

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 9th June 2025 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.

1/9/6 Apologies for Absence: To receive and **vote** on any apologies for absence

2/9/6 To receive Declarations of Interest

3/9/6 To consider requests for dispensations

- 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.**
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.

5/9/6 Election of Council Representation - carried over from previous meeting:

- Highways & Transport
- Planning & Neighbourhood Planning
- Village Hall Liaison

6/9/6 To receive Progress Reports for information

- 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.

8/9/6 To consider planning applications
None

9/9/6 To consider updating asset valuations in preparation of insurance renewal on 1st October. [Asset Register](#).

10/9/6 Motion to approve new email and website provider: [Domain and email proposal](#)

11/9/6 Motion to approve RICS/Marketing Guidance

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.
- b. To review the Clerks salary
- c. To approve additional 8.5 hours worked by the Clerk:

W/C	Additional duties performed	
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03/03/2025	50 minute meeting with Breakthrough Communications and further follow up discussion	
	Contact with ICO in relation to FOI	
	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)
- b. To approve and sign Accounting Statements (Section 2)
- c. To approve the Certificate of Exemption
- 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

15/9/6 Payments

Items presented for Payment:

- a. Microsoft 365 Renewal - £84.99

To ratify the following payment:

- b. Suffolk Preservation Society - £30 (Clerk has requested BPC is removed from automatic renewal in future)

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

17/9/6 Date of next meeting

To confirm the date of the next meeting, scheduled for Monday 14th July 2025.