

BRUNDISH PARISH COUNCIL
Meeting: Wednesday, 24th September 2025
at Brundish Village Hall

AGENDA

Agenda Item		
BPC/25/59	To receive Apologies for Absence/Reasons:	
BPC/25/60	To receive any Declarations of interest with regards to Items on the Agenda:	
BPC/25/61	To consider Requests for Dispensations.	
	MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND	
BPC/25/62	Audit Report: Amendment to Minutes of the Annual BPC Meeting, held 07 May, 2025 – Approve Amendment.	
BPC/25/63	To Approve the Minutes of the BPC Meeting: 16/07/2025	
BPC/25/64	Councillor Vacancy – Co-opt Application	
BPC/25/65	To receive Progress of Actions from previous BPC Mtg Minutes. -	
BPC/25/66	MEMBERS OF THE PUBLIC ARE <u>WELCOME TO PARTICIPATE / ASK QUESTIONS</u> To receive Reports from the District and County Councillors a) District: Cllr Anders Linder – September Report b) County: Cllr Matthew Hicks – September Report	
BPC/25/67	Planning: To consider any applications received and note decisions. a) Planning Appeal - AP/25/00044 - Potash Farm, The Street, Brundish, Woodbridge Suffolk IP13 8BL Application to determine if Prior Approval is required for proposed Change of Use of Agricultural Buildings to Dwelling houses + building operations reasonably necessary for conversion. BPC Response to BMSDC + Planning Inspectorate. b) Planning Application - DC/25/03651 - Land at Church Lane, Brundish, Suffolk. Erection of 1 Agricultural Workers Dwelling on site of former farmhouse and agricultural buildings. BPC Response Email: 19.9.2025 c) Decision notice relating to planning application - DC/25/03410 1 Dairy Row, Brundish, Woodbridge, Suffolk IP13 8DF	
BPC/25/68	Open Spaces and Amenities: To receive updates on matters discussed at the last meeting and review progress. a) Village Green b) Village Hall + Car Park & Recycling Bins	

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	c) Defibrillator – Maintenance update – Checked: 5/9/25 ok. d) Highways & Road Signs. Cllr PS Email 2.9.25 re Potholes update. e) Footpaths Cllr KC Email 2.9.25 re Bridge & Footpath sign repaired, across field by Chicken Factory. Update on replacing bridge. f) PCC – ‘Friends of St. Lawrence Church’	
BPC/25/69	To consider any further correspondence received via Clerk. A. Email 2/9, Tim Gillingham – re Brundish Fete success B. East Anglia Air Ambulance, Email 26.8.25 – See BPC/25/XX	
BPC/25/70	BPC ‘Housekeeping’ – Parish Monthly Check List – 1. BPC Insurance Renewal due – see BPC/25/71 C. e) 2. ICO (Database) Renewal due – see BPC/25/71 C. b) 3. 2026 BPC Meeting Dates to be scheduled – see BPC/25/78 A.	
BPC/25/71	A. Finance/Administration, including: (RFO – Cllr C King) a) Expenditure v Budget – BPC Accounts 2025 b) Barclays Community Bank – current Statement c) VG Savings Account B. Receipts a) £2,462.00, 4.9.2025 MSDC, Precept-2 Ref: 100308 C. Invoices for Payment a) £58.61, 9.9.25 – MSDC, Inv: 2000015561 – Dog & Litter Bins Annual Collection charges. b) £52.00, 4.9.2025 - ICO (Data Protection Fee) Renewal Ref: 0060a8d60409. c) £ A Austin, Clerk – Salary, Months: d) £ A Austin, Clerk – Holiday Pay e) £214.00, 20.8.2025 – Zurich Insurance – Brundish PC – Ref: YLL-2720929073. Bacs Paid: 5.9.2025. D. Under £200 BPC Authorised Payments: a) £3.15 Postage/Expenses – A Austin, Clerk E. Outstanding Payments – Bacs Paid: TBC 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.	
BPC/25/72	Audit: PKF Littlejohn – Notification of Exempt Status 2025. SF0068 = Receipt of documents. Email confirmation dated 19.9.2025	

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BPC/25/73	Audit Report/Review: A. Roles & Responsibilities of RFO & Clerk.	
BPC/25/74	East Anglia Air Ambulance – Email 26.8.25. “... enquire as to whether Brundish Parish Council has an application process for charities to apply for discretionary donations.”	
BPC/25/75	The Community Heartbeat Trust – ‘Awareness CPR Training Session’. Saturday, 1 st November 2025, 10.30am – Wilby Village Hall	
BPC/25/76	Remembrance Sunday 9.11.2025 – Laying of Brundish Wreath	
BPC/25/77	Matters/Proposed Agenda Items for future consideration/inclusion at next BPC Meeting:	
BPC/25/78	Items for BrunbyNews... 1. Helping Family Carers in the Brundish Parish Council area 2. The Community Heartbeat CPR Training ‘Awareness Session’ – Saturday, 1 st November 2025.	
BPC/25/79	Date of Next Brundish PC Meeting: Wed. 12th November 2025 A. Schedule 2026 Meeting Dates:	