



# BRUNDISH PARISH COUNCIL

Wednesday, 15<sup>th</sup> July 2026



## Meeting Minutes

| Agenda Item |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| BPC/26/58   | Apologies for Absence<br>Karen Clabburn, Simon Grant, Carl King                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
| BPC/26/59   | Declarations of interest<br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
| BPC/26/60   | Requests for Dispensations<br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |
| BPC/26/61   | Public Participation<br>No members of the public attended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
| BPC/26/62   | Co-option to fill Parish Councillor vacancy <ul style="list-style-type: none"> <li>Confirmed by BMSDC Electoral Services Team that the vacancy may be filled by co-option</li> <li>The council voted unanimously to accept the candidate, Steven Ball</li> <li>Signed of Declaration of Acceptance of Office to be sent to BMSDC Electoral Services Team</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NP |
| BPC/26/63   | Approve the Minutes of previous BPC Meeting: <ul style="list-style-type: none"> <li>Matters arising - none</li> <li>Accepted and approved, signed by Cllr Neil Parsons</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |
| BPC/26/64   | <b>Progress of Actions</b> from previous BPC Mtg Minutes. <ul style="list-style-type: none"> <li>Advertising for new clerk - ongoing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CK |
| BPC/26/65   | <b>Reports from the District and County Councillors</b> <ol style="list-style-type: none"> <li>District: Cllr A Linder – report received by e-mail - Not present</li> <li>County: Cllr Matthew Hicks – report received by e-mail - Not present</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
| BPC/26/66   | <b>Planning Applications &amp; Decisions</b> <ul style="list-style-type: none"> <li>DC/26/02406 – 13 Crown Corner – no objections raised</li> <li>DC/26/02071 - Brundish Lodge, Dennington Road - no objections raised</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |
| BPC/26/67   | <b>Open Spaces and Amenities:</b> To receive updates: - <ol style="list-style-type: none"> <li>Village Green <ul style="list-style-type: none"> <li>A local resident reported concerns that the pond area is overgrown. The area is slightly untidy, but there is no contract in place for this work. The Council will ask residents adjacent to the area if they are willing to do some tidying up on a voluntary basis.</li> </ul> </li> <li>Village Hall + Car Park &amp; Recycling Bins <ul style="list-style-type: none"> <li>The glass recycle bin will shortly be removed as part of the MSDC move to blue glass recycle bins</li> </ul> </li> <li>Defibrillator – Maintenance update. A resident reported difficulties accessing he defibrillator in an emergency. Amanda Austin has checked access and found no issue. The reporting resident was informed and put the issue down to mis operation by the user.</li> <li>Highways &amp; Road Signs <ul style="list-style-type: none"> <li>Paul Smiddy has reported over a dozen potholes to SCC, mainly along Tannington Road. We are waiting for a response from Cllr Matthew Hicks on a significant area of subsidence issue with a road near the church.</li> </ul> </li> <li>Footpaths <ul style="list-style-type: none"> <li>A replacement footbridge has been installed next to the grain store on the Thorofare</li> </ul> </li> <li>PCC</li> </ol> |    |



### Meeting Minutes

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| BPC/26/68 | <b>Correspondence received.</b> <ul style="list-style-type: none"> <li>• Brundish PCC appeal for portable toilet funding</li> <li>• The Council is willing to support requests for funding from the PCC but felt that the purchase of a portable toilet was not the best use of Council funds, preferring to support more permanent improvements. The council reiterated its willingness to provide temporary toilet facilities for community events at the church. Response letter to be sent explaining decision.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  | <b>NP</b> |
| BPC/26/69 | <b>BPC 'Housekeeping' –</b> <ol style="list-style-type: none"> <li>Policies &amp; Procedures</li> <li>Budget -</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |
| BPC/26/70 | <ol style="list-style-type: none"> <li><b>Finance/Administration, including:</b> <ol style="list-style-type: none"> <li><b>Expenditure v Budget</b> <ul style="list-style-type: none"> <li>• Budget remains on track</li> </ul> </li> <li><b>Barclays Community account Statement</b> <ul style="list-style-type: none"> <li>• Balance, 5<sup>th</sup> July 2026: £7,050.35</li> </ul> </li> <li><b>Barclays Business Premium account Statement</b> <ul style="list-style-type: none"> <li>• Balance, 5<sup>th</sup> July 2026: £10,205.87</li> </ul> </li> </ol> </li> <li><b>Receipts</b> <ol style="list-style-type: none"> <li>None</li> </ol> </li> <li><b>Invoices for Payment</b> <ol style="list-style-type: none"> <li>None presented</li> </ol> </li> </ol> <p>It was suggested that the Barclays Business Premium account interest of 1% is very low and that other savings account options should be considered</p> |           |
| BPC/26/71 | <b>Digital Compliance – emails &amp; web site</b><br>Most councillors are now on new .gov email accounts, others are in the process of setting up. The new web site is up and running.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |
| BPC/26/72 | <b>Internal Audit Review</b><br>Actions from the audit have been extracted, documented and marked as mandatory or recommended these items are currently either being addressed or marked for future action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
| BPC/26/73 | <b>Brundish Parish Council - Precept</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |
| BPC/26/74 | <b>Proposed Agenda Items</b> for inclusion at next BPC Meeting:<br>No items suggested                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| BPC/26/75 | <b>Items for Parish Newsletter</b><br>Advertisement for Clerk Vacancy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>NP</b> |
| BPC/26/76 | <b>Date of Next Brundish PC Meeting:</b><br><b>Wednesday 9<sup>th</sup> September</b><br><b>Future Meeting Dates:</b><br>Wednesday, 11 <sup>th</sup> November                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |