

BRUNDISH PARISH COUNCIL
 Minutes of 20th November 2024 Meeting
 Held at Brundish Village Hall, 7.30pm

Those present: Cllr N Parsons (Chair), Cllr C King (Vice), Cllr G Austin, Cllr K Clabburn, and Clerk: Amanda Austin

| Agenda Item | | Action by: |
|-------------|---|----------------|
| BPC/24/78 | To receive Apologies for Absence/Reasons: Cllr P Smiddy – reason accepted. | |
| BPC/24/79 | To receive any Declarations of interest with regards to items on the Agenda. None | |
| BPC/24/80 | To consider Requests for Dispensations. None | |
| | MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND – None present. | |
| BPC/24/81 | To Approve the Minutes of: 11th September 2024. Minutes Accepted and signed by Cllr N Parsons. | |
| BPC/24/82 | Councillor Vacancy. Resident unable to commit at present – consequently vacancy remains vacant. Re-advertise in BrunbyNews. | Cllr N Parsons |
| BPC/24/83 | To receive Progress of Actions from previous BPC Meeting Minutes. a) Re Post Office deliveries to Brundish. Response: Deliveries are ok, other than if Staff shortages, then deliveries will be affected. b) BPC Funds Transfer of £10K to Savings A/c - Accepted. c) Ref: BPC/24/70A – Flooding concern: Dark Lane. Cllr NP has contacted Landowner, who has also spoken to Resident. Landowner will continue to monitor water drainage and plans to clear ditches by early New Year. | |
| BPC/24/84 | MEMBERS OF THE PUBLIC ARE WELCOME TO PARTICIPATE / ASK QUESTIONS a) District: Cllr Anders Linder – unable to attend. See Nov. Report b) County: Cllr Matthew Hicks - - “ - See Oct. & Nov. Reports | |
| BPC/24/85 | Planning: To consider any applications received and note decisions. a) BMSDC – DC/24/04648 re 13 Crown Corner, Brundish IP13 8BD. BPC response submitted/Email 11.11.24. | |
| BPC/24/86 | Open Spaces and Amenities. To receive updates on matters discussed at the last meeting and review progress. a) <u>Village Green</u> – is in reasonably good condition. Cllr CK has contacted SCC re grass cutting & costs for 2025. b) <u>Village Hall + Car Park & Recycling Bins.</u> Appointing new Trustees and updating Constitutions. Has received a £1K locality grant from SCC for repairs. Overall, the VH is doing well – no major issues. c) <u>Defibrillator</u> – Maintenance update (via Clerk) – checked 16/10 and ordered new pads + signs, awaiting delivery. If order received prior to January Mtg, Councillors agreed to pay Invoice if under £200. Proposed: Cllr KC – Seconded: Cllr GA. | |

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| | <p>d) <u>Highways & Road Signs</u>. 30mph Signs entering Brundish are fading, need replacing. Brundish village sign near Chantry Barn needs replacing. Suggested Cllr PS investigates/replace. Road has been repaired outside Lane Farm.</p> <p>e) <u>Footpaths</u>. New bridge installed on No.5 Footpath, at Brundish Manor. Could do with Route Signs along footpath.</p> <p>f) <u>PCC</u> – ‘Friends of St. Lawrence Church’. Nothing to report.</p> | <p style="text-align: right;">Cllr P Smiddy</p> <p style="text-align: right;">Cllr K Clabburn</p> |
| BPC/24/87 | <p>To consider any further correspondence received via Clerk.</p> <p>a) SALC, Mid-Suffolk Forum: National Strategic Infrastructure Projects. Email 4/11. Zoom Forum 5.12.24, 7pm ‘Free’.</p> <p>b) Email 12/11, Tim Gillingham - Update re: BMSDC ‘Free’ Trees, Hedging & Wildflower scheme. TG suggestion: ‘Green Brundish Planting Plan’. Discussion on ‘where?’ to plant the trees. Cllr CK will action a Planting Meeting.</p> <p>c) Separate Emails please re BPC Correspondence.</p> <p>d) SALC response re Subscription Fees 2025-26. Invoices will be issued early April 2025.</p> <p><u>Additional:</u></p> <p>e) SALC The Local Councillor, Quarterly Newsletter – Councillors made aware.</p> <p>f) Flood Resilience Drop-In Events. SCC & Environment Agency, MSDC – holding Two drop-in events:</p> <ul style="list-style-type: none"> ▪ Debenham – Tues 26th November 15:30 – The Community Centre IP14 6BL ▪ Framlingham – Friday 29th November 15:30 – Castle Community Rooms, IP13 9BQ. <p>g) SCC - Help your community Stay Warm this winter. Thermal Imaging Project. E/m 19.11.24</p> | <p style="text-align: right;">Cllr C King Clerk to Email</p> <p style="text-align: right;">Cllr NP – BrunbyNews</p> <p style="text-align: right;">BrunbyNews</p> |
| BPC/24/88 | <p>BPC ‘Housekeeping’ – Parish Monthly Check List –</p> <ol style="list-style-type: none"> 1. Draft Budget – discussed with Committee, all satisfactory. Discussed Precept for January – in-hand, Cllr CK 2. Grant funding – Ref: BPC/24/86 B. Highlighted that damp in VH needs to be addressed. PC will speak with VH Committee re grants. 3. Consider planting or grounds maintenance – Ref: BPC/24/87 B. 4. VAT Return – in-hand, VAT will be reclaimed as appropriate. | Cllrs CK & NP |
| BPC/24/89 | <ol style="list-style-type: none"> 1. Finance/Administration, including: (RFO – Cllr C King) <ol style="list-style-type: none"> a) Expenditure v Budget – BPC Accounts 2024-25. Budget discussed ‘on target’. Reduction in Insurance premium. b) Barclays Community Bank statement as @ 6.11.24. c) PC Savings A/c 16.10.24 - Funds Transfer of £10K into PC Savings A/c. Ref: BPC/24/83. A separate Statement for Savings A/c will be provided each BPC Meeting for review. 2. Receipts: <ol style="list-style-type: none"> a) 12.9.24 - £2,268.00 BMSDC, 22009737 – Pt.2, Parish Precept | |

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| | <p style="text-align: center;">Invoices for Payment</p> <p>a) £69.79 Inv.2013413, MSDC - Dog Litter Bin Emptying b) £600 (£100 VAT) - P Liverton Ltd, Inv. 56913, 30.10.24 VG Annual Grass Cutting c) £120.00, BVH-20102, 13.11.24 – BPC Room Hire d) £193.50, A Austin, Clerk – Salary, Months: Oct & Nov. 2024. Note: £51.40 HMRC Tax payment – Ref: BPC/24/89 3.b)</p> <p>3. Under £200 - BPC & Authorised Payments:</p> <p>a) £214.00, 16.10.24 paid to A Austin (Clerk) reimbursement: BPC Zurich Insurance 2024-25 Ref: 537603644BPC - Policy: YLL-2720929073. b) £51.40 21.10.24 HMRC, Employee Tax (Clerk)</p> <p><u>Additional:</u></p> <p>c) £170.15 – Purchase of Frame for Village Map (Ref: BPC/24/73 4. Awaiting copy of Invoice. d) To purchase Christmas Tree for VH. Invoice TBA.</p> <p>Note: Ref: Audit items raised/reported - being addressed. RFO-Cllr KC</p> <p>Above Payments - Proposed: Cllr NP / Seconded: Cllr KC</p> | <p style="text-align: right;">Cllr C King Cllr C King Cllr C King</p> |
| BPC/24/90 | <p>BPC suggested Items for BrunbyNews:</p> <ol style="list-style-type: none"> 1. Christmas events over the festive period. 2. Councillor Vacancy 3. Flood Resilience Drop-In Events – Dates: November 2024 4. SCC – Help your Community Stay Warm this winter – borrowing Thermal Imaging cameras. | Cllr N Parsons |
| BPC/24/91 | <p>Matters/Proposed Agenda Items for future consideration/inclusion at next BPC Meeting:</p> <ol style="list-style-type: none"> 1. Precept – Councillors to discuss/agree 2. Purchase frame for Village map – Actioned, See BPC/24/89 3.c) | Cllr C King |
| BPC/24/92 | <p>Date of Next Brundish PC Meeting: Wed. 8th January 2025, 19:30</p> <p><u>2025 Meeting Dates:</u> Wednesday 8th January Wednesday 12th March Wednesday 7th May = Annual Parish Meeting & BPC AGM</p> | |

Meeting closed: 20:45

Minutes taken by Amanda Austin – Clerk, Brundish PC

[Note: District & SCC Reports- see BPC Website](#)