

**BRUNDISH PARISH COUNCIL**  
**Minutes of 11<sup>th</sup> March 2026 Meeting**  
held at Brundish Village Hall, 7.30pm

**Those present:** Cllr N Parsons (Chair), Cllr C King (RFO), Cllr K Clabburn, Cllr P Smiddy, Cllr Stephen Kelly and Clerk: Amanda Austin. **Part-time:** Cllr M Hicks (SCC)

Agenda Item		Action by:
	<b>MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND –</b> Two members of the Public present.	
	<b>Cllr N Parsons (Chair) opened the meeting</b> and welcomed members of the Public to the meeting.	
BPC/26/17	<b>To receive Apologies for Absence/Reasons:</b> Cllr S Grant – Reason accepted.	
BPC/26/18	To receive <b>any Declarations of Interest</b> with regards to items on the Agenda. None	
BPC/26/19	<b>To consider Requests for Dispensations.</b> None.	
BPC/26/20	<b>To Approve the Minutes of: 21.01.2026.</b> Any matters arising? – None. Minutes were approved & signed by Cllr N Parsons (Chair).	
BPC/26/21	<b>To receive Progress of Actions</b> from previous BPC Meeting Minutes. See BPC/26/24 a). - Village Green, Pond tidy.	
BPC/26/22	<b>MEMBERS OF THE PUBLIC ARE WELCOME TO PARTICIPATE / ASK QUESTIONS</b> a) <b>District:</b> Cllr Anders Linder - Unable to attend.  b) <b>County:</b> Cllr Matthew Hicks – spoke of SCC’s continued objections to why the Norwich to Tilbury Pylon Scheme/current Project Proposal should Not go ahead. SCC Highways Road Resurfacing works – trial scheme to Fine (£70/£35) and Remove vehicles if blocking works. Replacement of SCC’s Chief Executive; Culture Project Funds supporting Community Projects across Suffolk, grants available.  Cllr NP thanked Cllr M Hicks for his attendance at the meeting.	View February & March Reports on BPC Website
BPC/26/23	<b>Planning:</b> To consider any applications received and note decisions. No Planning Applications received.	
BPC/26/24	<b>Open Spaces and Amenities. To receive updates</b> on matters discussed at the last meeting and review progress. a) <b>Village Green.</b> Grass has been cut, thanks to K Bannon. Re: BPC/26/07 a): Cllr SK to review what maintenance around Pond is needed/required. b) <b>Village Hall + Car Park &amp; Recycling Bins</b> Oil tank has been removed. Hall in good condition. Glass	Cllr SK

**BRUNDISH PARISH COUNCIL**  
**Minutes of 11<sup>th</sup> March 2026 Meeting**  
held at Brundish Village Hall, 7.30pm

**Those present:** Cllr N Parsons (Chair), Cllr C King (RFO), Cllr K Clabburn, Cllr P Smiddy, Cllr Stephen Kelly and Clerk: Amanda Austin. **Part-time:** Cllr M Hicks (SCC)

Additional:	<p>Recycling Bin will be removed soon due to SCCouncil providing residents with own glass recycling bins.</p> <p>b) i/ Cllr NP proposed that Parish Council fund the hiring of the Village Hall, if funds are for a charitable cause, i.e. funding the VH hire only applies to Brundish based charitable organisations.  <b>Proposed: Cllr C King / Seconded: Cllr K Clabburn</b></p> <p>c) <b>Defibrillator</b> – Maintenance update: Checked OK 5.3.2026</p> <p>d) <b>Highways &amp; Road Signs</b> – Cllr PS has reported Eight potholes, most along The Street/outside Lane Farm. Difficult to gauge depth of holes with recent wet weather. Emphasis for <u>residents to report Potholes direct to: Suffolk Highways - Website.</u></p> <p>e) <b>Footpaths.</b> Footpath Signage near Chicken Farm has been replaced.</p> <p>f) <b>PCC</b> – ‘Friends of St. Lawrence Church’. Nothing to report.</p>	
BPC/26/25  Additional:  Additional:	<p><b>To consider any correspondence received via Clerk.</b></p> <ol style="list-style-type: none"> <li>1. E/m 25/2/26 – BMSDC Meadow Management, Supporting our Pollinators. No mow May?- BrunbyNews input.</li> <li>2. E/m 24/2/26 – SALC, Suffolk Highways – Cllr PS completed and forwarded Survey.</li> <li>3. Wilby WI Group enquiry re access onto Brundish Village Green. Informed: parking for 2-vehicles/access available.</li> <li>4. E/m 3.3.26 – MSDC invite to Town &amp; Parish Liaison meeting 25/3, Elmswell. No attendance from BPC.</li> </ol>	<p style="text-align: right;">BrunbyNews</p> <p style="text-align: right;">Clerk to advise</p> <p style="text-align: right;">Clerk to reply</p>
BPC/26/26  Additional: Additional:	<p><b>BPC ‘Housekeeping’</b> – Parish Monthly Check List</p> <ol style="list-style-type: none"> <li>a) Audit – Minute: Agreed Budget 2026-27 – See BPC/26/27 1.a)i/</li> <li>b) Audit – Appoint Internal Auditor</li> <li>c) Clerk Salary Review for 2026-27 – Councillors to discuss at end/out of meeting.</li> </ol>	
	<p>Cllr Matthew Hicks (SCC) attended the meeting.  <b>See BPC/26/22 b)</b></p> <ol style="list-style-type: none"> <li>i. A question was raised re the Straw ‘stack’ (half way along The Street, LHS) and its height, obstructing/blocking network signals. Advised to report to Mid-Suffolk, Planning Department.</li> </ol>	

**BRUNDISH PARISH COUNCIL**  
**Minutes of 11<sup>th</sup> March 2026 Meeting**  
held at Brundish Village Hall, 7.30pm

**Those present:** Cllr N Parsons (Chair), Cllr C King (RFO), Cllr K Clabburn, Cllr P Smiddy, Cllr Stephen Kelly and Clerk: Amanda Austin. **Part-time:** Cllr M Hicks (SCC)

<p>BPC/26/27</p> <p>Additional:</p>	<p><b>1. Finance/Administration, including:</b> (RFO – Cllr C King)</p> <p>a) <b>Expenditure v Budget – BPC Accounts 2026-2027</b></p> <p>i) Audit: Brundish Parish Budget 2026-27</p> <p>b) <b>Barclays Community A/c –</b> Statement as @ 5.3.2026: £4,381.54</p> <p>c) <b>Barclays Business Premium A/c –</b> Statement as @ 5.3.2026: £10,176.87</p> <p><b>2. Receipts</b></p> <p>a) 2.2.2026 - £437.33 HMRC, VAT Reclaim</p> <p><b>3. Invoices for Payment</b></p> <p>a) £ A Austin, Clerk – Salary, Months: Feb. &amp; March 2026</p> <p>b) £27.00 – SALC, 6-Mths Payroll – Inv. 30847, 10.3.26</p> <p><b>4. Under £500 BPC Authorised Payments: -</b></p> <p>Above payments were Agreed.  <b>Proposed: Cllr K Clabburn / Seconded: Cllr S Kelly</b></p>	<p>See Attachment</p>
<p>BPC/26/28</p>	<p><b>SALC Internal Audit Service - Letter of Engagement</b>  Brundish PC Approval – SALC Audit Fee: £189.00  <b>Proposed: Cllr C King / Seconded: Cllr N Parsons</b></p>	<p>Clerk to book Int. Audit 'slot' with SALC</p>
<p>BPC/26/29</p>	<p><b>Re Internal Audit – Confirmation:</b></p> <p>a) Exempt from External Audit (PJ Littlejohn)</p> <p>b) Internal Audit registered with SALC – See BPC/26/28</p> <p>c) 2025-26 Minutes of Brundish PC Meetings on Website</p> <p>d) Policies reviewed, updated + on BPC Website</p> <p>e) Risk Assessment reviewed, updated + on BPC Website</p> <p>f) Internal Controls reviewed, updated + on BPC Website</p> <p>g) Statement of Internal Controls – on BPC Website</p>	
<p>BPC/26/30</p>	<p><b>Brundish Parish Council - Precept 2026/27 (BPC/26/11 refers)</b>  3% Increase on 2025/26.  Email 30.1.2026 BMSDC, confirmation: £4,967.00 – x2  Instalments: 50% April &amp; 50% September 2026.</p>	
<p>BPC/26/31</p>	<p><b>Wednesday 6<sup>th</sup> May: Annual Parish &amp; Annual BPC Meetings</b></p> <p>- Invites to Parish Groups / Speakers' Annual Reports</p> <ul style="list-style-type: none"> <li>● District &amp; SCC Annual Reports</li> <li>● Chair: Brundish Parish Council</li> <li>● Brundish Village Hall – Neil Parsons</li> <li>● Parochial Church Council – Tim Gillingham</li> <li>● The Education Fund – Carl King</li> </ul>	<p>Clerk to invite</p> <p>BrunbyNews to notify residents</p>

**BRUNDISH PARISH COUNCIL**  
**Minutes of 11<sup>th</sup> March 2026 Meeting**  
held at Brundish Village Hall, 7.30pm

**Those present:** Cllr N Parsons (Chair), Cllr C King (RFO), Cllr K Clabburn, Cllr P Smiddy, Cllr Stephen Kelly and Clerk: Amanda Austin. **Part-time:** Cllr M Hicks (SCC)

	<ul style="list-style-type: none"> <li>● Wilby Women's Institute – Ali King (Sec.)</li> <li>● Tree Warden – Tim Gillingham</li> </ul> <p>Light refreshments to be made available.</p>	
BPC/26/32	<b>Thursday 7<sup>th</sup> May – Local Elections: 07:00–22:00</b> , Brundish VH Hall available for use. No extra organising required.	BrunbyNews to notify residents
BPC/26/33	<b>Assertion 10 &amp; Digital Compliance / new: .gov.uk domain</b> a) Town & Parish Websites – Quote requested 3/3 (claim £100). Discussion re way forward. Suggestion: in line with Wilby PC's website. Cllr CK will look into/follow up.	Cllr CK
BPC/26/34	Matters/Proposed Agenda Items for future consideration/inclusion at next BPC Meeting: (a) E/mail Minutes of 2025 Annual Meeting Minutes to Councillors (b) Finance: AGAR Documentation, ready for June, Int. Audit	Clerk Cllr CK - RFO
BPC/26/35	<b>Items for BrunbyNews...</b> 1. Annual Parish & Annual BPC Meetings - Agenda/Timings 2. Local Elections – Thursday, 7 <sup>th</sup> May, 07:00-22:00, BVH 3. Brundish Coffee Morning 7/5 – Coffee & Vote! 4. Potholes – Residents to report Road Repairs direct with SCC, Highways – Website, very easy to report. 5. Vacancy: Councillor - Brundish Parish Council (quota) 6. E/m 25/2/26 – BMSDC Meadow Management, Supporting our Pollinators.	BrunbyNews
BPC/26/36	<b>Date of Next Brundish PC Meeting: Wed. 6<sup>th</sup> May, 7.30pm</b> <b>Annual Parish Mtg &amp; Annual BPC Meeting</b>  <b>Future Meeting Dates:</b> Wednesday, 15 <sup>th</sup> July Wednesday, 9 <sup>th</sup> September Wednesday, 11 <sup>th</sup> November	
	<b>Meeting closed at 8.50pm</b> Minutes taken by Amanda Austin – Clerk, Brundish PC	
	BPC/26/26: c) Clerk Salary Review for 2026-27 – Note: E/m 12.3.26 refers.	

**Attachment:**

Ref Int. Audit: Brundish Parish - Budget 2026-27, Spreadsheet – BPC/26/12 Refers

**BRUNDISH PARISH COUNCIL**  
**Minutes of 11<sup>th</sup> March 2026 Meeting**  
held at Brundish Village Hall, 7.30pm

**Those present:** Cllr N Parsons (Chair), Cllr C King (RFO), Cllr K Clabburn, Cllr P Smiddy, Cllr Stephen Kelly and Clerk: Amanda Austin. **Part-time:** Cllr M Hicks (SCC)

**Brundish PC Website:**

District – February & March Reports

Suffolk CC – February & March Reports

Brundish Parish: Budget 2026-27