

Brandeston Parish Council

Monday 14th July 2025 19.30

Brandeston Village Hall

MINUTES

P. Baker.

8.9.25

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

1/14/7 Apologies for Absence: To receive and vote on any apologies for absence – Cllr Summers sends apologies due to family matter. **Approved.**

2/14/7 To receive Declarations of Interest - None

3/14/7 To consider requests for dispensations - None

4/14/7 To resolve that the minutes of the meeting of the council held on 9th June 2025 are a true and correct record – Proposed and seconded; approved

5/14/7 Public participation session (15 minutes) to include District and County Councillors Reports – none available.

6/14/7 To receive Progress Reports for information

- a. PROW – Nothing to report
- b. Flooding

i. **To confirm if Brandeston meets the criteria for a S19 investigation; [guidance here](#)** – Confirmed Brandeston does not meet the criteria for a S19 investigation.

- c. SID / Traffic calming – to consider upgrading/updating the current SID. Report attached. – No accidents in the village for years so it is felt to be an unnecessary additional expense as the current SID is effective.

7/14/7 To consider planning applications

None

8/14/7 To consider updating asset valuations in preparation of insurance renewal on 1st October. [Asset Register here](#). ACTION: Cllr Baker to oversee valuations.

9/14/7 Finance

- a. To consider banking reconciliation
 - Cllr Baker highlighted that the Gun Club had donated £506 and proposed Councillors consider what to spend the money on. To be discussed at the next meeting.
- b. To review the Clerks salary - Deferred

10/14/7 Audit

- a. To receive the internal audit report attached and note the following recommendations to be actioned by the Clerk:

- **Transparency Code Compliance**

A dedicated webpage titled *Transparency Code* will be created on the new website. This page will consolidate all relevant documentation as required under the Transparency Code for Smaller Authorities. An Accessibility Statement will also be published in line with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

- **Pension Declaration**

The Council's pension re-declaration has not yet been submitted. Although the Clerk does not meet the earnings threshold for automatic enrolment, the declaration must still be completed and submitted to The Pensions Regulator during the current financial year.

• **Community Infrastructure Levy (CIL) Report**

The annual CIL report for the 2024/25 financial year has not been published online. This is considered an administrative oversight. The Clerk will ensure the report is uploaded and correctly published on the website as required.

• **Council Tax Authority Notification**

The Clerk was unable to locate a copy of the Council Tax Authority Notification referenced in the Internal Audit. Clarification will be sought from East Suffolk Council to obtain and appropriately file this documentation for future audit reference.

11/14/7

Grants and Donations

None

12/14/7

Payments

Items presented for Payment:

- a. SALC Audit: £219.60 - Agreed

13/14/7

Village Maintenance

- a. To consider the replacement of the Brandeston Village sign – correspondence from parishioner. Clerk has made initial enquiries. Councillors agreed to pursue the matter and to ascertain costs of replacement. ACTION: Clerk to investigate costs.
- b. To consider the condition and repair of the Brandeston village pump – raised by a parishioner. ACTION: Cllr Smith to receive a quote for repair.

14/14/7

Items for consideration for inclusion on the next agenda – ‘The Queen’ update

15/14/14

Date of next meeting

To confirm the date of the next meeting, scheduled for Monday 8th September 2025.

P. Baker
8.9.25