



BRAMFORD PARISH COUNCIL



Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk, IP8 4AN
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BRAMFORD PARISH COUNCIL
MINUTES OF ANNUAL COUNCIL MEETING HELD ON
MONDAY, 15TH MAY 2023 commencing 7.30pm at Parish Room, Ship Lane, Bramford

Present : Cllr M Ayriss, Cllr S Coulson, Cllr I Dicker, Cllr J Gardiner, Vice Chair A Haigh, Cllr C Ranson, Cllr C Reeve, Cllr C Wolton, Clerk and RFO J Every, one member of the public.

MINUTES

1.	To elect a Chairman of the Council and to receive the Chairman’s declaration of acceptance of office. <i>Members were asked to vote – Cllr Gardiner proposed, Cllr Coulson seconded to elect Cllr Powell. Chair Powell thanked members.</i>						
2.	To elect a Vice-Chairman of the Council - <i>Members asked to vote - Cllr Wolton proposed, Cllr Ayriiss seconded to vote for Cllr Haigh .</i>						
3.	To confirm continuation of appointment of the Clerk to the Council as the Responsible Financial Officer. <i>Cllr Powell proposed, Cllr C Ranson seconded.</i>						
4.	To receive and consider apologies for absences. <i>Cllrs Chambers and Cllr Caston noted.</i>						
5.	To receive members declarations of pecuniary and non-pecuniary interest. <i>None noted, except for Cllr Wolton regarding LVH.</i>						
6.	To consider any requests for dispensations received – <i>As above.</i>						
7.	To note the minutes of the Parish Council meeting of 17 th April 2023 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting . <i>Cllr Dicker, Cllr Ayriiss seconded minutes to be approved following the following amendment.</i>						
8.	Public Forum: Councillors to receive questions from the public with regards to items on the agenda. <i>None received.</i>						
9.	To note any updates on the Action Plan and agree any further actions. <i>Members noted update.</i>						
10.	To note summary of correspondence received before the meeting and consider any action. <i>None received.</i>						
11.	<div>Statutory Business: 1. Councillors to confirm the appointment of Parish Councillors on the following Committee:</div> <table><tr><td>Group</td><td>Lead</td><td>Members</td></tr><tr><td>HR Committee</td><td>Cllr C Reeve</td><td>Cllr I Dicker Cllr A Haigh</td></tr></table>	Group	Lead	Members	HR Committee	Cllr C Reeve	Cllr I Dicker Cllr A Haigh
Group	Lead	Members					
HR Committee	Cllr C Reeve	Cllr I Dicker Cllr A Haigh					

	<p><i>Cllr Powell proposed , Cllr Brand seconded to agree appointments remain.</i></p> <p>2. Councillors to confirm the appointment of Parish Council Representatives on the following Bodies :</p> <table border="1" data-bbox="296 333 1386 633"> <tr> <td>Allotment Warden</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/ Cllr Reeve</td></tr> <tr> <td>Eustace Broke Loraine Education Trust</td><td>Cllr Reeve</td></tr> <tr> <td>Footpath Warden</td><td>Cllr Ranson</td></tr> <tr> <td>Loraine Victory Hall representative</td><td>Cllr Wolton</td></tr> <tr> <td>Playingfield Committee representative</td><td>Cllr Gardner</td></tr> <tr> <td>Tree Warden</td><td>Cllr Dicker</td></tr> </table> <p><i>Cllr Haigh proposed, Cllr Ayriss seconded to agree appointments.</i></p> <p>3. To review the Standing orders and confirm acceptance.</p> <p>4. To review the Financial Regulations and confirm acceptance.</p> <p>5. Councillors to review the Council's expenditure incurred under 1.37a. of the Local Government Act 1972. – for Grant funding.</p> <p>6. Councillors to approve the meeting timetable for 2023-24.</p> <p>7. To review and approve updated Model Code of Conduct Policy 2020</p> <p>8. To agree to sign up to the NALC and SLCC Civility and Respect Pledge and agree to the definitions statement.</p> <p><i>Items 3 to 8 – Cllr Haigh proposed, Cllr Reeve seconded approved.</i></p> <p>9. To discuss and agree effectiveness of Auditors Heelis & Lodge as Internal Auditor.</p> <p><i>Chair Powell, proposed Cllr Ranson , seconded for Heelis & Lodge to remain auditor – with the proviso Clerk checks governance on auditor remaining into 3rd year. Note – SALC confirmed there is no restriction.</i></p>	Allotment Warden	Cllr Gardner	Bramford Open Spaces representative	Cllr Dicker	Communication Officer	Cllr Coulson/ Cllr Reeve	Eustace Broke Loraine Education Trust	Cllr Reeve	Footpath Warden	Cllr Ranson	Loraine Victory Hall representative	Cllr Wolton	Playingfield Committee representative	Cllr Gardner	Tree Warden	Cllr Dicker
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12.	<p>Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC:</p> <p>DC/23/00234 - Discharge of Conditions Application for DC/18/00233 - Condition 21 (Landscape and Ecological Management Plan), Condition 22 (Biodiversity Enhancement Strategy), Condition 24 (Fire Hydrants) and Condition 32 (Sustainable Urban Drainage System) Location: Land East Of The Street And Loraine Way , Bramford, Ipswich, IP8 4NS – APPROVED.</p> <p>DC-23-00537 - Full Application - Erection of fishery storage/office building Suffolk Water Park, Loraine Way, Bramford, Suffolk – APPROVED.</p>																

	<p>DC/23/00805 - Householder Application - Erection of front detached open carport on concrete base. Glendarroch, Whitton Leyer, Bramford, Ipswich Suffolk IP8 4BD – APPROVED.</p> <p>DC/23/01841 - Application for a Non-material amendment relating to DC/19/03008 amended under DC/22/05586 - Amendment to site layout plan and associated elevations and block plans Location: Land To The South Of, Bullen Lane, Bramford, Ipswich Suffolk IP8 4JD – APPROVED.</p>
13.	<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> <p>DC/23/01711 - Full Planning Application - Creation of screening bund (retention of). Location: Land At Brook Farm, North Of Burstall, Ipswich, Suffolk IP8 3GQ – DEADLINE 26TH MAY 2023. – No comment</p> <p>DC/23/02118 - Planning Application - Installation of renewable led 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 ('Free Go' application following refusal of MSDC Ref: DC/20/05895). 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 31ST MAY 2023. – Members discussed, was agreed to submit comment reflecting the previous strong objection on application DC/20/05895, as there appears to be no material changes from the previous application.</p>
14.	<p>Finance: All relevant papers provided:</p> <ol style="list-style-type: none"> To receive the May 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 May payments (DD,SO and Cheques) <p><i>Item 1 and 2 – Cllr Brand proposed, Cllr Couslon approved. Item 1 on payment schedule to be checked.</i></p> <ol style="list-style-type: none"> To approve the Statement of Account for Year ending 31st March 2023. To approve the AGAR annual return figures for the year ending 31st March 2023 with explanation of variances, with Annual Governance Statement (section 1) and The Accounting Statements (Section 2). To approve the Statement of Account for Bramford Parish Council for the year ending 31st March 2023 with Explanation of Variances. To approve the Statement of Reserves for the year ending 31st March 2023

	<p>7. To approve the Asset Register for the year ending 31st March 2023.</p> <p>8. To approve the Neighbourhood CIL Expenditure Report for 2022-23.</p> <p><i>Item 1 – 8 - Agreed. - Item 7 Asset Register – to assign valuations for update of 2023-24. Cllr Powell proposed, Cllr Brand seconded to approve. Cllr Coulson will look into valuation updates.</i></p> <p>9. To discuss and agree quotes for Loraine Victory Hall fencing and Heating. <i>Cllr Wolton discussed quotes as distributed. Members discussed, and agreed to set a budget of £15,000 for heating costs, Cllr Ayriss proposed, Cllr Dicker seconded. Await final quotes.</i></p> <p><i>Vice Chair Haigh left meeting 21.03pm.</i></p> <p>10. " Traffic Regulation Order (TRO) for Yellow Lines in Bramford" Suffolk Highways - To discuss and agree design forecast quote for the following :</p> <ul style="list-style-type: none"> i. Professional services fixed price of £17,025.29 (inc of VAT) payable before works. ii. Construction Estimate between £7,120-£8,700 (inc of VAT) . note: fixed construction quote provided following completion of all professional services. <p><i>Cllr Wolton proposed, Chair Powell seconded to agree quote.</i></p> <p>11. To discuss and approve the revised quotation from Komplan for the Playingfield refurbishment funded from Section 106, Bellway, and Suez Communities Trust Fund, £240,000 inc VAT.</p> <ul style="list-style-type: none"> • <i>To agree BPC complete application for £50,000 from Suez Communities Trust Fund with deadline 30th May 2023</i> • <i>To agree application Section 106 completed for £149,170</i> • <i>And £40,830 requested from Bellway.</i> <p><i>Agreed to apply for Suez Communities fund. Members agreed the above. Cllr Wolton wished it to be noted, that this proposal was not as first discussed .</i></p> <p><i>Meeting finished 21.25pm.</i></p>
15.	<p>Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 19th June 2023 @ 7.00pm at the Parish Room, Ship Lane, Bramford.</p>