

Brandeston Parish Council

Monday 10th March 2025 19.30

Brandeston Village Hall

MINUTES

Attendees: Cllr Summers (Chair), Cllr Baker (Vice Chair), Cllr Randell, Cllr Smith and 2 members of the public.

- 10/3/1 **Apologies and approval of absences** – apologies received from Cllr Locke, Cllr Ives & Cllr Bryce
- 10/3/2 **To receive Declarations of Interest** – None
- 10/3/3 **To consider requests for dispensations** – None
- 10/3/4 a. **To resolve that the minutes of the meeting of the council held on 13th January 2025 are a true and correct record. Proposed and seconded - Approved**
b. **To resolve to approve the amendment to the minutes of the meeting of the council held on 9th December 2024 (minutes document was incorrectly titled 'Agenda' – email sent to PB & RS on 14.01.25) Proposed and seconded - Approved**
- 10/3/5 **To receive Progress Reports for information**
a. PROW – Tree has been cleared. Cllr Locke to update at the next meeting
b. Flooding – Correspondence from MoP advising the logs by the 5 Bridges have been cleared
c. SID / Traffic calming – No update
- 10/3/6 **Public participation session (15 minutes) to include Police, District and County Councillors [report here](#).**
- 10/3/7 **To consider planning applications**
a. To note the Local Hearing has been rearranged for 10:00 on 26th March 2025 at: East Suffolk House, Riduna Park, Station Road, Melton, Woodbridge IP12 1RT
 Planning application reference: Appeal Hearing - The Queen, Brandeston - AP/24/0022/REFUSE - APP/X3540/W/24/3342873
b. DC/25/0390/BNGLEG [Use of land for Biodiversity Net Gain Habitat Bank Site - Bridge Farm Friday Street Brandeston Woodbridge Suffolk IP13 7BP](#) Action – Clerk to contact ESC to say no documents are uploaded on the portal in relation to this application.
- 10/3/8 **Policies for Review**
a. [Asset Register 24/25](#) – Cllr Summers advised valuation of specific assets. **Action: Clerk to contact Mary Ketley and Michael Cousins in relation to VH assets**
b. [Cash Handling Policy 24/25](#)
c. [Internal Controls 24/25](#)
d. [Reserves Policy 24/25](#)
e. [Risk Assessment 24/25](#)
 All policies proposed and seconded - approved
- 10/3/9 **To consider any Audit Action Log updates**
 [Audit Action Plan](#) - Received
- 10/3/10 **Finance**
(a) To receive [Finance Report](#); to include:
 i. Bank Reconciliation
 ii. Budget to Actual

Approved by:..... Signed:..... Date:.....

iii. Receipts and Payments since last meeting

- Received

(b) To authorise payments as listed below:

1. N/A

Invoice presented at meeting:

Grass cutting services for Village Green - £100: **proposed and seconded – approved**

Action: Cllr Summers advised Clerk to record additional hours worked over February/March/April to report back to full council.

(c) Dual Authorisation update – **Clerk and Cllr Baker are able to facilitate payments via dual authorisation. RS to consider becoming a signatory.**

(d) 100 Club: Village Hall Committee feedback – **Councillor confirmed that the VH advised they are happy to comply with the PC Grants and Donations policy and for the Parish Council to retain responsibility for 100 Club.**

Action: Clerk to contact VH Committee to confirm the status of 100 Club and related Grants.

10/3/11

Items for consideration for inclusion on the next agenda

10/3/12

Date of next meeting

To confirm the dates of the next meeting of Monday 12th May – Annual Parish Meeting and Annual Parish Council Meeting.

Decision to group the Annual Parish Council Meeting and the Annual Parish Meeting together on Monday 12th May.

Action: Cllr Summers to confirm meeting dates for September onwards.

A Clarke – Clerk and RFO