

Brundish Parish Council Meeting

Minutes of Meeting

held Wednesday, 15th May 2024, 8.30pm (following Annual PARISH Meeting)
at Brundish Village Hall

Those Present: Cllrs N Parsons, G Austin, K Clabburn, J Bright and Clerk: Amanda Austin

Agenda - Amendment 1 Item No.		Action by:
	Note: 20.3.24 Minutes – Item numbering incorrect: BPC/24/15 should read 29.	
BPC/24/30	To receive Apologies for Absence/Reasons: Cllr C King and Cllr P Smiddy. Both reasons for absence accepted.	
BPC/24/31	To receive any Declarations of interest with regard to Items on the Agenda, Attachment 1: None	
BPC/24/32	To consider Requests for Dispensations: None	
BPC/24/33	Note: Email 7/5 received from Cllr C King – vote by proxy. Election of Brundish PC 2024-25 A. Chairman: Cllr N Parsons Proposed: Cllr K Clabburn / Seconded: Cllr J Bright B. Vice Chairman & RFO: Cllr C King Proposed: Cllr N Parsons / Seconded: Cllr G Austin	
BPC/24/34	To Approve the Minutes of the BPC Meeting: 20.3.2024 (Ref made to the incorrect end-Item numbering as stated above). Minutes Approved and signed by Chairman, Cllr Neil Parsons.	
BPC/24/35	To receive Progress of Actions from previous BPC Mtg Minutes. a) Road Signs – Report handed to SCC, awaiting feedback b) Councillor Vacancy – need to readvertise in BrunbyNews c) Foals Green Slurry complaint – Ref: BPC/24/23 d) ongoing... (Note: Remove Cllr N Parsons name from final Action – tba) Additional: d) Re Brundish Village Map – being Drawn by local Artist. Will be finished soon– Suggestion: copies of map made available.	Clerk/NP Councillors Cllrs CK/PS
BPC/24/36	To receive Reports from the District and County Councillors. a) District: Cllr Anders Linder. Cllr A Linder asked Brundish Councillors to Please Note on Pg.1 of his Report , the contact names of whom to deal with re certain Mid-Suffolk District Council (MSDC) Departments. b) County: Cllr Matthew Hicks Note: Both Councillors presented their Annual Reports at the earlier Annual PARISH Meeting. See BPC Website for Reports	Info: Councillors
BPC/24/37	Planning: a) MSDC Planning Consultation Request - DC/24/01267. No.2 Dairy Row, Brundish, Woodbridge, Suffolk IP13 8DF. Erection of infil extension to courtyard to provide ground floor	

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	<p>living accommodation and mezzanine level bedroom. Response by 24/5/24 Councillors voted "No Objections" to the application. <i>Note: Clerk filed the response to MSDC on 20.5.2024.</i></p>	
BPC/24/38	<p>Open Spaces and Amenities: To receive updates.</p> <ul style="list-style-type: none"> a) Village Green # Grass Cutting annual contract agreed with P Liverton. b) Village Hall + Car Park & Recycling Bins # c) Defibrillator, Maintenance check – Check ok 17.4.24 d) Highways & Road Signs # e) Footpaths # & Footpath Map – see BPC/24/35 d) f) PCC # # All items covered in Annual PARISH Meeting held earlier. 	
BPC/24/39	<p>Parish Council to become the sole corporate trustee for the Village Hall – Ref: PBC/24/28 (Minutes 20.3.24).</p> <p>Constitution will be addressed and new Trustees appointed. There will be an AGM later in the year.</p>	
BPC/24/40	<p>Items for BrunbyNews...</p> <ul style="list-style-type: none"> 1. Councillor Vacancy 	Clerk / NP
BPC/24/41	<p>To consider any further correspondence received via Clerk.</p> <ul style="list-style-type: none"> A. National Grid Electricity Trans. Norwich-Tilbury # B. BPC Policies & Procedures – ongoing update... C. Resident Email re Storm Babet. Clerk to advise Resident. <p>Additional:</p> <ul style="list-style-type: none"> D. Wilby PC - £100 donation approved towards BunbyNews. E. SALC – Suffolk Awards? BPC asked to submit possible applicants to Cllr N Parsons. 	<p>Councillors/Clerk Clerk</p> <p>Councillors</p>
BPC/24/42	<p>BPC 'Housekeeping' – Parish Monthly Check List Clerk advised that a date for an Internal Audit had been requested to SALC. Date TBA.</p>	Clerk to advise RFO
BPC/24/43	<ul style="list-style-type: none"> 1. Finance/Administration.- RFO: Cllr C King had forwarded copies of relevant Accounts documents for review at meeting. <ul style="list-style-type: none"> a) Expenditure & Budget – BPC Accounts 2024 b) Barclays Community Bank statement as @ 31.3.2024 Note: Cllr K Clabburn highlighted that Barclays hadn't approved her as a BPC Signatory. Cllr N Parsons suggested to Cllr Clabburn to resubmit paperwork. 2. Receipts <ul style="list-style-type: none"> a) £2,268.00 – 4.4.24 MSDC Parish Precept, Ref: 100308 3. Invoices for Payment <ul style="list-style-type: none"> a) £134.13 – SALC Annual Membership – Inv.28524 b) £78.07 - SCC, St Lighting Maintenance – Inv. 9542748/ 361922 c) £120.00 Suffolk Cloud, Website – Inv.2024/079 d) £27.00 – 26.3.24 SALC, 6-Mths Payroll - Inv.28289 e) £ A Austin, Clerk – Salary, Months <p>Above Proposed: Cllr N Parsons / Seconded: Cllr K Clabburn</p>	Cllr K Clabburn

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	4. Under £200 BPC Authorised Payments: None	
BPC/24/44	<p>Year-end Accounts and Governing Documents:</p> <ol style="list-style-type: none">1. Brundish Year-End Accounts 2023-24 @ 31.3.20242. AGAR 1 Annual Governance Statement 2023-24 Form 23. AGAR 2 Accounting Statements 2023-24 Form 24. Neighbourhood CIL Expenditure Report 20245. Certificate of Exemption 2023-24 AGAR Form 26. Asset Register 2024 - as @ 31.3.20247. Brundish Budget 2024-25 <p>All AGAR documentation Agreed. Approved on condition that AGAR Docs 1&2 are corrected prior to submission. Proposed: Cllr G Austin / Seconded: Cllr K Claburn</p> <p><i>Note: Above AGAR documentation corrected & all documentation submitted to SALC 28.5.2024</i></p>	RFO, ready for Audit submission
BPC/24/45	<p>Proposed Agenda Items for future consideration/inclusion at next BPC Meeting:</p> <ol style="list-style-type: none">a) BPC Insurance – obtain Quotations	Cllr N P / Clerk
BPC/24/46	<p>Date of Next Brundish PC Meeting: Wednesday, 17th July 2024</p>	
	<p>Chairman: Cllr Neil Parsons thanked everyone for attending. The Meeting closed at 9.35pm</p> <p>Minutes taken by Clerk: Amanda Austin</p>	