

BRUNDISH PARISH COUNCIL
 Minutes of 17th July 2024 Meeting
 Held at Brundish Village Hall, 7.30pm

Those present: Cllr N Parsons (Chair), Cllr K Clabburn, Cllr P Smiddy and Clerk: Amanda Austin

Agenda, Amend 1 Item		Action by:
BPC/24/47	To receive Apologies for Absence/Reasons: Cllr C King and Cllr G Austin – both reasons accepted.	
BPC/24/48	To receive any Declarations of interest with regards to items on the Agenda. None	
BPC/24/49	To consider Requests for Dispensations. None	
	MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND – None present.	
BPC/24/50	To Approve the Minutes of : a) The Annual PARISH Meeting b) Brundish Annual Parish Council Meeting Both AGMs held on 15 th May 2024 at Brundish Village Hall.	
BPC/24/51	To receive Progress of Actions from previous BPC Meeting Minutes. a) Road Signs – Nothing further to report since Cllr PS’s report submitted to SCC Highways. Brundish sign replaced on B1118. b) Councillor Vacancy – Two vacancies now need filling. c) Foals Green Slurry complaint – Recent photographs displayed – doesn’t seem to be an issue. Clerk to contact/confirm with village resident. d) Re Brundish village map - will be mentioned in upcoming BrunbyNews for villagers to purchase copies of village map.	Clerk Cllr N Parsons
BPC/24/52	MEMBERS OF THE PUBLIC ARE WELCOME TO PARTICIPATE / ASK QUESTIONS a) District: Cllr Anders Linder - July Report b) County: Cllr Matthew Hicks - July Report Both Councillors were unable to attend the meeting - a brief discussion on both their submitted reports. To view Reports, see BPC Website	
BPC/24/53	Planning: To consider any applications received and note decisions. Clerk confirmed Application DC/24/02398 was submitted to MSDC on 12.6.2024.	
BPC/24/54	Open Spaces and Amenities. To receive updates on matters discussed at the last meeting and review progress. a) Village Green. Re Grass cutting – 5-cuts isn’t enough due to the weather (rain), hence many extra cuts. Grass to be cut before the Village Fete in August. b) Village Hall + Car Park & Recycling Bins. Ali King was voted to be Chair of the VH Committee. Also refreshing Trustees. H&S Policies are being addressed/updated. Further plans are in place for an Amenities area in front of the village hall. c) Defibrillator – Maintenance update (via Clerk) – checked, ok.	Cllr N Parsons

BRUNDISH PARISH COUNCIL
Minutes of 17th July 2024 Meeting
Held at Brundish Village Hall, 7.30pm

Those present: Cllr N Parsons (Chair), Cllr K Clabburn, Cllr P Smiddy and Clerk: Amanda Austin

	<p>d) Highways & Road Signs. Re Cllr PS's Email 3.6.24 to Cllr M Hicks – some Potholes along Tannington Rd have been repaired but there are still road/potholes repairs required... "dreadful in places!" Re Cllr NP's Email 16.7.24 to Cllr M Hicks re Road Closures/signage. <i>NB: Response received 23.7.24</i></p> <p>e) Footpaths. Nothing to report – Cllr KC still chasing MSDC, D Adams re Brundish Manor footpath/access.</p> <p>f) PCC – 'Friends of St. Lawrence Church'. Nothing to report.</p>	Ongoing, Cllr KC
BPC/24/55	See BPC/24/61	
BPC/24/56	<p>To consider any further correspondence received via Clerk.</p> <p>A. Confirmation that Jan Bright has resigned from BPC creating a further Parish Council vacancy.</p> <p>B. Clerk confirmed certificate received for SALC Int. Audit Review. Chairman NP thanked Cllr C King for all his hard work ensuring the Finance Audit paperwork completed & submitted in time.</p> <p>C. Cllr NP's Gmail 17.7.24 re Road Closures – awaiting response from Cllr M Hicks. <i>Note: Response received, cc: BPC</i></p> <p>D. Brundish resident's further Gmail 17.7.24 re Storm Babet and proposed preventative action pre this winter. Clerk to write to land owner to request clearing of drainage pipes along road B1118 and Dark Lane 5628. Also letter to Cllr MHicks (SCC) to request an assessment of the road drainage concern.</p>	Clerk
BPC/24/57	<p>Brundish PC Insurance – Renewal due 1st October 2024. Agreed for Clerk to obtain Quotations from:</p> <ol style="list-style-type: none"> 1. Hiscox Insurance Co. Ltd – current Insurers 2. Zurich 3. Community Action Suffolk 	Clerk
BPC/24/58	<p>BPC 'Housekeeping' – Parish Monthly Check List:</p> <ul style="list-style-type: none"> • Display confirmation of completion of Audit in Notice Board/Website. • Review items 'On Hold'/anything outstanding. 	Cllr CK/Clerk Clerk
BPC/24/59	<p>Finance/Administration In his absence, RFO: Cllr C King had forwarded relevant Finance paperwork.</p> <ol style="list-style-type: none"> 1. a) Expenditure v Budget – BPC Accounts 2024 b) Barclays current Community Bank Statement as @ 11/7/24 c) Clerk's salary – reviewed/hourly rate increased as outlined in Gmail from Cllr C King, dated 13.6.2024. Back dated to 1st April for hours worked. 1.5 days Holiday pay Pro Rata for hours worked. Pension scheme – Clerk confirmed: will not be joining. Proposed: Cllr C King / Seconded: Cllrs PS & KC 	

BRUNDISH PARISH COUNCIL
 Minutes of 17th July 2024 Meeting
 Held at Brundish Village Hall, 7.30pm

Those present: Cllr N Parsons (Chair), Cllr K Clabburn, Cllr P Smiddy and Clerk: Amanda Austin

	<p>2. Receipts a) £1,608.62 from HMRC re VAT Reclaim.</p> <p>3. Invoices for Payment a) A Austin, Clerk – Salary, Months: June & July 2024 + back dated pay April-June + 1.5 days Holiday pay p/r – Gmail 13.6.2024 refers.</p> <p>4. Under £200 BPC Authorised Payments: #Gmail from Cllr C King dated 14.7.2024 refers a) #£200 – Sherie Brinkley, Commission of Village Map - awaiting Invoice: XX Proposed: Cllr N Parsons / Seconded: Cllr K Clabburn</p> <p><u>Additional:</u> b) £130 - Disabled Portaloo re Brundish/Wilby Summer Fete. Note/request that Wilby contribute half towards Portaloo. TBA: Invoice XX Clerk to Email Wilby Clerk to request.</p> <p>All above Finance Items agreed by those present.</p>	<p style="text-align: center;">Cllr C King</p> <p style="text-align: center;">Cllr N Parsons Clerk</p>
BPC/24/60	<p>Matters/Proposed Agenda Items for future consideration/inclusion at next BPC Meeting: Brundish PC Insurance Renewal Outcome: Flooded B118/Dark Lane road</p>	<p style="text-align: center;">Clerk</p>
BPC/24/(55)61	<p>BPC suggested Items for BrunbyNews: Brundish PC Vacancy – to be reAdvertised MSDC Activity Day at Stradbroke – 26.7.24</p>	<p style="text-align: center;">Cllr N Parsons</p>
BPC/24/62	<p>Date of Next Brundish PC Meeting: Wednesday 18th September</p> <p>Remainder of 2024 Meeting Dates: 20th November</p>	