

# Brandeston Parish Council

## AGENDA

### To: Members of Brandeston Parish Council

You are duly summoned to attend the next meeting of Brandeston Parish Council to be held at 7.30pm on Monday 9<sup>th</sup> September 2024 at Brandeston Village Hall.

### Public Attendance

Members of the public and press are welcome to attend. At item 6, the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 minutes duration and will be followed by any County/District Councillors' or Police reports.

- 9/24/1      **Apologies and approval of absences**
- 9/24/2      **To receive Declarations of Interest**
- 9/24/3      **To consider requests for dispensations**
- 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.**
- 9/24/5      **To receive Progress Reports for information**
- a.      PROW
  - b.      Flooding
  - c.      SID / Traffic calming
- 9/24/6      **Public participation session (15 minutes) to include Police, District and County Councillors Reports.**
- 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](#)
- 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.**

- d. The Annual Internal Audit Report received and noted
- e. The Annual Governance Statement (Section 1) is approved and signed by the Chair and Clerk
- f. The Accounting Statements (Section 2) are approved and signed by the Chair
- g. The Certificate of Exemption is approved
- h. 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.
- i. The Certificate of Exemption is signed by the RFO and the Chair

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

[Click here for the AGAR statement...](#)  
... [and here for the EoPR](#)

- 9/24/9      **To receive the final report of the Internal Auditor for 2023/24 and consider any**

recommendations therein:

[Click here for the SALC Internal Audit Report ...](#)  
... [and here for the AIAR](#)

9/24/10 To approve the CIL Report

[Click here for the CIL report.](#)

9/24/11 To approve insurance for the Council

Recommendation: to move to Zurich for the Parish Council Insurance policy

[Click here for the Insurance statement.](#)

9/24/12 Motion to approve the Clerk's salary for the next 6 months

9/24/13 Motion to approve Scheme of Delegation

[Click here for the Scheme Of Delegation.](#)

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

[Click here for the Audit Action Plan](#)

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

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

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.

[Click here for the redacted email.](#)

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

9/24/18 Date of next meeting

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

*A Clarke – Clerk and RFO*