

BRUNDISH PARISH COUNCIL

Minutes of the **Annual** Brundish Parish Council Meeting
Held: Wednesday, 6th May 2026, 8.30pm at Brundish Village Hall

Those present: Cllr Stephen Kelly (Act. Chair), Cllr C King (RFO), Cllr K Clabburn and Clerk: Amanda Austin

| Agenda Item | | Action by: |
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| BPC/26/37 | <p>Election of Brundish Parish Council 2026-27:</p> <ol style="list-style-type: none"> 1. Chairman: Cllr Neil Parsons Proposed: Cllr C King / Seconded: Cllr K Clabburn 2. Vice Chairman: Cllr Stephen Kelly Proposed: Cllr C King / Seconded: Cllr K Clabburn 3. RFO: Cllr Carl King Proposed: Cllr S Kelly / Seconded: Cllr K Clabburn <p>Declaration Form – Signed</p> | <p>See BPC Website for Annual BPC Chairman's Report</p> |
| BPC/26/38 | <p>To receive Apologies for Absence/Reasons: Cllr P Smiddy / Cllr N Parsons (Chair) / Cllr S Grant* Reasons accepted / * 6-months</p> | <p>E/m to Cllr NP</p> |
| BPC/26/39 | <p>To receive any Declarations of interest with regards to items on the Agenda. None</p> | |
| BPC/26/40 | <p>To consider Requests for Dispensations. None.</p> | |
| | <p>* MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND* None present.</p> | |
| BPC/26/41 | <p>To Approve the Minutes of the <u>Annual</u> Brundish Parish Council (BPC) Meeting, held: 7th May 2025. - Any matters arising?: None Minutes signed by Cllr Stephen Kelly .</p> | |
| BPC/26/42 | <p>To Approve the Minutes of the BPC Meeting: 11th March 2026 - Any matters arising?: None Minutes signed by Cllr Stephen Kelly.</p> | |
| BPC/26/43 | <p>To receive resignation from Clerk: Amanda Austin. - Letter of resignation to Cllr N Parsons, dated 29.4.2026 refers. Cllr C King thanked Amanda for all her work as Clerk during her time in office.</p> <ul style="list-style-type: none"> ● Cllr C King made suggestion that the role of Clerk be merged with both Wilby & Brundish Parish Councils – to be discussed with Wilby PC. ● SALC to be advised of vacancy. | <p>Cllr C King Cllr C King</p> |
| BPC/26/44 | <p>To receive Progress of Actions from previous BPC Mtg Minutes. - BPC/26/07 a) – Village Green, Tidy around Pond – see 26/47a)</p> | |
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| <p>BPC/26/45</p> | <p>MEMBERS OF THE PUBLIC ARE WELCOME TO PARTICIPATE / ASK QUESTIONS - None present.</p> <p>a) District: Cllr Anders Linder - unable to attend. See Reports</p> <p>b) County: Cllr Matthew Hicks - see April & Annual Reports Cllr M Hicks spoke at the Annual Parish Meeting, covering: Council budget protects frontline services, particularly in Adult & Children's social care / Council remains opposed to the Norwich to Tilbury pylon project / 45 Libraries brought back under Suffolk CC's care / Suffolk's new Fire & Rescue Service 999 Emergency Control Room (incl floods & wildfires), is now active.</p> | <p style="text-align: center;">April & Annual Reports can be viewed on BPC Website</p> |
| <p>BPC/26/46</p> | <p>Planning: To consider any applications received and note decisions.</p> <p>a) MSDC E/m 13.3.2026 – Ref: DC/25/03651 Planning Permission. Full Planning Application – Erection of 1 No. agricultural workers dwelling on site of former farmhouse and agricultural buildings. Land at Church Lane, Brundish</p> <p>b) BMSDC E/m 19.3.2026 – Ref: DC/26/01056 Application for Prior Approval – Agricultural to Dwelling Potash Farm, The Street, Brundish IP13 8BL Invited response - BPC Objection, E/mail 27.3.2026 refers.</p> | |
| <p>BPC/26/47</p> | <p>Open Spaces and Amenities. To receive updates on matters discussed at the last meeting and review progress.</p> <p>a) Village Green: Money available for new benches. Grass has been cut, thanks to Carl Bannon. Re: BPC/26/07a) & 44: Tidy of Pond area. Overgrown tree needs pollarding - access needs to be gained from property behind tree. Cllr S Kelly to speak to residents.</p> <p>b) Village Hall + Car Park & Recycling Bins. All ok – See Annual Report. More lights are being ordered for Car Park.</p> <p>c) Defibrillator – Maintenance update: Checked ok 1.5.2026.</p> <p>d) Highways & Road Signs. At Annual Parish meeting, a question was raised re Road Signs in disrepair. SCC advised to remove as costly to replace + drivers now use SatNav for directions.</p> <p>e) Footpaths E/m 1.4.26 Cllr PS, Footpath No.2 - Re Hoof prints on footpaths. Not a bridleway but cannot stop horse riders if choose to use. E/m 8.4.26 Cllr KC, Missing slat on footpath bridge. MSDC confirm that repair work is booked in with Contractors.</p> <p>f) Parochial Church Council (PCC) Tim Gillingham gave an in-depth account of the current situation with the upkeep of St. Lawrence – see Annual Parish Report. Tim also spoke of a separate Charitable Trust: Friends of St. Lawrence (FoSL) and its objectives to make “our Church” more</p> | <p style="text-align: center;">S Kelly</p> <p style="text-align: center;">See BPC Website for Annual VH Report</p> <p style="text-align: center;">BrunbyNews</p> <p style="text-align: center;">See BPC Website for</p> |

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| | welcoming and accessible to all. | PCC Report |
| BPC/26/48 | <p>To consider any further correspondence received via Clerk.</p> <p>A) E/m 20.3.26 Stradbroke Neighbourhood Plan Review – presentation of review held 26.3.26. Cllr CK attended and reported new housing over a 20-year span.</p> <p>B) E/m 10.4.26 – BMSDC Biodiversity – Tree Planting Opps. Tim Gillingham (Brundish Tree Warden) in contact.</p> <p>C) E/m 29.4.26 Resident – Usage of Village Green: Children’s play equipment? Clerk to inform Cllr NP. <i>Cllr NP response E/m 14.5.26 refers.</i></p> <p>D) SALC E/m 5.5.26 – Upcoming Training/Courses/Seminars. Book through Clerk.</p> <p>E) MSDC Em 6.5.26 re Outdoor sports facs, complete survey.</p> <p>F) SALC E/m 6.5.26 re Norfolk & Suffolk Gypsy/Traveller Service.</p> | <p>Clerk</p> <p>Councillors</p> <p>Cllr C King</p> |
| BPC/26/49 | <p>BPC ‘Housekeeping’ – Parish Monthly Check List</p> <ul style="list-style-type: none"> ● Approve AGAR Documentation – see BPC/26/52 ● Grant applications. | |
| BPC/26/50 | <p>Clerk – Salary Increase as @ 1.4.2026, £17.00 ph, 2026-27 Reviewed at 11.3.2026 Meeting - Ref: BPC/26/26 c) Confirmed E/mail: 12.3.2026 refers.</p> | |
| BPC/26/51 | <p>1. Finance/Administration, including: (RFO – Cllr C King)</p> <ul style="list-style-type: none"> ● Expenditure v Budget – BPC Yr-End 1.4.2026 Accounts: £14,064.73 ● Barclays Community Bank – as @ 1.4.2026: £3,887.86 ● VG Business Premium Account – as @ 1.4.2026: £10,176.87 <p>2. Receipts</p> <p>a) £2,483.50, BMSDC – BPC Precept, Part 1 £1,596.80, BMSDC – Neighbourhood CIL – April 2026 BMSDC, 9.4.2026, Ref: 100308</p> <p>3. Invoices for Payment</p> <p>a) £138.52, SALC Membership Subs 2026-27, 1.4.2026, INV: 31116</p> <p>b) (£120.00 Pear Space Ltd (formally Suffolk Cloud), 7.4.26, INV-PS0074) – not renewing 2026-27 contract, BPC E/m 6+12/5 refer. <i>Pear Space confirmation E/m 13.5.26 refers.)</i></p> <p>c) £ A Austin, Clerk – Salary, Months: April & May 2026</p> | |

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| <p>Additional:</p> | <p>d) £268.80, Parish Online, Inv: 42UE020-0001, 2026-27, Digital & Email Compliance (Assertion 10) – new BPC Website</p> <p style="text-align: center;">4. Under £500 BPC Authorised Payments:</p> <p style="text-align: center;">a) £66.68, SCC – St. Light Maintenance, 12.3.2026, INV: 9569030 Note: Paid 30.3.2026</p> <p>Above transactions Agreed. Proposed: Cllr S Kelly / Seconded: Cllr K Clabburn</p> | <p style="text-align: right;">Website update</p> |
| <p>BPC/26/52</p> | <p>Review Year-end Accounts and Governing Documents:</p> <ol style="list-style-type: none"> 1. Brundish Year-End Accounts 2025-26 @ 31.3.2026 2. AGAR 1 Annual Governance Statement 2025-26 Form 2 3. AGAR 2 Accounting Statements 2025-26 Form 2 4. Neighbourhood CIL Expenditure Report 2026 5. *Certificate of Exemption 2025-26 AGAR Form 2 6. Asset Register 2025 - as @ 31.3.2026 7. Brundish Budget 2026-27 <p>All AGAR documentation Agreed Proposed: Cllr C King / Seconded: Cllr K Clabburn</p> <p>* Submitted to PKF Littlejohn, E/m 7.5.2026 refers</p> | <p style="text-align: right;">Cllr CK – RFO</p> <p style="text-align: right;">See BPC Website ‘Audit’</p> |
| <p>BPC/26/53</p> | <p>SALC Internal Audit Booking: * w/c 8th - 14th June 2026 Note: * Audit Documents must be uploaded a week beforehand – i.e. 29th May 2026.</p> | <p style="text-align: right;">RFO Cllr CK / Clerk</p> |
| <p>BPC/26/54</p> | <p>Assertion 10 – Digital and Data Compliance New: gov.uk domains - Website + Email</p> <p>- ‘Live’ with Parish Oline: May 2026 - Same/similar format as with Wilby PC website. See BPC/26/51 3.d) 2026-27 Invoice: £268.80, Ref. Inv: 42UE020-0001 refers</p> | <p style="text-align: right;">Brundish PC Website update</p> |
| <p>BPC/26/55</p> | <p>Matters/Proposed Agenda Items for future consideration/ inclusion at next BPC Meeting:</p> <ul style="list-style-type: none"> ● Review Parish Council Insurance 2026-27 - Community Action Suffolk, Insurance Services | |
| <p>BPC/26/56</p> | <p>BPC suggested Items for BrunbyNews:</p> <ul style="list-style-type: none"> ● New Parish Council Website + Email (Assertion 10) ● Vacancy: Parish Clerk ● Footpath 2 – For Walkers please, not Bridleway. | <p style="text-align: right;">BrunbyNews</p> |
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| BPC/26/57 | Date of Next Brundish PC Meeting: *Wednesday, 15th July 2026 * Advance Apologies: Cllr C King Remainder of 2026 Meeting Dates: Wednesday, 9 th September Wednesday, 11 th November | |
| | Meeting closed: 10.00 pm Minutes taken by: Amanda Austin, Clerk | |

Attachments:

District Reports: April 2026 + Annual 2025-26

SCC Thredling Reports: April 2026 + Annual 2025-26

Brundish Parish Council, Chairman's Annual Report 2025-26

Brundish Village Hall – Annual Report 2025-26

PCC – c/o Tim Gillingham – Annual Report 2025-26