

# BRUNDISH PARISH COUNCIL

Minutes of Extraordinary Meeting: Tuesday 11<sup>th</sup> July 2023, 7.30pm  
at Brundish Village Hall

	Action Required																		
<b>BPC/23/48 To receive Apologies for Absence/reasons.</b> None																			
<b>BPC/23/49 To receive any Declarations of interest with regards to items on the Agenda.</b> None																			
<b>BPC/23/50 To consider Requests for Dispensations.</b> None.																			
<b>BPC/23/51</b> Welcome to Cllr Karen Clabburn. Co-Opt Form to be completed.	Cllr K Clabburn																		
<b>BPC/23/52 To Approve the Minutes of:</b> a) Annual Parish Meeting: 24.5.2023. Cllr P Smiddy asked for additional wording be added to: BPC/23/42 b). <b>Note: See Amendment 1 – Minutes APM 24.5.2023</b> b) Brundish Parish Council Meeting: 24.5.2023 Both Minutes Accepted/Signed.	Clerk																		
<b>BPC/23/53 To receive Progress of Actions</b> from previous BPC Mtg Minutes. Clerk to provide updated Actions List.	Clerk																		
<b>BPC/23/54 BPC Vacancy.</b> E-mail received from Brundish Resident. Cllr N Parsons to make contact.	Cllr N Parsons																		
<b>BPC/23/55 To receive Reports/discuss content from District and County Councillors.</b> A. District: Cllr Anders Linder – Report tbf B. County: Cllr Matthew Hicks – June Report discussed. Agreed that key Suffolk issues be highlighted to public via BrunbyNews, including (where applicable) Links to websites. Suggestion: ‘Items for BrunbyNews’ be a regular item for Agenda/BPC Mtgs.	Cllr N Parsons  Clerk																		
<b>BPC/23/56 Planning:</b> To consider any applications received and note decisions. a) DC/23/01640 Potash Farm. BPC submitted response on 12.6.2023																			
<b>BPC/23/57 BPC – Parish Councillor Roles/’Areas of Responsibility’</b> <table><tr><td>1.</td><td>RFO (Responsible Finance Officer)</td><td>Cllr C King</td></tr><tr><td>2.</td><td>Village Green incl Litter &amp; Dog Bins</td><td>Cllr N Parsons</td></tr><tr><td>3.</td><td>Village Hall, incl Car Park &amp; Recycling Bins</td><td>Cllrs N Parsons &amp; C King/<b>VH Committee</b></td></tr><tr><td>4.</td><td>Defibrillator – Monthly Maintenance Checks Note: Phone box = BP Asset</td><td>P&amp; D Palmer report to Clerk</td></tr><tr><td>5.</td><td>Highways, incl Road Signs repairs. Ref: SCC Highways map.</td><td>Cllr P Smiddy</td></tr><tr><td>6.</td><td>Transport, incl Mobile Library. Currently no bus service. Community bus notice needs updating. Transport East ‘Survey’ – to be submitted.</td><td>Cllr C Smart  Clerk</td></tr></table>	1.	RFO (Responsible Finance Officer)	Cllr C King	2.	Village Green incl Litter & Dog Bins	Cllr N Parsons	3.	Village Hall, incl Car Park & Recycling Bins	Cllrs N Parsons & C King/ <b>VH Committee</b>	4.	Defibrillator – Monthly Maintenance Checks Note: Phone box = BP Asset	P& D Palmer report to Clerk	5.	Highways, incl Road Signs repairs. Ref: SCC Highways map.	Cllr P Smiddy	6.	Transport, incl Mobile Library. Currently no bus service. Community bus notice needs updating. Transport East ‘Survey’ – to be submitted.	Cllr C Smart  Clerk	
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7.	Planning Applications.	Details to All	
8.	Footpaths	Cllr K Clabburn	
9.	PCC	Cllrs C King & P Smiddy	
10.	National/Regional, Community Events Note: BPC doesn't instigate events. PCC org: Remembrance Sunday, laying of wreath		
Re: 5. Highways. Cllr K Clabburn reported that a tree along Church Lane is split/could break onto road. Cllr K Clabburn to report to Highways, MSDC.			Cllr K Clabburn
<b>BPC/23/58 Brundish Road Signs</b> – Any signs need repairing/replacing? The Street, T-Junction at Lane Farm. Gipsy Pond T-Junction. Brundish Village sign, leading into Crown Corner. 'Please drive carefully' needs to be reinstated (wording painted over).			Cllr P Smiddy
<b>BPC/23/59 SALC – Councillor Training dates.</b> Clerk to book x1 place onto the Basics Sessions 1&2 for October 2023.			Clerk
<b>BPC/23/60 Suffolk Community Awards 2023</b> Nomination suggestion for The Ian Campbell Award. Tim Gillingham handling. Note: To be submitted by 16 <sup>th</sup> July 2023. Also suggested: The Suffolk Medal Awards – June 2024. Cllrs N Parsons and P Smiddy to investigate procedure/nomination.			Clerk to follow up.  Cllrs NP & SM
<b>BPC/23/61 To consider any further correspondence received via Clerk.</b> A. Defibrillator Maintenance update (Palmer). Report received 3.7.23 B. Litter & Dog Waste Bin Servicing. Agreed to continue with one bin each. C. June 2023, BMSDC Report. Latest report highlighted to Committee. D. SALC Weekly June Bulletin – re D-Day 80, 6.6.2024. BPC are not planning to organise anything for this event. E. <b>Additional item:</b> Clerk, Amanda Austin – handed in her Resignation to Cllr N Parsons, Chairman - as of 29 <sup>th</sup> September 2023. Clerk position to be advertised locally and with SALC. <i>Clerk agreed to attend and take Minutes of revised BPC Meeting date of 4<sup>th</sup> October.</i>			Clerk to confirm      Cllr N Parsons & Clerk
<b>BPC/23/62 Finance/Administration: (RFO – Cllr C King)</b> 1. Barclays Comm. Bank Statement as @ 10.7.2023, Balance = £26,366.92 Cllr C King reminded Cllr G Austin to contact Barclays, reg as Signatory.  2. Receipts/Invoices for Payment: a) £ A Austin, Clerk – Salary, Months: June & July. Agreed. b) <b>Additional Invoice:</b> VH Car Park resurfacing - £5,000.00 + VAT Invoice No: 602, 13.6.2023 , G Western & Partners Proposed: Cllr G Austin / Seconded: Cllr C Smart  3. Under £200 BPC Authorised Payments: None			Cllr G Austin

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<p><b>BPC/23/63 Submission of Audit Documents, confirmation – clo Cllr C King</b> Cllr C King confirmed that all Audit Documents have been updated throughout the year, compiled and filed with SALC ready for Internal Audit.</p> <p>Clerk to complete and upload the SALC customer information and guidance sheet.</p>	Clerk
<p><b>BPC/23/64 Matters/Proposed <u>Agenda Items</u> for future consideration/ inclusion at next BPC Meeting.</b></p> <p>Suggestion: Clerk Vacancy</p>	Clerk
<p><b>BPC/23/65 Date of Next Brundish PC Meeting:</b> ... Councillors unable to attend meeting on 20<sup>th</sup> September... cancel.</p> <p><b>Revised date for: Wednesday, 4<sup>th</sup> October 2023, 7.30pm</b> <i>Note:</i> <i>Both District &amp; County Councillors advised.</i> <i>Cllr G Austin – unable to attend</i></p>	
Meeting closed: 8.45pm	