



# 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](mailto:bramfordparishcouncil@btinternet.com)

### BRAMFORD PARISH COUNCIL MEETING

#### of the Annual Council Meeting

held on 16<sup>th</sup> May 2022 commencing 8pm at Parish Room, Ship Lane, Bramford

Present : Cllr S Coulson, Cllr I Dicker, Cllr J Gardiner, Vice Chair A Haigh, Cllr C Ranson, Cllr C Reeve, Cllr C Wolton, District Cllr James Caston, County Councillor C Chambers .

### MINUTES

1.	<b>To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office.</b> <i>Chair opened meeting asking for votes on next Chair for year. Cllr Wolton proposed, Cllr Dicker seconded , Cllr Lester Powell as Chair.</i>
2.	<b>To elect a Vice-Chairman of the Council</b> <i>Cllr Reeve proposed, Cllr Gardner seconded, Cllr Andy Haigh for Vice Chair.</i>
3.	<b>To receive and consider apologies for absences</b> <i>Cllr Brand. Cllr Kingham</i>
4.	<b>To receive members declarations of pecuniary and non-pecuniary interest</b> <i>Vice Chair Haigh mentioned planning application. DC-22-01903.</i>
5.	<b>To consider any requests for dispensations received</b> <i>None received.</i>
6.	<b>To note the minutes of the Parish Council meeting of 25th April 2022 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting</b> <i>Cllr Ranson proposed, Cllr Coulson seconded, agreed approval of minutes.</i>
7.	<b>Public Forum:</b> Councillors to receive questions from the public with regards to items on the agenda. <i>None received.</i>
8.	<b>To note any updates on the Action Plan and agree any further actions.</b>

	<ul style="list-style-type: none"><li>• Phone Box – discussed.</li><li>• Wall at Car Park – Cost quotes are requested.</li></ul>																						
	<p><b>To note summary of correspondence received before the meeting and consider any action.</b></p> <ul style="list-style-type: none"><li>• Resident issue with Potholes from Gables to Lumberjacks. These have been reported to Suffolk Highways.</li><li>• MP Daniel Poulter’s letter regarding East Anglian Green project.</li><li>• Cllr Reeve mentioned Bus Shelter in another village has been converted to a book shop, is it something BPC should look into. Councillors discussed parking issue and considered this to be good idea to look into further.</li><li>• Resident asked for benches in the play area. Chair referenced the discussion in Parish Meeting regarding playing field proposal. Members discussed the need to look at repairs and possible plans. Chair mentioned he has been chasing Bellway regarding the funds expected. Skatepark was discussed, and possible issues with the construction and access. More enquiries will be made.</li></ul>																						
9.	<p>Statutory Business :</p> <p>1.</p> <table><tr><th>Group</th><th>Lead</th><th>Members</th></tr><tr><td>HR Committee</td><td>Cllr Reeve</td><td>Cllr Dicker Vice Chair Haigh</td></tr></table> <p>Councillors to confirm the appointment of Parish Councillors on the following Committee <i>Chair Powell proposed to retain the members as above, Cllr Gardner seconded.</i></p> <p>2. Councillors to confirm the appointment of Parish Council Representatives on the following Bodies :</p> <table><tr><td>Allotment Officer</td><td>Cllr Gardner</td></tr><tr><td>Bramford Open Spaces Representative</td><td>Cllr Dicker</td></tr><tr><td>Communication Officer</td><td>Cllr Coulson &amp; Cllr Reeve</td></tr><tr><td>Eustace Broke Loraine Education Trust</td><td>Cllr Reeve</td></tr><tr><td>Footpath Officer</td><td>Cllr Ranson</td></tr><tr><td>Loraine Victory Hall Representative</td><td>Cllr Wolton</td></tr><tr><td>Playing Field Committee Representative</td><td>Cllr Gardner</td></tr><tr><td>Tree Officer</td><td>Cllr Dicker</td></tr></table> <p><i>Cllr Haigh proposed, Cllr Dicker seconded the above appointments.</i></p> <p>3. To review the Standing orders and confirm acceptance. <i>Cllr Haigh proposed, Cllr Reeve, seconded, to adopt.</i></p> <p>4. To review the Financial Regulations and confirm acceptance. <i>Cllr Ransom proposed , Cllr Dicker seconded, to adopt.</i></p> <p>5. To review and adopt Financial Risk Assessment V1. <i>Chair Powell proposed , Cllr Ranson seconded, to approve.</i></p> <p>6. Councillors to review the Council’s expenditure incurred under a.1.37 of the Local Government Act 1972. – <i>Cllr Powell proposed acceptance of review, Cllr Reeve seconded.</i></p> <p>7. Councillors to approve the meeting timetable for 2022-23 – <i>Cllr Powell proposed , Cllr Gardner seconded, to approve.</i></p>	Group	Lead	Members	HR Committee	Cllr Reeve	Cllr Dicker Vice Chair Haigh	Allotment Officer	Cllr Gardner	Bramford Open Spaces Representative	Cllr Dicker	Communication Officer	Cllr Coulson & Cllr Reeve	Eustace Broke Loraine Education Trust	Cllr Reeve	Footpath Officer	Cllr Ranson	Loraine Victory Hall Representative	Cllr Wolton	Playing Field Committee Representative	Cllr Gardner	Tree Officer	Cllr Dicker
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Tree Officer	Cllr Dicker																						

	<p>8. To review and approve updated Model Code of Conduct Policy 2020. – <i>Chair Powell proposed Cllr Coulson seconded to adopt.</i></p> <p>9. To review and approve Internal Control Statement and Report for year ending 31<sup>st</sup> March 2022. – <i>Chair Powell proposed , Cllr Dicker seconded, to approve.</i></p>
	<p><b>Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC:</b></p> <p>DC/22/0436 - Approval of details reserved by Requirement 11 (Stages and Phasing of Authorised Development Onshore) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED</p> <p>DC/22/01440 - Approval of details reserved by Requirement 22 CoCP (Project Community and Public Relations Procedure) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p>DC/22/01442 - Approval of details reserved by Requirement 22 CoCP (Site Waste Management Plan) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p>DC/22/0631 - Application to determine if Prior Approval is required for a proposed: Larger Home Extension. Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class A - Erection of a single storey rear extension (following removal of existing elements). - 11 Paper Mill Lane, Bramford, Suffolk, IP8 4BP – APPROVAL NOT REQUIRED.</p> <p>DC/22/01810 - Approval of details reserved by Requirement 22 (2)(h) CoCP (Practice Pollution and Emergency Incident Response Plan) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p>DC/22/01815 - Approval of details reserved by Requirement 17(1) (Fencing and other means of enclosure) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Paper Mill Lane) - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p>DC/22/01840 - Approval of details reserved by Requirement 16 (Highway Access and Improvements) and Requirement 27 (Traffic) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) - Access Management Plan - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p>DC/22/01842 - Approval of details reserved by Requirement 22 (Code of Construction Practice Public Rights of Way Management Plan) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p>DC/22/01915 - Approval of details reserved by Requirement 22 (2)(e) (Code of Construction Practice: Air Quality Monitoring) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Paper Mill Lane) East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p>DC/22/01916 - Approval of details reserved by Requirement 22 (2)(e) (Code of Construction Practice: Air Quality Monitoring) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) Location: East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p>DC/22/01917 - Approval of details reserved by Requirement 27 (1)(b) (Travel Plan) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p>

DC/22/01919 - Approval of details reserved by Requirement 22(2)(d) and Requirement 24 (Construction Noise Plan and Vibration Management Scheme) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017. (Paper Mill Lane) East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk - APPROVED

DC/22/01920 - Approval of details reserved by Requirement 22(2)(d) and Requirement 24 (Construction Noise Plan and Vibration Management Scheme) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017. (Converter Station) - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.

DC/22/01703 - Approval of details reserved by Requirement 22 (2)(k) CoCP (Project Environmental Management Plan) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED

DC/22/01836 - Approval of details reserved by Requirement 22 (2)(k) CoCP (Project Environmental Management Plan) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.

DC/22/01845 - Approval of details reserved by Requirements 22(2)(f) and 23 (1) (Construction Artificial Lighting Emissions Plan) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.

DC/22/01922 - Approval of details reserved by Requirement 17 (Fencing and other means of enclosure) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.

DC/22/01554 - Proposal & Location of Development: Householder Application - Erection of single storey rear extension. 20 Paper Mill Lane, Bramford, Suffolk, IP8 4BS – APPROVED.

DC/22/01990 - Approval of details reserved by Requirement 23(3) (Operational phase artificial lighting emissions plan) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.

DC/22/02005 - Approval of details reserved by Requirement 22(2)(c) (Flood Plan) pursuant to The East Anglia THREE Offshore Wind Farm Order 2017. (Converter Station) - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.

DC/22/02061 - Approval of details reserved by Requirement 12 (Detailed Design Parameters Onshore, Parts 1, 2, 3, 4, 5 and 7) (Work No. 67) pursuant to the East Anglia THREE Offshore Windfarm order 2017 (Paper Mill Lane) - East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.

DC/22/02085 - Approval of details reserved by Requirements 18 (Surface and Foul Water Drainage, Parts 1 and 2) and 22 (Code of Construction Practice, Part 2a) (Work Nos 50 and 51) pursuant to the East Anglia THREE Offshore Wind Farm Order 2017 (Paper Mill Lane) Location: East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.

DC/22/02159 - Approval of details reserved by Requirement 22 (1) and (2) (CoCP Main Text) (Work Nos 62 to 69) pursuant to the East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) Location: East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED

DC/22/02161 - Approval of details reserved by Requirement 22 (1) and (2) (CoCP Main Text) (Work Nos 50 and 51) pursuant to the East Anglia THREE Offshore Wind Farm Order 2017 (Paper Mill Lane) Location: East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.

	<p>DC/22/02049 - Approval of details reserved by Requirement 14 (Provision of Landscaping, Parts 1 and 2) (Work Nos 50 and 51) pursuant to the East Anglia THREE Offshore Windfarm Order 2017 (Paper Mill Lane) Location: East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p>DC/22/02029 - Approval of details reserved by Requirement 14 (Provision of Landscaping, Parts 1 and 2) (Work Nos 62 to 69) pursuant to the East Anglia THREE Offshore Wind Farm Order 2017 (Converter Station) Location: East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – APPROVED.</p> <p><i>Chair discussed all of the above regarding the East Anglia Offshore Windfarm, on 9<sup>th</sup> June 2022 will have a display at LVH , representative of Scottish Power, National Grid, and legal representative – 9am to 8pm.</i></p> <p><i>All noted.</i></p>
	<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> <p>DC/22/05669 - Application for approval of the outstanding Reserved Matters following grant of Outline Permission DC/19/01401- Residential development of up to 115 dwellings and access, including open space and landscaping - Details for Appearance, Landscaping, Layout and Scale required under Conditions 1 and 2 and concurrently required details of Surface Water Drainage (Condition 12); Landscape and Ecological Management Plan (Condition 15); Biodiversity Enhancement Strategy (Condition 16); Landscaping (Condition 18) and Housing Mix (Condition 22). Location: Land To The South Of, Fitzgerald Road, Bramford, Suffolk – DEADLINE FOR COMMENT, 17<sup>TH</sup> MAY 2022, RECONSULTATION MTG 18<sup>TH</sup> MAY 2022. – Comment filed 11.05.22</p> <p><i>Chair discussed Cllr Caston would be attending, Cllr Wolton is planning to provide statement on behalf of BPC as Clerk is unable to attend. Cllr Caston confirmed any representative would be acceptable. Cllr Wolton confirmed she will be attending.</i></p> <p>DC/22/02156 - Planning Application. Change of use of building No1 from agricultural contractor and hire business (B1) to Class B2 industrial Location: Fidgeons Farm, Bullen Lane, Bramford, IP8 4JJ – DEADLINE 18<sup>TH</sup> MAY 2022.</p> <p><i>Chair and members discussed application – that there is no clarification on the future use of building. District Cllr Caston provided some information on present operations but could not comment further. It has been commented it may be retrospective planning application. Chair Powell will provide comment to file. (This was filed on 18.05.22)</i></p> <p>DC/22/02255 - Application for the Modification of a Section 106 Planning Obligation relating to planning permission DC/19/00870 - Modification of affordable housing tenure to allow the introduction of discount market homes into the affordable housing scheme Location: Land Adjacent Clarice House Leisure Club, Bramford Road, Bramford, Ipswich Suffolk IP8 4A – DEADLINE – 27<sup>TH</sup> MAY 2022.</p> <p><i>Chair and members discussed application – District Cllr covered this regarding affordable houses. Members to request clarification on the application.</i></p> <p>DC/22/02347 - Application for Listed Building Consent - Replacement of 1No. ground floor rear window and sill. Location: 76 The Street, Bramford, Ipswich, Suffolk IP8 4EB – DEADLINE 26<sup>TH</sup> MAY 2022. – <i>No objection to file.</i></p> <p>DC/22/01903 - Application - Severance of garden and erection of 2 No bungalows with garages including creation of passing place on Hillcrest Approach. - Poplar Ridge, Hibbard Road, Bramford, Ipswich Suffolk IP8 4B – DEADLINE 31<sup>ST</sup> MAY 2022.</p>

Chair and members discussed application – Cllr Wolton will provide comment on behalf of BPC.

11. Finance: All relevant papers attached

1. To receive the May finance reports and agree that delegated authority be given to the Chairman to sign these outside of the meeting:

Bank Reconciliation

Cllr Haigh proposed to approve, Cllr Coulson seconded .

2. To authorise May payments (DD,SO and Cheques): Schedule attached. –

Bramford Parish Council - Payments May 2022

Expenditure	Cheque / BACS / SO			Net	VAT	Total	Notes
Hanging Baskets : Licence/Testing	Debit	1	J Every : Exps	£ 150.00		£ 150.00	Suffolk CC Highways Licencing ref: 00350459CXPW00043732
Parish Room Cleaning	BACS	2	Frantastic	£ 12.50		£ 12.50	Inv5d 29.04.22
Tree Work : Fitzgerald Road	BACS	3	Kee Tree	£ 200.00		£ 200.00	Inv1124 - 13.04.22
HP Printing		4	J Every : Exps	£ 18.74	£ 3.75	£ 22.49	Printing: to 27.04.22
Clerk Salary	BACS	5	J Every : Salary	£ 1,062.93		£ 1,062.93	Mth 2
Grass Cutting : St Mary The Virgin Church		6	Nosegay	£ 630.00		£ 630.00	Inv 1818 : 2 x £315 5- 25/04/22
Grass Cutting : The Lawn Cemetery	BACS	7	Nosegay	£ 630.00		£ 630.00	Inv 1817 : 2 x £315 5- 25.04.22
Rent :	BACS	8	SCC	£ 145.00		£ 145.00	6 mth 01.10-31.3.22 :Inv 3012671
Baskets : Queens Platinum Jubilee Celebration	BACS	9	S Coulson : Exps	£ 36.00		£ 36.00	Asda: Receipt 16.04.22
Plant: QPJ Celebrations		10	C Wolton : Exps	£ 6.00		£ 6.00	Morrisons : 27.04.22
Stamps		11	C Wolton : Exps	£ 5.44		£ 5.44	Post Office : 27.04.22
Banners : QPJ Celebrations	BACS	12	C Wolton : Exps	£ 83.25	£ 16.65	£ 99.90	HFE Signs : Inv 41529
Litter Picking	BACS	13	M Sillett	£ 370.50		£ 370.50	01.04.22-29.04.22 : Inv62
Litter Picking	BACS	14	G Sillett	£ 164.66		£ 164.66	01.04.22-29.04.22 : Inv62
Mole Clearance : Lawn Cemetery	BACS	15	M Sillett	£ 310.00		£ 310.00	Inv/Inspection report :8.03.22
Hose Clips : QPJ Celebrations	BACS	16	L Powell	£ 12.49	£ 2.50	£ 14.99	Screwfix : 01.05.22
				£ 3,837.51	£ 22.90	£ 3,860.41	

	<p><i>Chair Powell proposed to authorise, Cllr Ranson seconded.</i></p> <ol style="list-style-type: none"> <li>3. To review and approval the AGAR annual return figures for the year ending 31<sup>st</sup> March 2022 and explanation of variances.</li> <li>4. To review and approve the Statement of Account for Bramford Parish Council for the year ending 31<sup>st</sup> March 2022.</li> <li>5. To review and approve the reserves for the year ending 31<sup>st</sup> March 2022.</li> <li>6. To review and approve the Asset Register for the year ending 31<sup>st</sup> March 2022.</li> <li>7. To review and approve the CIL report for 2021-22.</li> </ol> <p><i>Chair Powell proposed to approve items 3-7, Cllr Haigh seconded.</i></p> <p><i>Item 6. . With no historic information on when valuations were last undertaken - This was discussed with members, it was agreed that the Asset Register will be reviewed further, upon full investigation of BPC's assets and its valuations, and updated as necessary.</i></p>
12.	<p><b>To discuss and agree budget for new bench for "Cock Corner".</b></p> <p><b><i>Cllr Gardner left meeting 21.29pm</i></b></p> <p><i>Members discussed design and budget for bench. Cllr Coulson proposed, Cllr Dicker seconded, a budget of not more than £500 for expenditure.</i></p>
15.	<p><b>Date of next meeting:</b> Members are asked to note that the next Parish Council meeting is scheduled for 20<sup>th</sup> June 2022 commencing at 7.00pm</p> <p><i>Meeting closed 21.40pm</i></p>
16.	<p><b>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:-</b></p> <p><i>No matters.</i></p>

Jane Every

Parish Clerk Bramford Parish Council

