



# BRAMFORD

## PARISH COUNCIL



Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk, IP8 4AN  
Clerk: Jane Every. Tel: 01473 747433 e-mail: [bramfordparishcouncil@btinternet.com](mailto:bramfordparishcouncil@btinternet.com)

### BRAMFORD PARISH COUNCIL

#### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 17<sup>th</sup> JANUARY 2022 AT LORAIN VICTORY HALL, SHIP LANE, BRAMFORD

Present :Cllr M Brand, Cllr S Coulson, Cllr I Dicker, Cllr J Gardiner, Cllr A Haigh (virtually) Cllr P Kingham Cllr L Powell, Cllr C Ranson, Cllr C Reeve, Cllr J Tunaley, Cllr C Wolton, Jane Every (Clerk), District Cllr James Caston

#### AGENDA

1.	To receive and consider apologies for absences. <i>County Councillor Chris Chambers provided apologies.</i>
2.	To receive members declarations of pecuniary and non-pecuniary interest.  None received.
3.	To consider any requests for dispensations received.  <i>None received.</i>
4.	To note the minutes of the Parish Council meeting of 15 <sup>th</sup> November 2021 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting.  <i>Cllr Coulson proposed, Cllr Brand seconded, to be signed by Chair Powell</i>
5.	Public Forum: Councillors to receive questions from the public with regards to items on the agenda.  Bramford Playing Field Committee to discuss revamp and update of Playing Field – Hilary Penning and Bob Wakeling to speak regarding plans and to request Council to consider grant support.  <i>No members of public were present.</i>
6.	To receive reports from: <ol style="list-style-type: none"><li>1. County Councillor Chris Chambers . <i>Apologies received, members received report.</i></li><li>2. District Councillor James Caston. <i>District Cllr presented his report to meeting. He discussed 2022/23 Budget, indicating there will be a surplus, coming from deficit previously, and will report on this at next meeting. He discussed HRA account on Green leisure and Copdock Interchange. He requested members to highlight anything that might need funding by end of March. Cllr Coulson mentioned item 5. regarding Bramford Playing Field Committee requirement, District Cllr Caston asked if they could</i></li></ol>

	<i>report to him as soon as possible, confirming he will forward an application form for Clerk to apply for a Grant on behalf of BPC.</i>
7.	To note any updates on the Action Plan and agree any further actions.
8.	To discuss and agree amendment to Lawn Cemetery Rules.  <i>Chair Powell discussed the amendments, Councillors agreed some further information regarding the distance between each grave and cremation plot should be added.</i>
9.	To discuss draft BPC Climate Awareness and Environmental Policy.  <i>Chair Powell discussed the policy with members, Cllr Reeve proposed, Cllr Dicker seconded, to agree Policy</i>
10.	<p>To discuss Queen's Jubilee Public Holiday 2<sup>nd</sup> to 5<sup>th</sup> June 2022 (Guide provided) and consider Street Party/Hanging Baskets/Banners, and where to be located.</p> <ul style="list-style-type: none"> <li>• Applications for Licence for Attachments to Street Lighting to be applied for by 21<sup>st</sup> March 2022 at cost of £150 per street, where testing costs will be covered this year only by Suffolk CC .</li> <li>• Any electrical apparatus to be installed on or over highway £75 per street.</li> <li>• Need weight and size for application.</li> <li>• Note - future top up annual structural tests will need to be funded by Council, and any future full structural tests for other columns will be funded by BPC. SCC up to 10 weeks for approval of Licence.</li> <li>• In Touch Magazine have offered Jubilee Weekend publicity, producing promotional material (banners, etc), create a brochure/programme ( contact - Sharon Jenkins).</li> <li>• The Queens Jubilee Beacons Letter &amp; Guide to taking part (<a href="http://www.queensjubileebeacons.com">www.queensjubileebeacons.com</a>)</li> </ul> <p><i>Members made various suggestions. Cllr Reeve relayed messages from residents regarding Street Party. Cllr Wolton discussed a draft itinerary covering the 4 days (to reflect the Queens celebrations).</i></p> <p><i>Members agreed to attend a meeting to discuss action group and discuss with Bramford Playing Committee going forward. It was discussed that agreement on baskets numbers/sizes would need to be determined to apply in time for testing/licence with Suffolk CC. Chair Powell discussed the hanging baskets, and which street. Chair Powell proposed, Cllr Reeve seconded to determine how many, sizes etc, for Clerk to apply.</i></p> <p><i>Cllr Brand proposed, Cllr Ransom to put licence in for street closing for event, Clerk to apply if relevant.</i></p> <p><i>Cllr Coulson discussed whether village to have a Beacon. Members suggested Church spire to be lit with union jack, or simple lights. Chair Powell proposed, Cllr Brand seconded, to go ahead with this plan.</i></p>
11.	<p>Planning Decisions: to note the following determinations made by MSDC:</p> <ol style="list-style-type: none"> <li>1. <b>DC/21/05908</b> – Householder Application – Erection of single storey side extension (following demolition of existing – 1 Orchard Road, Bramford IP8 4JG –APPROVED. <i>Members noted.</i></li> <li>2. <b>DC/18/03173</b> – Discharge of Conditions Application – Condition 3 (Agreement of Materials) – Site adj to Rose Cottage, Bullen Lane, Bramford IP8 4JH. –APPROVED. <i>Members noted.</i></li> <li>3. <b>DC/19/00870</b> – Discharge of Conditions Application – Condition 13 (archaeological Works) and Condition 14 (part discharge for Phase 2) – Land Adjacent to Clarice House Leisure Club, Bramford Road, Bramford IP8 4AZ – APPROVED. <i>Members noted.</i></li> <li>4. <b>DC/21/06160</b> – Household Application – Erection of single storey extension and 2 bay cartlodge – Oakdene, Whitton Leyer, Bramford IP8 4BE – APPROVED. <i>Members noted.</i></li> <li>5. <b>DC/21/04036</b> – Planning Application – Demolition of existing bungalow and erection of 1 new dwelling &amp; associated works – Carlton, 1 Bullen Lane, Bramford IP8 4JD – APPROVED. <i>Members noted.</i></li> </ol>

12	<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> <ol style="list-style-type: none"><li><b>DC/21/01220</b> – Application for approval of reserved matters following grant of Outline Planning Permission DC/18/00233 dated 09.07.19. Appearance, landscaping layout and scale for residential development of up to 190 homes including affordable homes, preschool facility, with areas of landscaping and public open space, new access from Loraine Way and pedestrian and cycle links – Land East of The Street and Loraine Way, Bramford IP8 4NS – DEADLINE 26<sup>TH</sup> NOVEMBER 2021 – OBJECTION FILED.</li><li><b>DC/20/05586</b> – Appeal Ref APP/”3520/W/21/3275506 – Punch Partnerships (PML) Ltd – Full Planning Application – Erection of 1 Single Storey Dwelling to rear of public house with associated parking and landscaping – Cock Inn, The Street, Bramford IP8 4DU – APPEAL DEADLINE 13.12.21 – OBJECTION FILED.</li><li><b>DC/21/06463</b> – Application for Outline Planning Permission (Access points, Layout and Scale to be considered, appearance and landscaping reserved) Town and County Planning 1990 – Erection of 2 Dwellings and associated works (resubmission of DC/20/05526) – The Spinney, Bullen Lane, Bramford IP8 4JH – DEADLINE 23.12.21. No Objection filed.</li><li><b>DC/21/05977</b> – Full Planning Application – Erection of 29 Dwellings (including 10 affordable dwellings) – By-pass Nurseries, Bramford Road, Bramford – DEADLINE 24<sup>TH</sup> DECEMBER 2021 – EXTENDED TO 10<sup>TH</sup> JANUARY 2022. – OBJECTION FILED.</li><li><b>DC/21/01835</b> – APPEAL APP/W3520/W/21/3280966 – Erection of Office Building, Rushbrook Mill, Paper Mill Lane, Bramford – DEADLINE 18.01.22. <i>Objection to be filed.</i></li></ol>																																	
13	<p>Finance:</p> <ol style="list-style-type: none"><li>To receive the <b>December</b> and <b>January</b> finance reports and agree that delegated authority be given to the Chairman to sign these outside of the meeting:</li></ol> <ul style="list-style-type: none"><li>Bank Reconciliation :</li></ul> <div><div>Bramford Parish Council Bank Reconciliation at 5th January 2022</div><table><tr><td colspan="3">Balance at bank</td></tr><tr><td>Co-op</td><td>£</td><td>138,362.12</td></tr><tr><td>Ipswich Building Society</td><td>£</td><td>36,737.08</td></tr><tr><td colspan="3">Plus Uncleared Deposits</td></tr><tr><td>Less Unpresented Cheques</td><td></td><td></td></tr><tr><td></td><td>£</td><td>175,099.20</td></tr><tr><td colspan="3">Balance as per books</td></tr><tr><td>Balance @ 01.04.21</td><td>£</td><td>165,313.55</td></tr><tr><td>Income</td><td>£</td><td>117,387.23</td></tr><tr><td>Expenditure</td><td>£</td><td>107,601.58</td></tr><tr><td></td><td>£</td><td>175,099.20</td></tr></table></div>	Balance at bank			Co-op	£	138,362.12	Ipswich Building Society	£	36,737.08	Plus Uncleared Deposits			Less Unpresented Cheques				£	175,099.20	Balance as per books			Balance @ 01.04.21	£	165,313.55	Income	£	117,387.23	Expenditure	£	107,601.58		£	175,099.20
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- Budget to Actual :

Receipts	Budget 2021-22	05.01.22
Bank Interest		
Allotments	£1,300.00	£ 1,730.00
Burials & Memorials	£12,000.00	£ 13,295.00
CIL Payment		£ 20,167.83
Cleansing Grant	£2,316.00	£ 1,340.40
Community Projects	£0.00	£ -
Grant Funding	£938.00	£ 8,938.00
HMRC VAT Repayment*		£ -
Land Adj Cem. Field Rent	£100.00	£ 50.00
Parish Room		£ -
Precept	£71,616.00	£ 71,616.00
Recycling	£700.00	£ -
Scout Hut Rent		£ 250.00
<b>Total Budgeted Income</b>	<b>£88,970.00</b>	<b>£ 117,387.23</b>

Payments	Budget 2021-22	05.01.22
Allotment Field Rent	£145.00	£ 290.00
Allotment General	£800.00	£ 478.29
Allotment Water Rates	£500.00	£ 437.45
Audit Fees	£550.00	£ 280.00
Bramford Meadows	£6,848.00	£ 5,136.00
Cemetery General	£1,000.00	£ 581.45
Cemetery Water Rates	£110.00	£ 49.13
Churchyard & Cemetery Maintenance	£12,500.00	£ 11,534.74
Clerks PAYE	£1,200.00	£ 915.33
Clerks Pension		£ -
Clerks Salary	£12,500.00	£ 10,758.05
Community Asset reserve	£5,000.00	£ 12,404.77
Community Projects		
Depreciation and replacement of assets Reserve	£2,000.00	
Emptying Dog/litter Bins	£1,000.00	£ 1,639.59
Equipment Maintenance	£300.00	£ 488.18
Expenses/Stationary	£300.00	£ 463.54
General Maintenance (fence and railings)		£ 17,568.82
Grants and Donations	£1,000.00	£ 110.09
Insurance	£1,300.00	£ 1,217.43

LVH Grant	£5,500.00	£ 5,528.72
Parish Room Electricity	£500.00	£ 302.81
Parish Room Water Rates	£250.00	£ 169.39
Phone and Broadband	£800.00	£ 366.50
Playing Field Grant	£5,500.00	£ 5,500.00
Property General	£2,000.00	£ 68.18
Strategic Reserve	£5,000.00	
Professional Services		£ 1,477.80
Street Cleaners Wages	£7,500.00	£ 4,426.50
Street Light Yearly Charge by SCC	£5,500.00	£ 5,342.29
Subscriptions	£1,000.00	£ 975.66
Training (Councillor and staff)	£750.00	£ 1,279.00
Tree Surgery	£2,500.00	£ 508.17
Village Grass Cutting	£1,300.00	£ 1,201.04
Works to Building (Parish Room)	£5,000.00	£ 11,700.00
HMRC VAT		£ 4,402.66
<b>Budgeted Totals (Expenditure)</b>	£ 88,153.00	£ 107,601.58

- Reserves

	Balance at 31.3.21	Receipts to 05.01.22	Payments to 05.01.22	05.02.22
Allotment Reserve				£ -
Cemetery Reserve				£ -
CIL	£ 7,195.39	£ 20,167.83		£ 27,363.22
Community Asset	£ 75,000.00			£ 75,000.00
Community Projects (Events/Orchard/Outside gym/Phone box)	£ 20,909.03		£ 12,404.77	£ 8,504.26
Depreciation, replacement and purchase of assets	£ 20,000.00			£ 20,000.00
General Maintenance (Fence & Railings)	£ 25,000.00		£ 17,568.82	£ 7,431.18
General Reserve	£ 17,209.13	£ 97,219.40	£ 77,627.99	£ 36,800.54
Strategic Reserve				
	£ 165,313.55	£ 117,387.23	£ 107,601.58	£ 175,099.20

2. To authorise **December** and **January** payments (DD,SO and Cheques) :

December 2021 :

Expenditure	Cheque / BACS / SO	Net	VAT	Total	Notes
Village Christmas Tree - Raydon Christmas Trees	BACS LP - Expenses	£ 84.00		£ 84.00	Inv 587

Heater filament : Parish Room x 2		LP - Expenses	£ 43.20		£ 43.20	Order 14502 - Lamps2udirect.com
Mulled Wine - Carols around Tree		LP - Expenses	£ 27.00		£ 27.00	Tesco : bottles x 12 @ £3
British Legion Donation		JE - Expenses	£ 50.00		£ 50.00	As agreed in 18.10.21 Minutes Item
Printing Expenses		JE - Expenses	£ 18.74	£ 3.75	£ 22.49	
Clerk Salary		JE - Salary	£ 1,229.61		£ 1,229.61	Month 31.12.21 (includes overtime/tax refund on code)
P30 Payment - PAYE/NI		HMRC	£ 141.45		£ 141.45	Quarter 3 (to 05.01.21)
Street Cleaning		Sillett M	£ 370.50		£ 370.50	Inv 50 : Period 21-30th Sept 21
Street Cleaning		Sillet G	£ 156.00		£ 156.00	Inv 50 : Period 21-30th Sept 21
Street Cleaning		Sillett M	£ 370.50		£ 370.50	Inv50 - Period 21-30th Oct 21
Street Cleaning		Sillet G	£ 156.00		£ 156.00	Inv50 - Period 21-30th Oct 21
The Lawn Cemetery		Nosegay	£ 630.00		£ 630.00	Inv1575 : 2-16.11.21 x 2 visits
Alpha Software Support (accounts licence) 7565		Rialtas Business Solutions	£ 124.00	£ 24.80	£ 148.80	Inv SM24618 : Software Support and Licence x 1 (annual)
LP : Training		SALC	£ 25.00	£ 5.00	£ 30.00	Inv 23557 Dated 10.08.20
LP : Training		SALC	£ 25.00	£ 5.00	£ 30.00	Inv24252 Dated 11.03.21
LP : Training		SALC	£ 9.00		£ 9.00	Inv 24528 Balance outstanding
PAYE/NI : D Stroh clerk		HMRC	£ 2,456.10		£ 2,456.10	Oustanding from 2020/21 (as minuted @ Mtg15.11.21)
Cleaning of Parish Room /expenses		Fran Noble - Cleaner	£ 68.18		£ 68.18	Inv 1d 11.12.21 3 x hrs + products
			<b>£ 5,984.28</b>	<b>£ 38.55</b>	<b>£ 6,022.83</b>	

#### January 2022 :

Expenditure	Cheque / BACS / SO		Net	VAT	Total	Notes
Grass Cutting - Bramford Lawn Cemetery	BACS	Nosegay	£ 315.00		£ 315.00	Inv 1629 Dated 31.12.21 (period 07.12.21)
Grass Cutting : St Mary Virgin Church		Nosegay	£ 315.00		£ 315.00	Inv 1630 - dated 31.12.21 (period 14.12.21)
Management Service Charge	BACS	BOS	£ 1,712.00	£ 342.40	£ 2,054.40	Inv 2021/22/005 : Period 01.01.22 to 31.03.22
Clerk Salary		J Every	£ 838.10		£ 838.10	Month 31.01.22
Clerk : Printing exps	BACS	J Every	£ 22.49		£ 22.49	HP printing to 28.12.21
			<b>£ 3,202.59</b>	<b>£ 342.40</b>	<b>£ 3,544.99</b>	

*Cllr Kingham proposed, Cllr Gardener seconded, to agree the above to be signed by Chair Powell present.*

#### 3. To note receipts since last meeting.

*Clerk discussed VAT refund made to HMRC (noting no records available from previous HMRC VAT return), in total £19,294.40. Await receipt, and confirmation.*

#### 4. To discuss and agree estimate from Carl Lockwood, Street Lighting, Suffolk Highways for replacement lighting at Paper Mill Lane Units 246/253.

*Cllr Powell discussed request from Suffolk Highways, considered this to be refused, and to respond accordingly. District Cllr Caston clarified that if owned by Council it is their responsibility. Members discussed the issue of determining ownership of which Suffolk CC have to date been unable to confirm. Clerk to continue to look into matter further.*

#### 5. To discuss and agree to purchase 3 x heat lamps for Parish room heaters @ £43.20 (including VAT) each

= £129.60.

*Cllr Wolton proposed, Chair Powell seconded, to agree cost.*

6. To discuss and agree MSDC Grass Cutting Service and Ground Service Level Agreement & Invoice for 2022 of £1,030.89 + VAT £206.18 = Total £1,237.07. (to be agreed by 1<sup>st</sup> March 2022.

*Chair Powell discussed that Council had previously agreed to pursue using a private contractor. Chair Powell is to approach David Jackson for a quote for work, in detail.*

7. To discuss and agree Budget and Precept for Year 1<sup>st</sup> April 2022 to 31st March 2023.

Clerk presented Budget workings and recommendation on Precept to members, who discussed at length. *Chair Powell asked for vote on decision to agree the 1.95% increase in Band D for 2022-23 to ££80.58 with a total Precept figure of £76,926 for year 2022-23. Chair Powell proposed, and Cllr Tunaley seconded, to agree Budget and Precept., all members but one in favour.*

**RECEIPTS**

**Budget Proposed**

Bank Interest		
Allotments	£	1,600.00
Burials & Memorials	£	12,000.00
CIL Payment		
Cleansing Grant	£	2,316.00
Community Projects		
Grant Funding	£	938.00
HMRC Tax Repayment*	£	-
Land Adj Cem. Field Rent	£	100.00
Parish Room		
Precept	£	76,924.00
Recycling	£	-
Scout Hut Rent	£	500.00
<b>Total income</b>	<b>£</b>	<b>94,378.00</b>

**PAYMENTS**

**Budget Proposed**

Allotment Field Rent	£	290.00
Allotment General	£	700.00
Allotment Water Rates	£	700.00
Audit Fees	£	800.00
Bramford Meadows	£	6,848.00
Cemetery General	£	1,500.00
Cemetery Water Rates	£	140.00
Churchyard & Cemetery Maintenance	£	12,500.00
Clerks PAYE	£	2,000.00
Clerks Pension	£	3,200.00
Clerks Salary	£	15,000.00
Community Asset Reserve	£	5,000.00

	Community Projects	£	-
	Depreciation and Replacement of Assets Reserve	£	2,000.00
	Emptying Dog/litter Bins	£	<b>2,000.00</b>
	Equipment Maintenance	£	<b>500.00</b>
	Expenses/Stationary	£	<b>1,000.00</b>
	Grants and Donations	£	<b>1,000.00</b>
	Insurance	£	<b>1,300.00</b>
	LVH Grant	£	5,500.00
	Parish Room Electricity	£	<b>700.00</b>
	Parish Room Water Rates	£	<b>300.00</b>
	Phone and Broadband	£	<b>600.00</b>
	Playing Field Grant	£	5,500.00
	Professional Services Reserve	£	-
	Property General	£	<b>2,000.00</b>
	Strategic Reserve	£	5,000.00
	Street Cleaners Wages	£	<b>7,000.00</b>
	Street Light Repairs		
	Street Light Yearly Charge by SCC	£	<b>5,500.00</b>
	Streets and Paths General	£	-
	Subscriptions	£	<b>1,000.00</b>
	Training (Councillor and staff)	£	<b>500.00</b>
	Tree Surgery	£	<b>3,000.00</b>
	Village Grass Cutting	£	<b>1,300.00</b>
	Works to Building (Parish Room)		
	<b>Total Expenditure</b>	<b>£</b>	<b>94,378</b>
	<i>Clerk to complete Precept form, with Chair Powell and Clerk as signatory, and email to BMSDC before 31<sup>st</sup> January 2022.</i>		
14	<p>To note a summary of correspondence and consider action to be taken where applicable.</p> <ul style="list-style-type: none"> <li>Resident - multi car parking on grass verge at top of Leggatt Drive, requesting trees to be planted to stop parking, notes put on cars. <i>Councillors discussed whom to approach and report. To be followed up.</i></li> <li>Ipswich BC - adoption of Ipswich Low Emissions Supplementary Planning Document (SPD dated 10.12.21 . <i>Noted.</i></li> <li>Resident -Street sign for Leggatt Drive on the corner of Gipping Way has fallen off, also wooden footpath sign opposite cemetery is rotten at base and fallen down. <i>Has been reported, awaiting replacement from BMSDC.</i></li> <li>Bouygues E&amp;S Infrastructure UK LTD - Bramford work notification on Suffolk LED upgrade 2021/22. <i>Noted.</i></li> <li>Resident - Threatening dog reported to Police. <i>Noted.</i></li> <li>Resident - Community Speed Watch/Kill Your Speed signs – Concerns over pedestrian use of Bramford Road/River Hill as reported by himself and Council to Suffolk Highways. Had believed ‘Kill your Speed’ signs were agreed with Suffolk CC to be erected, but not heard further (believed to be agreed from previous council committee). <i>To be looked into by Chair Powell.</i></li> <li>Resident - Ditch clearing off footpath leading to back of The Street across from Flowton Road.- Dumping has been occurring, he cleared it around 4 months ago. Requests if BPC could ask MSDC to</li> </ul>		



	send team to clear every 4-6 months. There are items that require clearing presently. <i>District Caston asked for precise location and will look into this.</i>
15	<p>Reports from Committees and Relevant groups</p> <ol style="list-style-type: none"> <li>1. Bramford Playing Field – <i>Cllr Gardner nothing to report.</i></li> <li>2. Loraine Victory Hall – <i>Cllr Wolton reported regarding replacement quotes for new floor, and requested this can be added to next Agenda to discuss quotes at next meeting. Cllr Wolton reported regarding heating repairs and notifying this may become an issue in the future. A surveyor is to be recruited to provide a survey of building.</i></li> <li>3. Bramford Open Spaces - <i>Nothing to report. Next BOS meeting has been postponed and date yet to be set.</i></li> <li>4. Footpaths Officer <i>Cllr Ranson, footpath sign opposite Cemetery is broken, Chair Powell suggested it be reported again to Suffolk Highways.</i></li> <li>5. Communication Officer - <i>Cllr Reeve reported that first new baby of 2022 picture will be put in the In Newsletter.</i></li> <li>6. Tree Officer – Presentation - <i>Cllr Dicker reported he has planted all the apple and pear trees, would like to encourage residents to adopt a tree. The Orchard will be delivered 14<sup>th</sup> February 2022, and hope they would be planted by the following weekend, and to encourage as many residents as possible to be involved. It was agreed this would go in the newsletter.</i></li> <li>7. Allotment Officer - <i>Cllr Gardiner raised question regarding extension of allotment, before orchard goes in.</i></li> </ol> <p><i>Cllr Kingham left meeting 8.57pm . Public meeting closed 21.28pm</i></p>
16	<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:-</p> <ul style="list-style-type: none"> <li>• Clerk Pension Scheme <i>Discussed.</i></li> <li>• Clerk – Salary review for 2022-23. <i>Discussed.</i></li> <li>• External matters for discussion. <i>Discussed.</i></li> </ul>
17	<p>Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 21<sup>st</sup> February 2022 @ 7.00pm at the Loraine Victory Hall, Ship Lane, Bramford.</p>

*Jane Every*

**Parish Clerk Bramford Parish Council**

PC Date	Action	Owner	Comment
12.07.21	Removal of soil at Cemetery	CW	<p>Quote received from TRU £160 + Vat = £192.</p> <p>Group.Credit application required to be completed.</p> <p>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. Cllr Kingham to action.</p> <p><i>No update.</i></p>
17.02.20	HQ Windows	Clerk/LP/CW	<p>It was agreed to split the project into two.</p> <p>Costs to be sought for the back windows.</p> <p>JL Chick has carried out the survey and awaiting a report.</p> <p>Still waiting for CHICK report</p> <p>No reply received as yet. Cllr Wolton has received a preliminary report, (to report).</p> <p>Cllr Wolton has received a draft copy, still not completed.</p> <p>No update</p> <p><i>Cllr Powell discussed issue has been reported regarding the roof.</i></p> <p><i>Requirement to find information GHB Roofing Contractors. Clerk to look into</i></p>
16.11.20	Phone Box refurbishment	Clerk/LP	<p>Contractor to confirm date for work to start on the phonebox. Awaiting time for taking door off.</p> <p>Cllr Wolton still awaits. Chair asked who might be bale to help with shelving, which would need to wait until other work undertaken.</p> <p>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.</p> <p>Awaiting the painting and prep .</p> <p><i>No update.</i></p>

15.11.21	Cemetery Car Park Refurbishment	PK	Awaiting quotes. <i>No update.</i> <i>Chair Powell discussed paving issue by cremation plots, and wheelchair access. PK to report back.</i>
28.11.21	Gables Corner Bus Stop	JE	<i>Reported to Suffolk CC – await response re replacement.</i> <i>No update, Clerk chased. Cllr Chambers to be approached,</i>
20.12.21	The Bridge Railings		<i>To discuss .</i> <i>Chair Powell presented drawings on planting on old railings and the centre section to have stainless steel cut outs laser cut, to brighten the area. Chair Powell asked if members would request quotes. Was agreed members will obtain various quotes. Consider whether to include Jubilee symbol.</i>
20.12.21	The Street		<i>To discuss how to brighten up The Street with either all year bunting or fixed Flower Baskets on lampposts</i> <i>Other ideas.</i> <i>Discussed in Item 10.</i>