

**BRUNDISH PARISH COUNCIL**  
Minutes of 7<sup>th</sup> December 2022 Parish Council Meeting  
Held at Brundish Village Hall, 7.30pm

**Those Present:** Cllr Neil Parsons (Chair), Cllr Carl King (VC), Cllr George Austin, Cllr Rev Christine Smart, Cllr Paul Smiddy, Clerk: Amanda Austin. 8.00pm: Cllr Anthony Bryant

	<b>Action</b>
<b>BPC/22/88 To receive Apologies for Absence/Reasons.</b> Cllr K Bannon – reason accepted.	
<b>BPC/22/89 To receive any Declarations of Interest with regards to items on the Agenda.</b> None.	
<b>BPC/22/90 To consider Requests for Dispensations.</b> None.	
<b>BPC/22/91 To Approve the Minutes of the BPC Meeting: 27.9.2022.</b> Approved.	
Cllr Julie Flatman (DCC) joined the meeting.	
<b>BPC/22/92 To Approve the Minutes of the BPC ‘Extraordinary’ Meeting: 9.11.22.</b> Approved. Cllr P Smiddy commented on unnecessary Quote marks – comments noted. Cllr J Flatman added that quotes are often taken from MSDC wording.	
<b>BPC/22/93 To receive Progress of Actions from previous BPC Mtg Minutes.</b> <ul style="list-style-type: none"> <li>In-house Spreadsheet as @ 3.13.22 was reviewed. <ul style="list-style-type: none"> <li>Defibrillator Village Training Dates: 4<sup>th</sup> or 11<sup>th</sup> April</li> <li>Village Green: Seeds... c/o Tim Gillingham, in-hand.</li> <li>Quotes for Village Green Goal Posts – on-going, chase quotes</li> <li>Dog Poo Signs – Action: Cllr C King to laminate &amp; post on green</li> <li>Re x3 new build bungalows, Drainage/Sewage concerns. On-going with Highways/Water Authorities – refer to Environmental.</li> </ul> </li> </ul>	Clerk to Clarify Tim Gillingham Cllr K Bannon Cllr C King Cllr C King handling
Cllr Anthony Bryant joined the meeting.	
<b>Members of the Public welcome to participate</b> – None in attendance.	
<b>BPC/22/94 To receive Reports from the District &amp; County Councillors</b> <p>a) District: Cllr Julie Flatman – December Report reviewed.</p> <ul style="list-style-type: none"> <li>Cllr N Parsons asked Cllr J Flatman to report/ensure Recycle Companies are collecting recycled waste correctly on said dates.</li> <li>Discussion re CIL Training. Out of interest, Cllr N Parsons will take a look into the Stradbroke New Housing scheme/Info.</li> </ul> <p>b) County: Cllr Matthew Hicks was unable to attend – December Report had been previously e-mailed to Councillors for their review.</p>	Cllr J Flatman  Cllr N Parsons
<b>BPC/22/95 Planning: To consider any applications received and note decisions.</b> DC/22/05584 – Potash Farm – BPC response sent to BMSDC 30/11/22. DC/22/04918 & 19 – Woodlands – BMSDC Planning Permission/Consent DC/22/06046 – Brundish Lodge – BPC “No objections”. Clerk to confirm 7-days. Ref: DC/22/05277 – Poultry Houses, Church Ln. Councillor had been made aware of proposed increase in birds/poultry at Farm. Q: Check with Planning?	Clerk to confirm  Cllr N Parsons

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<p><b>BPC/22/96 Open Spaces and Amenities: To receive updates on matters discussed at the last meeting and review progress.</b></p> <p>a) Village Green</p> <ul style="list-style-type: none"> <li>- HMQEII, Magnolia Tree “Elizabeth” - £360, 3m in height + £25 delivery charge. All agreed to purchase. Cllr P Smiddy to org.</li> </ul> <p>b) Footpaths. Agreed to re-advertise in Newsletter for a Footpath Warden.</p> <p>c) Village Hall</p> <ul style="list-style-type: none"> <li>- CIL money still needs to be spent on infrastructure, e.g. Village Hall: Kitchen, Shed, replace the Front door etc. Cllr C King Proposed: £1,408.00 to help with the replacement of the Front Door. BPC agreed - Seconded: Cllr G Austin.</li> <li>- Cllr N Parsons added that an Anglia Ruskin Uni Student: Avril Goudy has e-mailed following completion of her CIL Dissertation Questionnaire, wishing to interview BPC Councillor/s. BPC to reply to Avril Goudy - e-mail 18/11/22 refers.</li> <li>- Cllr N Parsons updated the Council on Village Hall current needs, i.e. Kitchen-white goods, Shed, Front Door (as above).</li> </ul> <p>d) Defibrillator: Recent maintenance check taken place. For Info: Defibrillator was required/back-up for resident 25.11.22.</p> <p>e) Transport/Highways</p> <ol style="list-style-type: none"> <li>1. Car Parking (blocking road) at Crown Corner, needs a refurb.</li> <li>2. B1118, Dark lane – Concern re damage being caused by large vehicles on this narrow lane. Raise with Highways.</li> <li>3. 14 Crown Corner – overgrown hedge. Contact SCC Highways/J Flatman.</li> <li>4. Tannington – verges being destroyed by large vehicles. Letter to Tannington Hall Farm highlighting concern.</li> </ol>	<p>Cllr P Smiddy Cllr N Parsons</p> <p>Cllr C King and/or Cllr N Parsons</p> <p>January Agenda Cllr N Parsons</p> <p>Cllr N Parsons Clerk/N Parsons</p>
<p><b>BPC/22/97 Annual Review/Sign Off Parish Policies &amp; Procedures documents.</b></p> <p><b>Note:</b> Cllr C King had previously forwarded via e-mail, all below listed/updated Policies &amp; Procedures for Councillors’ review.</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Statement of Internal Control</li> <li>• Financial Risk Assessment</li> <li>• Electronic Communications Policy</li> <li>• Complaints Procedure</li> <li>• Data Protection Policy</li> <li>• Suffolk Code of Conduct</li> <li>• Financial Regulations</li> <li>• Publication Policy</li> <li>• Procurement Policy</li> <li>• Planning Response Policy</li> </ul> <p>Cllr C King discussed how all P&amp;P had been updated and with approval, would be placed onto the BPC Website.</p> <p><b>Also Note:</b> All Policies can be updated during the year prior to Annual Audit.</p> <p>Approved: Cllr N Parsons / Seconded: Cllr G Austin</p> <p>Cllr C Smart agreed to update the Privacy Policy in line with the current requirement.</p>	

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<p><b>BPC/22/98 To consider any further correspondence received via Clerk.</b></p> <p>A. Dog Poo Signs – as per BPC/22/93</p> <p>B. Defibrillator proposed Village training – as per BPC/22/93</p> <p>C. Update re Barclays Mandate Change – Signatures. Cllr C King confirmed that Cllr G Austin to have Bank Statement.</p> <p>D. Re May – Local Elections. Cllr A Bryant confirmed that he will resign on 31.12.2022. Cllr N Parsons thanked Cllr A Bryant for all his work towards BPC over the years.</p>	
<p><b>BPC/22/99 BPC ‘Housekeeping’ – Parish Monthly Check List – Dec. &amp; Jan.</b></p> <p><b>Dec:</b> Agree: BPC ‘cover’ during Xmas period. Agreed – sufficient cover.</p> <p><b>Jan 2023:</b> Precept request submitted. VAT return for Quarter.</p> <p>Check procedures – re local Elections, May 2023.</p>	<p>Cllr C King Clerk/N Parsons</p>
<p><b>BPC/22/100</b></p> <p>1. <b>Finance/Administration, including:</b> (RFO – Cllr C King)</p> <p>a) <b>Expenditure v Budget – BPC Accounts 2022-23</b> Cllr C King discussed Exp: £17,846.00 - available: £7,032.00 Spending 2022: We have £4,189.00 CIL monies of which £1,408.00 will go towards the VH new Front Door. We are due Rix Petroleum Grant of £300.</p> <p>b) <b>Barclays Community Bank statement as @ 27/10/22</b> Cllr C King reviewed Bank Statement with Councillors.</p> <p>c) <b>Village Green BS Account</b> Q: Upgrade the Street Light at Crown Corner to LED Street Light? Cllr C King confirmed: no longer have a BS Account. The £752.71 has been transferred to the main Barclays account.</p> <p>2. <b>Receipts/Invoices for Payment</b></p> <p>a) £522.49 Hiscox Insurance, Invoice No: 518625970</p> <p>b) £27.00 SALC, 6-month Payroll -30/9/22 – I/No: 26494</p> <p>c) £62.40 SALC, Training – Cllr P Smiddy – I/No: 26572</p> <p>d) £198.00 A Austin, Clerk – Salary, Month: November</p> <p style="text-align: center;">Proposed: Cllr A Bryant / Seconded: Cllr Rev C Smart</p> <p>3. <b>Outstanding MSDC Invoices/still awaiting payment</b></p> <p>a) £54.78 MSDC, Annual Play Inspection 2015, I/No:200002775, 18 December 2015</p> <p>b) £55.64 MSDC, Annual Play Inspection 2016, I/No:2000041158, 30 September 2016</p> <p style="text-align: center;">Proposed: Cllr A Bryant / Seconded: Cllr Rev C Smart</p> <p>4. <b>Under £200 BPC Authorised Payments:</b></p> <p>a) £20.99 D Palmer – re BPC/22/76 d), Jubilee Flags</p> <p style="text-align: center;">RFO: Payment made</p>	

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<p><b>BPC/22/101 Review of Audit Points/Recommendations – c/o Cllr C King</b> Cllr C King stated that the Audit Report (compiled by Cllr C King) will be issued each meeting to ensure up-to-date input is ready for the Annual Audit Review.</p>	On-going
<p><b>BPC/22/102 Precept 2023-24 - c/o RFO Cllr C King</b> Cllr C King made reference to the previously e-mailed Attachments/Handouts.</p> <p>Discussion re comparing 2023 to 2024 – using Band D as an example, taking into consideration the current Cost of Living. General discussion - All present agreed on 3% increase. Cllr C King Proposed: 3% Increase / Seconded: Cllr N Parsons</p>	Cllr C King to confirm Precept
<p><b>BPC/22/103 Budget 2023-2024 - c/o RFO Cllr C King, Ref: e-mail 30/11/22</b> Cllr C King reviewed &amp; discussed the previously e-mailed Budget document. £5K income Cllr N Parsons requested: £500 for VG Grass Cutting be added to the budget. All Councillors agreed that the proposed 2023-2024 budget was accepted.</p>	Cllr C King
<p><b>BPC/22/104 Matters/Proposed Agenda Items for future consideration/ inclusion at next BPC Meeting.</b> No additional items were requested.</p> <p><b>Additionally:</b> Cllr P Smiddy mentioned that he had represented the Parish Council at the recent PCC (St. Lawrence Church) Meeting. Main discussions were: Attendance at Church; Christmas Church Services; Advertising upcoming events using Facebook/Instagram/Tik-Tok. Suggestion was made to have a Social Media site for St. Lawrence Church. Cllr N Parsons to be kept informed re advertising in Brunby Newsletter.</p>	
<p><b>BPC/22/105 Proposed Dates for 2023 Brundish PC Meetings.</b></p> <p>January – Wednesday, 25<sup>th</sup> January 2023, 7.30pm – Brundish Village Hall</p> <p>March – Wednesday</p> <p>May – w/c 1<sup>st</sup> May – tbc - Local Government Elections <b>plus</b> May - Wednesday Brundish: (1) Annual Parish Meeting and (2) Annual Parish Council Meeting</p> <p>September – Wednesday</p> <p>December - Wednesday</p> <p>Please Note: It may be necessary to call Extra-ordinary (additional) Brundish Parish Council Meetings.</p>	
<p>Meeting closed at 9.45pm</p>	