



BRAMFORD PARISH COUNCIL



Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk, IP8 4AN
Clerk: Jane Every. Tel: 01473 852464 e-mail: bramfordparishcouncil@btinternet.com

The Parish Councillors of BRAMFORD PARISH COUNCIL are summoned to attend the Parish Meeting, to be held on 19th June 2023 commencing at 7.00pm at the Parish Room, Ship Lane, to transact the business as set out in the agenda below:

Public Attendance

Members of the public and press are welcome to join the meeting. The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Anyone who wishes to do so must speak with the Clerk 24 hours prior to the meeting. The minutes will be published on the website and all public documents associated with this agenda will be available. Members of the public will be invited to give their views/questions to the Parish Council on agenda issues or raise issues for consideration or including at future meetings.

AGENDA

1.	To receive and consider apologies for absences
2.	To receive members declarations of pecuniary and non-pecuniary interest.
3.	To consider any requests for dispensations received
4.	To note the minutes of the Parish Council meeting of 15 th May 2023 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting
5.	Public Forum: Councillors to receive questions from the public with regards to items on the agenda.
6.	To receive reports from : <ul style="list-style-type: none">• County Councillor C Chambers• District Council J Caston
7.	To received report from Committees and relevant groups: <ol style="list-style-type: none">1. Bramford Playing Field2. Loraine Victory Hall3. Bramford Open Spaces4. Footpaths Warden5. Communication Warden6. Tree Warden7. Allotment Warden8. Planning
8.	To note summary of correspondence received before the meeting and consider any action. <ul style="list-style-type: none">• Following resolution by the Bramford WI – for request regular testing of designated bathing place – they I would like to ask the Parish Council if they could designate the area around Bramford bridge and the picnic site as a bathing area.• Resident reported issue with bushes along 19 Lorraine Way.

Jane Every,
Parish Clerk & RFO, Bramford Parish Council

	<ul style="list-style-type: none"> • Correspondence from Sproughton Parish Council regarding Bramford Village Gates location and size. • Resident requesting information regarding Fison Site, Bramford- reference to Contaminated Land Risk Assessment & Remediation Strategy 301 R01:Issue 1 July 2012 – given the flytipping and trespassing issues; <ol style="list-style-type: none"> I. Is there any recorded remediation recommendations from that doc having been undertaken to reduce the risk factor of the harmful substances identified. II. Is there a more recent Contaminated Land Risk Assessment & Remediation Strategy since the major fire .6
9.	To discuss Village Gates – location in Bramford.
10.	To discuss Car Park maintenance, outsourced.
11.	To discuss Food pop ups – noise from generators
12.	To discuss Lengthsman Vacancy
13.	To note any updates on the Action Plan and agree any further actions.
14.	<p>Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC:</p> <p>DC/23/02619 - Proposal: Full Planning Application - Erection of 1No dwelling (following demolition of existing bungalow). Location: Carlton, 1 Bullen Lane, Bramford, Suffolk IP8 4JD – DEADLINE 3RD JULY 2023</p>
15.	<p>To consider and agree Council comments on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body):</p> <p>DC-23/02280 - : Full Planning Application - Construction of drainage swale, underground pipe, interceptor and gravel strip. Location: Land To The South Of, Bullen Lane, Bramford, Ipswich Suffolk IP8 4JD – DEADLINE 06.06.23 – EXTENSION TO 26.06.23</p> <p>DC/210/05895 - APPEAL - APP/W3520/W/23/3319970Bramford Green Limited Proposal: Full Planning Application - Installation of renewable energy generating station, comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with substation, inverter/transformer stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure, landscaping and biodiversity enhancements including Nature Areas. Location: Land To The South Of Church Farm, Somersham, IP8 4PN And Land To The East Of The Channel, Burstall, IP8 4JL In Suffolk, - DEADLINE FOR COMMENTS 19TH JUNE 2023. -EXTENDED 26TH JUNE 2023</p> <p>DC/21/04711 - : Planning Application - Change of use from agricultural land to solar farm and construction of a solar farm (up to 49.9MW) with associated grid connection cable route, infrastructure and planting. Location: Land North Of Tye Lane, Bramford, Suffolk – RECONSULTATION – DEADLINE 15TH JUNE 2023.</p> <p>DC-23-02570 - Householder Application - Erection of part single storey and part two storey front side and rear extensions (following demolition of garage) Construction of parking area to front garden Location: 3 Paper Mill Lane, Bramford, Ipswich, Suffolk IP8 4BP – DEADLINE 22ND JUNE 2023. – EXTENSION REQUESTED.</p> <p>DC-23- 02217 - Householder Application - Erection of a single storey extension to provide a wet room for a disabled person. Location: 17 Orchard Road, Bramford, Ipswich, Suffolk IP8 4JG – DEADLINE 23RD JUNE 2023. – EXTENSION REQUESTED.</p>

16.	<p>Finance: All relevant papers provided:</p> <ol style="list-style-type: none"> 1. To receive the June 2023 finance reports and agree that delegated authority be given to the Chairman to sign these outside of the meeting: <ul style="list-style-type: none"> • Bank Reconciliation 2. To authorise June payments (DD,SO and Cheques) 3. To note Internal Audit Report from Heelis & Lodge for year 2022-23, with the following comments and recommendations as set out below: <p style="margin-left: 40px;">Comments :</p> <ol style="list-style-type: none"> i. Book-keeping - cashbook audit trail, reconciliation of bank statements, VAT records, and supporting paperwork to be found in order. ii. Financial Regulations and Standing Orders found to have appropriate payment controls and within the legal framework with ref to council minutes. Street Lighting update exceeded the Public Contracts Regulations threshold but with SCC being included in process, council did not require to use database. iii. Risk Assessment – appropriate procedures are in place and compliant with the General Data Protection Regulations of 2018, good financial internal controls are in place, providing financial reports and information to council meeting to enable informed decisions. Fidelity cover is below recommended guidelines of year end balances, + 50% of precept. iv. Budgetary Controls – Good budgetary procedures are in place. Clerk ensures council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets monitored during the year. v. Income controls – All were found to be in order, checked, income received and banked cross-references with cashbook and bank statements. vi. PAYE and NIC in place – with SALC Payroll Services. All supporting paperwork was in place and year end produced, including LGPS Pensions Scheme. Review of salaries minuted. vii. Asset control – asset register total reflects AGAR return. viii. Bank Reconciliation – all bank statements reconciled with end of year accounts and bank recon for all account. ix. Reserves – adequate general reserves, and identified earmarked reserves are recorded in year end accounts. x. External Audit – undertaken and minuted. <p style="margin-left: 40px;">Recommendations :</p> <ol style="list-style-type: none"> xi. VAT is reclaimed from HMRC. xii. To review Fidelity cover when renewing indemnity policy – inline with guideline of year end balances + 50% of precept. <i>Note this is noted in Item 11.6 on renewal.</i>

	<p>xiii. To adjust balances brought forward to include Ipswich BS interest of £100.</p> <p>xiv. To ensure Internal Auditor appointment is recorded in minutes of the meeting.</p> <p>xv. Any issues raised from External Auditor to be reviewed and minutes along with any actions taken.</p> <p>Additional Comments/Recommendations:</p> <ul style="list-style-type: none"> • The Annual Parish meeting held on 16th May 2022, Elected Chairman, in accordance with Standing Orders. • Heelis & Lodge would like recorded the appreciation of the Clerk to the Council for her assistance during the course of the audit work and for the quality of documentation presented in the Audit File. <p>4. Members to confirm they have reviewed the personal, financial and professional independence of Heelis & Lodge as the Internal Auditor.</p> <p>5. To discuss and agree for Clerk to make arrangements to change BPC bank from Co op to the Unity Bank.</p> <p>6. Indemnity Insurance renewal – policy has been updated with addition of village gates , and increased valuations of municipal structures, increased fidelity insurance from £250,000 to £500,000 upon advice of Heelis & Lodge, with a premium of £1,965.88. This was renewed 1st June 2023.</p> <p>7. Playing field Refurbishment – Suez funding and Section 106 funding have been confirmed towards project KOMPAN subject to some further information with application – To discuss and agree sign to proceed with order once confirmation applications have been signed off, including Bellway funding.</p> <p>8. To discuss increase in LVH heating quotation. (to be provided).</p>
17.	Cemetery Staff matters.
18.	Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 17th July 2023 @ 7.00pm at the Parish Room, Ship Lane, Bramford.