



BRAMFORD

PARISH COUNCIL



Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk, IP8 4AN
Clerk: Locum Clerk Tel: 01473 747433 e-mail: bramfordparishcouncil@btinternet.com

BRAMFORD PARISH COUNCIL MEETING
MINUTES OF THE VIRTUAL ANNUAL COUNCIL MEETING HELD ON WEDNESDAY 5TH MAY 2021
VIDEO CONFERENCE – 8PM

Present (by video) : Cllrs M Brand, S Coulson, J Gardiner, A Haigh (Vice Chair), P Kingham, L Powell (Chairman) C Ransom, C Reeve, J Tunaley, C Wolton, Claire Pizzey (Locum Clerk) , Jane Every (Clerk) , District Councillor John Field (arrived at item 12), and 5 members of the public.

1.	To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office. Cllr J Gardiner proposed L Powell be elected as Chairman of the Council. Cllr A Haigh seconded with all members in favour . L Powell signed the declaration of acceptance of Office.
2.	To elect a Vice-Chairman of the Council Cllr C Wolton proposed that A Haigh be elected Vice-Chairman of the Council. Cllr J Gardiner seconded with all in favour .
3.	To receive and consider apologies for absences - Apologies had been received from Ian Dicker and noted.
4.	To receive members declarations of pecuniary and non-pecuniary interest. None declared.
5.	To consider any requests for dispensations received. None received.
6.	To note the minutes of the Parish Council meeting of 23rd April 2021 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting. Members confirmed receipt of the minutes. Cllr. M Brand proposed to accept the minutes of 23 rd 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.
7.	Public Forum: No comments.
8.	To note any updates on the Action Plan and agree any further actions. Updated Action Plan. The following was highlighted. <ul style="list-style-type: none">• Cllr C Wolton reported that she had contacted the contractor regarding the survey and they have advised that this should be received by the end of the week. Once the survey has been received work can then start.• Cllr C Wolton agreed to go ahead with purchasing the materials for the phone box and all invoices will

be raised to the Parish Council.

- The planters at the phone box are all in place and this can be removed from the action log.

9. **Statutory Business :**

a. Councillors to confirm the appointment of Parish Councillors on the following Committees: HR Committee and Lawn Cemetery Committee. Items a. and e. were taken at the same time. The members confirmed the appointment of the Parish Councillors’ onto the Committees:

Group	Lead	Members
HR Committee	Claire Reeve	Ian Dicker, Andrew Haigh, Lester Powell
Lawn Cemetery Committee		Mandy Brand , Caroline Wolton

b. Committee terms of reference for committees. Members noted the review of the HR Committee terms of reference and approved them as unchanged. The Chairman proposed that the terms of reference for the Lawn Cemetery are adopted. Cllr S Coulson seconded with all in favour.

c. To review the Standing orders and confirm acceptance of amendments proposed - Cllr M Brand proposed to accept the amendments and adopt the Standing Orders. Cllr C Ransom seconded and all in favour.

d. To review the Financial Regulations and confirm acceptance of the amendments proposed. Cllr M Brand proposed to accept the amendments and adopt the Financial Regulations. Cllr J Gardner seconded and all in favour.

e. Councillors to confirm the appointment of Parish Council Representatives on the following Bodies : Bramford Playing Field, Lorraine Victory Hall, Bramford Open Spaces. Cllr C Wolton requested that a Parish Council representative is included for the Eustace Loraine Education Trust. It was agreed that Cllr C Reeve would be appointed.

Allotment Officer	John Gardiner
Bramford Open Spaces Representative	Ian Dicker
Communication Officer	Simon Coulson & Claire Reeve
Eustace Broke Loraine Education Trust	Claire Reeve
Footpath Officer	Christine Ranson
Lorraine Victory Hall Represetative	Caroline Wolton
Play Field Committee Representative	John Gardener & John Tunaley
Tree Officer	Ian Dicker

f. Councillors to review the Council’s expenditure incurred under a.1.37 of the Local Government Act 1972. – The members noted the review of the Council’s expenditure incurred under S137 of the Local Government Act 1972.

- £5,500 to Lorraine Victory Hall for a grant donation towards the running cost.
- £5,500 to Bramford Playing Field Committee for a grant donation towards the running cost.
- £4,750 to Bramford Open Spaces for a grant donation towards the car park.

g. Councillors to approve the meeting timetable for 2021-21. The Chairman proposed to accept the meeting timetable for 2021-22. Cllr A Haigh seconded with all in favour. Councillors decided that all Parish Council meetings would be in the Village Hall to allow for additional space until further notice.

10.

Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC:

1. Cock PH DC/20/00586; Cock PH - Full Planning Application - Erection of 1No single storey dwelling (C3) to the rear of public house (Sui Generis), with associated access, parking and landscaping(amended scheme to DC/20/02269) **REFUSED**.- Noted.

2. DC/21/01014 - **Proposal & Location of Development:** Householder Planning Application - Erection of a single storey front/side extension (amended scheme to approved DC/20/05240 11 St Mary’s Close, Bramford, Ipswich, Suffolk IP8 4DL . Planning permission has been GRANTED. - Noted

3. DC.18/00233 – Proposal & Location - Discharge of Conditions Application - Condition 4 (Phases) and Condition 27 (Written Scheme of Investigation) – ref DC/21/01253 – Land East of The Street and Loraine Way, Bramford, Ipswich IP8 4NS. – Details as specified by Strutt & Parker dated 23rd Feb 2021 have been considered ACCEPTABLE. - The Chairman reported that he and Cllr Wolton have been in discussion with Bellway Homes regarding the recreational areas in the village and the possibility of the Parish Council receiving a contribution from them for improvements to areas in the village. Further discussion with MSDC and the Parish Council will be had before a final sum is agreed.

4. DC/21/01758 – Proposal for Prior Approval for a Proposed Larger Extension – Erection of single storey rear extension to existing garage. – 35 Fraser Road, Bramford, Ipswich, Suffolk IP8 4HS – No prior approval required. Noted.

11.

Finance:

1. The Council confirmed receipt of the finance report for April 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. The Chairman proposed that the financial reports are accepted and agreed that the delegated authority to be given to sign the reports outside of the meeting. Cllr A Haigh seconded with all in favour.

2. All Councillors confirmed receipt of supporting invoices and documents and resolved to approve and authorise the following payments:

Expenditure	Cheque / BACS / SO		Net	VAT	Total	Notes
SUBSCRIPTION	BACS	SLCC	£ 140.00		£ 140.00	To be paid online
LOCUM CLERK	BACS	C PIZZEY	£ 485.75		£ 485.75	Locum Clerk - APRIL
PARISH CLERK	BACS	J EVERY	£ 623.04		£ 623.04	Salary - Payslip - APRIL
PARISH CLERK - EXPENSES	BACS	HP INSTANT INK/WILKO	£ 33.74		£ 33.74	Printing plan/Stationery
LITTER PICKING	BACS	MSILLETT	£ 741.00		£ 741.00	1st 31st March/1st-30th April
LITTER PICKING	BACS	G SILLETT	£ 312.00		£ 312.00	1st 31st March/1st-30th April
PARK BENCH	BACS	CORIDO	£ 678.53	£ 135.72	£ 814.25	proforma invoice R166072
CLERK TRAINING	BACS	SALC	£ 125.00	£ 25.00	£ 150.00	Module 6 - J Every - Invoice 24691
COUNCILLOR TRAINING	BACS	SALC	£ 75.00	£ 15.00	£ 90.00	Wednesday, April, May & June - L Powell - Inv 24713
CLERK TRAINING	BACS	SALC	£ 25.00	£ 5.00	£ 30.00	J Every - Inv 24759
WATER BILL - LAWN CEMETERY	BACS	WAVE	£ 11.72		£ 11.72	ref 347867501

	WATER BILL - COMM CENTRE	BACS	WAVE	£ 38.86		£ 38.86	ref 314388901
	WATER BILL - ALLOTMENTS, DUCKAMERE	BACS	WAVE	£ 58.05		£ 58.05	ref 3890464901
	WATER BILL - ALLOTMENTS, GABLES CORNER	BACS	WAVE	£ 258.20		£ 258.20	ref 316740901
	YES CARTRIDGES	BACS	C WOLTON	£ 28.00		£ 28.00	Ink Cartridge
				£ 3,633.89	£ 180.72	£ 3,814.61	
12.	To discuss and assign volunteer to join committee for the Eustace Broke Lorraine Education Trust to work with Chris Bush. Cllr C Wolton reported that a Parish Council representative is required to sit on the Trust Committee to enable them to continue the work for the parish. The Trust provides financial educational assistance to residents. The Committee will be made up of four members one of which is a Parish Council member as agreed at item 9c, also Reverend Eric Falla and Emma Burgess. An advert to promote the trust will be put in the August edition of the InTouch Magazine. Reports will be made to the Parish Council as needed.						
13.	To discuss Nosegay Gardening and Cleaning Services Ltd price increase. The Chairman proposed that the increase of £60 is accepted. Cllr C Reeve seconded and all were in favour.						
14.	To note a summary of correspondence and consider action to be taken where applicable. Nothing to report.						
15.	Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 21 st June 2021 commencing at 7.00pm - The Chairman confirmed the meeting will be held at the Lorraine Victory Hall.						
16.	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:-						
17	Meeting closed 21.10						

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. JL Chick has carried out the survey and awaiting a report.
	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
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.
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.
15.02.21	New Fence and Planters (Cemetery)	CW	Quotes to be sought
15.02.21	GDPR	Clerk	Ongoing
15.03.21	Quote tree maintenance	LP	Awaiting Quotes
23.04.21	Get Together at the Playing Fields	LP	Saturday, 26 th June 2021 – To discuss any costs occurred to come out of the Community Fund – a maximum of £100.

Jane Every

Parish Clerk Bramford Parish Council