

BRUNDISH PARISH COUNCIL

Minutes of Meeting - held 27th September 2022, 7.30pm
At Brundish Village Hall

Those Present: Cllr Neil Parsons (Chairman), Cllr Carl King (Vice), Cllr Anthony Bryant, Cllr Karl Bannon, Cllr Paul Smiddy, Cllr Rev. C Smart and Clerk: Amanda Austin

Agenda Item	Action
BPC/22/60 Chairman Neil Parsons opened the meeting and ‘welcomed’ Co-Opted Cllr Rev. Christine Smart and Cllr Paul Smiddy to the Parish Meeting.	
BPC/22/61 To receive Apologies for Absence/Reasons. Cllr George Austin. Reason Accepted.	
BPC/22/62 To receive any Declarations of Interest with regards to items in the Agenda. None.	
BPC/22/63 To consider Requests for Dispensations. None.	
BPC/22/64 To Approve the Minutes of BPC Meetings: 26th May 2022. - Annual PARISH Meeting - Brundish Parish Council Meeting Proposed: Cllr C King Seconded: Cllr A Bryant	
BPC/22/65 To Approve the Minutes of the ‘Extraordinary’ BPC Meeting: 2nd August 2022. Proposed: Cllr C King Seconded: Cllr A Bryant	
Cllr Julie Flatman joined the meeting	
BPC/22/66 To receive Progress of Actions from Minutes of previous BPC Meetings: BPC/22/01 2/ – Re Obstructing Fence: Cllr NP reported that Highways are to visit the Village Hall, will ask them to take a look at said fence. BPC/22/06 – Visit to Barclays Bank, re mandate Changing of Signatories. Cllr C King reported that the ‘relevant forms’ are signed re Barclays BPC Bank Account, however Cllr G Austin to take/show-submit ‘proof of ID’ either visit BB or On-line. BPC/22/09 – Smelly ditch... nothing more BPC can do. However, Cllr C King will speak with Developer – anything further will be assigned to MSDC Planning. BPC/22/21 – Planning delegation statement. Completed - to be placed onto BPC Website. ALL other BPC P&P Documents are being reviewed/updated for next BPC Mtg. BPC/22/40 f) – Defibrillator – Village Training date. Cllr A Bryant agreed to book with Debenham First Responders. BPC/22/54 A) – Who holds Building Society Pass book? Update: Signed ‘withdrawal form’ – money to be placed into the one, Barclays BPC Account. BPC/22/55 – Date of next PCC Mtg. Cllr C King attended. BPC/22/57 3. – Hedgerows & Wildflowers scheme. Update from resident Tim Gillingham (village Tree Warden) - awaiting supply of seeds for Village Green.	Cllr N Parsons Cllr G Austin Cllr C King Clerk Clerk Cllr A Bryant Closed
BPC/22/67 To receive Reports from the District & County Councillors a) District: Cllr Julie Flatman <u>Additional to the topics within the September Report:</u> Cllr N Parsons asked DCC’s view re East Anglian-Green (A new 400kV electricity transmission line between Norwich and Tilbury, crossing	View: September Report on BPC Website

BRUNDISH PARISH COUNCIL

Minutes of Meeting - held 27th September 2022, 7.30pm
At Brundish Village Hall

<p>Suffolk). Cllr J Flatman stated that District wanted Underground lines not Over land. This subject is still on-going/in negotiations.</p> <p>Cllr N Parsons further commented that it would be very useful and possibly more effective if MSDC were to provide a briefer summary documents for complex topics such as EA-Green perhaps, for example with a bulleted list of key points and an accompanying map.</p> <p>Cllr J Flatman agreed to pass on the comments/feedback to MSDC.</p> <p>Cllr J Flatman mentioned that there are Grant monies still available – apply direct.</p> <p>Cllr A Bryant addressed the Government’s ‘Investment Zones’ – especially perhaps loosening Planning Restrictions?... depends ‘where’ the Zones are!</p> <p>Re Switch onto the Digital Skills Programme, Free workshops. Cllr C King asked what was the best way to *advise residents of training? Digital awareness... laptops are available in Libraries. ‘*Locality Officers’ are being drafted to visit Villages to discuss various DCC topics. Item for *Brunby News.</p> <p>*Cllr Matthew Hicks joined the meeting *</p> <p>b) County: Cllr Matthew Hicks</p> <p>Reference September’s Report – emphasis on ‘cost of living’ support from SCC/DCC and Citizens Advice at Stowmarket. Also, emphasis on the correct/safe disposal of Batteries - view Report.</p> <p>Latest, as of 27/9 - Suffolk had been placed on ‘High Alert’ re Avian Bird Flu outbreak – expected National news.</p> <p><u>Additional to September Report:</u> Brundish resident had requested ‘reducing the speed limit along The Street’. Cllr M Hicks explained the lengthy and costly process involved, e.g. £400 for Speed Survey.</p> <p>Recent collapse of road from Brundish to Wilby, repair has sunk. Cllr M Hicks requested an e-mail for him to contact Highways to investigate.</p> <p>Cllr N Parsons asked why Closed Roads/Diversion signs were left up, long after works had been completed. Separate contractor delivers/collects signs + long diversions offer larger vehicles a better passable/safer route.</p>	<p>Cllr N Parsons</p> <p>View: September Threading Div. Report on BPC Website</p> <p>Clerk</p>
<p>BPC/22/68 Planning:</p> <p>MSDC Planning Permission: DC/22/03633 - 1 (4) Dairy Row, Brundish IP13 8DF. Full Permission Granted 15.9.22</p> <p>MSDC Consultation Request: DC/22/04096 Potash Farm, Brundish IP13 8BL</p> <p>BPC response sent to MSDC Planning: 4.9.2022</p> <p>Potash Farm’s view/response 13.9.2022 to BPC</p> <p>BPC response 21.9.2022 to Potash Farm</p> <p>Potash Farm reply 21.9.2022 to BPC</p>	
<p>BPC/22/69 Open Spaces and Amenities:</p> <p>a) Village Green</p> <p>Grass needs cutting.</p> <p>VG funds still available.</p> <p>Suggested improvements include providing some play equipment, bench seating, grass cutting equipment and parking improvements – order of priority</p>	

BRUNDISH PARISH COUNCIL

Minutes of Meeting - held 27th September 2022, 7.30pm
At Brundish Village Hall

<p>to be decided, but agreed play equipment fir. Use CIL Funding first otherwise it may be withdrawn. Investigate options for Swings and small Football Goals (Commercial quality ones).</p> <p>Cllr Rev. C Smart commented that 'Pick Up your Dog's Poo' signs were needed. Item for December Agenda.</p> <p>b) Footpaths BPC needs 'someone' to become the 'Village Footpaths Warden'. Cllr N Parsons to advertise in Brunby News. Cllr N Parsons stated he was 'unhappy with MSDC Highways' progress re addressing issues. Cllr C King offered to investigate.</p> <p>c) Village Hall Pub Night continues to be successful – to be held once per month. Further ideas of Quiz Night, Cheese & Wine, viewing Wolsey Panto etc., – to hold 'regular themed' monthly events throughout the year. Different Food options each month have proved popular. New shed soon – old shed being removed. To receive a Grant for a new kitchen. Cllr P Smiddy asked if any funding for introducing Theatre shows/Activities for the children of the village. Funds available.</p> <p>d) Defibrillator – Maintenance update Checked 30.8.2022. Reference to purchases for 2024.</p> <p>e) Transport/Highways – 1/ Reducing Speed Limit Covered/discussed with Cllr M Hicks – see BPC/22/66 b)</p>	<p>Cllr K Bannon to seek quotes</p> <p>Clerk</p> <p>Cllr N Parsons</p> <p>Cllr C King</p>
<p>BPC/22/70 a) The LGA Code of Conduct and b) Annual Review of Parish Policies Documents See BPC/22/66 – Ref: BPC/22/21</p>	<p>Clerk</p>
<p>BPC/22/71 To consider any further correspondence received via Clerk. a) CIL Funding 2021-22 – Cllr C King confirmed current Neighbourhood CIL (Community Infrastructure Levy) funds of £1,408.00 received from MSDC - must be used (village infrastructure) within 5-years of receipt. b) SALC, Councillor Training – Handout of SALC Training Dates c) SALC, Chairman Training - All courses to be booked through Clerk d) GDPR (General Data Protection Regulation) and ICO (Information Commissioner's Office) – Annual Registration made 26.9.2022. ICO Certificate to be placed onto BPC Website.</p>	<p>Clerk</p>
<p>BPC/22/72 HM Queen Elizabeth II – Platinum Jubilee and Memorial Agreed to purchase a Magnolia Tree "Elizabeth" – funded via Village Green allocation. Cllr C King and Cllr P Smiddy will look into purchasing, ready for planting around November.</p>	<p>Cllrs C King & P Smiddy</p>
<p>BPC/22/73 Clerk distributed E-mails... a) July letter to Crown Corner re Parking. Cllr K Bannon felt the car park wasn't large enough for all residents' vehicles. Keeping hedge & trees cut back would help towards access/parking in car park. b) Solar Together Suffolk – Discussed with Cllr M Hicks – Date now closed for applications to SCC - was previously promoted by the PC in Brunby Newsletter.</p>	

BRUNDISH PARISH COUNCIL

Minutes of Meeting - held 27th September 2022, 7.30pm
At Brundish Village Hall

BPC/22/74 – BPC ‘Housekeeping’ Councillors’ Check List for next 3-months.	
BPC/22/75 - N/A: Temporary exclusion of press and public	
<p>BPC/22/76</p> <p>1. Finance/Administration, including:</p> <p>a) Expenditure v Budget BPC Accounts 2022-23 (e-mailed 19/9) – Reviewed & discussed</p> <p>b) Barclays Bank, Community Acc – Reviewed Statement as @ 14.9.22</p> <p>c) Suffolk BS Acc – £750.91 being transferred to Barclays B/Acc.</p> <p>2. Receipts/Invoices for Payment:</p> <p>d) £20.99 – D Palmer, P.Jubilee Flag & Bunting (Decorating Village)</p> <p>e) £50.00 – N Parsons – Fuel for 2022 Grass cutting re Village Green</p> <p>f) (Re P.Jubilee: £445 spent on Leather Bookmarks; £186 paid for Euroloo Toilet – costs <u>jointly shared</u> between Brundish & Wilby PCs.) Agreed: £222.50 each to Catherine Bacon and £93 each for Euroloo.</p> <p>g) Ref. f) above.</p> <p>h) £379.50 – A Austin, Clerk Salary for Months: August & September 2022.</p> <p>i) £40.00 – A Austin, reimbursement: GDPR/ICO Register/Certificate Proposed: Cllr A Bryant Seconded: Cllr P Smiddy</p> <p>3. Paid – Under £200 BPC Authorised Payments (Ref: E-mail 24.6.22)</p> <p>1. £52.19 – MSDC, Dog Bin Emptying</p> <p>2. £83.19 – Mr CR King – BBQ, P.Jubilee Celebrations</p> <p>3. £49.44 – SCC, Street Lighting</p>	
<p>BPC/22/77 - Audit Review of Recommendations – E-mail/Summary Report 19.9.2022 from Cllr C King. Audit 2021-22 – Itemised Actions reviewed & discussed – Items noted. Actions before next 2022-23 Audit. Cllr C King will send around an updated Audit Review list. Cllr C King made a further point that Receipts are required for All Purchases.</p>	<p>Councillors Clerk</p> <p>Cllr C King</p>
<p>BPC/22/78 - SAAA – 2022 An alternative External Auditor option. Cllr C King confirmed that BPC have chosen to ‘Opt-IN’ with SAAA (currently assigned to Ext Auditors: PJK Littlejohn).</p>	
<p>BPC/22/79 - Matters/Proposed Agenda Items for next BPC Meeting... E-mail Clerk at Brundishparishclerk@gmail.com</p>	
<p>‘Extraordinary’ Items: Hiscox Insurance Documentation – change of contact address required. Clerk to action.</p> <p>For the Record: Letter received from Barclays Bank dated 16/9/22, Ref: RPCC/20220916122751007250 (Clerk received 24/9/22) – Letter asking for latest Organisation & Account details. Response required asap.</p>	<p>Clerk</p> <p>Cllr C King & Cllr A Bryant</p>
<p>BPC/22/80 - Date of Next BPC Meeting: Wednesday, 7th December 2022</p> <p>Meeting Closed: 9.45pm</p>	