

**Brundish Parish Council**  
Minutes of Meeting  
25<sup>th</sup> January 2023, 7.30pm

**Those Present:** Cllr N Parsons (Chair); Cllr C King (Vice); Cllr G Austin; Cllr Rev C Smart  
Clerk: Amanda Austin  
**Part-time:** Cllr Julie Flatman (DCC) and Cllr Matthew Hicks (SCC)

(Reference to Agenda – Amendment 1)

Agenda Item	Action
<b>BPC/23/01</b> To receive Apologies for Absence/Reasons: Cllr P Smiddy – holiday. Cllr K Bannon – health. Note: Cllr A Bryant - Retired	
<b>BPC/23/02</b> To receive any Declarations of interest with regards to Items on the Agenda. None.	
<b>BPC/23/03</b> To consider Requests for Dispensations. None.	
<b>MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND</b> None. Cllr J Flatman joined the meeting.	
<b>BPC/23/04</b> To Approve the Minutes of the BPC Meeting: 7 <sup>th</sup> December 2022 Proposed: Cllr C King / Seconded: Cllr G Austin	
<b>BPC/23/05</b> To receive Progress of Actions from previous BPC Mtg Minutes All previous 2022 Actions up-to-date.	
<p><b>BPC/23/06</b> To receive Reports from the District and County Councillors</p> <p>a) <b>District:</b> Cllr Julie Flatman – Ref: January 2023 Report</p> <p>Cllr Flatman highlighted the 7.2.2022 Town &amp; Parish Liaison Meeting. Cllr N Parsons raised the concern over Plots of Land re building on land (Ref: BPC/23/08 f) ). Cllr J Flatman asked Cllr N Parsons to forward an E-mail outlining the concern for her/Enforcement Team to act.</p> <p>Cllr J Flatman stated that there was still funding available – deadline end-February, for April 2023.</p> <p>Cllr N Parsons also raised the concern over the Hedge Obstruction at Nos 5 &amp; 14 Crown Corner. Cllr J Flatman asked for an E-mail to be sent to be able to follow up.</p> <p>Cllr M Hicks joined the meeting.</p> <p>b) <b>Suffolk County:</b> Cllr Matthew Hicks – Ref: January 2023 Report Cllr Hicks handed Cllr N Parsons a copy of the E-mail reply sent to relevant Brundish residents re Footpaths and the need to keep footpaths open for all to use. MSDC contact noted for future correspondence.</p>	<p>Cllr N Parsons</p> <p>Cllr N Parsons</p>
<b>BPC/23/07 Planning:</b> To consider any applications received and note decisions. DC/22/05584 – Potash Farm, MSDC notice: Refused 28.12.22	
<p><b>BPC/23/08 Open Spaces and Amenities: To receive updates</b> on matters discussed at the last meeting and review progress.</p> <p>a) Village Green</p> <ul style="list-style-type: none"> <li>- re Magnolia Tree, HMQEII – P/F Invoice, See BPC/23/11 d) <ul style="list-style-type: none"> <li>a) £320.84+VAT £64.16 = £385 Barcham Tree Specialists</li> </ul> </li> </ul> <p>Pro-Forma Invoice No: 134170. Meeting agreed to purchase. Proposed: Cllr C King / Seconded: Cllr Rev C Smart</p>	<p>‘Plant’ – invite to interested parties, Cllrs NP/CK</p>

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<ul style="list-style-type: none"> <li>- Dog Poo Signs. Signs have been erected.</li> <li>b) Footpaths E-mail response from Cllr M Hicks – see BPC/23/06 b) Cllr N Parsons to write a letter to the relevant Brundish residents. Cllr N Parsons confirmed that an advert went out seeking a Footpath Warden – no response. Cllr C King to ask Ali King – tba. Wilby PC have a map depicting local Footpaths. Cllr C King will ask Wilby, who to contact re map?</li> <li>c) Village Hall VH have invoiced PC for the agreed £1,408.00 - ref new VH Door.</li> <li>d) Defibrillator – Maintenance update. Latest check via P&amp;D Palmer: 9.1.2023 – all ok.</li> <li>e) Transport / Highways <ul style="list-style-type: none"> <li>- Ref: BPC/22/96 – Car Parking (blocking road) at Crown Corner.</li> <li>- Ref: Dark Lane, E-mail submitted to MSDC</li> </ul> See response: BPC/23/06 a) </li> <li>f) PCC Update: (to be included in future PC Meeting agenda) 'Friends of St. Lawrence'. With the success of the November concert, a follow-up concert is scheduled for 23<sup>rd</sup> June 2023.</li> </ul>	<p>Cllr N Parsons</p> <p>Cllr C King Cllr C King</p> <p>Clerk</p>
<p><b>BPC/23/09 To consider any further correspondence received via Clerk.</b></p> <ul style="list-style-type: none"> <li>A. Defibrillator Confirmed Training Date: 4<sup>th</sup> April 2023 Clerk to confirm arrangements with Cllr N Parsons &amp; advertise/BrunbyN.</li> <li>B. Update: Barclays Bank. Cllr C King advised that Barclays require additional paperwork from BPC – copy of Insurance document to approve.</li> <li>C. Discussion: Preparation for Local Elections, May 2023. BMSDC e-mail refers / SALC Seminar: 31/1/23 – Clerk has details.</li> </ul>	<p>Clerk</p> <p>Cllr C King</p> <p>Clerk</p>
<p><b>BPC/23/10 BPC 'Housekeeping' – Parish Monthly Check List – February</b></p>	<p>Clerk – in hand</p>
<p><b>BPC/23/11</b></p> <p><b>1. Finance/Administration, including: (RFO – Cllr C King)</b></p> <ul style="list-style-type: none"> <li>a) <b>Expenditure v Budget – BPC Accounts 2022-2023</b> Cllr C King stated: on track, will add £500 for LED Street Light.</li> <li>b) <b>Barclays Community Bank statement as @ 16.1.23</b> Cllr C King confirmed Balance: 16,804.28</li> </ul> <p>£5,123.00 to be spent on Village Green, where required.</p> <p>CIL £2,781.00 – Cllr N Parsons Proposed/help support infrastructure on VH Car Park. Seconded: Cllr Rev C Smart Cllr Rev C Smart also requested that proper access for disabled parking be considered.</p> <p>£1,408.00 (as mentioned) to be spent on new VH Door. £1,500.00 reserve - grant towards Defibrillator.</p> <p>Question raised: When can we pay VAT? – Cllr C King to ask SALC to clarify. Note: Cllr C King to contact ex-Cllr A Bryant advising that the bank mandate changes have been made and that he will be removed from the bank account. Cllr C King to advise Barclays.</p>	<p>Cllr C King</p> <p>Cllr C King</p>

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<p>Note: Cllr G Austin to visit Barclays with ID Card/Internet access.</p> <p><b>BPC/23/11 cont/d...</b></p> <p><b>2. Receipts/Invoices for Payment</b></p> <p>a/ Paid: £522.49 Inv: 518625970, Gallagher: BPC Insurance. (Note: Renewal due 10<sup>th</sup> October 2023)</p> <p>b) £110 A Austin, Clerk – Salary, Month: December 2022</p> <p>c) £176 A Austin, Clerk – Salary, Month: January 2023</p> <p>d) £320.84+VAT £64.16 = £385 Barcham Tree Specialists Pro-Forma Invoice No: 134170</p> <p><b>3. Under £200 BPC Authorised Payments: None</b></p>	<p>Cllr G Austin</p> <p>Clerk – note date</p>
<p><b>BPC/23/12 Re Precept 2023-24 – c/o Cllr C King</b> BSMSDC Confirmation: BPC Precept received 26.12.2022</p>	
<p><b>BPC/23/13 Review of Audit Points/Recommendations – c/o Cllr C King</b> All actions completed.</p>	<p>Clerk – remove from Agenda</p>
<p><b>BPC/23/14 Approval to Adopt:</b> BPC – Data Protection Policy, January 2023 Cllr C King thanked Cllr Rev C Smart for compiling DPP document. Proposed: Cllr C King / Seconded: Cllr G Austin</p>	<p>File – Website Cllr C King, 25.1.23</p>
<p><b>BPC/23/15 Councillor Vacancy – Brundish Parish Council (ex Cllr A Bryant)</b> Clerk confirmed: Vacancy registered with SALC, awaiting Vacancy Notice.</p>	<p>Clerk</p>
<p><b>BPC/23/16 King Charles III, Coronation – Saturday 6<sup>th</sup> May 2023</b> Village plans? BPC will support event for this occasion. Cllr N Parsons to E-mail villagers who helped organise QUEII Platinum Jubilee event, with a proposed date to meet, to discuss a KCC village event.</p>	<p>Cllr N Parsons</p>
<p><b>BPC/23/17 Matters/Proposed Agenda Items</b> for future consideration/inclusion at next BPC Meeting: None to date.</p>	
<p><b>BPC/23/17</b> <b>Proposed/Confirmation Dates for 2023 Brundish PC Meetings</b> <b>Ref: BPC/22/105</b></p> <p>January – Wednesday, 25<sup>th</sup> January 2023, <b>7.30pm – Brundish VH</b> March – Wednesday, 22<sup>nd</sup></p> <p>May – 4<sup>th</sup> - Local Government Elections <b>plus</b> May - Wednesday, 24<sup>th</sup> Brundish: (1) Annual Parish Meeting and (2) Annual Parish Council Meeting</p> <p>September – Wednesday, 20<sup>th</sup> December - Wednesday, 6<sup>th</sup></p> <p>Please Note: It may be necessary to call Extra-ordinary (additional) Brundish Parish Council Meetings.</p>	<p>Clerk to confirm dates to DC &amp; SCC</p>
<p><b>Meeting Closed: 9.10 pm</b></p>	