **AC277** | **Items for the next Agenda (not for discussion)**  Allotments  Standing Orders |  |
| **AC278** | **Next meeting(s) for the year ahead:**  1st August 2023  31st October 2023  30th January 2024  **Meeting Closed at 18.30pm** |  |
|  | Signed as a true record…………………………………………….. Date…………………………… |  |