

BRAMFORD PARISH COUNCIL  
**MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON MONDAY 18<sup>th</sup> January 2021**  
**VIDEOCONFERENCE**

Present (by video): Cllr M Brand, I Dicker, Cllr A Haigh, Cllr J Gardiner, Cllr P Kingham (left at item 17), Cllr L Powell, Cllr C Ranson, Cllr C Reeve, Cllr C Wolton, Claire Pizzey (Locum Clerk), District Councillor James Caston, and 7 members of the public

1.	<b>To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972):</b> None received.
2.	<b>To receive member’s declarations of pecuniary and non-pecuniary interest:</b> Cllr Wolton in item 8 as leader of the Scout Group.
3.	<b>To consider any requests for dispensations received:</b> None received.
4.	<b>To note the minutes of the Parish Council meeting of 21<sup>st</sup> December 2020 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting:</b> Cllrs voted to approve the minutes of 21 <sup>st</sup> December 2020 and delegated authority is given to the Chairman to sign outside of the meeting.
5.	<b>To fill the casual vacancies by co-option:</b> The Chairman reported that three candidates have come forward to fill the two casual vacancies. The Chairman asked the candidates to address the members. Cllr Brand proposed that John Tunaly is co-opted onto the Parish Council. Cllr Gardiner seconded with all in favour. Cllr Wolton proposed that Simon Coulson is co-opted on to the council. Cllr Dicker seconded with all in favour. It was agreed that the Declaration of Acceptance of Office forms will be signed at the start of the February meeting.
6.	<b>Public Forum:</b> A resident addressed the council about placing bees on the allotments in Bramford and another resident thanked the Parish Council with their help in getting the S106 grant authorised for toilets at the Scout and Guide building.
7.	<b>To receive report from County Councillor John Field:</b> Members confirmed receipt of the report prior to the meeting.

	<p><b>To receive a report form and District Councillor James Caston:</b> Members confirmed receipt of the report prior to the meeting. District Councillor James Caston presented his report in brief to the members. And highlighted:-</p> <ul style="list-style-type: none"> <li>• MSDC General Fund Budget was examined in the Mid Suffolk Overview and Scrutiny meeting.</li> <li>• Housing Revenue Account Budget</li> <li>• Council fleet are converting to HVO fuel</li> <li>• The planning application at The Cock Inn has received a tremendous amount of objection from the residents.</li> <li>• The owners of the Fisons Site are waiting for the final consent to demolish.</li> <li>• District Councillor Surgery went well with 16 residents attending the virtual session.</li> </ul>
8.	<p><b>To note any updates on the Action Plan and agree any actions:</b> The members noted the action log. Appendix A. The Chairman updated the members on:</p> <ul style="list-style-type: none"> <li>• Spoil in Cemetery: Work has started on the path in the cemetery. The contractors are unable to remove the spoil and it was agreed to obtain a quote to hire a digger.</li> <li>• Community Asset – Cock Inn: A request had been received from MSDC. They would like the Parish Council to provide evidence of events that are/have been held at the Bramford Cock or groups, societies and if plans have been made for fundraising/organisation if the opportunity did arise for the community of Bramford to purchase the Bramford Cock? The members discussed this and agreed a list would be sent back to MSDC.</li> <li>• Phone box refurbishment: EDGE Decorating Services has agreed to refurbish the phone box the Parish Council to just pay for the materials used. Details of a welder are required for work to the door.</li> </ul>
9.	<p><b>To discuss and agree action to be taken following the Heritage Pre-application Enquiry response relating to the replacement of the windows at The Old School and Parish Room:</b> Cllr Wolton updated the members on an external meeting that had been arranged with the MSDC Heritage Team. The report specified that all windows would need to be repaired rather than replaced. It is achievable but this will be a larger project than first thought. Cllrs agreed that they would go ahead with replacing the back windows of the building which are not historic as phase one of the project while information is gathered for the replacement of the historical windows.</p>
10.	<p><b>To consider and agree Council comments on applications made to the Local Planning Authority</b></p>

**(MSDC) (please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body):**

1. **DC/20/05913:** Proposal: Householder Application - Erection of single-storey side extension. (Following demolition of garage). **Location:** 8 Church Green, Bramford, Ipswich, Suffolk, IP8 4AT: Cllrs voted to support the application and to add a comment that the applicant considers the colour of the plinth to match that of the original house.
2. **DC/20/05914:** Proposal: Application for Listed Building Consent - Erection of single-storey side extension. (Following demolition of garage). **Location:** 8 Church Green, Bramford, Ipswich, Suffolk IP8 4AT: Cllrs voted to support the application.
3. **DC/21/00157:** Proposal: Householder application - Erection of rear porch extension (following demolition of existing rear porch canopy), internal alterations, repairs, and associated works. **Location:** 113 Paper Mill Lane, Bramford, Ipswich, Suffolk IP8 4BU: Cllrs voted to support the application.
4. **DC/21/00158:** Proposal: Listed Building Consent - Erection of rear porch extension (following demolition of existing rear porch canopy), internal alterations, repairs, and associated works as detailed within Design Access and Heritage Statement. **Location:** 113 Paper Mill Lane, Bramford, Ipswich, Suffolk, IP8 4BU: Cllrs voted to support the application.

11. **Finance:** All relevant papers attached

1. The Council confirmed receipt of the finance report for December 2020 prior to the meeting including, Bank reconciliation, Budget to Actual and Receipts and Payments since the last meeting. No questions or comments were made. It was agreed that the financial reports are accepted and agreed that the delegated authority be given to the Chair to sign the reports outside of the meeting.
2. All Councillors confirmed receipt of supporting invoices and documents and resolved to approve and authorise the following payments:

Expenditure	Cheque / BACS / SO		Net	VAT	Total
Electricity	BACS	EON	69.99		69.99
Cemetery	BACS	Nosegay	300.00		300.00
Street Cleaning	BACS	M Sillett	370.50		370.50
Street Cleaning	BACS	G Sillett	156.00		156.00
Locum Clerk	BACS	C Pizzey	393.63		393.63
Print Cartridge	BACS	C Pizzey	47.89		47.89
Street Cleaning	BACS	MSDC	28.90	5.78	34.68
BOS	BACS	Bramford Open Spaces	1712.00	342.40	2054.40
			3,078.91	348.18	3,427.09

3. Cllrs voted to agree that £75,000 is transferred from the General Reserve into a Community Asset Reserve.
4. Cllrs voted to agree that £20,000 is transferred from the General Reserve into a Community Projects Reserve
5. Cllrs voted to agree that £20,000 is transferred from the General Reserve into a Depreciation and Replacement of assets reserve
6. Cllrs voted to agree that £25,000 is transferred from the General Reserve into a General Maintenance Reserve
7. Cllrs voted to accept the budget for 2021-22 as presented:

It was agreed to track the budget against actual on a quarterly basis from April 2021:-

<b>RECEIPTS</b>	<b>Budget</b>
Allotments	£ 1,300.00
Burials & Memorials	£ 12,000.00
Cleansing Grant	£ 2,316.00
Grant Funding	£ 938.00
Land Adj Cem. Field Rent	£ 100.00
Precept	£ 71,616.00
Recycling	£ 700.00
<b>Total income</b>	<b>£ 88,970.00</b>
<b>PAYMENTS</b>	
Allotment Field Rent	£ 145.00
Allotment General	£ 800.00
Allotment Water Rates	£ 500.00
Audit Fees	£ 550.00
Bramford Meadows	£ 6,848.00
Cemetery General	£ 1,000.00
Cemetery Water Rates	£ 110.00
Churchyard & Cemetery Maintenance	£ 12,500.00
Clerks PAYE	£ 1,200.00
Clerks Pension	£ -
Clerks Salary	£ 12,500.00
Community Asset Reserve	£ 5,000.00
Community Projects	£ -
Depreciation and Replacement of Assets Reserve	£ 2,000.00
Emptying Dog/litter Bins	£ 1,000.00
Equipment Maintenance	£ 300.00
Expenses/Stationary	£ 300.00
Grants and Donations	£ 1,000.00
Insurance	£ 1,300.00
LVH Grant	£ 5,500.00
Parish Room Electricity	£ 500.00

	<table> <tbody> <tr> <td>Parish Room Water Rates</td> <td>£</td> <td>250.00</td> </tr> <tr> <td>Phone and Broadband</td> <td>£</td> <td>800.00</td> </tr> <tr> <td>Playing Field Grant</td> <td>£</td> <td>5,500.00</td> </tr> <tr> <td>Professional Services Reserve</td> <td>£</td> <td>-</td> </tr> <tr> <td>Property General</td> <td>£</td> <td>2,000.00</td> </tr> <tr> <td>Strategic Reserve</td> <td>£</td> <td>5,000.00</td> </tr> <tr> <td>Street Cleaners Wages</td> <td>£</td> <td>7,500.00</td> </tr> <tr> <td>Street Light Yearly Charge by SCC</td> <td>£</td> <td>5,500.00</td> </tr> <tr> <td>Subscriptions</td> <td>£</td> <td>1,000.00</td> </tr> <tr> <td>Training (Councillor and staff)</td> <td>£</td> <td>750.00</td> </tr> <tr> <td>Tree Surgery</td> <td>£</td> <td>2,500.00</td> </tr> <tr> <td>Village Grass Cutting</td> <td>£</td> <td>1,300.00</td> </tr> <tr> <td>Works to Building (Parish Room)</td> <td>£</td> <td>3,000.00</td> </tr> <tr> <td><b>Total Expenditure</b></td> <td><b>£</b></td> <td><b>88,153</b></td> </tr> </tbody> </table> <p>8. Cllrs voted to set Band D at £79.06 the same as 2020-21 with a total precept of £71,616.00 for the year 2021-22. Delegated authority was given for the Chairman and Locum Clerk to sign the precept form outside of the meeting.</p>	Parish Room Water Rates	£	250.00	Phone and Broadband	£	800.00	Playing Field Grant	£	5,500.00	Professional Services Reserve	£	-	Property General	£	2,000.00	Strategic Reserve	£	5,000.00	Street Cleaners Wages	£	7,500.00	Street Light Yearly Charge by SCC	£	5,500.00	Subscriptions	£	1,000.00	Training (Councillor and staff)	£	750.00	Tree Surgery	£	2,500.00	Village Grass Cutting	£	1,300.00	Works to Building (Parish Room)	£	3,000.00	<b>Total Expenditure</b>	<b>£</b>	<b>88,153</b>
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12.	<b>To agree the adoption of the Training and Development Policy:</b> The members confirmed receipt of the document and resolved to adopt the Training and Development Policy.																																										
13.	<b>To agree the adoption of the Safe Guarding Policy:</b> The members confirmed receipt of the document and resolved to adopt the Safeguarding Policy.																																										
14.	<b>To agree the adoption of the Volunteer Policy:</b> The members confirmed receipt of the document and resolved to adopt the Volunteer Policy.																																										
15.	<b>To agree the adoption of Noticeboard Policy:</b> The members confirmed receipt of the document. The Clerk reported that the noticeboards locations at The Street next to the Angle bus stop shelter and on the corner of Bramford Road and Ship lane next to the Gable Corner bus stop shelter had been added to the draft policy. The Cllrs resolved to adopt the Noticeboard Policy following these amendments.																																										
16.	<p><b>Reports from Committees and Relevant groups</b></p> <ol style="list-style-type: none"> <li>1. Bramford Playing Field: Nothing to report.</li> <li>2. Lorraine Victory Hall: Nothing to report.</li> <li>3. Bramford Open Spaces: Nothing to report.</li> </ol>																																										

	<p>4. Bramford C of E VC Primary School: Cllr Wolton reported that the school is open for key workers and vulnerable children.</p> <p>5. Councillors' Reports: Cllr Gardiner reported that he is still waiting for a quote for the fencing at the allotment. It was agreed that this would be an agenda item for February.</p>
17.	<p><b>Correspondence</b></p> <p>1. To note correspondence from a resident regarding a Bee Keeper request: The members discussed the request. It was agreed to look at some options and the Parish Council will contact the resident in due course.</p> <p>2. To note correspondence from Alpaca Communications regarding the proposed Solar Farm: It was agreed that an Extra Ordinary Parish Council meeting would be scheduled to discuss the application and a meeting is arranged with CARE Suffolk prior to the Extra Ordinary meeting.</p> <p>3. To note correspondence from a resident regarding the bus service: It was agreed to pass this on the County Councillor John Field to comment.</p> <p>4. To note correspondence form a resident regarding information on the new city fibre rollout: It was agreed to pass this on the County Councillor John Field to comment.</p>
18.	<p><b>Date of next meeting:</b> Members are asked to note that the next Parish Council meeting is scheduled for 15<sup>th</sup> February 2021 via zoom commencing at 7.30pm</p>
19.	<p><b>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press to be excluded from the meeting due to the confidential nature of the business to be discussed:</b> It was resolved that the public be excluded from the meeting to update the members on staffing matters of a confidential matter.</p>
20.	<p>Close of meeting: The meeting closed at 22.03</p>

Appendix A UPDATE

PC Date	Action	Owner	Comment
17.02.20	HQ Windows	Clerk/LP/CW	Pre-application report has been received. Agenda item 9.
17.02.20	HQ Toilets	Clerk	The grant application has been approved and work can start.

16.03.20	Purchase of land at Bramford Bridge	Clerk	The Clerk has formally written to the donor to accept the offer to purchase the land. Awaiting confirmation from Solicitor.
16.03.20	Ship Lane River Bridge - repainting of railings	Clerk	Two quotes received. Awaiting third quote.
	Removal of soil at cemetery	CW	This would be looked at in January 2021.
16.03.20	Cemetery field lease	Clerk	The Clerk to instruct Birkett Solicitors.
13.07.20	Cock PH application for Community Asset	Clerk	The nomination form has been completed and MSDC have acknowledged receipt of the form and will make a decision by 29 January 2021.
21.09.20	CIL Presentation	D Cllr Cason	Awaiting a date for the workshop.
19.10.20	Terms of Reference Lawn Cemetery	Clerk	
19.10.20	Work to path at Cemetery		Contractor has advised that work will start on the 15 January 2021.
16.11.20	Phone Box refurbishment	Clerk/LP	The application has been made to Suffolk Highways. Contact to be made with Resolute and The Friendly Bench Project.
21.12.20	Quiet Lanes	LP	The Tye Lane quiet lanes application has been completed. Contact Suffolk Highways regarding reducing the speed limit.
21.12.20	Community Orchard	ID	To investigate a Community Orchard and a report will be made to the council in Spring 2021.
21.12.20	Playing Field	Clerk	Investigate outside gym equipment for the playing field.
21.12.20	Tree at River Hills, Bramford Road	LP	Report was made on the SCC portal. No update received.
21.12.20	Parking on Lorraine Way	LP	This is ongoing issue regarding cars parked in a dangerous place when dropping off children to school.