

BRAMFORD PARISH COUNCIL
MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON MONDAY 15th February 2021
VIDEOCONFERENCE

Present (by video): Cllrs M Brand, S Coulson, I Dicker, A Haigh, J Gardiner, P Kingham, L Powell
(Chairman) C Ranson, C Reeve (arrived at item 1), J Tunaley, C Wolton, Claire Pizzey
(Locum Clerk), District Councillor James Caston, County Councillor John Field, and 4
members of the public

1.	To receive the Declaration of Acceptance of Office Forms from the Co-opted Councillors: Simon Coulson signed the Declaration of Acceptance of Office form and was welcomed into the Council.
2.	To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972): None received.
3.	To receive member's declarations of pecuniary and non-pecuniary interest: C Wolton declared an interest as a member of the Scout Group.
4.	To consider any requests for dispensations received: There were no requests for dispensations.
5.	To note the minutes of the Parish Council meeting of 18th January and 5th February 2021 (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 18 th January 2021 and 5 th February 2021 and delegated authority was given to the Chairman to sign the minutes outside of the meeting.
6.	Public Forum: No comments were received.
7.	To receive report from County Councillor John Field: Members confirmed receipt of the report prior to the meeting. County Councillor John Field presented his report in brief to the members and highlighted:- <ul style="list-style-type: none">• Updated on COVID-19 and extra rapid test centres• 2021-22 budget• A14 road works• Solar Farm planning applications

	<ul style="list-style-type: none"> • Scrutiny Committee • May Elections <p>To receive a report form and District Councillor James Caston: Members confirmed receipt of the report prior to the meeting. District Councillor James Caston presented his report in brief to the members and highlighted:-</p> <ul style="list-style-type: none"> • MSDC General Fund Budget • Gateway 14 • Freeport East • The Cock Inn • Fisons Site
8.	<p>To note any updates on the Action Plan and agree any actions: The members noted the action log. The Chairman updated the members on:</p> <ul style="list-style-type: none"> • Quiet lanes: The quiet lane process is now at the "informing the public" stage. Notices need to be placed in the public domain and delivered to every home and business in Tye Lane. Members asked that other roads are considered for the scheme. • Playing field: It was agreed to add the outside gym equipment to the March agenda for discussion. • Tree at River Hills: Concerns were made over the tree. County Councillor Field agreed to highlight this with Suffolk Highways. • Bee Keeping: It was agreed that the Parish Council are unable to proceed with this and it is removed from the action log.
9.	<p>To agree a budget of up to £1,000 to appoint a Structural Surveyor to carry out a window survey at the Old School: Cllrs agreed that the Parish Council approves a budget of up to £1,000 and that they appoint J P Chick & Partners who have carried out survey work previously for the Council.</p>
10.	<p>To discuss and agree a quote for the work to the Ship Lane River railings: Cllrs agreed that further information is required from the contractors in order to make a decision as to if the work should go ahead.</p>
11.	<p>To agree that the Parish Council applies for an AVC certificate to celebrate The Cock Public House being added to the MSDC list Of Assets of Community Value: Cllrs agreed that the Parish Council</p>

	applies for an AVC certificate.																																				
12.	To agree the proposal of works and cost for the phone box project and agree the street furniture for the project and that quotes are sought: Cllrs agreed a cost for work to the phone box of up to £426.00 to sand down, paint in situ, add new telephone signs, glass and any sundries. The Chairman reported that the street furniture licence has been agreed for 2 benches and 3 planters. Quotes will be sought for the street furniture and will be discussed at the March meeting.																																				
13.	Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC: 1. DC/20/05526 Proposal & Location of Development: Outline Planning Application (Access, Layout and Scale to be considered) - Erection of up to 2no. dwellings The Spinney, Bullen Lane, Bramford, Ipswich Suffolk IP8 4JH: Planning permission was <u>REFUSED</u>																																				
14.	To agree that a meeting is arranged with Suffolk County Council to discuss the planning opportunities of SCC land between Bramford Road and the A14 known as “The Gables:” Cllrs agreed that Suffolk County Council would be invited to the March Parish Council meeting to discuss this planning opportunity.																																				
15.	Finance: 1. The Council confirmed receipt of the finance report for January 2021 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. 2. All Councillors confirmed receipt of supporting invoices and documents and resolved to approve and authorise the following payments other than the payment to D Stroh which was an administrative error and the Parish Council are attempting to recover the payment. <table><tr><th>Expenditure</th><th colspan="2">Cheque / BACS / SO</th><th>Net</th><th>VAT</th><th>Total</th></tr><tr><td>Wages</td><td>SO</td><td>D Stroh</td><td>997.84</td><td></td><td>997.84</td></tr><tr><td>Community Events</td><td>BACS</td><td>Suffolk Highways</td><td>100.00</td><td></td><td>100.00</td></tr><tr><td>Street Cleaning</td><td>BACS</td><td>M Sillett</td><td>370.50</td><td></td><td>370.50</td></tr><tr><td>Street Cleaning</td><td>BACS</td><td>G Sillett</td><td>156.00</td><td></td><td>156.00</td></tr><tr><td>Locum Clerk</td><td>BACS</td><td>C Pizzey</td><td>494.13</td><td></td><td>494.13</td></tr></table>	Expenditure	Cheque / BACS / SO		Net	VAT	Total	Wages	SO	D Stroh	997.84		997.84	Community Events	BACS	Suffolk Highways	100.00		100.00	Street Cleaning	BACS	M Sillett	370.50		370.50	Street Cleaning	BACS	G Sillett	156.00		156.00	Locum Clerk	BACS	C Pizzey	494.13		494.13
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	Water Rates (Duckamere)	BACS	WAVE	21.73		21.73
	Water Rates (Parish Room)	BACS	WAVE	39.70		39.70
	Water Rates (Cemetery)	BACS	WAVE	14.76		14.76
	Water Rates (Gables Corner)	BACS	WAVE	129.13		129.13
	Expenses	BACS	C Wolton	10.92		10.92
	Cemetery	BACS	Nosegay	150.00		150.00
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	Cemetery	BACS	S E H Ltd	9,536.50	1,097.30	11,443.80
	Professional Services	BACS	Birketts	445.00	89.00	534.00
				12,616.18	1,996.30	14,612.48
	<p>3. To agree that all Utilities payments are changed to direct debit: Cllrs agreed that all utility payments are changed to direct debit.</p> <p>4. To agree a quote for the fencing at the Allotments: Cllrs agreed that the quote from Palmer Fencing is accepted for up to £8,339.38 and to include a discount for both jobs.</p> <p>5. To agree that delegated authority is given to the Clerk to book training courses for councillors as required outside of Parish Council meetings: Cllrs agreed that delegated authority is given to the Clerk to book Councillor training outside of Parish Council meetings and is reported at the next available meeting. The Clerk to enquire about a group training programme with SALC.</p>					
16.	To discuss and agree the proposal for a change to the bins at The Cemetery: Cllrs agreed that the Parish Council accepts the proposal to change the bins at the cemetery to 4 x 360L at a total cost of £ 710.00 PA.					
17.	To agree that quotes can be sought for a new fence and planters at the front of the cemetery and that bollards can be erected on the grass: The Chairman reported that the work would tidy the front of the cemetery. Cllrs agreed that quotes are sought for a new fence and planters at the front of the cemetery and that bollards can be erected on the grass.					
18.	To agree to change the time all future Parish Council meetings to 7.00pm: Cllrs agreed the change to the Parish Council meeting to 7.00pm from the March meeting.					
19.	To agree that a Communication Strategy is written and presented to the Parish Council: Cllr					

	Coulson reported that communication is key for the village and he is interested in putting together a survey for residents to find out what they would like to see in the village. He also suggested a virtual Parish Council magazine. It was agreed to investigate the cost of an e- magazine and discuss at a future meeting.
20.	To note the GDPR report and agree a process so that the Parish Council is effectively and adequately compliant: The Cllrs noted the report.
21.	To receive an update on the meeting with Bellway Homes to discuss the Reserved Matters application for land at Loraine Way, Bramford and agree any actions: Cllr Dicker reported on the meeting with Bellway Homes.
22.	Reports from Committees and Relevant groups <ol style="list-style-type: none"> 1. Bramford Playing Field: Cllr Gardiner reported that a new fence is going up on the boundary of the playing field. 2. Lorraine Victory Hall: Cllr Wolton reported that the hall remains closed and they have received a grant from MSDC. 3. Bramford Open Spaces: Nothing to report. 4. Bramford C of E VC Primary School: Nothing to report. 5. Councillors' Reports: Nothing to report.
23.	Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 15 th March 2021 via zoom commencing at 7.00pm
24.	To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press to be excluded from the meeting due to the confidential nature of the business to be discussed: It was resolved that the public be excluded from the meeting to update the members on staffing matters of a confidential matter.
25.	Close of meeting: The meeting closed at 22.17

Minute ref: 8

PC Date	Action	Owner	Comment
17.02.20	HQ Windows	Clerk/LP/CW	It was agreed to split the project into two.

			Costs to be sought for the back windows and once advice has been provided by MSDC Heritage Team work can begin on obtaining quotes for the replacement of the historic windows – Agenda item.
17.02.20	HQ Toilets	Clerk	The grant application has been approved and work can start.
16.03.20	Purchase of land at Bramford Bridge	Clerk	The Clerk has formally written to the donor to accept the offer to purchase the land. Awaiting confirmation from Solicitor.
16.03.20	Ship Lane River Bridge - repainting of railings	Clerk	Agenda item.
	Removal of soil at cemetery	CW	It was agreed to obtain a quote for the contractors who are working on the cemetery path to remove the spoil.
16.03.20	Cemetery field lease	Clerk	Birkett Solicitors have been advised of the lease details. Awaiting completion via Solicitors.
13.07.20	Cock PH application for Community Asset	Clerk	The nomination has been agreed and the Cock PH is on the MSDC Community Asset register. Agenda item
21.09.20	CIL Presentation	D Cllr Cason	Awaiting a date for the workshop.
19.10.20	Terms of Reference Lawn Cemetery	Clerk	
19.10.20	Work to path at Cemetery		Work complete.
16.11.20	Phone Box refurbishment	Clerk/LP	Licence for the street furniture has been received. Quotes to be sought for the furniture. EDGE Decorating Services have offered to refurbish the phone box and Cllr Wolton to forward details of a welder to LP Agenda item.
21.12.20	Quiet Lanes	LP	The application has been completed. Contact to be made with Suffolk Highways regarding reducing the speed limit.

21.12.20	Community Orchard	ID	To investigate a Community Orchard and a report will be made to the council in Spring 2021.
21.12.20	Playing Field	LP	Quotes have been sought and provided to the Playing Field Committee. They will agree a location for the equipment before approaching the PC to seek grants.
21.12.20	Tree at River Hills, Bramford Road	LP	Report was made on the SCC portal. No update received.
21.12.20	Parking on Lorraine Way	LP	This is ongoing issue regarding cars parked in a dangerous place when dropping off children to school.
18.01.21	Bee Keeping		It was agreed to explore various options.