



# BRAMFORD

## PARISH COUNCIL



Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk, IP8 4AN  
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### BRAMFORD PARISH COUNCIL

#### **MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 18<sup>th</sup> OCTOBER 2021 AT** **PARISH ROOM, SHIP LANE, BRAMFORD**

Present : Cllr I Dicker, Cllr J Gardiner Cllr P Kingham Cllr L Powell, Cllr C Ranson, Cllr J Tunaley, Cllr C Wolton, Jane Every (Clerk), District Cllr James Caston, and 3 members of the public.

#### **MINUTES**

1.	<b>To receive and consider apologies for absences</b> <i>Cllr A Haigh, Cllr C Reeve, Cllr S Coulson, County Cllr C Chambers.</i>
2.	<b>To receive members declarations of pecuniary and non-pecuniary interest</b> <i>It was noted Cllr C Wolton is a Scout Leader and on the committee for LVH.</i>
3.	<b>To consider any requests for dispensations received.</b> <i>None declared.</i>
4.	<b>To note the minutes of the Parish Council meeting of 20<sup>th</sup> September 2021 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes .</b> <i>Chair Powell asked if anything to raise regarding draft Minutes, no items were raised. Cllr Wolton proposed to accept, Cllr Ranson seconded.</i>
5.	<b>Public Forum: Councillors to receive questions from the public with regards to items on the agenda.</b> <i>Members of public was invited for comments by Chair Powell. Resident discussed the painting of the bridge over the River Gipping in the village. Chair Powell mentioned it had been discussed at an earlier meeting in the year. Whilst it had been considered not a priority at the present, members were open to other ideas to improve area, as the costs were considered to be too high. Cllr Wolton reported that whilst not owned by the Council, it belongs to Suffolk Highways, who had been approached but without success, as they considered there was no structural issues, but advised approaching environment services. Chair Powell commented that Council would look at this again, towards early next year.</i>  <i>Resident also mentioned issue with road markings. Chair Powell commented this has been much discussed, again mentioning this is a Suffolk Highways issue. Cllr Gardiner mentioned there has been a traffic officer in the area recently. District Cllr Caston confirmed that Suffolk Highways are monitoring the area, that he was fully aware of the situation having witnessed issues himself. Chair Powell asked if the yellow lines could be extended, District Cllr Caston directed him to County Cllr Chambers for further feedback.</i>

	<i>Resident discussed issues regarding parking overnight in the area.... Cllr Powell commented that this also has been discussed previously. Cllr Wolton mentioned that Hopkins Construction carried out traffic management survey recently, and suggested perhaps it could be possible to hear obtain knowledge their findings.</i>
6.	<p><b>To receive reports from:</b></p> <ol style="list-style-type: none"> <li><b>1. County Councillor Chris Chambers</b> - not present</li> <li><b>2. District Councillor James Caston</b> - commented that sadly due to loss of their Clerk, have been unable to provide a written report before meeting – he however presented at meeting his findings. He reported on Bellway Homes application in October in reserved matters, he commented that he is supportive of this application. He reported that he raised with them an issue with gas boilers being planned, when long term this would not be viable due to the legislation. He discussed the plans for providing temporary accommodation for Afghan refugees. He discussed lighting at the future developments, commenting that he supports reducing this in the future. He reported that he had discussed with other Councillors, the scale of future planning in the area around Ipswich, when it was agreed there would be some further investigation and discussion. Fison site was discussed, with a view to considering a new approach with the Police by way of anti social behaviour issues, with possibility of identifying site as being considered viable as a compulsory purchase order. Also commenting on a no casino vote, which went through. He discussed a promotion campaign toward young adults to provide information on study in the media and gaming industry.</li> </ol> <p><i>Cllr Powell informed members that Planning Officers from BMSDC have requested to attend next Parish Meeting regarding Fisons (on TEAMS), and asked if District Cllr Caston knows if there is any particular reason why they would be attending. He responded that the officer Peter Watson is the anti social behaviour officer.</i></p> <p><i>Cllr Gardiner requested if someone could attend a location in the village (Pound Lane) as he has concerns the footpath has been damaged by a digger used by a resident., making it dangerous with trees and branches. District Cllr Caston confirmed he will take walk around the site to assess the issue and ascertain whether resident needs to be approached to make good the damage to footpath.</i></p> <p><i>Cllr Tunaley suggested approaching Kelvin Dakin to attend next meeting to discuss the Fisons issue.</i></p> <p><i>District Cllr Caston commented he is preparing a report on this issue.</i></p>
7.	<p><b>To note any updates on the Action Plan and agree any further actions.</b></p> <p><i>See attached.</i></p>
8.	<p><b>To discuss future use of Parish Room for hire following advice from CAS (insurance provider).</b></p> <p><i>The Clerk reported on advice received from CAS regarding insurance cover and hiring agreement details. Members discussed this matter, including facilities for wheelchair occupants. Cllr Powell discussed the viability of sharing the parish room with residents when meetings are now being held regularly. Cllr Powell asked for other comments from members. Cllr Wolton mentioned previous hiring of the hall to community groups, but raised the necessity for efficient processes to be in place, and consideration needed to ensure the security of the parish office and its records. Cllr Powell proposed that members revisit future hiring, Cllr Kingham seconded.</i></p>
9.	<p><b>To discuss Loraine Way, Bramford (MSDC Development control Committee Meeting 13.10.21 7B – DC/21/01220.</b></p>

	<p><i>Cllr Powell reported that as recorded there was to be planned a playground on the development, but has now been decided by Bellway to create a nature reserve and provide Council with the residual amount from the spend. Due to some amendments on the design which included a pathway for wheelchairs and pushchairs there is a reduction of £8,000 from the grant fund. District Cllr Caston commented this will be one of the conditions in the agreed application. Cllr Powell discussed suggestion of a skate boarding park in the area. Cllr Powell confirmed the £40,830 from Bellway S106 funding is earmarked for this area in Bramford village.</i></p>
10.	<p><b>To discuss and agree purchase of Office 365 for Parish administration, with possible requirement to replace laptop.</b></p> <p><i>Cllr Powell discussed cost of purchase of Office 365 software for use with the Council's laptop, and to determine to whether this improves the operation of the laptop. Members were asked to consider the cost of a new appropriate laptop should a replacement be required, this to be in the region of £450 to £550 for a Lenova. Cllr Powell proposed purchasing 365 licence, Cllr Wolton seconded. Cllr Ransom proposed that a new laptop could be purchased if required, Cllr Gardiner seconded.</i></p>
11.	<p><b>To discuss and agree that the Chair is to attend the church memorial service, read a reading and to use the previous wreath or to purchase a new one.</b></p> <p><i>Cllr Powell reported that he is to give a reading and lay wreath. District Cllr Caston requested if he could also lay a wreath, and asked to be notified of whom he needs to contact. Cllr Powell suggested that rather than purchase new wreath from the British Legion website, Chair Powell proposed to use original wreath, and donate the £50 to British Legion, Cllr Wolton seconded.</i></p>
12.	<p><b>To discuss and agree hourly rate increase for Street cleaning employees.</b></p> <p><i>Members discussed and gave consideration to request. Cllr Tunaley proposed, Cllr Brand seconded, to increase hourly rate from £9 to £9.50. The Council agreed that letter of increase be written to employee, to include comment that hourly rate will be reviewed annually</i></p> <p><i>Members discussed replacing dog bins, it was agreed to review this at a later date. To purchase the agreed replacements meantime as previously minuted (boxes without stand).</i></p> <p><i>Members discussed whether to place a bin with a cigarette bin by the bench. Agreed to look into cost and permissions.</i></p>
13.	<p><b>To discuss the lack of street lighting in the car park at the end of Acton Road.</b></p> <p><i>Cllr Powell discussed the correspondence received regarding lack of street lighting, creating anti social and criminal behaviour. Members discussed the issue commenting they believe security lighting is required rather than street lighting. Cllr Powell is to report to County Cllr Caston to see what can be done.</i></p> <p><i>Cllr Powell commented he has identified the broken street light, reported it o to Suffolk CC.</i></p>
14.	<p><b>To discuss the Christmas Tree and decorations.</b></p> <p><i>Cllr Powell and Cllr Ranson to work together to organise a tree with roots as a longer term option. Members discussed cost of buying a mature tree., agreed need to have a substantial root ball in order to ensure future growth. Cllr Dicker advised to plant a smaller tree to determine how well it takes in the ground before undertaking a rooted tree. Cllr Tunaley offered one of his trees growing on his land. Cllr Dicker recommended Council buy a cut tree this year and replace with a planted tree thereon. Members all agreed to purchase good size tree from Raydon Xmas Trees,</i></p>

	<i>as previous year.</i>
15.	<p><b>To discuss graves at the cemetery and to sort out a time to hand over all operations to the Clerk.</b></p> <p><i>Cllr Powell discussed when handover will take place, between Cllr Wolton, Cllr Brand, and Clerk, looking towards beginning November.</i></p> <p><i>Cllr Kingham reported there is going to be a new plan and thereon discussions regarding future layouts. This will be discussed at future date with members. Cllr Powell commented will add this as an Agenda item for next meeting.</i></p>
16.	<p><b>Planning Decisions: to note the following determinations made by MSDC:</b></p> <ol style="list-style-type: none"> <li><b>DC 21 05041 - Discharge of Conditions Application for DC/21/00158- Condition 3 (Details of Materials) and Condition 4 (Fenestration and Doors) - 113 Paper Mill Lane, Bramford, , IP8 4BU – ACCEPTABLE. Members noted decision.</b></li> <li><b>DC 21 05138 –Discharge of Conditions Application for DC/19/00870- Condition 16 (Contamination Report) - Land Adjacent To Clarice House Leisure Club, Bramford Road, Bramford IP8 4AZ – ACCEPTABLE. Members noted decision.</b></li> </ol>
17.	<p><b>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):</b></p> <ol style="list-style-type: none"> <li><b>DC/21/05468 – Full Planning Application – Construction and operation of a 100MW Battery Energy Storage System, and related infrastructure with associated access, landscaping and drainage. – Land to South of Bullen Lane, Bramford IP8 4JD. DEADLINE 27<sup>th</sup> October 2021.</b></li> </ol> <p><i>Members and District Cllr Caston discussed the application, Chair Powell asked if there is anything can be done at this stage. Chair Powell discussed one concern regarding possible fire risk, with inability to extinguish any fire. It was considered that they are left to burn out creating possible toxic fumes. It was agreed to object to application as at present members do not have sufficient information on project, Cllr Powell to draft an comment to post.</i></p> <p><i>Cllr Kingham left meeting 20.59pm.</i></p>
18.	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li><b>To receive the October finance reports and agree that delegated authority be given to the Chairman to sign.</b> <ol style="list-style-type: none"> <li><b>Bank Reconciliation</b></li> <li><b>Budget to Actual (April-Sept 21)</b></li> <li><b>Reserves</b></li> </ol> </li> <li><b>To authorise October payments (DD,SO and Cheques):</b></li> <li><b>To note receipts since last meeting.</b></li> </ol> <p><i>Cllr Brand proposed, Cllr Dicker seconded, financials accepted and to be signed.</i></p>
19.	<p><b>To note a summary of correspondence and consider action to be taken where applicable.</b></p> <p><i>None to report other than Acton Road.</i></p>
20.	<p><b>Reports from Committees and Relevant groups</b></p> <ol style="list-style-type: none"> <li><b>Bramford Playing Field – nothing to report by Cllr Gardiner</b></li> <li><b>Lorraine Victory Hall – Cllr Wolton reported awaiting further information regarding floor, all functions have been cancelled until end of year.</b></li> </ol>

	<p>3. <b>Bramford Open Spaces</b> - <i>Nothing to report.</i></p> <p>4. <b>Footpaths Officer</b> - <i>Cllr Ranson discussed query on registering footpaths within a deadline. She has looked into whether any footpaths fall into the category of registering, requesting she should be contacted her if anyone knew of any.</i></p> <p>5. <b>Communication Officer</b> – <i>Cllr Powell discussed the requirement for camera for the use in virtual training and meetings. Cost expected to be not more than £60, Cllr Ranson proposed to purchase, Cllr Wolton seconded to purchase this.</i></p> <p>6. <b>Tree Officer</b> – <i>Cllr Dicker discussed the ordering of the trees from various suppliers, he has purchased some already to be reimbursed to him. MSDC have offered 30 apple trees, with the stipulation they are to be planted on public land. Cllr Powell discussed whether option to plant on the grass verges around village which would have benefit of deterring parking on verges. District Cllr Caston mentioned he will provide a map of MSDC owned areas in village. Cllr Dicker mentioned two ash trees require pollarding, Cllr Gardiner will obtain quotes for the work, members agreed this to be <u>allocated from Tree Maintenance budget.</u></i></p> <p>7. <b>Allotment Officer</b> - <i>Cllr Gardiner reported all rent for both allotments have been received from allotment holders and recorded. Notice to quit will be given to one allotment holder Cllr Powell reminded members that all allotment holders are now aware of the no fire condition in their contract and to note there was to be no exceptions including bonfire night.</i></p>
21.	<p><b>Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 15<sup>th</sup> November 2021 @ 7.00pm at The Parish Room, Ship Lane, Bramford.</b></p> <p><i>Meeting concluded 21.27pm</i></p>

*Jane Every*

Parish Clerk, Bramford Parish Council

PC Date	Action	Owner	Comment
12.07.21	Removal of soil at Cemetery	CW	Quote received from TRU £160 + Vat = £192. Group.Credit application required to be completed. Cllr Powell confirmed to be carried out after weeds have been removed (which will await until autumn) Chair asked cost, Cllr Gardiner commented £400 in quote. Chair asked if this is an acceptable figure, Cllr Wolton suggested approach Bellway if they could do this.
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. JL Chick has carried out the survey and awaiting a report. Still waiting for CHICK report No reply received as yet. Cllr Wolton has received a preliminary report, (to report). <i>Cllr Wolton has received a draft copy, still not completed.</i>
16.11.20	Phone Box refurbishment	Clerk/LP	Contractor to confirm date for work to start on the phonebox. Awaiting time for taking door off. Cllr Wolton still awaits. Chair asked who might be bale to help with shelving, which would need to wait until other work undertaken. <i>Cllr Wolton awaits response from contractor , the materials have been received. Cllr Alan Lucas is happy to refurbish the interior, Cllr Powell requested him to measure up, his work will be gratis.</i>
19.07.21	Tree Maintenance	JG	Ongoing with Cllr Gardiner
	Clarice House – consult traffic expertise	LP	Traffic management engineer advice