



# BRAMFORD

## PARISH COUNCIL



Bramford Parish Council, The Parish Room, Ship Lane, Bramford, Suffolk, IP8 4AN  
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### BRAMFORD PARISH COUNCIL

#### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 21<sup>ST</sup> FEBRUARY AT PARISH ROOM, SHIP LANE, BRAMFORD

Present : Cllr M Brand, Cllr S Coulson, Cllr I Dicker, Cllr J Gardiner, Cllr A Haigh (virtually) Cllr P Kingham  
Cllr C Ranson, Cllr C Reeve, Cllr J Tunaley, Cllr C Wolton, District Cllr James Caston , County Councillor Chris  
Chambers, 1 member of the public.

#### MINUTES

1.	To receive and consider apologies for absences  <i>Chair Powell apologies received Clerk Jane Every apologies received</i>
2.	To receive members declarations of pecuniary and non-pecuniary interest <i>It was note Cllr Wolton in item 7 as leader of the Scout Group.</i>
3.	To consider any requests for dispensations received <i>None received</i>
4.	To note the minutes of the Parish Council meeting of 17 <sup>th</sup> January 2022 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting.  <i>Minutes were agreed and proposed by Cllr Haigh, seconded by Cllr Coulson.</i>
5.	Public Forum: Councillors to receive questions from the public with regards to items on the agenda.  <i>Member of committee from Bramford Tennis Club discussed with members item 12.</i>
6.	To receive reports from: <ol style="list-style-type: none"><li>1. County Councillor Chris Chambers – Discussed <i>his Report (wasn't available) regarding;</i><ul style="list-style-type: none"><li>• <i>Queen's Jubilee Bank Holiday road closures</i></li><li>• <i>Warmer Homes Suffolk Fund</i></li><li>• <i>Budget/Council Tax</i></li><li>• <i>Village Gates</i></li><li>• <i>Bus Stop</i></li></ul></li><li>2. District Councillor James Caston discussed his Report including ;<ul style="list-style-type: none"><li>• <i>The Budget</i></li><li>• <i>The HRA Account</i></li><li>• <i>5 Year Land Supply</i></li></ul></li></ol>
7.	Reports from Committees and Relevant groups

	<ol style="list-style-type: none"> <li>1. Bramford Playing Field – <i>Discussed Refurb of rocking horse and seesaw</i></li> <li>2. Loraine Victory Hall – <i>discussed the replacement flooring</i></li> <li>3. Bramford Open Spaces - <i>Discussed issue with fallen trees</i></li> <li>4. Footpaths Officer – <i>Discussed Issues with trees across the river path</i></li> <li>5. Communication Officer - <i>Discussed will provide report on the Orchard planting. Cllr Reeve to organise In-Touch article for the Orchard. Also an article about fly tipping.</i></li> <li>6. Tree Officer – <i>It was suggested that money raised from tree sponsorship, is spent on wildflowers to surround trees.</i></li> <li>7. Allotment Officer - <i>Nothing to report</i></li> </ol>
8.	<p>To note a summary of correspondence and consider action to be taken where applicable.</p> <ol style="list-style-type: none"> <li>1. Email – Litter Bullen Lane – Fly tipping has been reported to Suffolk Highway an issue.</li> <li>2. Chief Planning Planning Officer, BMSDC – National Grid EA Green Project</li> <li>3. Statkraft – Proposed Solar Energy Farm on Land south of Tye Lane, Bramford – planning application information</li> <li>4. Email Chris Chambers re : Bus Stop Papermill Lane.</li> <li>5. Resident – request for associated costs and permission to purchase a bench in Cemetery in memory of grandfather. – <i>Cllr Wolton proposed that residents request be put on file but we will not be moving forward with benches at this moment., Cllr Kingham seconded.</i></li> </ol>
9.	<p>To note any updates on the Action Plan and agree any further actions.</p> <p><i>A cemetery committee was discussed and agreed that it is something that should happen soon for the cemetery re-furbishment (noted in Action Plan)</i></p> <p><i>Pathways, river paths discussed with trees causing obstructions</i></p>
10	<p>To discuss and agree further amendment to Lawn Cemetery Rules.</p> <p><i>Members discussed, Cllr Wolton suggested further recommendations, to be added to next meeting.</i></p>
11	<p>To discuss Cemetery issues</p> <ul style="list-style-type: none"> <li>• moles issue at Cemetery as highlighted by David Jackson of Nosegay Services Ltd (see pictures) Quotation from Mark Sillett Pest Control Services, cost per visit £65, additional visits £35. To agree a budget for works.</li> </ul> <p><i>Cllr Coulson proposes a budget of £300.00 to remove moles, Cllr Reeve seconded.</i></p> <p>Graves with ornaments.</p> <p><i>Was agreed a letter needs to be sent to families of two graves to ask them to remove ornaments as the headstones are now in place. Letter to be sent from ‘Bramford Parish Council’ Proposed by Vice Chair Haigh, seconded by Cllr Kingham</i></p>
12	<p>To discuss request for planning permission from Bramford PC for addition floodlighting for Bramford Tennis Club.</p> <p><i>Discussed support and the cost of planning permission, all agreed. Proposed by Vice Chair Haigh, seconded by Cllr Ranson</i></p>

13	<p>To discuss Queen’s Jubilee Public Holiday - Further arrangements.</p> <ol style="list-style-type: none"> <li>1. To discuss and agree budget of £5,000, to include cost for following : <ul style="list-style-type: none"> <li>• £150 licence for hanging baskets per street.</li> </ul> </li> <li>2. To discuss and agreed quotations for 40 x hanging baskets (planting not included) : <ul style="list-style-type: none"> <li>• Plantscape UK Ltd, M220214BRAMFORD £2,397.60 inclusive VAT</li> <li>• Amberlol Ltd, 0000017421 £1941.00 inclusive VAT.</li> </ul> </li> </ol> <p><i>Members discussed ongoing costs for maintenance of baskets, Cllr Haigh proposes that we look into the long-term maintenance costs annually, seconded by Cllr Dicker.</i></p> <ol style="list-style-type: none"> <li>3. To discuss and agree for Council to apply for Suffolk Community Grant “Lets Create” Jubilee Fund – deadline 28<sup>th</sup> February 2022. (Additional Item)</li> </ol> <p><i>Cllr Wolton would like to apply for this under the Parish Council’s name. Proposed by Vice Chair Haigh, seconded by Cllr Brand, to agree to this.</i></p>
14	<p>Planning Decisions: to note the following determinations made by MSDC:</p> <ol style="list-style-type: none"> <li>1. DC/21/06463 - Application for Outline Planning Permission (access points, layout and scale, appearance and landscaping – Erection of 2 dwellings and associated works (resubmission of DC/20/05526) – The Spinney, Bullen Lane, Bramford IP8 4JH – DECLINED.</li> </ol>
15	<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> <ol style="list-style-type: none"> <li>1. DC/22/00364 – Householder Application – Erection of single storey rear extension (following demotion of existing conservatory) and front porch – Leylands, Whitton Leyer, Bramford IP8 4BE – DEADLINE 15<sup>TH</sup> FEBRUARY 2022 (EXTENDED TO 25<sup>TH</sup> FEBRUARY 2022). No objection noted.</li> <li>2. DC/22/00378 – Householder Application – Erection of single storey rear extension (following demolition of garage), replace external render with cladding – 27 Broke Avenue, Bramford, IP8 4HG – DEADLINE 14<sup>TH</sup> FEBRUARY 2022 (EXTENDED TO 25<sup>TH</sup> FEBRUARY 2022). No objection noted.</li> <li>3. SN/22/00055/SN (additional Agenda Item) – Proposal New Development at Land, Loraine Way, Bramford – Street Naming –Request for Councillors to suggest <u>15</u> new road names. – DEADLINE 22.03.22.</li> </ol> <p><i>Proposed that Cllr Dicker and Cllr Wolton compile a list of wildlife names for the roads, this was proposed by Cllr Wolton seconded by Cllr Dicker.</i></p>
16	<p>Finance:</p> <ol style="list-style-type: none"> <li>1. To receive the February finance reports and agree that delegated authority be given to the Chairman to sign these outside of the meeting:</li> <li>2. Bank Reconciliation</li> </ol>

## Bramford Parish Council Bank Reconciliation at 7th February 2022

### Balance at bank

Co-op	£	135,150.45
Ipswich Buiding Society	£	36,737.08

Plus Uncleared Deposits  
Less Unpresented Cheques

£	171,887.53
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### Balance as per books

Balance @ 01.04.21	£	165,313.55
Income	£	119,176.48
Expenditure	£	112,602.50
	£	171,887.53

### 3. Budget to Actual

Receipts	Budget 2021-22	07.02.22
Bank Interest		
Allotments	£1,300.00	£ 1,750.00
Burials & Memorials	£12,000.00	£ 14,450.00
CIL Payment	£3,000.00	£ 20,167.83
Cleansing Grant	£1,950.00	£ 1,929.65
Community Projects	£0.00	£ -
Grant Funding	£2,500.00	£ 44,746.00
HMRC VAT Repayment*	£3,000.00	£ -
Land Adj Cem. Field Rent	£400.00	£ 75.00
Parish Room	£350.00	£ -
Precept	£68,850.00	£ 35,808.00
Recycling	£700.00	£ -
Scout Hut Rent	£500.00	£ 250.00
<b>Total Budgeted Income</b>	<b>£94,550.00</b>	<b>£ 119,176.48</b>

Payments	Budget 2021-22	07.02.22
Allotment Field Rent	£145.00	£ 290.00
Allotment General	£800.00	£ 478.29
Allotment Water Rates	£500.00	£ 395.57
Audit Fees	£800.00	£ 296.53
Bramford Meadows	£9,000.00	£ 6,848.00
Cemetery General	£1,000.00	£ 581.45
Cemetery Water Rates	£110.00	£ 52.11
Churchyard & Cemetery Maintenance	£12,000.00	£ 12,164.74
Clerks PAYE	£500.00	£ 1,056.78
Clerks Pension	£2,500.00	£ -

Clerks Salary	£14,227.00	£ 11,596.15
Community Events		£ 12,404.77
Emptying Dog/litter Bins	£1,000.00	£ 1,735.97
Equipment Maintenance	£300.00	£ 1,534.14
Expenses/Stationary	£300.00	£ 319.71
General Maintenance (fence and railings)		£ 17,568.82
Grants and Donations	£5,000.00	£ 88.09
Insurance	£1,300.00	£ 1,217.43
LVH Grant	£5,500.00	£ 5,617.85
Parish Room Electricity	£1,000.00	£ 196.66
Parish Room Water Rates	£250.00	£ 290.05
Phone and Broadband	£800.00	£ 413.50
Playing Field Grant	£5,500.00	£ 5,568.18
Property General	£2,000.00	£ 480.00
Professional Services		£ 997.80
Street Cleaners Wages	£8,500.00	£ 3,685.50
Street Light Repairs	£500.00	£ 741.00
Street Light Yearly Charge by SCC	£5,300.00	£ 5,342.29
Streets and Paths General	£300.00	£ 44.98
Subscriptions	£1,000.00	£ 1,209.65
Training (Councillor and staff)	£750.00	£ 1,080.00
Tree Surgery	£500.00	£ 300.42
Village Grass Cutting	£1,300.00	£ 1,433.79
Works to Building (Parish Room)	£5,000.00	£ 11,700.00
HMRC VAT		£ 4,872.28
<b>Budgeted Totals (Expenditure)</b>	£ 87,682.00	£ 112,602.50

#### 4. Reserves

	Balance at 31.3.21	Receipts to 07.02.22	Payments to 07.02.22	07.02.22
Allotment Reserve				£ -
Cemetery Reserve				£ -
CIL	£ 7,195.39	£ 20,167.83		£ 27,363.22
Community Asset	£ 75,000.00			£ 75,000.00
Community Projects (Events/Orchard/Outside gym/Phone box)	£ 20,909.03	£ -	£ 12,404.77	£ 8,504.26
Depreciation, replacement and purchase of assets	£ 20,000.00			£ 20,000.00
General Maintenance (Fence & Railings)	£ 25,000.00		£ 17,568.82	£ 7,431.18
General Reserve	£ 17,209.13	£ 99,008.65	£ 82,628.91	£ 33,588.87
Strategic Reserve				
	<b>£ 165,313.55</b>	<b>£ 119,176.48</b>	£ 112,602.50	<b>£ 171,887.53</b>

1-4 reviewed and agreed, Vice Chair Haigh proposed, Cllr Kingham seconded.

5. To authorise February payments (DD,SO and Cheques)

*Agreed, Vice Chair Haigh proposed, Cllr Kingham seconded, with an item removed. It was commented by Cllr Wolton the plans were not reviewed and agreed, to be discussed further.*

**Bramford Parish Council - Payments February 2022**

Expenditure	Cheque / BACS / SO	Net	VAT	Total	Notes
Tree Work : Bottom of Acton Road/Fraser Rd	BACS	Eastwood Tree Services LTd £ 2,500.00	£ 500.00	£ 3,000.00	Inv 02.022.22 1988 (Quote2446)
Parish Room Cleaner	BACS	Frantastic Cleaning £ 12.50		£ 12.50	11.12.22 Inv2d
Heater Lamps for Parish Room	BACS	L Pwell Exps £ 64.80		£ 64.80	Order 149969
Clerk Salary	BACS	J Every £ 838.10		£ 838.10	Month 28.02.22
Clerk : Printing exps	BACS	J Every £ 22.49		£ 22.49	HP printing to 28.01.22
Samsung Office Laptop as minuted	BACS	J Every Exps £ 832.50	£ 166.50	£ 999.00	John Lewis : 82718711
Microsoft Office 365 Software	BACS	J Every Exps £ 59.99		£ 59.99	John Lewis : 88430104
		£ <b>4,330.38</b>	£ <b>666.50</b>	£ <b>4,996.88</b>	

6. To note February receipts since last meeting.

7. To discuss and agree, alternative phone for Clerk's office use.

*Suggested that Clerk uses an online call redirect to the PC laptop. Andy will discuss with Jane regarding softphones. To go into next month's meeting.*

8. To discuss and agree quotes from :

- **BMSDC** at £1,237.07 incl of VAT , for 10 cuts x 3 sites in Bramford and
- **David Jackson (Nosegay Gardening & Cleaning Services Ltd)** Quote 2022 (150), for cutting of grass for 3 x sites in Bramford, to total of 10 visits, at £165 per cut, total £1,650.00, for 2022.

*Members discussed clarification on 10x cuts, before making decision.*

9. To discuss and agree quotes for tree works **Lawn Cemetery** (item amended from original Agenda)

- **Eastwood Tree Services Ltd, Valley Lodge, Valley Farm, Blacksmith Lane, Coddensham IP6 9TX (2567)** at £2,600 plus VAT £520.00, total £3,120.00.

*Cllr Wolton proposed this is put in with the other Lawn Cemetery items and looked at as a whole. Also need 2 more quotes.*

10. To discuss and agree quote from **Kee Tree Services, 4 Orchard Lanes, Burstall, IP8 3DZ (131)** : Tree work at Fitzgerald Road, Bramford including lift canopy and deadwood of 1x field maple reduce by thinning 1 x plum tree, at £200.00.

*Amount agreed to go ahead. Proposed by Cllr Wolton, seconded by Cllr Ranson.*

	<p>11. To discuss and agree contractor quotes (see below) for works to replace floor at Loraine Victory Hall floor – for removal of old floor, supply and fit new floor :</p> <ul style="list-style-type: none"> <li>• <b>Cadman Flooring Ltd, Unit 9 Maitland Road, Lion Barn Industrial Estate, Suffolk, IP6 8NZ</b> - Quote 1398 – Amtico Signature Total = £20,535 + VAT , Moduleo 55 = £17,990 + VAT.</li> <li>• <b>Commercial Flooring Contracts Ltd, Great Eastern Road, Sudbury, Suffolk CO10 2TJ</b> - Highlands Park .55 £8120.00 plus vat, Moduleo Transform Sherman Oak £9183.00 plus vat.</li> <li>• <b>RW Hall Flooring Ltd, 11b Farthing Road, Ipswich, IP1 5AP</b> - Moduleo 55 Woods £ 9690.00 +VAT, Amtico Signature Range (Standard) £12990.00 +VAT, Amtico Spacia Range (Standard) £10790.00 +VAT</li> <li>• <b>N&amp;S Plastering Ltd, Unit 1a The Sterling Complex, Farthing Road, Ipswich IP1 5AP</b> - £11,500 + VAT.</li> </ul> <p><i>Unanimous vote for Cadman Flooring and Amtico Signature flooring, Proposed by Cllr Haigh and seconded by Cllr Reeve.</i></p>
17	<p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be discussed:-</p> <p><i>Public excluded 9.15pm Meeting closed at 9.40pm.</i></p>
18	<p>Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled 21<sup>st</sup> March 2022 @ 7.00pm at the Parish Room, Ship Lane, Bramford.</p>

*Jane Every*

Parish Clerk Bramford Parish Council

PC Date	Action	Owner	Comment
12.07.21  On hold	Removal of soil at Cemetery	CW	Quote received from TRU £160 + Vat = £192. Group.Credit application required to be completed. Cllr Powell confirmed to be carried out after weeds have been removed (which will await until autumn) Chair asked cost, Cllr Gardiner commented £400 in quote. Chair asked if this is an acceptable figure, Cllr Wolton suggested approach Bellway if they could do this. <i>Cllr Kingham to action.</i>
17.02.20 Pending village hall floor	HQ Windows	Clerk/LP/CW	It was agreed to split the project into two. Costs to be sought for the back windows. JL Chick has carried out the survey and awaiting a report. Still waiting for CHICK report No reply received as yet. Cllr Wolton has received a preliminary report, (to report). <i>Cllr Wolton has received a draft copy, still not completed.</i> <i>No update</i>
16.11.20 To be done before jubilee	Phone Box refurbishment	Clerk/LP	Contractor to confirm date for work to start on the phonebox. Awaiting time for taking door off. Cllr Wolton still awaits. Chair asked who might be bale to help with shelving, which would need to wait until other work undertaken. <i>Cllr Wolton awaits response from contractor , the materials have been received. Cllr Alan Lucas is happy to refurbish the interior, Cllr Powell requested him to measure up, his work will be gratis.</i> <i>Awaiting the painting and prep .</i>
19.07.21	Tree Maintenance	JG	<i>Quotes received see Item 9. Of Finance.</i>
On ice	Clarice House – consult traffic expertise	LP	Traffic management engineer advice .
15.11.21	Cemetery Car Park Refurbishment	PK	<i>Awaiting quotes.</i>
28.11.21 Chris Chambers to chase bus stop replacement	Gables Corner Bus Stop	JE	<i>Reported to Suffolk CC – await</i>



			<i>response re replacement. Response received from Chris Chambers, to discuss.</i>
20.12.21 With Lester	The Bridge Railings		<i>To discuss. Ongoing. Awaiting quotes.</i>
20.12.21	The Street		<i>To discuss how to brighten up The Street with either all year bunting or fixed Flower Baskets on lampposts Other ideas</i>
21.02.22	Lawn Cemetery		<i>To determine a 'maintenance committee' regarding reburishment</i>