

BRUNDISH PARISH COUNCIL
Minutes of Meeting: 16th July 2025
Held at Brundish Village Hall, 7.30pm

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

Agenda Item		Action by:
BPC/25/42	To receive Apologies for Absence/Reasons: Cllr C King (RFO) – reason accepted.	
BPC/25/43	To receive any Declarations of interest with regards to items on the Agenda. None.	
BPC/25/44	To consider Requests for Dispensations . None	
	MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND None present.	
BPC/25/45	To Approve the Minutes of the... a) Annual PARISH Meeting, held 7/5/2025. Minutes Accepted and Signed by Cllr N Parsons. b) Annual Brundish Parish Council Meeting, held 7/5/2025 Note: *Correction – see BPC/25/52 4.b) Minutes Accepted and Signed by Cllr N Parsons.	
BPC/25/46	To receive Progress of Actions from previous BPC Meeting Minutes. Ref: BPC/25/33 D) – MSDC Litter bin emptying services. E/m 25.3.25 stated incorrect Subscription for 2025/26. Updated E/m: J.Yeo, 14.6.25.	
BPC/25/47	MEMBERS OF THE PUBLIC ARE WELCOME TO PARTICIPATE / ASK QUESTIONS a) District: Cllr Anders Linder gave a summary of his <i>July Report</i> with discussions on: Village communities wishing to introduce lower speed limits. / May Elections 2026 / Local Gov. Reorganisation proposing three new Councils, rather than two. / CIL funding for Parish Councils. / Re Neighbourhood Development Plans – recommended that a Statement outlining ‘Brundish Dev. Plans’ be drafted/sent to the Chief Planning Officer at MSDC. Cllr N Parsons thanked Cllr A Linder for his attendance. b) County: Cllr Matthew Hicks - <i>July Report</i> circulated. Cllr MH unable to attend.	Cllr NP to draft
BPC/25/48	Planning: To consider any applications received and note decisions. None received.	
BPC/25/49	Open Spaces and Amenities. To receive updates on matters discussed at the last meeting and review progress. a) Village Green. Purchase of Lawnmower plus Container, see BPC/25/52 3. Cllr NP wished to thank Gerald Western for his help clearing the area to site the container on village green. b) Village Hall + Car Park & Recycling Bins. All ok. There has been a ‘clear up’ outside the hall. Due to households soon to receive their own Blue Glass Recycling Bin, Brundish will lose	

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	their Glass Recycling Bin – date tba. The Clothing Bank may also go, as its becoming a drop off point for rubbish/waste, rather than its purpose of recycle. c) Defibrillator – Maintenance update: All ok – 3.7.2025. d) Highways & Road Signs. Most Road Signs are in a poor state! Verges have been trimmed (SCC) recently. e) Footpaths. Re Footpath near Chicken Factory, towards Orchard: Two broken slats on the bridge and broken sign. Email to be sent to MSDC asking for repairs to be made. f) PCC – ‘Friends of St. Lawrence Church’. Brundish Village Fete is being held within church grounds on 31st August 2025.	Cllr KC (E/m sent 18/7)
BPC/25/50	To consider any further correspondence received via Clerk. A. E/m 14.6.25 – AGAR Compliance re Parish Clerk Email address. No action required at present. B. E/m 14.7.25 BMSDC: Update re Unitary Authorities. C. E/m 16.7.25 BMSDC: Withdrawal of Gov. Funding for Neighbourhood Dev. Plan preparation. D. E/m 14.6.25 MSDC: Confirmation of Litter Bin Collection. E. SALC: Pond Restoration & conservation event 10.7.25 – Cllr NP attended the online talk. F. E/m 14.7.25, SALC – Update + Bulletin from Suffolk Fire & Rescue Service re Continued High Temperatures in the County – highlighting key areas/risks to watch over.	BrunbyNews
BPC/25/51	BPC ‘Housekeeping’ – Parish Monthly Check List. BPC to re-review Parish Councillor assigned ‘Roles’.	Cllr NP for next meeting
BPC/25/52	1. Finance/Administration, including: (RFO – Cllr C King) a) Expenditure v Budget – BPC Accounts 2025 b) Barclays Community Bank – current Statement: £3,940.48 as @ 7/7/25 c) VG Savings Account: £10,088.16 as @ 7/7/25 2. Receipts a) £175.02, 27.6.25 – HMRC VAT claim 2024-25. 3. Payments made: Ref: BPC/25/32 a). E/m 30.6.25 - Purchase of Lawnmower, Village Green. £2,100.00 4.6.25 – Anthony David Paul – <i>Receipt: Cllr CK to obtain.</i> Ref: BPC/25/32 a) Purchase of Container – Village Green Email Correspondence 5-16/6/25 + Email Quote 5.6.2025, Ref: Job No: J000019413 / 61825. £1,834.80, 20.6.25 (VAT £305.80) – Adaptainer: Inv.23135, 23.6.2025. 4. Invoices for Payment a) £219.60 (£36.60 VAT), 29.6.25 – Inv: 30313 SALC Internal Audit Service 2025 b) £ A Austin, Clerk – Salary, Months: June & July 2025 *Correction to Minutes: 7.5.2025: Clerk Salary Increase (Email 8.5.25) to £16.00 (not £19.00) as @ 01.4.2025	Cllr CK

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Additional:	Outstanding Payments – see BPC/25/35 3.a)&b): a) £27.00, 31.3.25, SALC – Inv:29609 – Payroll 31.3.25 b) £137.95, 01.4.25, SALC – Inv:29861 – SALC Membership 2025-26. 5. Under £200 BPC Authorised Payments: a) £25.00, 4.6.25 – NW Parsons – V Green (J can) b) £13.00, 4.6.25 – NW Parsons – V Green (Petrol) c) £7.30, 16.7.25 – A Austin, Clerk: Stationery d) £15.00 (Spring) – NW Parsons – Petrol, V Green Above payments Approved/Proposed: Cllr K Clabburn / Seconded: Cllr P Smiddy	
BPC/25/53	Cllr P Smiddy attended the SCC Briefing on Local Government Re-organisation Meeting, held 10.6.2025 at Debenham. Feedback... Cllr Matthew Hicks (SCC) gave the presentation. Nutshell: More Councils, higher costs – Fewer Councils, less cost. Various discussion topics: *Transport monies; *Water shortage; Police duties; PC Services. *To be handled via the power of new Mayor. Latest SCC/Cllr MH updates can be followed online. <i>Ref: SALC E/m 21.7.25 LGR-O Update & summary.</i>	BPC Website
BPC/25/54	Confirmation of Signed copy of Annual Internal Audit Report 2024/25. Cllr NP thanked Cllr CK (RFO) for collating all paperwork ready for the Audit review.	
BPC/25/55	RFO Email: 8.7.2025 refers... To review Audit Report Feedback/Comments - Meeting Date TBC between: RFO, Chairman & Clerk	Cllrs NP, CK and Clerk
BPC/25/56	Matters/Proposed Agenda Items for future consideration/inclusion at next BPC Meeting: a) BPC assigned 'Roles'. b) BPC Insurance – Renewal: October 2025 c) 2026 BPC Meeting Dates	
BPC/25/57	BPC suggested Items for BrunbyNews: 1/ E/m 14.7.25 – Suffolk Fire & Rescue Service – re Continued High Temperatures – highlighting Increased Risks. 2/ SCC – Residents Survey “Have Your Say”... by 4th August: Onesuffolkcouncil.co.uk/residents-survey	BrunbyNews
BPC/25/58	Date of Next Brundish PC Meeting: Wed. 24th September 2025 Remainder of 2025 Meeting Dates: Wed. 12th November 2025	

Meeting closed: 8.30 pm / Minutes taken by: Amanda Austin (Clerk)

Attachments: + BPC Website

District: July Report / SCC: July Report

SALC E/m 21.7.25 - Local Government Re-organisation and Devolution Update