

BRUNDISH PARISH COUNCIL

AGENDA

Agenda Item		
	<p><u>Annual PARISH Meeting – See Separate Parish Agenda</u></p> <p>Members of the Public are welcome to attend</p> <p>Agenda: Annual Reports from Suffolk CC and District; Brundish: Village Hall, Education Trust and BPC Chairman plus Local Organisations: Wilby WI & PCC</p> <p>Light Refreshments</p>	7.30pm
	<p><u>Annual Brundish Parish Council Meeting</u></p> <p>MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND</p>	
BPC/25/22	To receive Apologies for Absence/Reasons:	8.30pm
BPC/25/23	To receive any Declarations of interest with regards to Items on the Agenda:	
BPC/25/24	To consider Requests for Dispensations.	
BPC/25/25	<p>To Approve the Minutes of the Brundish <u>Annual PC Meeting</u> held 15th May 2024.</p> <p>Minutes Approved by:</p>	
BPC/25/26	<p>To Approve the Minutes of the BPC Meeting: 12th March 2025</p> <p>Minutes Approved by:</p>	
BPC/25/27	<p>Election of Brundish Parish Council 2025-26:</p> <p>A. Chairman Proposed: Seconded:</p> <p>B. Vice Chairman & RFO Proposed: Seconded:</p>	
BPC/25/28	Resignation from Cllr George Austin – Reason: Moving house to outside Brundish Parish/catchment area.	
BPC/25/29	<p>To receive Progress of Actions from previous BPC Mtg Minutes. BPC/25/12 VG - Grass Cutting – CK BPC/25/12 e) Footpaths – lack of signage – KC ... see BPC/25/32</p>	
BPC/25/30	<p>To receive Reports from the District and County Councillors</p> <p>a) District: Cllr Anders Linder – April Report b) County: Cllr Matthew Hicks – 2025 Annual Report</p> <p>Note: Copies of Reports on BPC Website</p>	
BPC/25/31	<p>Planning: To consider any applications received and note decisions.</p> <p>a) 11.4.25 MSDC - Non Material Amendment/approved: 1 Dairy Row, Brundish IP13 8DF. Change from Bathing Pond to Chlorinated Pool.</p>	No action required

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	<p>b) Planning & Building Control, BMSDC 11.4.25, DC/25/01744 – Potash Farm, The Street, Brundish IP13 8BL. Removal of Condition 5 (Holiday Accommodation Restriction of PP 364/01 14.5.2001). Extension of barn and conversion of cart-lodge to 3No. holiday lets. Response requested by: 2nd May 2025. BPC response sent 28.4.25.</p> <p>c) Planning & Building Control, BMSDC 11.4.25, DC/25/01745 – Potash Farm, The Street, Brundish IP13 8BL. Change of use: Agricultural Buildings to Dwelling houses. Response requested by: 2nd May 2025. BPC response sent 28.4.25.</p>	<p>Clerk</p> <p>Clerk</p>
BPC/25/32	<p>Open Spaces and Amenities: To receive updates on matters discussed at the last meeting and review progress.</p> <p>a) Village Green:</p> <p>b) Village Hall + Car Park & Recycling Bins</p> <p>c) Defibrillator – Maintenance update, via Clerk – Checked: 9/4</p> <p>d) Highways & Road Signs.</p> <ol style="list-style-type: none"> 1. Debrief: Mtg between Cllrs NP, PS & Cllr M Hicks 26/3 2. <u>SCC Problem Report: 00514892</u>, Dennington Rd – Verge & road collapsing into ditch causing trees in the hedge to be pushed over into the adjacent land. <p>e) Footpaths</p> <p>f) PCC – ‘Friends of St. Lawrence Church’</p>	
BPC/25/33	<p>To consider any further correspondence received via Clerk.</p> <p>A. Census data: Parish of Brundish – E/m 28/4</p> <p>B. BMSDC E/m 29/4 – Community Emergency Planning</p> <p>C. BMSDC E/m 18.3.25: Community Involvement Consultation – Have your say on how you get notified of new Planning Apps.</p>	
BPC/25/34	<p>BPC ‘Housekeeping’ – Parish Monthly Check List – June: Submit Internal Audit documentation</p>	
BPC/25/35	<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 2025 b) Barclays Community Bank – current Statement c) VG Savings Account 2. Receipts <ol style="list-style-type: none"> a) £2,462.00, 2.4.25, MSDC, Ref: 100308 – 2025-25 Parish Precept, Part 1 3. Invoices for Payment <ol style="list-style-type: none"> 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. c) £ A Austin, Clerk – Salary, Months: April & May 2025 	

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	<p>4. Under £200 BPC Authorised Payments:</p> <p>a) £71.57 SCC, Inv: 9555574, dated 18.3.25 – Payment agreed - see March Mtg: BPC/25/13 C. Brundish Street Light Maintenance</p> <p>Above Payments to be Agreed: Proposed: Seconded:</p>	
BPC/25/36	<p>Year-end Accounts and Governing Documents:</p> <ol style="list-style-type: none"> 1. Brundish Year-End Accounts 2024-25 @ 31.3.2025 2. AGAR 1 Annual Governance Statement 2024-25 Form 2 3. AGAR 2 Accounting Statements 2024-25 Form 2 4. Neighbourhood CIL Expenditure Report 2025 5. Certificate of Exemption 2024-25 AGAR Form 2 6. Asset Register 2024 - as @ 31.3.2025 7. Brundish Budget 2025-26 <p>All AGAR documentation to be Agreed: Proposed: Seconded:</p>	
BPC/25/37	SALC Internal Audit Booking: w/c 2 nd – 6 th June 2025	
BPC/25/38	<p>Review the Brundish PC Policies & Procedures – P&P as outlined on BPC Website.</p> <p>Proposed: Seconded:</p>	
BPC/25/39	<p>Matters/Proposed Agenda Items for future consideration/inclusion at next BPC Meeting:</p> <p>a) Brundish PC Insurance Oct. 2025-26 – obtain Quotations</p>	
BPC/25/40	<p>Items for BrunbyNews...</p> <ol style="list-style-type: none"> 1. BPC - Councillor Vacancies 	
BPC/25/41	<p>Date of Next Brundish PC Meeting: Wednesday 16th July</p> <p>Future Meeting Dates: Wednesday 24th September Wednesday 12th November</p>	