

**Brundish Parish Council**  
Minutes of Meeting  
Wednesday 26<sup>th</sup> January 2022, 7.30pm  
at Brundish Village Hall

**Those Present:** Cllr A Bryant (Chairman), Cllr Cark King (Vice), Cllr C Evans-Hendricks, Cllr D Longe, Cllr G Austin and Parish Clerk: A Austin.

**Part Time:** Cllr M Hicks – Suffolk County Councillor

**BPC/22/01: Public participation at meetings.**

A Brundish resident attended and raised two questions to the Parish Council:

**1/ Re the Queen's Platinum Jubilee** – had the PC any plans? and was there any possible funding, using Section 137 Account? Was there a possibility of a Beacon/Fire Basket to be lit on the Village Green?

Cllr C King advised that the Council were looking into it and a village meeting was going to be organised soon – date mentioned: 16<sup>th</sup> February, tbc.

**2/ Re Fencing – sight obstruction to main road**

The house on the corner of Foals Green Road has erected a fence on the roadside, obstructing sight of the road/oncoming traffic. **Cllr A Byant agreed to take a look.**

**BPC/22/02: To receive Apologies for absence.**

Apologies had been received from Cllr N Parsons and Cllr K Banham. Apologies accepted.

**BPC/22/03: To receive any Declarations of interest with regards to Items on the Agenda.**

Cllr A Bryant – Re BPC/22/07 b)

\*\*\* SC Councillor: Cllr Matthew Hicks entered the room \*\*\*

**BPC/22/04: To receive reports from the District and County Councillors**

Cllr M Hicks gave a summary of his January Report – available to view on Parish Website.

Cllr M Hicks left the meeting.

**BPC/22/05: To approve the Minutes of the BPC Meeting: 8<sup>th</sup> December 2021**

No matters arising – Minutes were Approved and Signed. **Action CK: To be Filed onto Website**

\*\*\* Parish Clerk thanked the Brundish resident for attending and 'at this point of the Agenda' was asked to leave the meeting. \*\*\*

**BPC/22/06: Finance and Administration, including:**

Cllr A Bryant updated all on the Brundish PC Account held with Suffolk Building Society: The Reserve Account. Cllr A Bryant has arranged (from May) that signatories be changed to: Cllr C King, Cllr N Parsons and Cllr G Austin. **Action CK: To complete and forward appropriate paperwork** Cllr A Bryant has also requested Tax Interest Certificates for 2021 and 2022 to be forwarded.

**a) Approval of accounts for payment and noting of receipts and bank balances.**

Cllr C King had previously e-mailed the Barclays Bank Statement/**Handout** showing recent Transactions of payments made and money paid In. The balance of Account = £12,740.45.

*Moved to Here please under payments & receipts.*

Cllr C King confirmed that Two Payments were being paid, re Brundish Clerk.

1/ £180 – Six Modules of SALC Clerk Training (£30 per Module).

2/ £264 – Salary (December 2021 & January 2022).

Payments were agreed.

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**b) To receive update regarding Village Green bank account.**

Cllr C King confirmed that – with the assistance from HMRC – he had been able to reclaim the VAT on the recent Village Green works.

**c) To approve Draft Budget 2022-23. Handout:**

Cllr C King referred to the E-mailed Accounts as @ 05.12.2021 and Draft 2022-2023 Budget figures. Cllr C King explained figures – those highlighted in Red were tbc.

**Clerk to contact SALC to confirm what Fees had been paid this year.**

**d) To approve Precept 2022.**

**Handout:** Precept History figures and Precept Next Year 2022-23 figures.

Cllr C King used 'Band D' as an example and explained Percentage % Options/Increases for 2022-23. An in-depth discussion was held to determine which Percentage %.

Cllr C King asked those present "to Vote" on which Percentage % to agree on – Precept Form is due to MSDC by 31/1/2022.

Those present Agreed on 3.00% Increase / New Precept: £4,125.00 – Financial Year commencing 1 April, 2022. The Precept Form was duly signed by Cllr A Bryant, Cllr C King and Parish Clerk: A Austin.

**e) SALC Payroll – PAYE System**

Ref: Clerk – Amanda Austin. Cllr C King explained that official PAYE forms were being finalised – including Contract. Cllr C King advised those present that he had contacted SALC who would charge £45.00 plus VAT per year to arrange PAYE tax calculations, payments and monthly pay statements. Cllr C King asked those present for agreement to assign SALC to provide the service.

Agreed: Cllr C Evans-Hendricks, Seconded: Cllr A Bryant.

**BPC/22/07: Planning: To consider any applications received and note decisions:**

**a) To agree Planning communication process with Councillors.**

b) DC/21/06528 – The Woodlands – Listed Building – Ten replacement windows.

No objections. **Action: Clerk to advise MSDC Planning**

**BPC/22/08: Policies/statutory documents:**

a) Update: Cllr C King advised that all Policies & Procedures documents had been reviewed and dated 2021.

b) GDPR & Procurement Policy: These documents could not be found and need to be created and signed off. **Action CK: To create and circulate to documents.**

Cllr A Bryant requested that Three Quotations be sought/submitted in future, for potential works for the village. Cllr C King stated that this would be required if we were using a new supplier.

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**BPC/22/09: Open spaces and amenities: To receive any updates on matters discussed at the last meeting and review progress:**

**a) Village Green Refurbishment Project**

Cllr C King reported that the resurfaced area of the Village Green is doing well.

The 'next stage' is to obtain Picnic Tables and benches.

There is also a plan for extending the Parking area, off the road & tidy the pond.

**b) Footpaths**

**Re: Footpath by Brundish Church.** Cllr C Evans-Hendricks had not been able to make contact with D Adams re padlocked gate. **Cllr A Bryant agreed to look into.**

**Re: Smelly Ditch – road leading to Foals Green.** Several complaints have been received. Unsure if a drain blockage or sewage concern. Cllr A Bryant agreed to investigate – wondered (if Sewage) whether there was a Septic Tanker 'removal' delay?

**Cllr C King to write to Julie Fielding (DC) - ask her department to investigate.**

**c) Highways**

Parish Clerk read out an e-mail from Suffolk Highways informing Councils that for the Queen's Platinum Jubilee events, Highways Fees would be waived for street parties (closed roads) or other such public events. Agreed: Brundish events would not involve Road Closures.

**Re Flooding (Brundish side) at the smaller bridge (over river):** Cllr A Bryant mentioned that he had met with Suffolk CC. Apparently the 12" pipe is blocked/silt and needs digging out – this is Environment Agency's responsibility.

**Re the main Bridge, going towards Dennington** – this is likewise being investigated – works scheduled during the Summer (approx.).

**BPC/22/10: To receive update on Village Hall from Council Representatives:**

Cllr C King confirmed that the first Pub Night is scheduled for Friday, 11<sup>th</sup> February. If successful, plans to have regular social evening at the Village Hall.

Re Computer Room Furniture – All chairs have been sold. The remaining tables will be sold or removed & VHC have agreed to purchase six new tables.

**BPC/22/11: To consider any further correspondence received.**

**Re: SALC Business Survey.** Parish Clerk informed Councillors that she had asked **Cllr N Parsons to digitally complete form and reply/forward to SALC – deadline 31/1/2021.**

**Re: Application for Planning Permission – DC/22/00432 – Newtons Farm, Plot 1 only.**

Parish Clerk informed Councillors of receipt (26/1) of this application – with “comments by 16<sup>th</sup> February 2022.” **Cllr A Bryant asked Clerk to Forward E-mail to Councillors – All: Response by 16.2.2022 to Clerk.**

**BPC/22/12 – Reports from Councillors and matters for future consideration/addition to agenda:** Cllr D Longe re-emphasised the Queen’s Platinum Jubilee Plans/organising arrangements. Cllr C King stated proposed Village meeting: 16<sup>th</sup> February.

**BPC/22/13: Date of Next Meeting** – Wednesday, 23<sup>rd</sup> March 2022, 7.30pm.

Meeting Closed: 8.35pm

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