



BRAMFORD PARISH COUNCIL



Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk, IP8 4AN
Clerk: Jane Every. Tel: 01473 852464 e-mail: clerk@bramfordparishcouncil.gov.uk

The Parish Councillors of BRAMFORD PARISH COUNCIL are summoned to attend the Annual Parish Meeting, to be held on 20th May 2024 commencing at 7.30pm at the Parish Room, Ship Lane, to transact the business as set out in the agenda below:

Public Attendance

Members of the public and press are welcome to join the meeting. The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Anyone who wishes to do so must speak with the Clerk 24 hours prior to the meeting. The minutes will be published on the website and all public documents associated with this agenda will be available. Members of the public will be invited to give their views/questions to the Parish Council on agenda issues or raise issues for consideration or including at future meetings.

AGENDA

1.	To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office.						
2.	To elect a Vice-Chairman of the Council						
3.	To confirm continuation of appointment of the Clerk to the Council as the Responsible Financial Officer.						
4.	To receive and consider apologies for absences						
5.	To receive members declarations of pecuniary and non-pecuniary interest.						
6.	To consider any requests for dispensations received						
7.	To note the minutes of the Parish Council meeting of 15 th April 2024 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting						
8.	Public Forum: Councillors to receive questions from the public with regards to items on the agenda.						
9.	To note any updates on the Action Plan and agree any further actions.						
10.	To note summary of correspondence received before the meeting and consider any action. <ul style="list-style-type: none"> Resident reported dangerous parking on yellow lines in Gippingstone Road/The Street. Following resident request to plant a tree in memory of step mother who was resident of Bramford – St Mary's Close - or whether there are any green projects in village who may wish for a tree or shrub. Tree Officer will contact her regarding options, and advice that autumn tree planting is recommended. Resident reported beer cans and shot glasses left on gravestone - Clerk reported to community police, who are aware of situation, and will be visiting resident. 						
11.	<p>Statutory Business:</p> <p>1. Councillors to confirm the appointment of Parish Councillors on the following Committee:</p> <table border="1" data-bbox="363 1854 1385 1989"> <thead> <tr> <th>Group</th> <th>Lead</th> <th>Members</th> </tr> </thead> <tbody> <tr> <td>HR Committee</td> <td>Cllr C Reeve</td> <td>Cllr I Dicker Cllr A Haigh</td> </tr> </tbody> </table>	Group	Lead	Members	HR Committee	Cllr C Reeve	Cllr I Dicker Cllr A Haigh
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	<p>2. Councillors to confirm the appointment of Parish Council Representatives on the following Bodies :</p> <table border="1" data-bbox="296 293 1385 562"> <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</td> </tr> <tr> <td>Eustace Broke Loraine Education Trust</td> <td>Cllr Reeve</td> </tr> <tr> <td>Footpath Officer</td> <td>Await appointment</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 Officer</td> <td>Cllr Dicker</td> </tr> </table> <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. In accordance with Section 151 of the Local Government Act 1972(d) (financial administration), the Council confirmed that the Clerk was to be the appointed person who would be responsible for the administration of the financial affairs of the Parish Council.</p> <p>7. Councillors to approve the meeting timetable for 2024-25</p> <p>8. To review and approve updated Model Code of Conduct Policy 2020</p>	Allotment Officer	Cllr Gardner	Bramford Open Spaces representative	Cllr Dicker	Communication Officer	Cllr Coulson	Eustace Broke Loraine Education Trust	Cllr Reeve	Footpath Officer	Await appointment	Loraine Victory Hall representative	Cllr Wolton	Playingfield Committee representative	Cllr Gardner	Tree Officer	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/24/01432 - Application for a Non Material Amendment relating to DC/23/02570 - Changes to fenestration (revised front door, additional side ground floor window in kitchen, change to rear folding doors in kitchen) Location: 3 Paper Mill Lane, Bramford, Ipswich, Suffolk IP8 4BP – APPROVED.</p> <p>DC/23/05537 - Householder Application. Erection of first floor rear and two-storey rear extension to enable a duo pitch roof to be installed. 8 Duckamere, Bramford, IP8 4AH -APPROVED.</p> <p>DC/24/00452 - The East Anglia THREE Offshore Wind Farm Order 2017 Proposal: Approval of details reserved by Requirement 35 Converter Station, Paper Mill Lane Works, Playford Corner Works and Clappits Works, Amendments to Approved Details Report: 1.Site Layout Updates- Cable Infrastructure Location: The East Anglia THREE Offshore Wind Farm Order 2017, Tye Lane, Bramford, Suffolk APPROVED.</p> <p>DC/24/00785 - Full Planning Application - Provision of a new footpath link and improvement of part of footpath 26A relating to Condition 15 of DC/18/00233 as amended under DC/20/01917 (revised scheme to DC/23/05335). Land East Of The Street And Loraine Way, IP8 4NS – APPROVED.</p> <p>DC/24/00770 - Discharge of Conditions Application for DC/21/04711 - Condition 12 (Advanced Planting- Part Discharge) Location: Land North Of, Tye Lane, Bramford, Suffolk - 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>																

	DC/24/01892 – 2 Bullen Close, Bramford IP8 4JE - Householder Application – Demolition of existing double garage and erection of new single garage. – DEADLINE 13 TH MAY 2024 – EXENDED TO 29 TH MAY 2024.
14.	<p>Finance: All relevant documentation distributed:</p> <ol style="list-style-type: none"> 1. 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 2. To authorise May payments (DD,SO and Cheques) 3. To approve the Statement of Account for Year ending 31st March 2024 4. To approve the AGAR annual return figures for the year ending 31st March 2024 , with Annual Governance Statement (section 1) and The Accounting Statements (Section 2). 5. To approve the Statement of Account for Bramford Parish Council for the year ending 31st March 2024 with Explanation of Variances. 6. To approve the Statement of Reserves for the year ending 31st March 2024 7. To approve the adjusted Asset Register for the year ending 31st March 2024. 8. To approve the Neighbourhood CIL Expenditure Report for 2023-24. 9. To note - Annual Internal Audit Report for year 2023-24 carried out by Heelis & Lodge completed and signed, with following report and comments: <p><u>Proper Book-keeping</u> - Cashbook, regular reconciliation of books and bank statements Supporting vouchers, invoices and receipts.</p> <p><i>All were found to be in order. VAT payments are tracked and identified with the year-end accounts. Cashbook referenced a clear audit trail. Supporting paperwork is in place and referenced.</i></p> <p><u>Financial Regulations</u> – Standing Orders ,Financial Regulations , Tenders, Appropriate payment controls including acting within the legal framework for reference to council minutes. Identifying VAT payments and reclamation. Cheque books, paying books and other relevant documents:</p> <p><i>Standing Order in place, reviewed 15th May 2023 (ref 11.3)</i> <i>Financial Regulations in place, reviewed 15th May 2023 (ref 11.4).</i> <i>Vat reclaimed during year. Not registered.</i> <i>General power of competence – no.</i></p> <p><i>Comment to note – There was no evidence provided in the Audit file that the Contracts Finder Database was used for the tender process for the Pump Track.</i></p> <p><u>Risk Assessment</u> -Appropriate procedures in place for the activities of the council Compliance with Data Protection regulations:</p> <p><i>Risk Assessment Document in place, Data Protection registration in place – ZA128086 Expiry 23.07.24.</i></p> <p><u>Data Protection</u> - <i>Date Protection Regulations have changed and the new Regulations came into force on 25th May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial</i></p>

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risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy in place.

Insurance in place for year of audit. The Risk Assessment and Internal Controls were reviewed at meeting 17th April 2023 (Ref 13.4 & 5).

The Council have good internal controls in place The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover is £500,000 - The level of Fidelity cover is within the recommended guidelines of year-end balances plus 50% of the precept.

Transparency - Under the Transparency code for smaller authorities, income/expenditure under £25,000 should publish on website from 1st April 2025 :

Bramford PC do not fall under the smaller council.

Website www.bramford.suffolk.cloud.

The Council is not subject to the requirements of the Transparency Code for smaller councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under The Accounts & Audit Regulations 2015 13(1a&b) councils must publish on their website - Statement of Accounts, External Audit report and Annual Governance Statement ;

- Section One, Two and Three Annual Return have been published.

Under the requirements of the Accounts and Audit Regulations 2015 13(2b) a council is required to display AGAR's for the five years 2018-19,2019-20, 2020-21, 2021-22 and 2022-23 on their website. The council has complied with this requirement.

Under the Accounts and Audits Regulations 2015(2b) councils must publish on their website:

Notice of Period of the exercise of rights – have been published

Period of Exercise of Public Rights - - published 6th June 2023, start date 5th June 2023 End Date 14th July 2023.

Budgetary Controls - Verifying budgetary process with reference to council minutes and supporting documents:

Precept : £78,625 (2023-24) , dated 16th January 2023 (ref 13.2 & 20th March 2023 (ref 15.4).

{Precept: £85,617 (2024-25) , dated 15th January 2024 (ref 15.4).

Good budgetary procedures are in place. The precept was agreed in full Council and the precept decision and amount has been clearly minuted. The Clerk ensures the 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 are monitored during the year.

Income Controls - Precept and other income, including credit control mechanisms:

All were found to be in order. Income controls were checked and income received and banked cross-reference with the Cash Book and bank statements.

Petty Cash - Associated books and established system in place.

A satisfactory expenses system is in place with supporting paperwork. No petty cash held:

Payment Controls – PAYE and NIC in place where necessary. Compliance procedures with Inland Revenue procedures, records relating to controls of employment:

*PAYE System in place with SALC Payroll Services
Employer PAYE Ref 245/B220
P60s issued.*

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and a P60 has been procedure as part of the year end process. The Council has joined the LGPS pension scheme.

It is noted that the Council undertook a review of salaries at meeting held on 20th November 2023 (ref 14.6).

Asset Control - Inspection of asset register and checks on existence of assets, cross checking on insurance cover:

A separate asset register is in place. Values are recorded at insurance value. The total value of assets is recorded as £3,015.529. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

The Asset Register was agreed at meeting 15th May 2023 (ref 14.7).

Bank Reconciliation - Regularly completed and cash books reconcile with bank statements:

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

The Suffolk Building Society account closed, as recorded in the meeting on 18th December 2023 (ref 14.2).

Reconciled Bank Balances as at 31st March 2024 were confirmed as:

*Unit Trust Current £437.35
Co-op Directplus £355,932.91*

Reserves - General Reserves are reasonable for the activities of the Council Earmarked Reserves are identified:

The Council have adequate general reserves (243,848.67) and have identified earmarked reserves (£112,541.90) in their year-end process.

Year-end Procedures -Appropriate accounting procedures are used and can be followed through from working papers to final documents:

*Verifying sample payments and income.
Checking creditors and debtors where appropriate.*

End of year accounts are prepared on a receipts and payments basis.

Sole Trustee - The Council is not a sole trustee.

Internal Audit Procedures - The 2023 Internal Audit report was considered by the Council at a meeting held on 19th June 2023 (ref 16.3):

A review of the effectiveness of the Internal Audit was carried out on 15th May 2023 (ref 11.9).

	<p><i>Heelis & Lodge were appointed as Internal Auditor at a meeting held 19th Juen 2023 (ref 16.4).</i></p> <p><i>External Audit - The Council formally approved the 2923 AGAR at a meeting of the full Council held on 15th May2 923 (ref 14.4).</i></p> <p><i>The Eternal Auditor's rept was considered at a meeting held on 16th October 2023 (ref 13.7).</i></p> <p><i>The External Auditor raised other matters that the council did not comply with the provision for the exercise of public rights and that there was a missing bank statement for the bank reconciliation.</i></p> <p><u>Additional Comments/Recommendations:</u></p> <ul style="list-style-type: none"> ➤ <i>The Annual Parish Council meeting was held on 15th May 2023. The first item of business was the Election of Chairmans, in accordance with Standing Orders.</i> ➤ <i>There are no additional comments/recommendations to make in relation to this audit.</i> ➤ <i>I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work and for the quality of documention presented in the Audit file.</i>
15.	Confidential - contractors
15.	Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 16 ^h June 2024 @ 7.00pm at the Parish Room, Ship Lane, Bramford.