# Brandeston Parish Council

**Monday 9th June 2025 19.30**

**Brandeston Village Hall**

**MINUTES**

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

**1/9/6 Apologies for Absence:** Apologies received from Cllr Randall – **voted and approved by Councillors**

**2/9/6 To receive Declarations of Interest** - None

**3/9/6 To consider requests for dispensations** - None

**4/9/6 a. To resolve that the minutes of the meeting of the council held on 10th March 2025 are a true and correct record. – Proposed and seconded. Approved**
**b. To resolve that the minutes of the meeting of the Annual Parish Council Meeting held on 12th May 2025 are a true and correct record. - Proposed and seconded. Approved**

**5/9/6 Election of Council Representation - carried over from previous meeting:**
- Highways & Transport **– Cllr Smith**
- Planning & Neighbourhood Planning **– Cllr Smith & Cllr Summers**
- Village Hall Liaison **– Cllr Randall**

**6/9/6 To receive Progress Reports for information - Deferred**
a. PROW
b. Flooding
   i. **To confirm if Brandeston meets the criteria for a S19 investigation; guidance here**
c. SID / Traffic calming

**7/9/6 Public participation session (15 minutes) to include District and County Councillors Reports**
2 members of the public spoke in relation to agenda item 11/9/6.

**8/9/6 To consider planning applications**
None

**9/9/6 To consider updating asset valuations in preparation of insurance renewal on 1st October. Deferred**

**10/9/6 Motion to approve new email and website provider: – Parish Online proposed and seconded. Approved.**

**11/9/6 Motion to approve RICS/Marketing Guidance** – The Parish Council agreed in principle to contribute to, or fully fund, the cost of a valuation report, if at a future date, the Council determines that such a report necessary. **Proposed and seconded. Approved.**

**12/9/6 Finance**
a. To approve Clerks salary payments for the following 12 months and to approve moving salary payment to recurring monthly standing order – **Proposed and seconded; approved.**
b. To review the Clerks salary - **Deferred**
c. To approve additional 8.5 hours worked by the Clerk – **Proposed and seconded; approved.**

| W/C | Additional duties performed | |
|---|---|---|
| 03/03/2025 | 50 minute meeting with Breakthrough Communications and further follow up discussion | |
| | Contact with ICO in relation to FOI | |

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| | Discussion with SALC in relation to FOI | |
| | Reading through information sent by ICO | |
| | **Total additional hours** | **4** |
| 10/03/2025 | Researching, compiling, reading, redacting, anonymising and saving to PDF emails and documents in relation to the FOI | |
| | **Total additional hours** | **4.5** |

**13/9/6 Audit**

a. To approve and sign the Annual Governance Statement (Section 1) - **Approved**
b. To approve and sign Accounting Statements (Section 2) - **Approved**
c. To approve the Certificate of Exemption - **Approved**
d. The RFO sets the commencement date for the exercise of public rights: Tuesday 10th June to Monday 21st July 2025.

**14/9/6 Grants and Donations**

To consider and approve a donation of £1500 for playground maintenance to the Village Hall Committee – **Proposed and seconded – Approved.**

**15/9/6 Payments**

Items presented for Payment:

a. Microsoft 365 Renewal - £84.99 – **Action:** Current Clerk to email the previous Clerk to ascertain the password. **Proposed and seconded – approved.**

To ratify the following payment:

**b.** Suffolk Preservation Society - £30 (Clerk has requested BPC is removed from automatic renewal in future) **– Proposed and seconded; approved.**

**16/9/6 Items for consideration for inclusion on the next agenda**

SID upgrade
Village pump

**17/9/6 Date of next meeting**

To confirm the date of the next meeting, scheduled for Monday 14th July 2025. After that, the following meeting is September.

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*A Clarke – Clerk and RFO*