

BRUNDISH PARISH COUNCIL
 Minutes of 12th November 2025 Meeting
 Held at Brundish Village Hall, 7.30pm

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

Agenda, Amend 1 Item		Action by:
BPC/25/80	To receive Apologies for Absence/Reasons: Cllr P Smiddy – Apologies accepted.	
BPC/25/81	To receive any Declarations of interest with regards to items on the Agenda. None	
BPC/25/82	To consider Requests for Dispensations.	
	MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND – None present.	
BPC/25/83	To Approve the Minutes of 24/09/2025. No matters arising – Minutes were Approved and Signed by Cllr NP.	
BPC/25/84	To receive Progress of Actions from previous BPC Meeting Minutes. a) See below – Footpaths: ref BPC/25/68 e).	
BPC/25/85	<p>MEMBERS OF THE PUBLIC ARE WELCOME TO PARTICIPATE / ASK QUESTIONS</p> <p>a) District: Cllr Anders Linder - See/Ref Oct. & Nov. Reports. Cllr Linder highlighted: Essex & Suffolk Water projects – two NSIPs (Nationally Strategic Infrastructure Projects), local presentations available to the public; Community Governance Review; Biodiversity Net Gain re new developments; clarification re Sheltered Housing, services being decommissioned – not affecting the surrounding areas; CIL spending in mid-Suffolk.</p> <p>b) County: Cllr Matthew Hicks - See/Ref Oct. & Nov. Reports Cllr M Hicks highlighted the following: Suffolk CC are shaping the Budget for 2026-27 and are faced with hard decisions on where to spend the proposed £205 Million; Possibility of increasing Council Tax to aid County services; New waterworks proposals, Essex & Suffolk Waters – consultation open until 10/12; Home Fire Safety Visits/fire prevention and Suffolk’s Recycling Centres and the re-use Shops (white goods) now available at Foxhall & Bury Recycling sites.</p>	<p style="text-align: center;">See Brundish PC Website</p> <p style="text-align: center;">See Brundish PC Website</p>
BPC/25/86	Planning: To consider any applications received and note decisions. Nothing received.	
BPC/25/87	Open Spaces and Amenities. To receive updates on matters discussed at the last meeting and review progress. a) Village Green: i) re Memorial. The plinth & village remembrance sign needs attention + brick pointing needs addressing. Agreed to spend	

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<p>Additional:</p>	<p>approx £400-£500 on repairs. Proposed: Cllr N Parsons / Secoded: Cllr C King</p> <p>b) Village Hall + Car Park & Recycling Bins. Obtaining Quotes (3) for renewing the hard standing in front of village hall. Also reconfiguring the fence line.</p> <p>c) Defibrillator – Maintenance update. Checked ok 12/11/25. Debrief: 1.11.25 CPR/Defib. Awareness Training: Amanda Austin thanked both Brundish PC and Wilby PC for their joint funding of this Community event plus thanks to Community Heartbeat Trust for their CPR/Defib presentation, organised through hosts Wilby WI. Positive feedback from those in attendance.</p> <p>d) Highways & Road Signs. Reported that Cllr Smiddy continues to alert SCC Highways re road repairs etc. Tannington Long Road continues to be highlighted as needing repairs.</p> <p>e) Footpaths. Cllr KC chasing SCC re previous Maintenance requests – ongoing. Fowls Green walkway – ongoing, i.e. no walkway currently available. Cllr KC asks for Footpath repairs to be reported to her via Clerk at: Brundishparishclerk@gmail.com</p> <p>f) PCC – ‘Friends of St. Lawrence Church’. Nothing to report.</p>	
<p>Additional:</p>	<p>To consider any correspondence received via Clerk.</p> <p>A) A. E/m 24.10.25, Electoral Reg – Community Governance Review – Cllr A Linder reported – see BPC/25/85 a)</p> <p>B) E/m 22.10.25 Norwich to Tilbury Pylon Proposals. - Nationally Strategic Infrastructure Project (NSIP) – Register by 27/11/25.</p> <p>C) E/m 3.11.25 NSIP and large-scale energy developments, update November 2025.</p> <p>D) E/m 28.10.25 Citizens Advice Mid-Suffolk. Request for BPC donation towards running costs. Considered a worthy support network for community, therefore £100 was proposed/agreed as a donation. See BPC/25/90 4.c) Proposed: Cllr K Clabburn / Secoded: Cllr S Grant Clerk to obtain BACS details + payment to be made.</p> <p>E) E/m 7.11.25 BMSDC re revised version (dated 1.12.25) Electoral Register – Clerk applied for a copy.</p> <p>F) Clerk informed Council that Cllr PS was booked onto the Winter Maintenance Suffolk Highways Forum on 19.11.25.</p> <p>G) Reminder to donate to RBL – see BPC/25/90 4.d)</p>	<p>Clerk / Cllr CK</p> <p>Debrief Cllr PS</p>
<p>BPC/25/89</p>	<p>BPC ‘Housekeeping’ – Parish Monthly Check List Draft & finalise Budget; discuss/agree Precept. Items discussed.</p>	<p>Cllr C King</p>
<p>BPC/25/90</p>	<p>Finance/Administration, including: (RFO – Cllr C King)</p> <p>1. a) Expenditure v Budget – BPC Accounts 2025-26 Discussion re 2025 Receipts/Payments (£16,211.21) with regard to 2026-27 Budget.</p>	

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<p>Additional:</p> <p>Additional:</p> <p>Additional:</p> <p>Additional:</p> <p>Additional:</p>	<p>b) Barclays Community Bank - Statement as @ 20.10.25 = £6,089.57 c) Barclays B/Premium Account - Statement as @ 20.10.25 = £10,121.64</p> <p>2. Receipts a) £1,596.80, 20.10.25 – MSDC, Neighbourhood CIL</p> <p>3. Invoices for Payment a) £27.00, 30.9.25, SALC 6-Mth Payroll – Inv 30469 b) £ A Austin, Clerk – Salary, Month: October (Note: November-January, claim: Jan. BPC Mtg) c) £219.60, 29.6.25 – SALC Inv.30313 – Internal Audit</p> <p>4. Under £200 BPC Authorised Payments: a) £87.50 + VAT – The Community Heartbeat Trust CPR & Defib Awareness Training, 1.11.2025 - awaiting Invoice. b) EAAA - £100 – Discretionary Donation. Ref: BPC/25/74 c) £100 Citizens Advice Mid-Suffolk, BPC Donation – Confirmation E/m 11.12.25 refers. d) Royal British Legion – agreed BPC/25/76: to donate/value of a wreath up to £100.00.</p> <p>5. Invoices Paid a) £187.46 Grayston Bros., Service to Stiga Tornado Lawn Tractor (VG). Inv.24492, dated 2.10.25.</p>	<p style="text-align: right;">Clerk</p>
<p>BPC/25/91</p>	<p>Changes to <u>Planning</u> Response Policy - E/m 26.9.2025 refers. Proposed changes to Conditions of Delegation:</p> <ul style="list-style-type: none"> • <i>Prior to making any delegated response, the Clerk must first distribute the planning application details to all councillors by email and then allowing a minimum of Five Days (if the deadline permits this) for response from the time of sending.</i> • <i>A majority of councillors must formally respond either in support of, or opposition to, a planning application for the Clerk to formally state a position. Should this majority not be achieved, the Clerk’s response will be limited to acknowledging the receipt of the application and noting any relevant observations without indicating either support or objection from the Council.</i> <p>Propose: Cllr N Parsons / Seconded: Cllr C King Update to be placed onto BPC Website – C King</p>	<p style="text-align: right;">Cllr C King</p>
<p>Ref:</p>	<p>Cllr Matthew Hicks (Suffolk CC) attended the meeting.</p>	

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BPC/25/85 b)	See BPC/25/85 b)	
BPC/25/92	Discussion on recent local proposed plans/consultation – re Suffolk Water Recycling, Transfer and Storage (SWRTS) project.	
BPC/25/93	Proposed Draft Budget 2026-27. Discussion took place. Agreed a 5% increase. Proposed: Cllr N Parsons / Seconded: Cllr S Kelly Note: Documentation to be signed off in January 2026.	Cllr C King
BPC/25/94	Proposed Precept 2026-27. Discussion took place. Documentation to be presented for signature at January BPC Meeting.	Cllr C King
BPC/25/95	*Review of Policies Procedures – Shared responsibilities to review the following PPs: 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 *Policies to be reviewed ready for 21st January 26, BPC Mtg <u>Update/discuss:</u> j) Financial Risk Assessment – Discussed at meeting, updated and Signed. k) Financial Regulations l) Standing Orders	Councillor: N Parsons N Parsons N Parsons C King S Kelly S Grant N Parsons C King S Grant
Additional:		Clerk, A Austin Clerk, A Austin
BPC/25/96	Matters/Proposed Agenda Items for future consideration/inclusion at next BPC Meeting: 2026-27 Budget + Precept 2026-27 documentation. Review BPC Policies-Procedures.	
BPC/25/97	BPC suggested Items for BrunbyNews: 1. Suffolk Water Recycling, Transfer & Storage (SWRTS) project. 2. Home Fire Safety Visits/fire prevention programme – see SCC November Report. 3. Festive Greetings from Brundish Parish Council	
BPC/25/98	Date of Next Brundish PC Meeting: Wed. 21st January 2026 2026 Meeting Dates: Wednesday, 21 st January Wednesday, 11 th March Wednesday, 6 th May – Annual Parish & Annual BPC Meetings	
	Meeting closed: 9.00pm / Minutes taken by Clerk: Amanda Austin	