

BRAMFORD PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 21ST JUNE 2021 AT LORAIN VICTORY HALL, SHIP LANE, BRAMFORD

Present : Cllr I Dicker, Cllr A Haigh, Cllr J Gardiner, Cllr P Kingham, Cllr L Powell, Cllr C Reeve, Cllr C Wolton, Jane Every (Clerk), District Councillor James Caston, County Councillor Chris Chambers and 4 members of the public.

1.	To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972). <i>Cllr M Brand. The members noted the apology.</i>
2.	To receive members declarations of pecuniary and non-pecuniary interest <i>None noted.</i>
3.	To consider any requests for dispensations received <i>None declared.</i>
4.	To note the minutes of the Annual Council meeting of 5th May 2021 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting. <i>All Councillors confirmed receipt of the Minutes. Cllr C Reeve proposed to accept the Minutes of Parish Council Meeting of 21st May 2021 as a true record of the meeting and decisions made and that delegated authority is given to the Chair to sign the minutes outside of the meeting, Seconded by Cllr J Gardner with all in favour.</i>
5.	Public Forum: Councillors to receive questions from the public with regards to items on the agenda. <i>A resident expressed query that Item 10 and Item 16. 4 appear to relate to the same Grant application, and whether this would account for payment made twice. Chairman L Powell explained, this was for finance admin purposes only. For clarity Chair Powell confirmed that there is only one grant application for item 10.</i>
6.	To receive reports from: <ol style="list-style-type: none">County Councillor Chris Chambers - <i>County Cllr Chambers introduced himself as the new County Councillor, that he was looking forward to working with Parish in the future. He touched on some matters relating to long term health care solutions, including SEN and shall be keeping Parish informed on updates. He asked for any questions, none were raised. Cllr Powell responded with a welcome from all members.</i>District Councillor James Caston - <i>Members confirmed receipt of his Report. District Cllr Caston presented an outline of his Report, in particular concerns on healthcare in the area, and the Fisons site. He confirmed he will be following all matters up and will report further to Bramford Parish Council in due course.</i>
7.	To note any updates on the Action Plan and agree any further actions. <i>The members noted the Action Log and removed No. 6.</i>

8.	<p>To discuss Land east of Bramford Road.</p> <p><i>Chair L. Powell asked members for their comments, Cllr C Wolton discussed approach to response to any planning raised. Members discussed this further. Chair L Powell confirmed he will distribute some of the booklets around the village to inform the village, commenting that at present as there is no actual planning application there is little that can be done. He also commented Phase II resubmission has been in process, which contradicts the information received so far, but until such time as Council have more facts will have to wait before making any comments.</i></p>
9.	<p>To discuss and agree works on repair of existing retaining wall behind LVH and car park. And request funding by Bramford Parish Council. –</p> <p><i>Cllr C Wolton discussed the issues with the said wall and car park and access for the public and requested some works to be carried out before it gets into disrepair. It was suggested new low fencing was required to top off the wall and quotes obtained for repair work. All members agreed this was an issue, Chair L Powell proposed quotes can be obtained, with Cllr A Haigh seconded.</i></p>
10.	<p>To agree Grant request by Marilyn Smith, Secretary of Playing Field Committee, for :</p> <p>Table Tennis equipment = £2,350 + VAT Fitness Equipment = £7,300 + VAT</p> <p>TOTAL - £9,650 + VAT £1,930 = £11,580</p> <p>To be paid from “Community Projects” Reserve.</p> <p><i>The members confirmed receipt of the quote. The members discussed the Grant request, Cllr P Kingham proposed to vote to accept, Cllr I Dicker seconded, Cllr J Tunaley abstained, Cllr C Wolton against, Cllr M Brand absent, 6 members in favour. It was therefore agreed to Grant request.</i></p>
11.	<p>To discuss various Cemetery Issues and authorisation, including :</p> <ul style="list-style-type: none"> i) Quote from James Stewart Gardening Services maintenance ii) Village member’s meeting, with Councillor/Clerk/Co op Funeral Director, regarding Headstone and plot. iii) Additional admin support. <p><i>Cllr C Wolton reported on a number of matters that need attention, confirming the required 3months notice has been given for work. Levelling and tidying of graves will be carried out as part of James Stewart contract. Cllr C Wolton requested permission to repair and paint around the shed with one quote around £803, also to obtain quote regarding concrete post and chain fence to be replaced.</i></p> <p><i>It was reported there is concern regarding plants/flowers/plastic fencing around graves, that need to be removed. It was requested that these be removed as per the Cemetery Rules and Regulations, although acknowledging this to be a delicate matter. It was also reported that timber around old gravestones requires replacing, a quote has been obtained.</i></p> <p><i>Chair L Powell confirmed there is an agreed budget of £12,000 and requested 3 quotes be obtained for all requirements. It was commented that it may be a consideration to provide a maintenance budget for the Cemetery in the future. Cllr C Wolton suggested to form a maintenance committee to support future works, Cllr L Powell requested a report from Cllr C Wolton in support of this. It was agreed all members will attend a walk around Cemetery in order to ascertain the conditions and issues.</i></p>

	<p><i>Chair L Powell asked County Cllr J Caston whether there would be any grants available to support the maintenance of the Cemetery. County Cllr Caston responded that he would look into this and report back.</i></p> <p><i>Chair L Powell commented that there needs to be some admin process in dealing with Funeral directors. He also discussed outsourcing the Cemetery administration, as a cost effective solution to improving the time constraints on the employed hours of the Clerk. Cllr C Wolton commented that the administration is demanding. Cllr L Powell requested they look into outsourcing. Cllr C Ranson proposed, Cllr J Tunaley seconded.</i></p>
12.	<p>To discuss various Allotment issues and authorisation, including:</p> <ul style="list-style-type: none"> <i>i) To approach developers next to allotment regarding sharing cost of new/upgrading fencing. – Cllr J Gardiner and Cllr I Dicker discussed that the fencing be agreed if going ahead with the orchard. Cllr C Ranson suggested looking to developer to share cost. Members discussed whether to wait for the developer to begin prior to considering fencing upgrading. Chair L Powell will look into contacting the developers on their plans regarding fencing.</i> <i>ii) Review Allotment Rent – Cllr J Gardiner suggested there be an increase in rent from £18 to £20 per year commenting that renewal is October, which will require amendment to contract for allotment holders.</i> <i>iii) Moles issue. – Members discussed whether this should be the plot holder responsibility. Cllr J Tunaley suggested contact be made to the allotment holders clarifying their responsibility for such issue.</i> <p><i>It was agreed Notices would be posted accordingly on Allotment noticeboard.</i></p>
13.	<p>To discuss Babergh and Mid Suffolk Joint Local Plan – notification received of examination hearing of 21st June 2021</p> <p><i>Chair L Powell suggested this is opportunity to work with the developers, that he has concerns that Bramford as a village may disappear, the need to keep its own identity, and going forward it is important to try and mitigate the effect of these changes. He reminded members that they can continue to make comment on the portal. County Cllr C Chambers commented that the local identity is very important, that all the affected villages should retain their identity.</i></p> <p><i>Chair L Powell raised the Solar energy farm planning, and requested County Cllr Chambers support in objecting to these, County Cllr Chambers commented that he does question there could be a better location for solar energy farm.</i></p>
14.	<p>Planning Decisions: to note the following determinations made by MSDC:</p> <ul style="list-style-type: none"> 1. DC/21/02003 - Erection of detached one and half storey dwelling – Primis House, Limes avenue, Bramford IP8 4BN – GRANTED. 2. DC/21/00233 – Discharge of Conditions Application for DC/18/00233 – Condition 20 (CEMP Biodiversity) – relating to DC/21/02182 Land East of The Street and Loraine Way, Bramford IP8 4NS. – ACCEPTED. 3. DC/21/01835 – Planning Application for erection of office building, Rushbrook Mill, Paper Mill Lane, Bramford – REFUSED. <i>Members thanked residents for their support in objecting to this planning application.</i>

	<p>4. DC/21/01441 – Householder Application for erection of first floor extension and construction of dormer windows in conjunction with loft conversion – 35 Gippingstone Road, Bramford IP8 4DR – PERMISSION GRANTED.</p> <p>5. DC/19/03069 – Application for non material element relating to move front door in line with front of extension – 2 Vicarage Close, Bramford IP8 4AF. – APPROVED.</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>1. 1.DC/21/02538 – Planning Application – Alteration to parking bay – 21 Acton Close, Bramford, IP8 4ER – Deadline 5th July 2-21. – <i>The members discussed the application. Cllr C Ranson reported that she had investigated the location and had concerns. Cllr C Wolton reported feedback from the village. All Cllrs voted to object to the application. Chair L Powell proposed, Cllr C Ranson seconded. It was agreed that the Clerk will draft objection following receipt of members comments.</i></p> <p>2. DC/21/02905 – Application for Planning Proposal for erection of single storey rear extension and front porch (as amended from approved DC/21/02305). 2 Vicarage Close IP8 4AF – Deadline extended to 24th June 2021. – <i>The members discussed the application and various considerations. It was agreed that the council would not comment. Chair L Powell suggested, as individuals members can comment on their own.</i></p> <p>3. DC/21/02474 – Householder Planning Application for erection of two storey front extension including single storey integral garage. Rosehaven, Hibbard Road IP8 4BH Dormer windows and porch canopy (revised scheme to DC/20/03148). – Deadline extended to 8th June 2021. – <i>The members discussed the applications. Members voted to support the application. Members commented should there be further developments, perhaps to request improvements to roadways.</i></p>
16.	<p>Finance:</p> <p>To receive the June finance reports and agree that delegated authority be given to the Chairman to sign:</p> <p>1. <i>Chair L Powell proposed, and Cllr S Coulson seconded receipt of the finance report for June 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.</i></p> <p>2. <i>Cllr P Kingham proposed and Cllr J Gardner seconded receipt of payments schedule, with supporting invoices and resolved to approve and authorise the following payments :</i></p>

Expenditure	Cheque / BACS / SO	Net	VAT	Total
ICO renewal	BACS Information Commissioner	£ 40.00		£ 40.00
Allotment half Year Rental	BACS Suffolk CC	£ 145.00		£ 145.00
Screwfix /JewsonMaterials	BACS L Powell - Exps	£ 19.08		£ 19.08
Grounds & Garden Maintenance - Lawn Cemetery	BACS Nosegay	£ 630.00		£ 630.00
Grass Cutting - St Mary the Virgin Church	BACS Nosegay	£ 630.00		£ 630.00
Grounds & Garden Maintenance - Lawn Cemetery	BACS Nosegay	£ 630.00		£ 630.00
Litter/Dog Bin collection	BACS Mid Suffolk DC	£ 695.84	£ 139.17	£ 835.01
Locum Clerk -	BACS Claire Pizzey	£ 159.13		£ 159.13
Councillor Training	BACS SALC	£ 600.00	£ 120.00	£ 720.00
Horticultural supplies for Planters	BACS Caroline Wolton	£ 68.40		£ 68.40
Professional charges re: Lease of Cemetery Field	BACS Birketts Solicitors	£ 305.00	£ 61.00	£ 366.00
Professional charges & disbursements for Gift of Land	BACS Birketts Solicitors	£ 544.00	£ 100.80	£ 644.80
Litter Picking	BACS M Sillett	£ 370.50		£ 370.50
Litter Picking	BACS G Sillett	£ 156.00		£ 156.00
Leaflet Design & Printing of Parish e-newsletter -	BACS S Coulson	£ 55.53	£ 11.11	£ 66.64
Insurance Premium	BACS CAS Business Services Ltd	£ 1,217.43		£ 1,217.43
Parish Clerk - May Salary	BACS J Every	£ 1,060.83		£ 1,060.83
Parish Clerk - June Salary	BACS J Every	£ 674.96		£ 674.96
HP Ink Subscription - Exps	BACS J Every	£ 32.07	£ 6.42	£ 38.49
Mileage to Accountants IP13 OPP	BACS J Every	£ 21.60		£ 21.60
P30 - PAYE -	BACS HMRC	£ 85.63		£ 85.63
Training - Cemetery Presentation	BACS SALC	£ 40.00	£ 8.00	£ 48.00
Training - Planning Webinars	BACS SALC	£ 100.00	£ 20.00	£ 120.00
Supply of Mesh Fencing to Playing Field	BACS Palmer (Fencing) Ltd	£ 8,041.56	£ 1,608.31	£ 9,649.87
Expense for Letter regarding confidential matter	BACS Claire Reeve	£ 60.00		£ 60.00
		£16,382.56	£2,074.81	£18,457.37

3. To discuss and agree the quotes for Boreholes from Panks Engineers Ltd (ref OH63140) for:

- **Bramford Allotments - £11,975 + VAT £2,395 = £14,370**
 - **Football Pitch from Panks Engineering - £9960 + VAT £1992 = £11,952**
- TOTAL : £26,322**

Members discussed the quotes; Chair L Powell discussed the need to consolidate the total expenditure involved. Cllr J Tunaley mentioned he may have a second quote to provide soon. Members discussed the issue regarding water supply, Cllr J Tunaley discussed details on what was needed. Chair L Powell suggested contacting water board. Cllr C Wolton suggested National Grid provide Grant schemes, possibly up to £20,000 a year. Members all agreed to look into this further. Cllr J Tunaley proposed to look into this and pursue grant application. Members agreed.

4. To discuss Cllr Ian Dicker (Tree Officer) - Extra Allotment Plots – Initial Quote for Trees from Paul Reid of Suffolk Traditional Orchard Group : 50 trees x £17 = £850

The members discussed the quotes, Cllr I Dicker reported he had met Paul Reid of Society of Allotments, who recommends the trees should take care of themselves. A total of 38 trees in total would be needed =Total £700. It was agreed the trees could be ordered with Cllr C Ranson proposed, Cllr J Gardiner seconded. Cllr I Dicker further mentioned villagers could help to choose what trees they might like. Cllr C Wolton mentioned it might be nice to involve the local primary school.

5. To discuss renewal of Allotment and Leisure Gardeners Society (NSALC) membership @ £55.00 +VAT £11.00 = £66.00

Members discussed the membership and it was agreed this membership should be cancelled. Cllr C Wolton proposed, Cllr J Gardiner seconded.

	<p>6. To agree amendment to Public Liability Insurance Premium for additional cover of £9.35, = Total £1,217.43. <i>Members discussed the amendment and agreed to the increase with Chair L Powell proposed, Cllr P Kingham seconded, with all members in favour.</i></p> <p>7. To agree invoice for Palmer (Fencing) Ltd Inv 15686 for supply of mesh fencing for Playing Field of £8041.56 + VAT £1608.31 = £9649.87. – <i>Member discussed the invoice for Palmer (Fencing) Ltd and it was agreed to pay, with Cllr J Gardiner proposed, Cllr C Ranson seconded.</i></p>
17.	<p>To note a summary of correspondence and consider action to be taken where applicable -</p> <ul style="list-style-type: none"> <i>Discussed the complaints received on various issues with grass/tree cutting. Cllr C Ranson discussed SCC's policy for dealing with this. Chair L Powell commented that the Council have done as much as is possible.</i> <i>Resident complaint regarding mother's cremation plot. – Cllr C Wolton and Clerk visited cemetery plot with resident and local funeral director to ascertain the issues. Cllr Wolton discussed the findings, and any possible solution. It was agreed Chair L Powell and Cllr A Haigh would meet with the resident.</i>
18.	<p>Reports from Committees and Relevant groups</p> <ol style="list-style-type: none"> Bramford Playing Field – <i>nothing further to report</i> Lorraine Victory Hall – <i>Cllr C Wolton reported they had AGM, people are slowly coming back to Hall, everything is in place to welcome village. It was also confirmed the Rural Cafe will meet here as discussed.</i> Bramford Open Spaces – <i>Cllr L Dicker mentioned new bin by bridge. Path has been repaired. Tow path on north meadow is very overgrown. SCC owns it. It was agreed there has been a lot of correspondence regarding pathways and overgrown.</i> Footpaths Officer – <i>Cllr C Ranson commented on her report. (Available on request). SCC only carryout 2 cuts per year for A roads, 1 cut for C roads. She has encouraged people to post photos on the portal. SCC commenting that local involvement is encouraged.</i> Communication Officer - <i>Cllr S Coulson commented biggest request by local was 20 miles per hour through village. Cllr C Wolton suggested we raise once again Speedwatch. Members agreed would be good idea. Discussed vehicle recognition. Discussed celebration regarding football. Cllr J Tunaley asked if we could request police attend meeting regarding speeding. Cllr C Wolton suggested that a new Speed Watch marketing campaign be sent on Council's website and Facebook page. Chair L Powell also suggested that we request for a ANPR Camera. All councillors agreed.</i> Tree Officer – <i>Presentation - nothing further to report</i> Allotment Officer - <i>nothing further to report.</i>
19.	<p>Date of next meeting: <i>Members are asked to note that the next Parish Council meeting is scheduled for 19th July at 7.00pm at Lorraine Victory Hall, Ship Lane, Bramford.</i></p>
	<p>Close of meeting to public 9.15pm</p>
20.	<p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be discussed:- <i>Councillors to received updates on confidential matters: All matters relating to this item are recorded within separate confidential minutes.</i></p>

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Minute Ref. 7.

PC Date	Action	Owner	Comment
	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 soil.
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.
16.11.20	Phone Box refurbishment	Clerk/LP	Contractor to confirm date for work to start on the phonebox.
21.12.20	Quiet Lanes – Tye Lane	LP	The application is at the informing the public stage. Contact to be made with Suffolk Highways regarding reducing the speed limit.
15.03.21	Quote tree maintenance	LP	Awaiting Quotes
23.04.21	Get Together at the Playing Fields	LP	Saturday, 26th June 2021 – To discuss any costs occurred to come out of the Community Fund – a maximum of £100.