



BRAMFORD

PARISH COUNCIL



Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk, IP8 4AN
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BRAMFORD PARISH COUNCIL
MINUTES OF COUNCIL MEETING HELD ON
Monday, 19th June 2023 commencing 7.00pm at Parish Room, Ship Lane, Bramford

Present : Cllr M Ayriss, Cllr M Brand, District Councillor J Caston, County Councillor C Chambers, Cllr S Coulson, Cllr J Gardiner, Vice Chair A Haigh, Chair L Powell, Cllr C Ranson, Cllr C Reeve, C Beaumont taking minutes in absence of Clerk J Every, seven members of the public

MINUTES

1.	To receive and consider apologies for absences. <i>Cllr I Dicker, Cllr C Wolton</i>
2.	To receive members declarations of pecuniary and non-pecuniary interest. <i>Cllr. Ayriss has a non pecuniary interest in 3 Paper Mill Lane as the adjoining neighbour. He has no objection.</i>
3.	To consider any requests for dispensations received. <i>None received.</i>
4.	To note the minutes of the Annual Parish Council meeting of 15 th May 2023 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting. <i>Cllr Reeve proposed, Cllr Ayriss seconded to be agreed.</i>
5.	Public Forum: Councillors to receive questions from the public with regards to items on the agenda. <i>Penny & Ed Gildersleeves introduced themselves with an interest in taking over the running of the Lawn Cemetery (see M.17 below). They then left the meeting.</i> <i>Two members of the public had an interest in Item.15 - DC/23/02619</i> <i>Two members of the public had an interest in Item.15 – DC/23/02570</i> <i>Debbie Wildridge introduced herself from Locality</i>
6.	To receive reports from: <ul style="list-style-type: none">• County Councillor C Chambers – <i>report received and circulated.</i> <i>Footpath work is being scheduled; still no further forward with bus shelter replacement; advised a 20mph zone throughout Bramford would not be possible. However, Tim Passmore to be asked for officers to put speed traps in. Chair Powell will ask Gareth Key to download past data in this respect.</i>• District Councillor J Caston - <i>report received and circulated</i>

	<i>Cllr Caston advised of a few changes - he is no longer Chairman with the Green Party now in administration. The plight of rough sleepers, particularly in adverse weather, was highlighted with MSDC introducing a new grant up to £7,500 to help people live independently. Re Fisons site, waiting to hear back from land owners, with permission needed to get on site. It is understood the site may presently be up for sale but no further details to hand.</i>
7.	<p>To receive report from Committees and relevant groups:</p> <ol style="list-style-type: none"> 1. Bramford Playing Field – Cllr Gardiner reported gate opening/closing and litter picking both satisfactory 2. Loraine Victory Hall -Cllr Wolton absent from meeting 3. Bramford Open Spaces – Cllr Brand reported with the hot weather there have been complaints of problems including drug use at picnic site and bins thrown into river 4. Footpaths Warden – Cllr Ransom reported Pound Lane footpath (off Acton Road) has been advised to MSDC on their reporting tool as very overgrown. The red indicator has since turned to green which it is understood means this is known and will be acted upon. 5. Communication Warden - Councillor Coulson has ordered leaflets for handing out. Cllr Reeve will print off info for information booth. 6. Tree Warden – Cllr Dicker was absent from meeting. 7. Allotment Warden – Cllr Gardiner advised with rents due in October, and although no plots vacant at moment but four likely to be given up with no potential takers, he believes problems could occur in future as less people interested. Suggestion made to put message on social media and In Touch magazine. With water bills ever increasing Chair Powell felt this should be included on Investment Plan and possibility of bore hole considered. 8. Planning – Cllr Reeve advised the greenhouse – not on agenda – had been declined.
8.	<p>To note summary of correspondence received before the meeting and consider any action.</p> <ul style="list-style-type: none"> • Following resolution by the Bramford WI – for request regular testing of designated bathing place – they I would like to ask the Parish Council if they could designate the area around Bramford bridge and the picnic site as a bathing area. <p><i>Cllr Ayriss supported this request feeling if this looked a nice area it is more likely to be respected. Agreed this should be forwarded to BOS to deal with. District Councillor Caston pointed out the poor water quality would be an issue.</i></p> <ul style="list-style-type: none"> • Resident reported issue with bushes along 19 Lorraine Way. <p><i>Chair Powell advised this has been dealt with by David Jackson.</i></p> <ul style="list-style-type: none"> • Correspondence from Sroughton Parish Council regarding Bramford Village Gates location and size. <p><i>See Item.9 below</i></p> <ul style="list-style-type: none"> • Resident requesting information regarding Fison Site, Bramford – reference to Contaminated Land Risk Assessment & Remediation Strategy 301 R01:Issue 1 July 2012 – given the flytipping and trespassing issues; <ol style="list-style-type: none"> 1. Is there any recorded remediation recommendations from that doc having been undertaken to reduce the risk factor of the harmful substances identified. 2. Is there a more recent Contaminated Land Risk Assessment & Remediation Strategy since the major fire <p><i>The general feeling was that there was nothing that could be done by the PC. County Councillor Chambers advised the wish that the PC become the point of contact. However it was agreed this should be left in the hands of BMSDC.</i></p>
9.	To discuss Village Gates – location in Bramford.

	<i>Discussion ensued on this and a complaint that when turning out of the Grindle visibility was now restricted. Sproughton PC to be written to advising the gates are Highways approved, size no larger than previous and map of area to be sent showing the boundary. Agreed the signs will be removed to aid visibility from The Grindle.</i>
10.	To discuss Car Park maintenance, outsourced. <i>See Item.12 below</i>
11..	To discuss Food pop-ups – noise from generators <i>Noted a problem with loud generator noise from two of the three food pop-ups, namely “Coconut & Lime” and the Thai pop-up. Agreed the pop-ups were an asset for the village and to detract from the noise nuisance the nearby venues, ie village hall electric point, could be used with a suitable pitching fee of say £5 added to the contract. Vice Chair Haigh volunteered to use wi-fi to establish electric costs being incurred.</i>
12	To discuss Lengthsman Vacancy <i>The Committee agreed that the employment of an “odd job” person to take on jobs as and when required would be beneficial. Chair Powell to pursue.</i>
13.	To note any updates on the Action Plan and agree any further actions. <i>Phone Box refurbishment – still some remedial work / paintwork to be completed before putting into action as an Information Hub. Cllr Reeve to arrange “Information Hub” sign on top pain of glass, two sides.</i> <i>Cllr Brand requested Mill Lane/Ship Lane corner be added to list of yellow lines. Chair Powell agreed to speak to Josh White, Customer Liaison Engineer.</i> <i>Village Litter Picking – Cllr Ayriss advised another litter pick planned for end August and will go in July In Touch magazine, on social media, and leaflets in phone box. It was hoped Flourish & Bean would agree to have some bags and litter picks available for people to collect, within their opening hours.</i> <i>Gables Corner Bus Stop – there is still no up-date on bus stop replacement and mention made that there was no bus service using it</i> <i>Bus Timetable – no further forward in an improved bus service</i> <i>Led Lighting Works – still no word from Leon at LJH Lighting. Cllr Gardiner to speak to Leon directly to ascertain situation</i>
14.	Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC: DC/23/02619 – Proposal: Full Planning Application – Erection of 1No dwelling (following demolition of existing bungalow). Location: Carlton, 1 Bullen Lane, Bramford, Suffolk, IP8 4JD -DEADLINE 3 rd JULY 2023. APPROVED <i>Noted this is a new planning application, to go in Item 15.</i>
15.	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): DC-23/02280 - : Full Planning Application - Construction of drainage swale, underground pipe, interceptor and gravel strip. Location: Land To The South Of, Bullen Lane, Bramford,

	<p>Ipswich Suffolk IP8 4JD – DEADLINE 06.06.23 – EXTENSION TO 26.06.23. NOTHING TO BE SAID – NO OPINION</p> <p>DC/210/05895 - APPEAL - APP/W3520/W/23/3319970Bramford Green Limited Proposal: Full Planning Application - Installation of renewable energy generating station, comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with substation, inverter/transformer stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure, landscaping and biodiversity enhancements including Nature Areas. Location: Land To The South Of Church Farm, Somersham, IP8 4PN And Land To The East Of The Channel, Burstall, IP8 4JL In Suffolk, - DEADLINE FOR COMMENTS 19TH JUNE 2023. -EXTENDED 26TH JUNE 2023. CONSULTEE OBJECTION TO BE FILED</p> <p>DC/21/04711 - : Planning Application - Change of use from agricultural land to solar farm and construction of a solar farm (up to 49.9MW) with associated grid connection cable route, infrastructure and planting. Location: Land North Of Tye Lane, Bramford, Suffolk – RECONSULTATION – DEADLINE 15TH JUNE 2023. CONSULTEE OBJECTION TO BE FILED</p> <p>DC-23-02570 - Householder Application - Erection of part single storey and part two storey front side and rear extensions (following demolition of garage) Construction of parking area to front garden Location: 3 Paper Mill Lane, Bramford, Ipswich, Suffolk IP8 4BP – DEADLINE 22ND JUNE 2023. – EXTENSION REQUESTED. APPROVED</p> <p>DC-23- 02217 - Householder Application - Erection of a single storey extension to provide a wet room for a disabled person. Location: 17 Orchard Road, Bramford, Ipswich, IP8 4JG – DEADLINE 23RD JUNE 2023. - EXTENSION REQUESTED. APPROVED</p>
16	<p>Finance: All relevant papers provided:</p> <ol style="list-style-type: none"> To receive the June 2023 finance reports and agree that delegated authority be given to the Chairman to sign these outside of the meeting: <ul style="list-style-type: none"> • Bank Reconciliation To authorise June payments (DD,SO and Cheques) <p><i>Item 1 and 2 Cllr Haigh proposed, Cllr Coulson seconded approved.</i></p> <p><i>Noted BACS payment to TRO refers to item 1.10 in minuted meeting 15.5.23. This should read item 14.10</i></p> <p><i>Amounts of £7.99 (L Powell), £949.21 (MSDC) and £17,025.29 (TRO) on June payments record to be paid.</i></p> <ol style="list-style-type: none"> To note Internal Audit Report from Heelis & Lodge for year 2022-23, with the following comments and recommendations as set out below: <p>Comments:</p> <ol style="list-style-type: none"> Book-keeping - cashbook audit trail, reconciliation of bank statements, VAT records, and supporting paperwork to be found in order. Financial Regulations and Standing Orders found to have appropriate payment controls and within the legal framework with ref to council minutes. Street Lighting update exceeded the Public Contracts Regulations threshold but with SCC being included in

process, council did not require to use database.

iii. Risk Assessment – appropriate procedures are in place and compliant with the General Data Protection Regulations of 2018, good financial internal controls are in place, providing financial reports and information to council meeting to enable informed decisions. Fidelity cover is below recommended guidelines of year end balances, + 50% of precept.

iv. Budgetary Controls – Good budgetary procedures are in place. Clerk ensures council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets monitored during the year.

v. Income controls – All were found to be in order, checked, income received and banked cross-references with cashbook and bank statements.

vi. PAYE and NIC in place – with SALC Payroll Services. All supporting paperwork was in place and year end produced, including LGPS Pensions Scheme. Review of salaries minuted.

vii. Asset control – asset register total reflects AGAR return.

viii. Bank Reconciliation – all bank statements reconciled with end of year accounts and bank recon for all account.

ix. Reserves – adequate general reserves, and identified earmarked reserves are recorded in year end accounts.

x. External Audit – undertaken and minuted.

Recommendations :

xi. VAT is reclaimed from HMRC.

xii. To review Fidelity cover when renewing indemnity policy – inline with guideline of year end balances + 50% of precept. *Note this is noted in Item 11.6 on renewal.*

xiii. To adjust balances brought forward to include Ipswich BS interest of £100.

xiv. To ensure Internal Auditor appointment is recorded in minutes of the meeting.

xv. Any issues raised from External Auditor to be reviewed and minutes along with any actions taken.

Additional Comments/Recommendations:

- The Annual Parish meeting held on 16th May 2022, Elected Chairman, in accordance with standing orders.

- Heelis & Lodge would like recorded the appreciation of the Clerk to the Council for her assistance during the course of the audit work and for the quality of documentation presented in the Audit File.

Noted.

4. Members to confirm they have reviewed the personal, financial and professional independence of Heelis & Lodge as the Internal Auditor.

Confirmed

	<p>5. To discuss and agree for Clerk to make arrangements to change BPC bank from Co op to the Unity Bank.</p> <p><i>Chair Powell proposed, Cllr Brand seconded, Clerk to start the change over to Unity Bank.</i></p> <p>6. Indemnity Insurance Renewal – policy has been updated with addition of village gates, and increased valuations of municipal structures, increased fidelity insurance from £250,000 to £500,000 upon advice of Heelis & Lodge, with a premium of £1,965.88. This was renewed on 1st June 2023.</p> <p><i>Done - agreed</i></p> <p>7. Playing Field Refurbishment – Suez funding and Section 106 funding have been confirmed towards project KOMPAN subject to some further information with application – To discuss and agree sign to proceed with order once confirmation applications have been signed off, including Bellway funding.</p> <p><i>Chair Powell reminded the meeting that at last meeting it was agreed to go ahead with KOMPAN although at the time it was noted this was not as had been expected, ie no monies would be required from PC. He pointed out that the PC bank balance would not be effected as would come through MSDC CIL monies, which are earmarked for this type of project.</i></p> <p><i>B/MSDC have advised Suez funding and Section 106 funding have gone through but yet to be formally approved.</i></p> <p><i>Investment Plan (PIP) needs to be put in place and a sub-committee required for this.</i></p> <p><i>Agreed order to go ahead. Proposed Cllr Reeve, seconded Cllr Haigh</i></p> <p>8. To discuss increase in LVH heating quotation. (to be provided).</p> <p><i>Quotations were not to hand but Chair Powell advised CW had obtained a better quote which, although approx £3,000 higher, would be, in the long run, more advantageous. Agreed assurance that savings could be made within a 5 year period would be needed before agreeing to this. To be deferred to next meeting when more info to hand.</i></p>
17	<p>Cemetery Staff matters.</p> <p>Penny & Ed Gildersleeves have agreed to manage the running of the cemetery, including dealing with funeral undertakers, gravedigger and all the administration. A g.mail account and the office telephone would be put in place for their use. Likely pay scale would be £10.53 per hour. Discussion was held regarding suitable payment methods and tax implications. Chair Powell will speak to SALC for directives and will then write to Mr/s Gildersleeves accordingly.</p> <p>Meeting closed at 9.20pm.</p>
18	<p>Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 17th July 2023 @ 7.00pm at the Parish Room, Ship Lane, Bramford.</p>