



# 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](mailto:clerk@bramfordparishcouncil.gov.uk)**

**The Parish Councillors of BRAMFORD PARISH COUNCIL are summoned to attend the Annual Council Meeting, to be held on 19<sup>th</sup> May 2025 commencing at 7.30pm at the Parish Room.**

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 23 <sup>rd</sup> April 2025 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting. To note the minutes of the Extra Ordinary Parish Meeting of 1 <sup>st</sup> May 2025.						
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.						
11.	<p><b>Statutory Business:</b></p> <p>1. Councillors to confirm the appointment of Parish Councillors on the following Committee:</p> <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
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	<p>2. Councillors to confirm the appointment of Parish Council Representatives on the following Bodies :</p> <table border="1"> <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>Cllr Mottram</td></tr> <tr> <td>Loraine Victory Hall representative</td><td>Cllr Wolton</td></tr> <tr> <td>Playingfield Committee representative</td><td>Chair Powell</td></tr> <tr> <td>Tree Officer</td><td>Cllr Dicker</td></tr> </table> <p>3. To review the Standing orders and confirm acceptance.  4. To review the Financial Regulations V4 and confirm acceptance.  5. Councillors to review the Council's expenditure incurred under 1.37a. of the Local Government Act 1972. – for Grant funding.  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.  7. Councillors to approve the meeting timetable for 2025-26  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	Cllr Mottram	Loraine Victory Hall representative	Cllr Wolton	Playingfield Committee representative	Chair Powell	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> <ul style="list-style-type: none"> <li>• DC/25/01517 - Proposal: Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6, Class A - Floating solar pontoon on existing irrigation reservoir. The existing reservoir was permitted under application DC/19/04981 and supports the ongoing operation of this agricultural (tomato growing) business. Location: Blakenham Nursery, Loraine Way, Bramford, Ipswich Suffolk IP8 4JS – NO PERMISSION REQUIRED.</li> <li>• Dc/25/01679 - Proposal: Application for a Non-Material Amendment relating to 1522/03/- Replacement of the metal halide floodlights which cover Courts 2 and 3 with more efficient and environmentally friendly LED units. Location: Bramford Sports Pavilion, Acton Road, Bramford, Ipswich Suffolk IP8 4HU – APPROVED.</li> <li>• DC/25/01891 - East Anglia 3 Onshore Converter Station - Application pursuant to discharge of requirement 25 to agree out of hours working (a request for out of hours working on the following Sunday - April 27th ( 07:00 hrs to 16:00 hrs) Location: East Anglia Three Offshore Windfarm, Tye Lane, Bramford, Suffolk – approved.</li> <li>• DC/25/01725 - Proposal: Discharge of Conditions Application for DC/21/05468 - Conditions 5 (Construction Management Plan) and 16 (Deliveries Management Plan) Location: Land To The South Of, Bullen Lane, Bramford, Suffolk – APPROVED.</li> </ul>																
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/25/01328 - Planning Application - Erection of 1no Self-Build dwelling. Location: Woodlands, 3 River Hill, Bramford, IP8 4BB – DEADLONE 21<sup>ST</sup> MAY 2025</p>																
14.	<p><b>Finance: All relevant documentation distributed:</b></p> <p>1. To receive the May 2025 finance reports and agree that delegated authority be given to the Chairman to sign these outside of the meeting:</p>																

	<p>➤ Bank Reconciliation</p> <ol style="list-style-type: none"> <li>To authorise May payments</li> <li>To approve the Statement of Account for Year ending 31<sup>st</sup> March 2025</li> <li>To approve the AGAR annual return figures for the year ending 31st March 2025, with Annual Governance Statement (section 1) and The Accounting Statements (Section 2).</li> <li>To approve the Statement of Account for Bramford Parish Council for the year ending 31st March 2025 with Explanation of Variances.</li> <li>To approve the Statement of Reserves for the year ending 31st March 2025</li> <li>To approve the adjusted Asset Register for the year ending 31st March 2025</li> <li>To approve the Neighbourhood CIL Expenditure Report for 2024-25.</li> <li>To discuss request from Reverend Eric Falla from St Marys The Virgin Church for grant of £3,000 for heating system - quotes: <ul style="list-style-type: none"> <li>Adcock Refrigeration Air Conditioning Co. £6,504.00 + VAT</li> <li>Simply Climate Control Ltd – Air conditions works :£2,300 + VAT, Electrical Works £300+VAT.</li> </ul> </li> <li>To note - Annual Internal Audit Report for year 2024-25 carried out by Heelis &amp; Lodge completed and signed, with following report and comments:  <u>Proper Booking : Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts</u>  <i>All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year-end accounts. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place.</i>  <u>Financial Regulations : Standing Orders (in place and reviewed 20<sup>th</sup> May 2024 Item 11.3) Financial Regulations (in place and reviewed 20<sup>th</sup> May Item 11.3), VAT reclaimed, Policy Schedule in place.</u>   <i>Recommendation (1): To update Standing Orders and Financial Regulations in line with the current Public Contracts Regulations 2015.</i>   <u>Risk Assessment : Risk Assessment document in place: Data Protection registration: Data Protection registration in place - ZA128086 Expiry 23/07/2025.</u>   <u>Data Protection : Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment. Privacy Policy published.</u>   <i>Privacy policy published, . Insurance was in place for the year of audit. The Risk Assessment was reviewed at a meeting held on 15th April 2024 (Ref: 14.5), Statement of Internal Controls in place. The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.</i>   <i>Fidelity Cover: £500,000 The level of Fidelity cover is within the recommended guidelines of year-end balances plus 50% of the precept.</i>   <u>Under The Accounts &amp; Audit Regulations 2015 13(1a&amp;b) councils must publish on their website: Statement of Accounts, External Audit report and Annual Governance statement. 2024 Annual Return, Section One Published , 2024 Annual Return, Section Two Published – 2024 Annual Return, Section Three Published.</u>   <u>Under the requirements of the Accounts and Audit Regulations 2015 13(2b) a council is required to display AGAR's for the five years 2019-20, 2020 21, 2021-22, 2022-23 and 2023-24 on their website. The council has complied with this requirement.</u>   <u>Under The Accounts &amp; Audit Regulations 2015 15(2b) councils must publish on their website: Notice of period for the exercise of public rights Published, Period of Exercise of Public Rights Publication Date:04/06/2024 Start Date: 3rd June 2024 End Date: 12/07/2024.</u>  <i>Recommendation (2): The publication date should be at least 1 day earlier than the start date.</i> </li> </ol>
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	<p><u>Budgetary Controls</u> :Verifying the budgetary process with reference to council minutes and supporting documents Precept: £85,617 (2024 / 2025) Date: 15th January 2024 ((Ref: 15.4) Precept: £92,955 (2025 / 2026) Date: 20th January 2025 (Ref: 19.3)</p> <p>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.</p> <p><u>Income Controls</u> : All were found to be in order. Income controls were checked and income received and banked cross-referenced with the Cash Book and bank statements.</p> <p>Associated books and established system in place A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held</p> <p><u>Payroll controls</u> : PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment PAYE System in place – SALC Payroll Services Employer PAYE Reference: 245/B220 P60's issued.</p> <p>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 produced as part of the year-end process. Eligible employees have joined the nominated pension scheme. It is noted that the Council undertook a review of salaries at a meeting held on 18th November 2024 (Ref: 21).</p> <p><u>Asset Control</u>: Inspection of asset register and checks on existence of assets Cross-checking on insurance cover:</p> <p>A separate asset register is in place. Values are recorded at cost value. The total value of assets is recorded at £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 approved at the meeting on 20th May 2024 (Ref: 14.7)</p> <p><u>Bank Reconciliation</u>: 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. Bank Balances were confirmed as: Co-op Current Unity Trust Current £436,630.10 as at 31st March 2025 £ 409.95 as at 28th February 2025.</p> <p>Recommendation (3): The council should consider the limits of the Financial Services Compensation Scheme.</p> <p><u>Reserves</u>: The Council have adequate general reserves (£241,410) and has identified earmarked reserves in its year-end accounts.</p> <p><u>Year end Procedures</u>: End of year accounts is prepared on a Receipts &amp; Payments basis.</p> <p><u>Internal Audit Procedures</u>: The 2024 Internal Audit report was considered by the Council at a meeting held on 20th May 2024 (Ref: 14.9) A review of the effectiveness of the Internal Audit was carried out on 20th May 2024 (Ref: 14.9) Heelis &amp; Lodge were appointed as Internal Auditor at a meeting held on 15th April 2024 (Ref: 14.7).</p> <p><u>External Audit</u>: The Council formally approved the 2024 AGAR at a meeting of the full Council held on 20th May 2024 (Ref: 14.4) The External Auditor's report was considered at a meeting held on 21st October 2024 (Ref: 21.3).</p> <p><u>Additional Comments/Recommendations</u> :</p> <p>The Annual Parish Council meeting was held on 20th May 2024 .</p> <p>The first item of business was the Election of Chairman, in accordance with Standing Orders.</p> <p>There are no additional comments/recommendations to make in relation to this audit.</p> <p>I would like to record my appreciation to the Clerk to the Council for the quality of documentation presented in the Audit File.</p>
15.	<p>Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 16<sup>th</sup> June 2025 at 7pm at the Parish Room, Ship Lane, Bramford.</p>