

BRUNDISH PARISH COUNCIL
Minutes of 24th September 2025 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 + Cllr A Linder

Agenda Item		Action by:
B/F: BPC/25/68 b)	<p>Planning: Planning Application: DC/25/03651 – “Land at Church Lane Dennington Rd., Brundish, Suffolk. Erection of 1 Agricultural Workers Dwelling on site of former farmhouse and agricultural buildings. MSDC Response by 23/9/25. BPC requested an Extension – 1/10/25 to enable applicant to attend and discuss the Planning Application.</p> <p>Applicant & members of family (4) were in attendance. Became apparent that there was misleading and incorrect wording (above) of the MSDC Planning Application - discussion clarified the application. Cllr N Parsons thanked the Applicant & family for their attendance.</p> <p>Outcome of discussion – see BPC/25/68 b)</p>	7.30 pm
BPC/25/59	To receive Apologies for Absence/Reasons: None	7.45pm
BPC/25/60	To receive any Declarations of interest with regards to items on the Agenda.	
BPC/25/61	To consider Requests for Dispensations. None	
	<p>MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND None additional to BPC/25/68 b).</p>	
BPC/25/62	<p>Audit Report: Amendment to Minutes of the Annual BPC Meeting held 07 May, 2025. To ensure Election of Brundish PC Chairman & Committee is first on Agenda. Minutes amended & approved by Cllr N Parsons.</p>	
BPC/25/63	To Approve the Minutes of 16/07/2025. Minutes Approved by Cllr NP.	
BPC/25/64	<p>Councillor Vacancy. To Co-Opt Applicant: Simon Grant onto Brundish Parish Council. Application discussed and All present approved. Proposed: Cllr C King / Seconded: Cllr K Clabburn Clerk to Email Cllr SG, inform Co-opted</p>	Clerk
BPC/25/65	To receive Progress of Actions from previous BPC Meeting Minutes. Ref: BPC/25/52 3. Re: BPC/25/32 a) – Purchase of Lawnmower, Receipt received, dated 29.5.2025 £2,100.00 – Mr A Bryant.	
BPC/25/66	<p>MEMBERS OF THE PUBLIC ARE WELCOME TO PARTICIPATE / ASK QUESTIONS</p> <p>a) District: Cllr Anders Linder - Summary of September Report: District Councils and proposal for Three Unitaries / MSDC objections to erecting Pylons / District Grant monies available. Cllr NP spoke about a possible Grant towards renovating the outside area of Village Hall. Cllr NP to raise an Application.</p> <p>b) County: Cllr Matthew Hicks - Cllr Hicks unable to attend meeting – September Report distributed within BPC.</p> <p>Both Reports on BPC Website.</p>	<p>Cllr NP</p> <p>BPC Website</p>

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BPC/25/67	<p>Planning: To consider any applications received and note decisions.</p> <p>a) Planning Appeal APP/W3520/W/25/3369285, Ref: DC/25/01745, Appeal Issued: 23.7.2025. Potash Farm, The Street, Brundish 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 responded - no new comments added to previous response. Planning Inspectorate acknowledged receipt, Email 23.9.2025 refers.</p> <p>b) Planning Application DC/25/03651, Issued: 2.9.2025 Land at Church Lane, Dennington Rd., Brundish, Suffolk. <i>See initial discussion – opening item on Agenda.</i> Family Farm business – 10th Generation. Potential plan for a 5-Bed Residential dwelling, <u>not</u> a “workers dwelling”. After much discussion, BPC voted unanimously to support this application for the stated purpose of being a new dwelling for agricultural use. An additional comment was submitted from PCC Committee “The PCC Committee is supportive of the application on the basis that there will be no tree felling adjacent to the church.” BPC requested response extension - Email response made on 29.9.2025 to MSDC.</p> <p>c) Discharge of Condition(s) Application DC/22/03633 – 3.9.25 Cond.10, Ref: DC/25/03410. 1 Dairy Row, Brundish IP13 8DF Cond.10: Action required prior to commencement: Precautionary Biodiversity Method Statement. No development shall take place until a PBMS for Protected & Priority Species & Habitats has been submitted and approved in writing.</p>	
BPC/25/68	<p>Open Spaces and Amenities. To receive updates on matters discussed at the last meeting and review progress.</p> <p>a) Village Green. New shipping container now stores Marquees etc. Recently purchased Lawnmower requires a service – suggestion: Laxfield’s N.Grayson. Thanks goes to Brundish resident K Bannon, who has agreed to cut VG grass on a regular basis.</p> <p>b) Village Hall + Car Park & Recycling Bins. R/Bin received £76 for 2025. C/Park – VH are purchasing new C/Park lights. VH is generally in good order/condition and well utilised.</p> <p>c) Defibrillator – Maintenance update – Checked 5.9.2025 & OK</p> <p>d) Highways & Road Signs. Cllr PS continues to report potholes.</p> <p>e) Footpaths. Cllr KC updated BPC re Email 2/9: Replacement Bridge will take up to 6-12 months. Cllr PS mentioned the Walkway around Fowls Green has been ploughed, leaving no walkway. Suggestion: a letter to Tuckwells asking for walkways to be made available for residents use.</p> <p>f) PCC – ‘Friends of St. Lawrence Church’. Nothing to report other than Fete feedback – see BPC/25/69 A.</p>	Cllr KC

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BPC/25/69	<p>To consider any correspondence received via Clerk...</p> <p>A. Email 2/9, Tim Gillingham – re Brundish Fete. Successful village Fete, which raised £1,198.13 to the ‘Friends of St. Lawrence Church’ Account – well done to All organisers.</p> <p>B. East Anglia Air Ambulance, Email 26/8 – See BPC/25/74</p> <p>C. Working for a Safer Suffolk – Community Meeting: 7/10/25, 3-5pm at The Huntingfield Hub IP19 0QH</p> <p>D. BMSDC E/m 22/9: Draft – Housing Land Availability, Forthcoming call for Sites.</p> <p>E. MSDC – Meeting 9/10 in Eye – “Flood Strategies”</p>	
Cllr A Linder left the Mtg – Cllr NP thanked Cllr AL for his attendance.		
BPC/25/70	<p>BPC ‘Housekeeping’ – Parish Monthly Check List –</p> <ol style="list-style-type: none"> 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. <p>Nov = Propose Precept & Draft Budget 2026</p>	Cllr CK, RFO
BPC/25/71 Additional: Additional: Additional:	<p>Finance/Administration, including: (RFO – Cllr C King)</p> <ol style="list-style-type: none"> 1. a) Expenditure v Budget – BPC Accounts 2025 b) Barclays current Community Bank Statement as @ 20/9/2025: £5,410.53 c) VG – Business Premium A/c – Statement as @ 20/9/2025: £10,121.64 <p>A. Receipts</p> <ol style="list-style-type: none"> a) £2,462.00, 4.9.2025 MSDC, Precept-2 Ref: 100308 <p>B. Invoices for Payment</p> <ol style="list-style-type: none"> 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: August & Sept. d) £ A Austin, Clerk – Annual Holiday Pay: 2-Days e) £214.00, 20.8.2025 – Zurich Insurance – Brundish PC – Ref: YLL-2720929073. Bacs Paid: 5.9.2025. <p>C. Under £200 BPC Authorised Payments:</p> <ol style="list-style-type: none"> a) £3.15, 29.8.25 - Postage – A Austin, Clerk b) £180.00, 23.9.25, BVHall-20181 – Hall hire 2025. c) £198.00, Paid 20.8.25, EuroLoo NE175899, V.Fete d) £7.30 16/7/25, Stationery – A Austin, Clerk <p>D. Outstanding Payments – Bacs Paid: 19.9.2025</p> <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. 	

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BPC/25/72	Audit: PKF Littlejohn – Notification of Exempt Status 2025. SF0068 = Receipt of documents. Email confirmation dated 19.9.2025	
BPC/25/73	Audit Report/Review: Cllr CK updated PC Committee on the Audit Report, highlighting Audit Items that need to be 'In Order' by January 2026. Clerk to update the Brundish Standing Orders etc. and the Roles of Clerk & RFO.	Clerk
BPC/25/74	East Anglia Air Ambulance – Received Enquiry Email 26.8.25 “... as to whether Brundish Parish Council has an application process for charities to apply for discretionary donations.” Considering BPC Budget, BPC Agreed to donate £100.00 Proposed: Cllr N Parsons / Seconded: Cllr P Smiddy Clerk to notify EAAA and obtain payment details.	Clerk
BPC/25/75	The Community Heartbeat Trust – CPR & Defib Community Awareness Training Session: Saturday, 1st November 2025, 10.30am – Wilby Village Hall. Ref: Email 18.9.25 to both Wilby & Brundish PCs requesting a 50/50 split of the £175.00 Training Fee. Wilby WI will advertise & host the event.	
BPC/25/76	Remembrance Sunday 9.11.2025 – Brundish Wreath c/o A.Bryant. Proposal to donate to the Royal British Legion (the cost of, if having to purchase a Wreath - to the value of £100). Cllr CK to speak with A.Bryant. Proposed: Cllr N Parsons / Seconded: Cllr K Clabburn	Cllr CK
BPC/25/77	Matters/Proposed Agenda Items for future consideration/inclusion at next BPC Meeting: Nov. Meeting: Propose Precept & Draft Budget 2026	Cllr CK (RFO)
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. 12 th November 2025 <u>2026 Meeting Dates:</u> January 21 st March 11 th May 6 th = Annual Meeting: Annual Parish & Annual Brundish PC	
	Meeting closed: 9.20pm. Minutes taken by: Clerk – Amanda Austin	