

BRUNDISH PARISH COUNCIL

Minutes of Meeting held Wednesday, 11th October 2023 – 7.30pm
at Brundish Village Hall

Those Present: Cllrs N Parsons, C King, P Smiddy, K Klabburn and Clerk: Amanda Austin

Agenda Item	Action by
Chairman Cllr N Parsons welcomed all and opened the meeting.	
BPC/23/66 To receive Apologies for Absence/Reasons. Cllr G Austin.	
BPC/23/67 To receive any Declarations of interest with regards to Items on the Agenda. Cllrs N Parsons & C King re Village Hall – all agreed, their views & comments were important in <i>the</i> interest of BPC reporting.	
BPC/23/68 To consider Requests for Dispensations. None.	
BPC/23/69 To Co-opt Janet Bright onto BPC. Due to personal reasons, Janet Bright was unable to attend. Council considered Janet's Application (Proposed Cllr NP) and agreed to Co-option if the candidate wished to proceed. <i>Note: Subsequent E-mail from Cllr N Parsons dated 14/10/23 confirmed Janet (Jan) Bright wishes to be Co-opted onto Brundish PC.</i>	Clerk to note
BPC/23/70 Resignation of Cllr C Smart. Resignation letter read to Council.	
BPC/23/71 Register Vacancy with MSDC. MSDC letter to advice to Co-opt. Cllr N Parsons to advertise in Brunby Newsletter.	Cllr N Parsons
BPC/23/72 To Approve the Minutes of the BPC Meeting: 11 th July 2023. Minutes Approved and Signed.	
BPC/23/73 To receive Progress of Actions. Unavailable. Clerk to update.	Clerk
Cllr A Linder (District) & Cllr M Hicks (Country) attended meeting.	
BPC/23/74 To receive Reports from the District and County Councillors a) District: Cllr Anders Linder – Summary given of October Report Cllr N Parsons asked Cllr AL if the replacement Fuel Tank for the Village Hall, was there a grant available from the Locality Budget? – Cllr A Linder will advise Cllr N Parsons. Cllr N Parsons thanked Cllr A Linder for his attendance. b) County: Cllr Matthew Hicks – Summary given of October Report Question raised re Replacement Road Signs – Cllr MH explained costs. . In-depth discussions re Children & Adult Care Services within the County; National Grid Pylon proposals and Improvements to the A140. Cllr N Parsons thanked Cllr M Hicks for his attendance.	Cllr A Linder

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<p>BPC/23/76 Planning: To consider any applications received and note decisions.</p> <p>a) DC/23/03672 Planning Application: Potash Farm, Brundish. BPC response sent to MSDC, Planning on 20.9.2023.</p> <p>Council commented that for All Planning Applications submitted, discussion between Applicant & Council can be made at Brundish Parish Meetings.</p>	
<p>BPC/23/76 Open Spaces and Ameities:</p> <p>a) Village Green. Grass Cutting Contractor to be sought – See BPC/23/79 3.a) for 2023 grass cutting. All hedges trimmed. Green in reasonable order.</p> <p>b) Village Hall. New front door. New projector. Request from WI Book Club for an outside Light around Car Park. Village Hall Committee to look into. Discussion: Pub nights going well. Cinema nights need assistance. The ‘Call my Bluff’ evening needs more numbers, otherwise may cancel.</p> <p>c) Defibrillator. Report 17.9.23 received from Mr P Palmer - Battery needs replacing. See BPC/23/79 2.f).</p> <p>d) Highways and Road Signs. BPC Summary RRS sheet to be forwarded to Cllr P Smiddy for his attention and Councillors, for info. Comment was made re Heavy Farming Vehicles using The Street as a short cut towards Tannington. Council to contact Farmers pre2024 Harvest to request an alternative vehicle route.</p> <p>e) Footpaths. Cllr K Klabborn confirmed Footpath 020 was closed and that contact was being made with D Adams, MSDC. A Footpaths update will be made at next BPC Meeting including The Manor footpath.</p> <p>f) PCC – ‘Friends of St. Lawrence Church’. Nothing official to report.</p>	<p>Cllrs CK/NP</p> <p>Committee, VH</p> <p>Clerk</p> <p>Brundish PC/ Clerk to note</p> <p>Cllr K Klabborn</p>
<p>BPC/23/77 Items for BrunbyNews... Cllr N Parsons noted input and will continue to advertise.</p>	
<p>BPC/23/78 To consider any further correspondence received via Clerk.</p> <p>A. Councils/Zero Hour – Climate and Ecology Bill. Clerk to submit BPC interest. <i>Submitted 27/10/23.</i></p> <p>B. Thermal Imaging Camera. Feedback reported. Clerk to supply Wilby resident details to Cllr N Parsons. <i>Actioned.</i></p> <p>C. Sowing of Wildflower Seed. Re Tim Gillingham E-mail 16/8. Cllr C King to obtain seeds from TG and ask GWestern to assist with sowing.</p> <p>D. Wilby PC – Re PC Meeting Agendas. BPC Agenda available on Website pre BPC Meeting. Clerk to advise Wilby PC.</p> <p>E. MSDC – Pride in your Place, Grant. Agreed: BPC not applying for grant.</p> <p>F. 80 D-Day National ‘Beacon’ event. Event to be raised at next Brundish VH Meeting. <u>Additional Items raised:</u></p> <p>G. E-m 6/10 BMSDC Review of Polling Stations. <i>Online Feedback Form – completed/ submitted 27.10.23</i></p> <p>H. SALC Training. Cllr K Klabborn confirmed attendance on two SALC Councillor Training seminars. No other training requested.</p> <p>I. Re Parish Clerk Vacancy. No applicants received. Clerk Amanda Austin agreed to a sabbatical period with the aid/stand in of Cllr C King.</p>	<p>Clerk – <i>Actioned</i></p> <p>Clerk – <i>Actioned</i></p> <p>Cllr C King</p> <p>Clerk</p> <p>Cllrs NP & CK</p> <p>Clerk</p> <p>To be reviewed</p>

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J. Cllr C King raised the request to purchase a Christmas Tree, to be erected outside the Village Hall. Cost TBA. All Agreed.	Cllr C King
<p>BPC/23/79</p> <p>1. Finance/Administration, including:</p> <p>a) Expenditure v Budget – BPC Accounts 2023</p> <p>b) Barclays Community Bank Statement as @ 3.10.23 - £20,423.48 Cllr K Klabburn to become a second Signatory. Proposed: Cllr N Parsons / Seconded: Cllr P Smiddy</p> <p>2. Receipts/Invoices for Payment</p> <p>a) Annual Internal Audit 31.3.23 – Inv.27590 - £169+ VAT = £202.80.</p> <p>b) The Tank Shop, Pro-Forma Invoice £1,418.33 + VAT= £1,702.00. Ref: Inv 0932 Replacement Oil Tank, V.Hall Cllr N Parsons explained the situation, asked Cllr A Linder/District to fund it? Cllr A Linder agreed to look into/advise BPC.</p> <p>c) Insurer: Hiscox Insurance Company Limited, Our Ref: 4603257. Policy Type: AJG Community Schemes, Policy Holder: Brundish Parish Council. £522.49</p> <p>d) ICO (Data Protection) Ref: 0060a8d6020f / ZB395917 - £40.00 Annual Fee, e/m 5/10, 14/8</p> <p>e) SALC, Inv.2768, dated 29/9, 1–6-Mth Payroll - £22.50+ VAT £4.50</p> <p>f) Webnos/Community Heartbeat – Email 17.9.23 – Quote for Defibrillator replacement Battery £210+ £12.50 Del+ VAT £44.50 = £267.00 Invoice 18669, dated 10/10/23.</p> <p>g) A Austin, Clerk – Salary, Months: Sept and/to 11.10.23</p> <p>h) Receipt: 11.9.2023 BMSDC £2,129.50 Precept, Ref: 0070000339</p> <p>i) MSDC, Inv.2000172984 – 4.4.23 Parish Election Recharges £126.30</p> <p>j) Brundish Village Hall – Inv. BVH-2023-018, £135.00 – x12 Hours / x6 BPC Meetings <u>Additional Invoice:</u> k) K&M Churchman, Invoice No.: TBA, £470.00 Fitment of new VH Front Door</p> <p>Items a) – k)... all Invoices Agreed for payment.</p> <p>3. Under £200 BPC Authorised Payments:</p> <p>a) Neil Parsons, Cutting Village Green Grass - £50.00, e-mail 5/9/23. Proposed Cllr C King / Seconded: Cllr K Klabburn</p> <p>4. Confirmation of Invoices Paid</p> <p>a) 25.8.23 – Brooks Joinery, VHall Door. £1,818.00</p> <p>b) 02.10.23 – Wilby Village Hall, Coronation Lunch. £56.94</p> <p>c) 25.8.23 - G Western. VH Car Park re-surfacing. £6,000.00</p>	<p>K Klabburn</p> <p>Cllr A Linder</p>
<p>BPC/23/80 Review of Audit Points/Recommendations.</p> <p>PKF Littlejohn confirmation e/mail 23.7.2023 SF0068: Receipt of Audit documents and notification of exempt status, 2023.</p> <p>Cllr N Parsons thanked Cllr C King for all his work in submitting the Annual Audit.</p>	

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BPC/23/81 BPC 'Housekeeping'. All in hand. Re Remembrance Day/Wreath. Cllr N Parsons to ask Anthony Bryant.	Cllr N Parsons
BPC/23/82 Mattwers/Proposed Agenda Items for future consideration/ inclusion at next BPC Meeting: a) re Footpaths - update via Debbie Adams, MSDC.	Cllr K Klabburn
BPC/23/83 Date of Next Brundish PC Meeting: Wednesday 6th December	
Meeting Closed: 9.15 pm Minutes taken by: Amanda Austin, Clerk	