

Brundish Annual Parish Council Meeting

Held Thursday, 26th May 2022, 7.30pm
Brundish Parish Hall

BPC/22/32 To receive Apologies for Absence.

Cllr C Evans-Hendrick, absence accepted. Cllr DD Longe – no notification received.

BPC/22/33 To receive any Declarations of Interest

None received.

BPC/22/34 Election of Chairman, confirm Vice-Chairman and RFO

Cllr A Bryant – Proposed: Cllr Neil Parsons

Seconded: Cllr C King

Cllr C King – on behalf of all Brundish PC Councillors – thanked Cllr Anthony Bryant for his hard work over the many years of being Chairman of Brundish Parish Council.

Cllr Anthony Bryant stated that he would continue his role as Parish Councillor to ensure the orderly changeover of the 'Banking handover'. All present agreed.

Confirm Vice-Chairman: Cllr Carl King

Proposed: Cllr Anthony Bryant / Seconded: Cllr George Austin

Confirm RFO: Cllr Carl King

Proposed: Cllr Anthony Bryant / Seconded: Cllr George Austin

Cllr Neil Parsons took up his newly appointed position as Chairman.

BPC/22/35 To consider Requests for Dispensations. None.

BPC/22/36 To Approve the Minutes of the BPC Meeting: 23rd March 2022

No matters arising – Minutes were approved, signed by Cllr N Parsons

BPC/22/37 To receive Progress of Actions from Minutes of previous BPC Meetings.

BPC/22/01-2/ Photograph to be taken of Fence-sight obstruction to road.

Action: Cllr A Bryant to send photograph to Cllr M Hicks

BPC/22/06 Councillors to visit Bank to complete 'handover' paperwork – **Action: Councillors**

BPC/22/09 Foals Green Rd - Should PC contact Builder? Pond has been filled in - will the water drain? **Action: Cllr C King to approach Builder**

BPC/22/21 SALC – Planning delegation statement. BPC Planning 'Standard Policy' document – to be placed onto BPC Website. **Action: Clerk / Cllr C King**

BPC/22/22 Footpaths, re Brundish Manor & Manor Farm. **Action On-going: Cllr C E-Hendrick**

BPC/22/38 To receive Reports from the District and County Councillors.

Cllr Julie Flatman (sent Apology) and Cllr Matthew Hicks was detained at County Meeting.

Both Annual Reports have been e-mailed to Councillors and displayed on BPC Website.

BPC/22/39 Planning: To consider any applications received and note decisions.

Appeal Ref: APP/W3520/W/21/3273922 – MSDC Appeal: Dismissed 11.4.2022.

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BPC/22/40 To appoint members of Committees, Working Groups and PC Reps.

- a) Parish Rooms (Village Hall) Management Committee: Carl King & Neil Parsons
- b) Village Green: Neil Parsons
- c) Educational Trust: Gerald Western + Anthony Bryant, *George Austin
(* asked to learn more of what the Trust is and its involvement)
- d) Transport/Highways Representative: Karl Bannon was asked to take on the role
- e) Footpaths: Claire Evans-Hendrick (tbc: until current issues finalised)
- f) Defibrillator – currently c/o Mr & Mrs P Palmer – To be reviewed
- **Village Training Date to be organised – Action: Cllr A Bryant**

BPC/22/41 Open spaces and Amenities

a/ Village Green – Cllr Neil Parsons

Ex-play area has been grassed and rolled flat and x3 picnic tables assembled (thanks to Carl King) and installed. Fence and gates are being mended, ready for Platinum Jubilee. Pond area needs work – a working party is scheduled for Tuesday 31/5 pre Jubilee, to include cutting the grass. Spoken to MSDC re cutting back the horse chestnut tree (nothing as yet done). Cllr K Bannon mentioned he had removed hanging tree branches, taking the light from his property.

b/ Footpaths - currently Cllr C Evans-Hendrick

Gerald Western asked to mention re: Application to change the footpath/diversion from Grove House/Grain Store & Sunnyside to/around Mill House.

Update: Change of footpath will now wait until the new owners reside at Mill House.

c/ Parish Rooms (Village Hall) - Chris Griggs, Cllrs Carl King & Neil Parsons

d/ Transport/Highways – Cllr K Bannon was asked to take on the role

BPC/22/42 Queen's Platinum Jubilee Celebrations – update

Handled by QPJC Sub-Committee – the weekend 'joint Brundish/Wilby' Events, all in-hand. Portaloo/'Euroloo' booked – Invoice to be shared between Brundish PC and Wilby PC.

Action: SALC Risk Assessment document to be completed & forwarded: Cllr N Parsons

BPC/22/43 To consider any further correspondence received – Clerk

a/ CIL Funding Bid – **Action: Cllr C King**

b/ MSDC, Community Governance Review – **Action: Cllr N Parsons to submit by 27/5**

BPC/22/44 Matters/proposed Agenda Items for future consideration/incl. Next BPC Mtg.

a/ SALC – The LGA Code of Conduct + Annual review of Parish Documents

Action: Clerk to prepare document for BPC

b/ BPC Councillor Vacancy – Any interested parties to be Co-opted onto P.Council.

Action: Cllr C King to ask Cllr C E-Hendrick re final/resignation date

- Legal Requirements to have 'Training' as a Parish Council/whole Council.

- Propose: Book the hall to be able to 'Train All Councillors'/as a group.

Action: Cllr C King to look into

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BPC/22/45 Discussion item: Grant Applications for next Financial Year/Autumn Budget

No applications at this time.

BPC/22/46 Date of Next BPC Meetings

Wednesday 28th September, 7.30pm at Brundish Village Hall

BPC/22/47 Temporary exclusion of press and public

Members of the Public asked to leave the meeting/room.

BPC/22/48 Finance/Administration

For Council to agree: To increase the amount the Chairman and Parish Clerk/ RFO can spend, without the formal agreement from the whole Council.

Agreed: £200.00 Proposed: Cllr C King / Seconded: Cllr A Bryant

BPC/22/49 Finance/Administration, including:

a/ **Bank Statements** and Approval of Accounts for payment

- Barclays Bank PC Accounting: £15,317.18 as @ 28/3/22

- Village Green Account: £1,965.00 – now in main Barclays Current Account

Q: Do we need a Village Green Account? A: Yes, just for Accounting purposes

Approval of Receipts/Invoices for Payment:

£49.44 Suffolk CC , Invoice 9516061: 2021-22 Street Lighting Energy & Mtnc

£43.49 + VAT – **Awaiting Invoice – MSDC**, Dog Waste Bin Emptying

£144.32 SALC Training Subscription for 2022/23.

£115.20 The Comm. Heartbeat Trust, Invoice 12380, 6.5.2022

(Replacement x2 Pads, Defibrillator)

£104.40 The Comm. Heartbeat Trust, Invoice 5118, **8.1.2020** (unpaid Invoice)

(Replacement x2 Pads, Defibrillator)

£155.00 Euroloo, Toilet Hire – Hire Ref: H-043213 (QPJC, Village Green)

£45.00 BP Rooms, Inv. 2022-008 - Hire Hall: x3 Parish Council Mtgs

£297.00 A Austin, Clerk Salary - Months: April & May 2022

b/ **To approve the Annual Governance Statements**

(Section 1 of the AGAR Part 2) for Year ended 31 March 2022.

AGAR 2021/2022 (Annual Return) – Certificate of Exemption

Proposed: Cllr A Bryant / Seconded: Cllr G Austin

c/ **To approve the Annual Accounts for year ended 31 March 2022.**

Approved.

Note: Village Green Account is now within main Current Account.

d/ **To approve the Asset Register for the year ended 31 March 2022.**

Approved.

e/ **To approve the Accounting Statements (Section 2 of the AGAR Part 2) for year ended 31 March 2022.**

Approved.

f/ **To consider whether the Council may certify itself as exempt and approve exempt status.** BPC Accounts state less than £25K = Exempt status

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g/ **To approve the appointment of Responsible Financial Officer and Internal Auditor.**

Internal Auditor = SALC.

h/ **To confirm Banking arrangements.**

Barclays Bank.

Action: Cllr A Bryant to visit Barclays for finalise Handover documentation

Confirmation of Additional BPC Signatories:

Cllr A Bryant / Cllr C King / Cllr C Evans-Hendrick

Plus: Cllr N Parsons / Cllr K Bannon

Note: Once Barclays Bank have finalised Signatories, then Cllr A Bryant can be removed

Note: Minimum of Three Councillors on each Account:

Cllr N Parsons / Cllr K Bannon + AN Other = main Barclays Current Account

Cllr N Parsons / Cllr C King / Cllr G Austin = Building Society Account

Meeting Closed: 9.00 pm