

BRAMFORD PARISH COUNCIL
MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON FRIDAY 23RD APRIL 2021
VIDEOCONFERENCE

Present (by video): Cllrs M Brand, S Coulson, I Dicker (arrived at item 5), P Kingham, J Gardiner, L Powell (Chairman) C Ranson, C Reeve (arrived at item 5), J Tunaley, C Wolton, Claire Pizzey (Locum Clerk), Jane Every (Clerk) and 7 members of the public

1.	To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972: Apologies were received from Cllr A Haigh and noted.
2.	To receive member's declarations of pecuniary and non-pecuniary interest: Cllr S Coulson in item 8 as tenant of the cemetery field.
3.	To consider any requests for dispensations received: There were no requests for dispensations.
4.	To note the minutes of the Parish Council meeting of 15th March 2021 and Extra Ordinary Meeting of 12th April 2021 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting: All Councillor's confirmed receipt of the minutes. Cllr J Gardiner proposed to accept the minutes of March 15 th 2021 and Extra Ordinary Meeting of 12 April 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 P Kingham with all in favour.
5.	Public Forum: Residents expressed their concerns over planning application DC/21/01835. The Erection of office building at Rushbrook Mill, Paper Mill Lane, Bramford. Their objections and concerns were made around the Local Planning Policy, over development of the site, increased Traffic, insufficient Car Parking, safety of residents crossing the car park, loss of privacy, restriction of Access, fire safety, waste storage and no notification that there was going to be any future development.
6.	To receive report from County Councillor John Field: No report has been received. To receive a report from and District Councillor James Caston: Members confirmed receipt of the report prior to the meeting.
7.	To note any updates on the Action Plan and agree any actions: The members noted the action log. The Chairman updated the members on: <ul style="list-style-type: none"> Members agreed to remove the repainting of the railings from the Action Plan.
8.	To agree the draft lease for the cemetery field: The members confirmed receipt of the cemetery lease. The Chairman proposed that the Parish Council would not serve a 6 month notice. Cllr I Dicker seconded with all in favour. Cllr S Coulson abstained. The Chairman proposed that point 2.8 of the lease should be amended to agree that the field could be ploughed. Cllr C Wolton seconded with all in favour. Cllr S Coulson abstained. Cllr C Wolton proposed that once the amendments are made to the lease authorisation is given to the Chairman to sign the documents outside of the meeting. Cllr C Ranson seconded with all in favour. Cllr S Coulson abstained.
9.	Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC: <ol style="list-style-type: none"> DC/21/01441 - Proposal: Householder Application - Erection of first floor extension and construction of dormer windows in conjunction with loft conversion. Location: 35 Gippingstone Road, Bramford, Ipswich, Suffolk, IP8 4DR: Councillors agreed to SUPPORT the application. DC/21/01564 - Proposal: Submission of Details (Reserved Matters in Part) following Hybrid

	<p>Approval DC/19/00870. Appearance, Landscaping, Layout and Scale for outline permission for housing phase 1: erection of 7no dwellings and garages. Location: Land Adjacent To Clarice House Leisure Club, Bramford Road, Bramford, Ipswich, Suffolk IP8 4A: Councillors agreed to make the following comments:</p> <ul style="list-style-type: none">• The car park is often full , the concern is overspill parking on the highway, suggestion of double yellow lines around this area would mitigate this.• With the entrance/exit one-way system being changed, there are concerns of this being safe for all road users with limited vision from the exit already an issue. Where the entrance is being changed to a roadway for the houses, vision to the right as one exits is limited as the road curves and on both exits there are overhanging trees which impair vision.• The footway is narrow, area at 0.6 metres and results in pedestrians passing with one having to walk on the road. We would urge a widening of the path in this area.• There are concerns for the residents of Lodge Cottage, the only existing dwelling which will be bordering the development. On the plans, property number 8 borders Lodge Cottage , we urge the developers to keep any building (including the garage) as far away from the border as possible and with thoughtful planting, including a screen to preserve privacy of the elderly owners and not to cause them distress. <p>3. DC/21/01835 Proposal - Planning Application - Erection of office building. Location: Rushbrook Mill, Paper Mill Lane, Bramford, Suffolk: Councillors agreed to OBJECT to the application and comments for the objection will be made on the following:</p> <ul style="list-style-type: none">• The application clearly fails to demonstrate any overriding need for the office to be located away from local town and village settlements.• Planning Policy E9 states that a commercial development in a rural area may be considered where there is a lack of sites or premises for new business within nearby settlements.• Planning Policy E10 states that applications for new industrial and commercial development in the countryside will not be permitted unless an overriding need to be located away from towns and villages can be demonstrated.• Overdevelopment of the site.• Increased traffic.• Insufficient car parking• Safety of residents• Loss of Privacy.					
10.	<p>Finance:</p> <ol style="list-style-type: none">1. The Council confirmed receipt of the finance report for March 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: <table><tr><td>Expenditure</td><td>Cheque / BACS / SO</td><td>Net</td><td>VAT</td><td>Total</td></tr></table>	Expenditure	Cheque / BACS / SO	Net	VAT	Total
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GRASS CUTTING	BACS	MSDC	£ 1,000.87	£ 200.17	£ 1,201.04
CEMETERY	BACS	NOSEGAY	£ 600.00		£ 600.00
CEMETERY	BACS	NOSEGAY	£ 600.00		£ 600.00
STREET LIGHTING	BACS	SCC	£ ,451.91	£ 890.38	£ 5,342.29
COMMUNICATION	BACS	SUFFOLK.CLOUD	£ 110.00		£ 110.00
STATIONARY	BACS	CLAIRE PIZZEY	£ 35.99		£ 35.99
ADVERTISING	BACS	L POWELL	£ 88.80		£ 88.80
STATIONARY	BACS	L POWELL	£ 26.00		£ 26.00
SUBSCRIPTION	BACS	SALC	£ 786.86		£ 786.86
LOCUM CLERK	BACS	C PIZZEY	£ 410.38		£ 410.38
BIN EMPTY	BACS	MSDC	£ 255.00		£ 255.00
BIN EMPTY	BACS	MSDC	£ 582.50		£ 582.50
GREEN WASTE	BACS	MSDC	£ 88.20		£ 88.20
ALLOTMENTS	BACS	PALMER FENCING	£ 9,527.26		£ 9,527.26
FIRE EXTINGUISHER SERVICE	BACS	GFA PREMIER	£ 52.82	£ 9.76	£ 62.58
SERVICE FIRE	BACS	GFA PREMIER	£ 28.60	£ 4.92	£ 33.52
COMMUNITY EVENTS	BACS	LUMBERJACKS	£ 62.84	£ 12.58	£ 75.42
BRAMFORD OPEN SPACES	BACS	BOS	£ 1,712.00	£ 342.40	£ 2,054.40
COMMUNITY EVENTS	BACS	CARK THOMPSON	£140.00		£140.00
SUBSCRIPTION	BACS	RIALTAS	£ 124.00	£ 24.80	£ 148.80
ELECTRICITY	BACS	EON	£ 82.23		£ 82.23
			£ 20,766.26	£1,485.01	£ 22,251.27

Cllr P Kingham had not received the year end accounts items 3-8 and abstained from the voting.

3. To receive and approve the budget to actual for the year ending 31st March 2021: Cllr M Brand proposed to accept the budget to actual for the year ending 31st March 2021. Cllr C Reeve seconded with all in favour.
4. To consider and approve the annual return figures for the year ending 31st March 2021 and explanation of variances: Cllr M Brand proposed to accept the annual return and variances for the year ending 31st March 2021. Cllr C Reeve seconded with all in favour.
5. To approve the Statement of Account for Bramford Parish Council for the year ending 31st March 2021: Cllr M Brand proposed to accept the Statement of Account for the year ending 31st March 2021. Cllr C Reeve seconded with all in favour.
6. To consider and approve the reserves for the year ending 31st March 2021: Cllr M Brand proposed to accept the reserves for the year ending 31st March 2021. Cllr C Reeve seconded with all in favour.
7. To consider and approve the asset register for the year ending 31st March 2021: Cllr M Brand proposed to accept the asset register for the year ending 31st March 2021. Cllr C Reeve seconded with all in favour.
8. To consider and approve the CIL report for 2020-21: Cllr M Brand proposed to accept the CIL report for the year ending 31st March 2021. Cllr C Reeve seconded with all in favour.

	<p>9. To agree the change of Account Signatories and Authorised Users for the Co-operative Building Society: The Chairman proposed that Jane Every is added to the account signatories for the Co-operative Building Society. Cllr P Kingham seconded with all in favour. The Council to complete the Bank mandate once all old signatories have been removed.</p> <p>10. To review the effectiveness of the Internal Auditor and agree a fee of £265: The Councillors reviewed the effectiveness of the Internal Auditor. The members were satisfied that Heelis and Lodge is suitably independent of Bramford Parish Council, holding no role within the council and having no connection with any current member. The Chairman proposed that the fee of £265 is accepted for the internal audit for the year ending 31st March 2021. Cllr J Gardiner seconded with all in favour.</p>
11.	To agree to apply for the MSDC New Business Grant Fund: The Chairman proposed that the Clerk applies for the New Business Grant. Cllr I Dicker seconded and all were in favour. The Clerk and Cllr C Wolton to complete the form.
12.	To agree the SLCC membership of £140.00: The Chairman proposed that the SCC membership is agreed at a cost of £140.00. Cllr C Wolton seconded with all in favour.
13.	To agree the quote for two new dog poo bins: Cllr IDicker proposed that the Parish Council agrees a budget of £314.00 for two new dog bins. Cllr C Wolton seconded with all in favour.
14.	To agree the quote for the fence at the Playing Field: Cllr P Kingham proposed that the Parish Council accepts the quote from Palmer Fencing of £8,041.59 for additional fencing at the Playing Field. Cllr C Ranson seconded with all in favour.
15.	To agree the quote for the work at the allotments: Councillors agreed that the quote would not be accepted and the members need to discuss how the area is cultivated to include the orchard. Further work to be carried out and report back to the Council at a later meeting.
16.	To agree the quote for the MSDC Grass Cutting and Grounds Service Level Agreement 2020: The Chairman proposed that the Parish Council accepts the quote from MSDC of £1,030.89 for the grass cutting schedule 2021. Cllr S Coulson seconded with all in favour.
17.	To adopt the Data Protection Policy: The Chairman proposed that the Data Protection Policy is adopted. Cllr C Reeve seconded with all in favour.
18.	<p>To discuss and agree action for the following issues at the lawn cemetery:</p> <ol style="list-style-type: none"> 1. Moles: The members discussed the problem and it was agreed to contact M Sillett to look at this and quote accordingly. 2. Scattering of ashes: Cllr C Wolton proposed a fee of £75 for the scattering of the ashes. The Chairman seconded with all in favour. The Lawn Cemetery Committee to look at the rules and regulations later in the year.
19.	To discuss Village Volunteer Litter Picking: It was agreed that resident would be encouraged to register with MSDC Volunteer Litter Picking Scheme.
20.	To discuss ideas for celebrating the end of lockdown: The Chairman reported that he has put forward an idea of a family picnic at the Playing Field to celebrate the end of lockdown on the afternoon Saturday 26 June. The Playing Field Committee have agreed to open the bar and offer other refreshments for the event. This will be dependent on the Government roadmap.
21.	<p>To note summary of correspondence received before the meeting and consider any action:</p> <ol style="list-style-type: none"> 1. To note correspondence from Bramford Twinstead network reinforcement start of consultation: Cllr C Wolton suggested that contact needs to be made with Bramford Twinstead to arrange a meeting.

	<ol style="list-style-type: none"> To note correspondence from a resident regarding Allotment fires: It was agreed to send an email to all allotment holders to remind them of their tenancy agreement in relations to fires. To note correspondence from Suffolk County Councillor regarding APNR: It was agreed to put Bramford Parish forward for the APNR trial. To note correspondence from MSDC regarding the submission of the Babergh and Mid Suffolk Joint Local Plan to the Secretary of State (Regulation 22): No action To note correspondence form a resident regarding planning application DC/21/01564: Discussed at item 9.2. To note correspondence from a business regarding permission to park van in Loraine Victory Hall car park: Councillors agreed that permission would be given for the use of the car park and will suggest contacting Bramford Meadows and the Playing Field. To note correspondence from The Time Machine Tour 2022: Cllr C Ranson to send around further information to the members. To note correspondence from the Valuation Office Agency – VO6005 Request for Information relating to the Cemetery and Premises: It was agreed that the Clerk completes the form.
22.	Reports from Committees and Relevant groups <ol style="list-style-type: none"> Bramford Playing Field: Nothing to report. Allotments: Nothing to report. Loraine Victory Hall: Nothing to report. Bramford Open Spaces: Cllr I Dicker reported that new litter pickers have been employed following the resignation of the original litter pickers. Bramford C of E VC Primary School: Nothing to report. Councillors' Reports: Cllr C Ranson reported that she had received a phone call from Kevin Verlander the Public Rights of Way Officer at SCC regarding the reports that had been made on three areas of the river path. All three repairs have been logged and will be actioned.
23.	Date of next meeting: Members are asked to note that the Parish Meeting is scheduled for 5 th May 2021 via zoom commencing at 7.00pm and the Annual Council Meeting is scheduled for 5 th May 2021 via zoom commencing at 8.00pm.
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.

Minute ref: 7

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. JL Chick has carried out the survey and Cllr Woolton is still awaiting a report.
17.02.20	HQ Toilets	Clerk	Work has been completed.
16.03.20	Ship Lane River Bridge -	Clerk	Cllrs agreed that further information is required from the

	repainting of railings		contractors in order to make a decision as to if the work should go ahead. Awaiting information from Contractors.
	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	Agenda item
19.10.20	Terms of Reference Lawn Cemetery	Clerk	
16.11.20	Phone Box refurbishment	Clerk/LP	Contractor to confirm date for work to start on the phonebox. Furniture and planters have arrived.
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.
21.12.20	Community Orchard	ID	Report will be presented to the council in Spring 2021.
21.12.20	Playing Field (Outdoor gym)	LP	Awaiting confirmation from the Playing Field Committee.
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.
15.02.21	Fencing at Allotments	JG	Work has been completed.
15.02.21	New Fence and Planters (Cemetery)	CW	Quotes to be sought
15.02.21	Communication Strategy: e-Newsletter Questionnaire	LP/SC	e-newsletter now live
15.02.21	GDPR	Clerk	Ongoing
15.03.21	Dog Poo Bins	Clerk	Agenda item
15.03.21	Quote tree maintenance	LP	Awaiting Quotes