

## Brandeston Parish Council MINUTES

Minutes for the meeting of Brandeston Parish Council, held at 7.30pm on Monday 9<sup>th</sup> September 2024 at Brandeston Village Hall.

Attendees: Councillor Summers (Chair), Councillor Baker (Vice-Chair), Councillor Locke, Councillor Day, Councillor Ives, Councillor Randell, Parish Clerk and 3 members of the public.

- 9/24/1**      **Apologies and approval of absences**  
Apologies received from Councillor Smith - approved
- 9/24/2**      **To receive Declarations of Interest**  
None
- At**
- 9/24/3**      **To consider requests for dispensations**  
None
- 9/24/4**      **To resolve that the minutes of the meeting of the council held on 8<sup>th</sup> July and 5<sup>th</sup> August 2024 are a true and correct record.**  
Agreed
- 9/24/5**      **To receive Progress Reports for information**
- a.      **PROW**  
Councillor Locke has reported a defect to the post at Church End of footpath 30. The hedge at corner of Mutton Lane has been trimmed slightly but it is on the early autumn schedule and the ditches on Mutton Lane have been cleared. Bridges have all been repaired.

Councillors proposed that a parish email is sent out to request if villagers can clear ditches and clean road signs in advance of the changeable weather: **Approved.**

- b.      **Flooding**  
Councillors identified additional areas for ditch maintenance.

Councillors proposed to contact landowners specifically: **Approved** - Councillor Locke to make contact

- c.      **SID / Traffic calming**  
New batteries have been installed and the unit has complete integrity and is working adequately. Hedges have been cleared to improve visibility of signs. It was noted that a solar battery option is available should the PC wish to consider at a later date.  
Photograph was shared of traffic calming sign at Hacheston.  
**Councillors to receive feedback from MoP with regards to traffic speed monitoring before proceeding any further.**

- 9/24/6**      **Public participation session (15 minutes) to include Police, District and County Councillors Reports – No reports received.**  
Parishioner informed Councillors that ROSPA is not mandatory with regards to the village play equipment. The additional maintenance costs as a result of the ROSPA and a query regarding its necessity was raised.

**Clerk to confirm with the Vice Chair and Chair as to who holds responsibility for the play equipment.**

- 9/24/7**      **To consider planning applications**  
To consider planning applications:
- (a) [DC/24/2918/FUL Forge House Low Street Brandeston Woodbridge Suffolk IP13 7AN](#)

RCS

Councillors voted to support

9/24/8 AGAR

It is noted that the approval of Audit is outside of the timeframe prescribed by PFK; but an extension was sought by Council due to staffing issues which limited the effective completion by 1<sup>st</sup> July 2024.


- a. The Annual Internal Audit Report was received and noted
- b. The Annual Governance Statement (Section 1) was approved and signed by the Chair and Clerk
- c. The Accounting Statements (Section 2) was approved and signed by the Chair
- d. The Certificate of Exemption was approved
- e. The RFO sets the commencement date for the exercise of public rights: Wednesday 11<sup>th</sup> September 2024 to Friday 11<sup>th</sup> October 2024.
- d. The Certificate of Exemption was signed by the RFO and the Chair

It is noted that commencement is outside of the date range required due to staffing issues.

  
AGAR 2023/2024

  
EoPR

9/24/9 To receive the final report of the Internal Auditor for 2023/24 and consider any recommendations therein:

  
SALC Internal Audit  
Report.pdf

  
AIAR2324.pdf

Report received and Councillors approved the Clerk to continue working through the Audit Action Plan.

9/24/10 To approve the CIL Report: Approved

  
CIL 2023-2024.docx


- Councillor Elaine Bryce arrived at the meeting  
Councillor Summers enquired as to funding availability highways safety measures within the parish. Councillor Bryce advised that the budget arrives on 1<sup>st</sup> April but there is limited funding available within the Locality budget.

9/24/11 To approve insurance for the Council  
Recommendation: to move to Zurich for the Parish Council Insurance policy. Clerk to review final policy points for approval with the Chair and Vice Chair: Approved

  
Insurance  
Comparison.docx

9/24/12 Motion to approve the Clerk's salary for the next 6 months: Approved  
Vice Chair to confirm dual authorisation on online banking transactions

9/24/13 Motion to approve Scheme of Delegation: Approved

  
Scheme of  
Delegation 2024.docx

9/24/14 To consider any Audit Action Log updates

RS



9/24/15 Finance

(a) To receive Finance Report at next meeting; to include:

- i. Bank Reconciliation
- ii. Budget to Actual
- iii. Receipts and Payments since last meeting

Account balance of August 5<sup>th</sup>: £15327.21 (PC)  
 Account balance: August 5<sup>th</sup>: £1813.97 (100+ CLUB)

(b) To authorise payments as listed below:

1. SALC Audit Service	£ 212.40
2. SID Battery	£182.76
3. Salary	£254.80

To retrospectively authorize payments as listed below:

4. Salary	£196
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Approved

9/24/16 Items for consideration for inclusion on the next agenda

**Kettleborough Gun Club donation – To defer to next meeting for discussion.**

**Councillor to forward TPO request for Clerk to progress.**

**To review funding available of donations and CIL monies for community spending. Clerk to report on grants available to support community work including pot holes, chippings, playground, chapel and speeding signs.**

9/24/17 Correspondence for Information

To note the attached item which has been circulated or will be made available for inspection at the meeting.



Advice was given to the parishioner to contact East Suffolk Environmental Health

**Correspondence received post agenda publishing: Parishioner requested minutes confirming approved invoice payments. Clerk to respond to parishioner and include the audit action plan document. Clerk to review all payments during the period of the prior financial year. Vice Chair to send bank reconciliation to Clerk.**

9/24/18 Date of next meeting

To confirm the date of the next meeting, scheduled for Monday 11<sup>th</sup> November 2024.

Approved by: Rachel Brown (Chair)

Date: 11<sup>th</sup> November 2024

A Clarke – Clerk and RFO