

BRUNDISH PARISH COUNCIL  
Minutes of 'Extraordinary' Parish Meeting  
Held Tuesday, 2<sup>nd</sup> August 2022 – 7.30pm  
at Brundish Village Hall

**BPC/22/50      To receive Apologies for Absence.**

Cllr K Bannon – reason accepted.

**BPC/22/51      To receive any Declarations of Interest with regards to items on the agenda.** None received.

**BPC/22/52      To consider Requests for Dispensations.** None

**BPC/22/53      Planning. To consider any applications received and note decisions. Application Ref: DC/22/03633 – 4 Dairy Row, Brundish IP13 8DF Conversion of and extension to, agricultural building to form 1No. dwelling.**

Application discussion re a Single Storey with side extension. Note: The building design to be in line with/same style as the other Dairy Row building/properties.

Council Agreed: "No Objections"

**Action: Clerk to file outcome with MSDC by 10<sup>th</sup> August 2022.**

**BPC/22/54      Finance/Administration**

**Additional to agenda: Handout/Review – Barclays Statement as @ 4.7.2022**

**Reference also made to E-mail 2.8.22 – Yr-End Accounts as @ 31.3.2022**

Building Society Acc: £750.91

Barclays Acc: £13,421.54

Totalling: £14,172.45

**a) To approve Changes to the AGAR Forms – Annual Governance Statement for Year-ended 31 March 2022.**

Cllr C King explained reason for requesting the Extraordinary Meeting re the recent Internal Audit and minor changes that had to be made before submitting to AGAR (extension to 5.8.22). \*A full report from the Internal Auditor was available to view (\* together with Cllr C King's Summary report) – minor changes re the allocation issue of where money was sitting in our Accounts, i.e. £46 Grant Precept – should have been stated as a Grant not Precept. Other changes were made to Staff Costs and Interest in 2020 – which resulted in a balance difference.

Cllr C King clarified updates/re-allocation of funds within the AGAR documentation.

**Proposed: Cllr C King**

**Seconded: Cllr A Bryant**

**Signed Document: Section 1 – Annual Governance Statement 2021/22**

**Signed Document: Section 2 – Accounting Statements 2021/22 for BPC**

**Signed Document: Certificate of Exemption – AGAR 2021/22 Form 2**

NB: Cllr C King stated that in future, all Invoices to be sent electronically.

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**\*Handout: Brundish PC - Review of Internal Audit 2021-2022 (Cllr C King)**

Cllr C King read through this document to clarify to those present. This document to be used/useful reminder for current & future Audit actions/submission.

**Clerk Action: Review Audit at each BPC Meeting / check actions assigned to Councillors**

**Additional to agenda: Re Barclays Bank Signatories**

Councillors' keen to change signatories - can be changed on-line.

**Action: Cllr A Bryant / Cllr C King - Cllr G Austin details to be sent to Clerk**

**Additional to agenda: Re Building Society Pass Book**

Cllr C King asked Who currently holds the pass book?

**Action: Cllr A Bryant to check / Cllr C King to ask Mrs C E-Hendrick (ex Cllr).**

**b) Closing Building Society Account (£750.91)**

Cllrs N Parsons and C King are current signatories.

Agreed to close account and transfer all Assets into Barclays account.

**Proposed: Cllr C King**

**Seconded: Cllr A Bryant**

Cllr N Parsons thanked Cllr C King (RFO) for all the hard work involved re finalising/submitting the AGAR Forms and work re the Building Society account.

Receipts/Approval of Invoices for Payment:

**c) SALC – Annual Internal Audit Yr-End 31.3.2022**

Invoice 26272: £203.00 + VAT = £243.60

**d) A Austin – Clerk, Salary for Months: June & July 2022**

£165.00

**BPC/22/55 To approve a Parish Councillor representative for the PCC (Parochial Church Council).**

Request that a representative from BPC to attend PCC meetings.

The meeting agreed that it would be to the benefit of both church and village for a PC representative to be appointed: the role is non-executive and requires no religious affiliation.

A suggestion to 'share' attendance between Cllr N Parsons and Cllr C King.

For the moment, Cllr C King will attend.

**Date of the next PCC meeting? – TBA.**

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**BPC/22/56      Co-opting new Councillors**

From advertised Council Vacancies promoted two applicants: Rev Chris Smart and Mr Paul Smiddy – both Brundish residents. Both applications were welcomed and approved.

**Agreed by Council.**

**Action: Clerk to organise Co-opting Forms / Letters to applicants**

**BPC/22/57      To consider any other correspondence received via Clerk.**

**1. SCC: Thermal Imaging Camera Project Survey.**

Cllr N Parsons has completed the Survey and requested a TI Camera.

When camera received, will notify Residents via Brunby News.

**2. NALC: Short Term Holiday Lets – Response by 30.8.22**

General discussion.

**Action: Cllr G Austin to complete the NALC Survey.**

**3. MSDC: Parish Trees, Hedgerows & Wildflowers Scheme – Response by 31.8.22**

General discussion – follow-on from the 2021 Plant a Tree for Jubilee

scheme. **Action: Clerk to ask Tim Gillingham to respond for Brundish**

**4. Brundish resident asking of the progress on the Jubilee Tree/Plaque**

Will need to wait until Autumn to plant, but as agreed at a Jubilee Committee meeting earlier this year, a Magnolia “Elizabeth” Tree will be purchased and planted. **To be raised at BPC September meeting.**

**5. Additional: MSDC – Town & Parish Update (July): £450K more funding for community causes now available**

Cllr N Parsons agreed to approach Cllr Julie Flatman regarding a grant towards extending the entrance to the Village Green to a 3-bay car parking area.

**Proposed: Cllr A Bryant**

**Seconded: Cllr C King**

**BPC/22/58      Matters/Proposed Agenda Items for next BPC Meeting**

- Purchase & Plant: Jubilee Tree with Plaque
- Proposal to Reduce Speed Limits in/around the Brundish Village

**Action: Cllr N Parsons to place an article in Brunby News**

**Action: Clerk to seek advice from MSDC, Safety & Speed Management**

Further... Cllr A Bryant mentioned the newly repaired Dennington Bridge and that the grass needs cutting as is a safety/sight concern at the moment.

**Action: Clerk to contact SCC Highways**

**BPC/22/59      Date of next BPC Meeting: Tuesday, 27<sup>th</sup> September – 7.30pm**