

BRUNDISH PARISH COUNCIL
 Minutes of 21st January 2026 Meeting
 Held at Brundish Village Hall, 7.30pm

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

Agenda Item		Action by:
	MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND – None present.	
BPC/26/01	To receive Apologies for Absence/Reasons: Cllr P Smiddy – Reason accepted. Cllr S Grant – Reason accepted.	
BPC/26/02	To receive any Declarations of interest with regard to items on the Agenda. None received.	
	Cllr M Hicks spoke first, referring to his January Report. See BPC/26/05.	
BPC/26/03	To Approve the Minutes of: 12th November 2025. No matters arising, Minutes were approved and signed by Cllr NP.	
BPC/26/04	To receive Progress of Actions from previous BPC Meeting Minutes. See BPC/26/13 - Review of Policies & Procedures – Sign off for Audit See BPC/26/11 - Propose & Agree 2026-27 Precept	
BPC/26/05	MEMBERS OF THE PUBLIC ARE WELCOME TO PARTICIPATE / ASK QUESTIONS a) District: Cllr Anders Linder - Spoke of: Possible cancellation of Local Elections in May / Possibility of lowering the Voting Age to Sixteen / Grant monies available for making Homes Warmer / Update on Water recycling & storage project. b) County: Cllr Matthew Hicks - Spoke of: £15m savings re Budget monies available / Adult & Children Care services and funding / Fires at Waste Sites re disposal of batteries – Do Not recycle small batteries in regular collection bins! / Suffolk is recruiting Fire Fighters / Suffolk Highways incorrectly received a Road Maintenance, Red rating - report being challenged / Public encouraged to 'Keep Reporting Potholes' on SCC Highways' Website for repairs and to improve Suffolk roads. Cllr M Hicks left the meeting.	See Brundish PC Website re District & County January Reports
BPC/26/06	Planning: To consider any applications received and note decisions. A) Appeal Decision – Ref: APP/W3520/W/25/3369285 Application: DC/25/01745 Potash Farm, The Street, Brundish IP13 8BL Planning Inspectorate response 3.12.2025: The appeal is dismissed.	
BPC/26/07	Open Spaces and Amenities. To receive updates on matters discussed at the last meeting and review progress. a) Village Green.	

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<p>Additional:</p> <p>Additional:</p>	<p>Received Email from Resident requesting the area around the Pond be tidied, trees overhanging/need trimming etc. Cllrs CK and SK will investigate.</p> <p>b) Village Hall + Car Park & Recycling Bins No major issues with Hall.</p> <p>Reported that Parish Council Notice Board (Crown Corner) needs repairing + cork board replaced. Cllr CK will investigate.</p> <p>c) Defibrillator – Maintenance update. Checked ok – 19.1.2026.</p> <p>d) Highways & Road Signs General feeling that Road Signs are in a poor condition, some collapsing and could be a H&S issue. Highways update from Cllr PS was read out.</p> <p>e) Footpaths. Nothing to report.</p> <p>f) PCC – ‘Friends of St. Lawrence Church’. Nothing to report.</p>	<p>Cllrs CK & SK</p> <p>Cllr CK</p>
<p>BPC/26/08</p>	<p>To consider any correspondence received via Clerk.</p> <p>A) Locality Grant – E/m 9.1.26 A Linder – Cllr NP Response 13/1. Cllr NP thanked Cllr AL for advising Grant information, which has been applied for through Brundish Village Hall Committee. Cllr A Linder left the meeting.</p> <p>B) MSDC, Tax Base 2026-27 – E/m 7.1.26. General discussion.</p> <p>C) SALC E/m 19.1.26 re Buckingham Palace Garden Party 2026. Invites available for Suffolk Councils. Cllr NP nominated to apply.</p> <p>D) East Suffolk Council. E/m 13.1.26 – Get involved in Planning.</p>	<p>Clerk to submit application</p>
<p>BPC/26/09</p>	<p>BPC ‘Housekeeping’ – Parish Monthly Check List -</p> <p>31.1.26 – Submit Precept – See BPC/26/11</p> <p>31.1.26 – Agree Budget 2026-27 – See BPC/26/12</p> <p>31.1.26 – Update P&P on BPC Website, Audit requirement – See BPC/26/13</p>	
<p>BPC/26/10</p>	<p>1. Finance/Administration, including: (RFO – Cllr C King)</p> <p>a) Expenditure v Budget – BPC Accounts 2025, 2026-27</p> <p>b) Barclays Community Bank – Statement @ 13.1.2026 = £5,296.21</p> <p>c) Business Premium Savings Account (VG) – Statement @ 13.1.2026 = £10,151.17</p> <p>2. Receipts None</p> <p>3. Invoices for Payment</p> <p>a) £ A Austin, Clerk – Salary, Months: Nov, Dec 2025 and January 2026. Payment authorised by Cllr NP.</p> <p>4. Under *£500 BPC Authorised Payments:</p> <p>* Sum increased as per Financial Regs 2025.</p> <p>Agreement: Proposed: Cllr N Parsons / Seconded: Cllr C King</p> <p>a) Ref: BPC/25/90 4.d) Donation to Royal British Legion, an amount equal to purchasing a Remembrance Wreath – awaiting paperwork.</p>	

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	<p>b) Ref: BPC/25/90 4.a) - Awaiting Invoice re 1.11.25 Community Heartbeat Trust – CPR/Defib Training - £87.50 +VAT (joint Wilby PC). Note: Both a) & b) will be removed from further reporting until Invoices received.</p> <p>Agreement: Proposed: Cllr CK / Seconded: Cllr NP</p>	
BPC/26/11	<p>Brundish Parish - Precept 2026-27. RFO E/mailed documentation for discussion + hardcopies. RFO proposed: 3% Increase. - Agreement to: keep the raise to the minimum required to cover our costs, which is below current inflation levels. - Documentation signed off.</p> <p>Agreement: Proposed: Cllr C King, RFO / Seconded: Cllr S Kelly</p>	<p>Clerk to file with BMSDC by 31.1.2026</p>
BPC/26/12	<p>Budget 2026-27 Data charts discussed. - Amendment: Precept to read 3% increase - Documentation signed off.</p> <p>Agreement: Proposed: Cllr C King / Seconded: Cllr S Kelly</p>	
BPC/26/13	<p>Review & Agreement on Policies & Procedures: a) Data Protection b) ICO current Certificate – Data Protection c) Electronic Communications Policy d) Code of Conduct e) Procurement Policy f) Complaints Procedure * g) Planning Response Policy h) Statement of Internal Controls i) Publication Policy * j) Financial Risk Assessment – discussed/agreed, 21.11.25 k) Financial Regulations l) Standing Orders m) Website Accessibility Statement n) Asset Register</p> <p>The above P&Ps were reviewed except (*) which Cllr CK agreed to review. Cllrs CK & NP to proof read ready for 31.1.2026 – to be placed onto Brundish PC Website & Audit Review.</p> <p>Agreement/Resolution: Proposed: Cllr CK / Seconded: Cllr SK</p>	<p>Cllr CK Cllrs CK & NP</p>
BPC/26/14	<p>Matters/Proposed Agenda Items for future consideration/inclusion at next BPC Meeting: - Assertion 10 & Digital Compliance. Clerk/Cllr CK to investigate further.</p>	<p>Clerk / Cllr CK</p>

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BPC/26/15	BPC suggested Items for BrunbyNews: N/A	
BPC/26/16	Date of Next Brundish PC Meeting: Wednesday, 11th March <u>Remainder of 2026 Meeting Dates:</u> Wednesday, 6 th May – Annual Parish & Annual BPC Meetings Wednesday, 15 th July Wednesday, 9 th September Wednesday, 11 th November	
	Meeting closed: 9.25pm Minutes taken by: Amanda Austin, Clerk – Brundish PC	

Brundish PC Website Attachments:

Brundish Parish - Budget 2026-2027, As agreed at 21.1.2026 Brundish PC Meeting

District Council – January 2026 Report

Suffolk County (Thredling Div.) – January 2026 Reported