

BRAMFORD PARISH COUNCIL
MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON MONDAY 19TH OCTOBER 2020
VIDOECONFERENCE

Present (by video): Cllr M Brand, Cllr A Haigh, Cllr J Gardiner, Cllr P Kingham Cllr L Powell, Cllr C Ranson, Cllr C Wolton, Claire Pizzey (Clerk), District Councillor James Caston, County Councillor John Field and 10 members of the public

1.	To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972: None received.
2.	To receive member's declarations of pecuniary and non-pecuniary interest: None received.
3.	To consider any requests for dispensations received: None received.
4.	To note the minutes of the Parish Council meeting 21st September 2020 and the Extraordinary meeting 1st October 2020 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting: Cllrs voted to approve the minutes of September 21 st 2020 and the Extraordinary meeting of 1 st October 2020 and that delegated authority is given to the Chair to sign outside of the meeting.
5.	To fill the casual vacancies for a Parish Councillor by co-option: It was agreed that the residents who had shown an interest in joining the Council would attend tonight's meeting before making a decision to fill the casual vacancies.
6.	Public Forum: A resident enquired on the progress of the replacement windows at the Scout and Guide HQ building, has the Parish Council applied for listed building consent and planning permission and is there is a time limit for applying for the S106 grant funding for the project. The resident also asked a question of County Councillor John Field about a proposal made for a cycle path joining Bramford to Sproughton. A resident from Bramford Open Spaces reported on the need for the upgrade of the car park. Quotes have been received and it was felt that the Parish Council service level agreement would include this work. The quotes do not include any additional damage to the car park following the removal of the burnt out car.

7.	<p>To receive report from County Councillor John Field: Members confirmed receipt of the report. County Councillor John Fields presented his report in brief to the members.</p> <ul style="list-style-type: none"> • He advised that County Councillors had been asked to propose additional cycle facilities in their area. A proposal for a cycle path to join up Bramford to Sproughton had been suggested but this commitment has not yet been looked at. <p>To receive a report form and District Councillor James Caston: Members confirmed receipt of the report. District Councillor James Caston presented his report in brief to the members.</p>
8.	<p>To note any updates on the Action Plan and agree any actions: The members discussed the action log and agreed actions as per appendix A.</p>
9.	<p>To receive an update on the Replacement windows for the Scout & Guide HQ building project and agree the spend of £150 to seek pre-application advice: The Chairman reported that no further work had been carried out to complete the application for this project. Contact was been made with the Heritage Department at MSDC who have advised on the next steps. The Cllrs agreed to spend the £150 to seek the pre-application advice for the replacement windows. Whilst the application is being completed quotes from local window companies to obtain quotes. Cllr Wolton agreed to help the Chairman to obtain the quotes.</p>
10.	<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> <ol style="list-style-type: none"> 1. DC/20/04077: Householder application - Erection of a single storey rear extension (amended scheme to previously approved DC/19/05398) Location: 1 Lower Dairy Farm Cottages, Loraine Way, Bramford, Ipswich Suffolk IP8 4JT: The members discussed the application. All Cllrs voted to SUPPORT the application. 2. DC/20/04322: Full Application - Change of use of land for the storage of up to 30No caravans. Location: Land At Copenhagen Cottage, Tye Lane, Bramford, Ipswich Suffolk IP8 4NP: The members discussed the application. All Cllrs voted to SUPPORT the application.
11.	<p>Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC:</p> <ol style="list-style-type: none"> 1. DC/20/03148: Erection of two storey front extension including single storey integral garage. Rosehaven, Hibbard Road, Bramford. PLANNING PERMISSION HAS BEEN GRANTED

	<p>2. DC/18/00223: Discharge of conditions and subsequent non-material amendment condition 15 (pedestrian and Cycle Path) Land East of The Street and Loraine Way, Bramford</p> <p>3. DC/20/03652: Erection of 2no single storey extension (following demolition of existing single storey wc porch canopy and store) internal alterations, repairs and associated works. 113 Paper Mill Lane, Bramford. PLANNING PERMISSION HAS BEEN GRANTED</p> <p>4. DC/20/03653: Listed Building Consent for the erection of 2no single storey extension (following demolition of existing single storey wc porch canopy and store) internal alterations, repairs and associated works. 113 Paper Mill Lane, Bramford. LISTED BUILDING CONSENT HAS BEEN GRANTED</p>
12.	<p>To consider and agree a Bramford Parish Council Facebook page: The members discussed a Bramford Parish Council Facebook page. The Cllrs resolved to set up a Bramford Parish Council Facebook Page and a Social Media Policy would be written and adopted at the November meeting.</p>
13.	<p>To consider the “Operation Christmas Tree Project” and agree a budget for the event: The members confirmed receipt of the report. It was agreed to purchase the Christmas tree from Reydon Agricultural Ltd. A local company has agreed to erect the tree and place lights and ornaments using their equipment. Wooden ornaments would be decorated by children and organisations from the village. Finance of the project would come from sponsorship from local companies by advertising boards around the base of the tree. Any additional money would be put in a Community Events Reserve for any future events. The Chairman reported that donations of £250 have already been offered towards the event.</p>
14.	<p>To agree to set up a Lawn Cemetery Committee: The Chairman reported the need to manage the Lawn Cemetery. It was agreed to set up a Lawn Cemetery Committee. Cllrs, Brand, Wolton and The Clerk to form the Committee. Terms of reference for the committee to be written and agreed at the November meeting.</p>
15.	<p>Finance:</p> <p>1. The Council confirmed receipt of the finance report for September 2020 prior to the meeting including, Bank reconciliation, Budget to Actual and Receipts and Payments since the last meeting. No questions or comments were made. It was agreed that the financial reports are accepted and agreed that the delegated authority be given to the Chair to sign the reports outside of the meeting.</p> <p>2. All Councillors confirmed receipt of supporting invoices and documents and resolved to approve and authorise the following payments and to include invoices received for the</p>

	Street Cleaning and pest control.						
	Expenditure		Cheque / BACS / SO		Net £	VAT £	Total £
	Water	TRANS	Wave	1,221.58		1,121.58	
	Electricity	TRANS	EON	71.18		71.18	
	Allotment	CHQ	Paul Keeble	200.00		200.00	
	Cemetery	CHQ	Nosegay	600.00		600	
	Cemetery	CHQ	Nosegay	600.00		600.00	
	Professional Services	CHQ	MAD-HR	2563.52	512.70	3076.22	
	Clerk	CHQ	C Pizzey	318.25		318.25	
	Wages	SO	D Stroh	977.81		977.81	
		CHQ		421.24		421.24	
	Service Charge	CHQ	Bramford Open Spaces	2,054.40		2,054.40	
	Professional Services	CHQ	Birketts	950.00	190.00	1,140.00	
	Professional Services	CHQ	Blue Star	3,104.00	620.80	3,724.80	
	Payroll Services	CHQ	SALC	7.50	1.50	9.00	
	Street Cleaning	CHQ	M Sillet	370.50		370.50	
	Street Cleaning	CHQ	G Sillet	156.00		156.00	
	Pest Control	CHQ	M Sillet	120.00		120.00	
				13,755.98	1,325.00	15,080.98	
	3. To agree the quote for the work to the path in the cemetery: The members confirmed receipt of the quotes. It was resolved to accept the quote from SEH for £7,886.50 to include the additional edging at a cost of £1,650.00						
4. To agree the quote for the removal of a fallen tree: The members confirmed receipt of the quotes. It was resolved to accept the quote from Kee Trees Services for £375.00.							
16.	To agree the adoption of the Media Policy: The members confirmed receipt of the draft policy. It was resolved to adopt the Medial Policy.						
17.	To adopt the Code of Conduct: The members confirmed receipt of the document and resolved to adopt the Code of Conduct.						
18.	To agree the adoption of the Model Publication Scheme: The members confirmed receipt of the document and resolved to adopt the Model Publication Scheme.						
19.	To agree the adoption of the Freedom of Information Policy: The members confirmed receipt of the document and resolved to adopt the Freedom of Information Policy.						

20.	Reports from Committees and Relevant groups <ol style="list-style-type: none"> 1. Bramford Playing Field: Nothing to report. 2. Loraine Victory Hall: Nothing to report. 3. Bramford Open Spaces: Cllr Brand reported on the planting of wildflower seeds and clearing of trees. 4. Bramford C of E VC Primary School: Cllr Wolton reported that the children should be able to use the new building after half term and a dog poo in Duckamere is causing a problem. 5. Councillors' Reports: Nothing to report.
21.	Correspondence <ol style="list-style-type: none"> 1. To note correspondence from the Craft Group regarding hire of the Parish Room: No action. 2. To note correspondence from Bramford Open Spaces regarding financial help: District Councillor James Caston advised that he would be able to make a contribution towards the car park improvements from his locality budget. An agenda item for November to discuss the quotes. 3. To note correspondence from a resident regarding a Christmas Lighting event: No action. 4. To note correspondence from Quiet Lanes Suffolk: It was agreed if members wanted to pursue this then they need to contact the Chairman. 5. To note correspondence from Ipswich Borough Council regarding the Draft Local List (Buildings of Townscape Interest) Supplementary Planning Document: No action. 6. To note correspondence from Ipswich Borough Council regarding the Local Plan Review 2018-2036 examination hearing: No action. 7. To note correspondence received relating to the Tye Lane Solar Farm: The Chairman reported that he has invited CANDO and EDF to the November Parish Council meeting and a Virtual Village Hall event is being held at 6.30pm on Wednesday 4th November.
22.	Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 16 th November 2020 via zoom commencing at 7.30pm
23.	The Council resolved that under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for item 24 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.
24.	Councillors to receive updates on confidential matters: All matters relating to this item are

	recorded within separate confidential minutes.
	Close of meeting: The meeting closed at 22.28

Appendix A

Outstanding Action items arising from Parish Council Meetings

PC Date	Action	Owner	Comment
17.02.20	HQ Windows	Clerk	Agenda Item 9.
	HQ Toilets	Clerk	Cllrs agreed that the clerk Contacts MSDC Grant Funding Team to enquire about the S106 monies
	Register of land on B1113 near Willowbrook	Clerk	Cllrs agreed that the Clerk looks into the registering of this land
16.03.20	Purchase of land adj to the Ship Lane river bridge	Clerk	Cllrs agreed that the Clerk seeks quotes from Birkett's Solicitors on the cost of purchasing the land.
16.03.20	Ship Lane River Bridge - repainting of railings	Clerk	Cllrs agreed that the Clerk reports this on the Suffolk Highways Portal for advise.
	Removal of soil at cemetery	Cllr Wolton	This would be looked at in January 2021
16.03.20	Maintenance of cemetery field	Clerk	Cllrs agreed that the Clerk seeks quotes from Birkett's Solicitors on drawing up an agreement
16.03.20	Neighbourhood Plan Flyers	Clerk	A budget of £150 had been agreed for the purchase of flyers. This would be readdressed in 2021
13.07.20	Cock PH application for Community Asset	Clerk	Cllrs agreed that the Clerk completes the nomination form
21.09.20	Request for new memorial benches – new wording	Cllr Haigh	
21.09.20	CIL Presentation	D Cllr Cason	
21.09.20	Quotes for the repair to the path at the cemetery	Cllr Gardiner	Agenda item 15.3
21.09.20	Levelling at allotment	Cllr Gardiner	