

BRANDESTON PARISH COUNCIL

Clerk/RFO: Catherine Bacon
01379 388808 / 07810 301899
parish.clerk@brandeston.net

Dear Councillors

You are requested to attend a Meeting of Brandeston Parish Council to be held on **Monday 13th September 2021 at 7.30pm** at Brandeston Village Hall adhering to current government COVID guidelines.

Signed



Catherine Bacon
Clerk/RFO

5/21-22/1 Welcome from the Acting Chairman and to receive nominations for the Election of the Chairman for 2020/21 and to receive the new Chairman's Acceptance of Office

5/21-22/2 To receive and accept apologies for absence

5/21-22/3 To receive any Declarations of Interest

5/21-22/4 Public Forum

5/21-22/5 To receive and sign as a true record the Minute of the Meeting held on 26th July 2021
(Circulated and on website)

5/21-22/6 To fill two casual vacancy posts

5/21-22/7 To create job descriptions

5/21-22/8 To receive a report from County Councillor Bryce

5/21-22/9 To receive a report from East Suffolk Councillor Freeman

5/21-22/10 Finance – RFO

- a) **Bank reconciliation for Parish Council Account (*Attached*)**
- b) **Bank reconciliation for the 100+ Account (*Attached*)**
- c) **To receive quarterly report from Councillor Williams on his examination of bank reconciliation**
- d) **To review signatories on HSBC accounts for PC (51541412) and 100+ (02474506)**
- e) **To approve license fee for FIDO bin attachment to 30mph sign on Mill Lane**
- f) **To retrospectively approve payment of Heritage Signs (£1121.96)**
- g) **To retrospectively approve payment of printing costs (£15) for HNS**
- h) **To retrospectively approve payment of stationery (£) for HNS**

- i) To provide an update on the renewal of PC Insurance

5/21-22/11 Update on plaques on village hall gates and village sign – Clerk

5/21-22/12 To approve the updated Asset Register – Clerk

5/21-22/13 Planning

- a) DC/3535/QVLV9DQXLQZ19 Construction of garden cabin, 6.5m wide, 3.9m deep, one eave at 2.5m, one at approx 2.6m. Base of 1000mm and 1250mm ground screws, professionally installed. Construction: CLS grade timber, OSB 3 board, fully insulated, suitable cladding and upvc sliding doors and window(s), full rubber roof system. Cabin will be suitably landscaped and dressed, in keeping with the location. 2 The Leas Mutton Lane Brandeston Woodbridge Suffolk IP13 7AR
- b) Excavate four small wildlife ponds as part of District Level Licencing provision in Suffolk, works to include provision of low bank features created with excavated material, to be below 500mm in height. Ponds will be; pond 1 of 195sqm area, pond 2 of 475sqm area, pond 3 of 275 sqm area and pond 4 of 300sqm area. Remaining development area to be associated low earth bunds. Each pond to meet NE pond creation guidelines and will be at least 1m deep at deepest part, with varying bank profiles and irregular shape. West Hill Farm Riggle Street Brandeston IP13 7AS

5/21-22/14 Housing Needs Survey update – Cllrs Summers and Fletcher

5/21-22/15 Speed calming measures – Cllr Locke

5/21-22/16 Oral Reports from Councillors

5/21-22/17 Queen 's Platinum Jubilee 2022;

- a) Events committee
- b) The Queen's Green Canopy

5/21-22/18 Date of next PC Meeting, Monday October 11th 2021 at 7,30pm, Brandeston Villager Hall.