

## BRAMFORD PARISH COUNCIL

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### MINUTES OF THE ANNUAL MEETING HELD VIA VIDEOLINK ON MONDAY 18 MAY 2020

#### **PRESENT:**

Cllr A Horn, Cllr M Brand, Cllr A Haigh, Cllr L Powell, Cllr C Ranson, Cllr C Wolton

#### **ABSENT:**

Cllr J Gardiner, Cllr P Kingham

#### **1. OPENING**

The meeting was opened at 7.30 pm

#### **2. ELECTION OF CHAIR**

Cllr Albert Horn was nominated as Chairman for 2020/21. There being no other nominations, Cllr Horn was duly elected to serve as Chairman for the forthcoming year and has signed the declaration of acceptance form.

#### **3. PUBLIC FORUM**

Two representatives of Whip Street Motors gave a presentation relating to planning application DC/20/01577.

#### **4. TO RECEIVE REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS**

County Councillor Field was called away before he was able to give his verbal report. District Councillor Caston gave a verbal report covering the granting of planning permission for Dairy Farm greenhouses and the deferral of a decision on the Fitzgerald Road site. All full council, cabinet and committee meeting will be held virtually until at least September 2020. Efforts are being made to improve security at the Fisons site. Mid Suffolk council is writing to residents of Cherryfields advising them to be alert to the spread of coronavirus and be aware of the symptoms. There are also concerns about the lack of cleaners being available to work there. Councillor Caston has emailed the local MP regarding a grey area surrounding whether sheltered housing, as opposed to care homes, should be regarded as in effect one household. The MP has forwarded it to the Secretary of State. The Co-op will review social distancing in the store following the concerns of local residents. Reports have been received of foul smelling fires near the horses on the meadows.

#### **5. APOLOGIES**

Cllr J Gardiner's apologies were **accepted**.

#### **6. DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**

None received

#### **7. DISPENSATIONS**

None received

#### **8. ELECTION OF VICE CHAIR**

No nominations were received and the position remains open

#### **9. MINUTES**

It was agreed to **defer** approval of the minute of the meetings of 20<sup>th</sup> April and 1<sup>st</sup> May 2020.

## **10. BUSINESS REMAINING FROM PREVIOUS MINUTES**

No updates were received.

## **11. STATUTORY BUSINESS**

- a) The clerk was reappointed as Responsible Financial Officer for a period of a further two months – to be reviewed at July's meeting.
- b) Councillors considered timetable for the consideration and approval of outstanding policies as follows -  
Social Media, Lone/Home Working, Performance review – June  
Press and Media, Freedom of Information, Data Protection – July  
Equality, Privacy, Grants and Donations - September  
Fees and Charges, Health and Safety, Duty of Care – October  
Retention of Records, Publication, Dignity at Work - November
- c) Councillors confirmed the following parish appointed positions  
Allotments representative, Bramford Playing Field representative – John Gardiner  
Loraine Victory Hall representative – Caroline Wolton  
Bramford Open Spaces representative – Mandy Brand  
SALC representative – Albert Horn  
Footpath Warden – Christine Ranson  
Cemetery representative, Tree Warden - vacant

## **12. FINANCE**

Monthly Payments – Councillors agreed to make payments of £16,367.03

## **13. PLANNING**

DC/20/01577 – Full Planning Application – Use of land for additional parking and ancillary storage in conjunction with the existing metal and vehicle recycling site – Land Adjacent to The Pit, Paper Mill Lane. Councillors considered this application and commented that a proper assessment of visual impact would be needed as the shielding trees would be 1.8m when planted and would have no impact for a while as there is already a 2.4m fence in place.

## **14. REPORTS FROM COMMITTEES AND RELEVANT GROUPS**

The Bramford Open Spaces car park has now been reopened  
School building work has now restarted, but it won't be ready for September.  
A new treasurer has now been found for Loraine Victory Hall and a handover should be complete by end of June.

## **15. MEETING DATES 2020/21**

Meeting dates for 2020/21 were agreed as third Monday of the month, with no meeting in August and the Annual Parish Meeting to be one week before May's Annual Council Meeting.

## **16. ITEMS FOR NEXT MEETING**

Enact section 5.6 of our financial regulations  
Review section 4d of our standing orders  
Investigate reasons for recent late payments to creditors  
Review updating of our website  
Condition of a tree in the Ship Lane car park  
Consider the placement of a bench in the cemetery  
Update on distribution of neighbourhood plan flyers  
Consider minutes of meetings of 16<sup>th</sup> March, 20<sup>th</sup> April, 1<sup>st</sup> May & 18<sup>th</sup> May 2020  
(Draft March minutes to be circulated for consideration.)

## **17 CLOSE OF MEETING.**

Meeting Closed at 10pm.

Minutes taken by the chair, Albert Horn, in the absence of the clerk.