



BRAMFORD PARISH COUNCIL



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

Parish Council Meeting held Monday, 17th March 2025 commencing at 7pm at the Parish Room, Ship Lane, Bramford, to transact the business as set out in the Agenda below:

MINUTES

ATTENDEES: Cllr M Ayriess, Cllr A Haigh, Cllr M Brand, Cllr S Coulson, Cllr I Dicker, Cllr J Gardiner, Chair L Powell, Vice Chair C Reeve, Cllr C Wolton, County Cllr C Chambers, District Cllr J Caston, Locum Clerk Kirsty Webber 5 members of public.
Cllr Chambers arrived at the meeting at 7:06pm

1.	To receive and consider apologies for absences <i>Cllr F Makhdum noted.</i>
2.	To receive members declarations of pecuniary and non-pecuniary interest. Cllr Coulson declared an interest in Bramford Lawn Cemetery extension project. Cllr Haigh has been approached to purchase land beside him.
3.	To consider any requests for dispensations received None received
4.	To discuss Casual Vacancy - Candidates: <ul style="list-style-type: none">Howard Mottram – application received. Cllr Makhdum proposed, Cllr Gardiner seconded all members agreed to the co-option of H Mottram
5.	To note the minutes of the Parish Council meeting of 17th February 2025 and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting. Cllr Dicker proposed to approve the minutes, Cllr Brand seconded all members agreed.
6.	Public Forum: Councilors to receive questions from the public with regards to items on the agenda. Mr & Mrs Sillett discussed the ongoing issues with the litter bin contract.
7.	To receive reports from : <ul style="list-style-type: none">County Councillor C Chambers County Cllr Chambers report had been circulated before the meeting. Also updated members that a pre-app has been submitted to carry out environmental assessment of the old landfill site as port 1 are looking to extend the site. Cllr Gardiner asked if there was an update on the ditch being cleared. Cllr Chambers advised it had been cleared to which Cllr Gardiner advised it had not.District Council J Caston District Cllr Caston's report had been circulated prior to the meeting to which he gave an overview. Locality budget increasing to £10k. £350.00 left over locality for year 24/25 to be donated to save the gipping., if no ideas are put forward from the PC.

8.	<p>To received report from Committees and relevant groups:</p> <ol style="list-style-type: none"> 1. Bramford Playing Field Cllr Gardiner updated members that he has now resigned from the playing field committee, therefore he will not be reporting back. Cllr Powell asked that Cllrs consider joining the playing field committee as per their standing orders that 2 members of the PC must be on the committee. Cllr Powell advised there has been a fair bit of damage which included damage to the dugout. Consideration to be given to purchase cameras. Cllr reeve asked if the roundabout is being fixed. Cllr Powell advised it is in hand. The playing field has a new constitution. 2. Loraine Victory Hall Cllr Wolton updated all running well. 3. Bramford Open Spaces Resident request for bin to be placed at the Spinney. Cllr Dicker updated that the Spinney is attracting a lot of rubbish. Could consideration be given to purchase a bin. Speak to Bellway to ask that their workers dispose of their rubbish correctly. 4. Footpaths Warden – LP mentioned Rights of Way & Access at Suffolk CC planned improvement/repairs of Gipping Way path. Cllr Powell advised that they had been contacted by PROW for access to the river path. Cllrs discussed writing a letter to support the project. Cllr Dicker to compose letter. 5. Communication Lead- Cllr Coulson Next Surgery is at the fun day. Kate Jarrett to put in a report. Speed cameras to be put on a rotation. Damage on the playing field. Cllr Gardiner leaving playing field after 26years. VE Day Sunday 4th May church service at 3pm. Monday 5th May at 10am a car boot in the car park 12pm climbing church tower 1pm teddy bear parachute. Then the tower will remain open to climb 11th May VE day dance. Thursday nights are now free at the village hall if any clubs are looking for a venue. 6. Tree Warden Cllr Dicker advised, Slate markers for the orchard have been put in. At the end of the season 600 trees have been planted in the village 7. Allotment Warden Cllr Gardiner reported that a contract had to be terminated due to misuse. Cllr .Gardiner will advise people on the waiting list. 8. Planning representative Cllr Wolton reported EDF site is constant battle. Enforcement been notified as planting is not to planning permission agreement. Trees are not the right size. Several enforcements have been recorded. Paper Mill Lane field has a covenant on it and do not know what the covenant is. But worth investigating. 9. Loraine Eustace Broke Trust Cllr Reeve nothing to report. 10. Keep Bramford Tidy Warden Cllr Motteram advised there are new dates for litter picks. Cllr Wolton asked if the cemetery can be added to the list.
9.	<p>To note summary of correspondence received before the meeting and consider any action.</p> <ul style="list-style-type: none"> • Concerns from residents regarding bin collections.

	Cllrs discussed the ongoing issue and Cllr Powell said for this to be discussed at the financial meeting and for all information to be reviewed
10.	Bin collection service Public Realm are now contracted for Poo and Litter Bins, litter collection began 10 th March.
11.	To receive update on the Bramford Offline Club from Cllr Makhdum Cllr Makhdum reported that they are halfway through, it is getting low attendance 26 th April will be the last one.
12.	To discuss and approve planning application from Bramford Tennis Club for LED light upgrade, and confirm official notice accepted. Cllr Powell advised that the tennis club need the PC permission to update the lights Cllr Haigh proposed to approve the upgrade Cllr Motteram seconded all members agreed.
13.	To further discuss Playingfield Car Park offer update Looking to get market value, will be put on to the market in March to sell land.
14.	Update on Gippingstone Car Park – new painted lines. Cllr Powell reported a company has been instructed to repaint the lines, including larger parking bays and hatching. Residents will be advised that the PC need to close car park on the 25 th March to facilitate works.
15.	To discuss Cemetery expansion. Awaiting reply from the environment agency to advise if a new report is needed.
16.	To discuss - Fire Risk Assessment report – review and prepare list of actions. Cllrs discussed and it was agreed to prepare list. Item to be added to a future agenda for discussion and consideration.
17.	To note any updates on the Action Plan and agree any further actions. Cllr Powell advised that bench plaque policy to be decided price/Form Dead end sign Gipping stone Road. Follow up
18.	Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC: <ul style="list-style-type: none"> DC/24/00412 - Discharge of Conditional Application for DC/21/04711 - Condition 10 (Construction Management Plan) Location: Land North Of Tye Lane, Bramford, Suffolk - APPROVED
19.	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): <ul style="list-style-type: none"> DC/25/00714 - Planning Application - Installation of new semi-recessed gas meter box, retention of existing access and creation of new shared parking and turning area to existing private dwellings, and associated works Location: Oak Cottage, 6 - 10 The Street, Bramford, IP8 4EA – DEADLINE 19TH MARCH – extended to 24TH MARCH 2025 Cllr Wolton updated Cllrs on the application.Semi recessed gas meter- No Objection . New shared parking- No objection but sympathetic planting hedging and consideration to neighbours, no negative impact of heritage. Cllr Wolton proposed to form response, all Cllrs agreed. DC/25/00715 - Application for Listed Building Consent - Installation of new semi-recessed gas meter box, retention of existing access and creation of new shared parking and turning area to existing private dwellings, and associated works Location: Oak Cottage, 6 - 10 The Street, Bramford, IP8 4EA – DEADLINE 19TH MARCH 2025 – EXTENDED to 24th MARCH 2025. As above

20.	<p>Finance: All relevant papers provided:</p> <ol style="list-style-type: none"> To approve the March finance reports and agree that delegated authority be given to the Chairman, to sign this outside of the meeting: <ul style="list-style-type: none"> Bank Reconciliation <p>Query raised on the detail of the bank reconciliation – end of year figures will be included in April meeting. Cllr Haigh raised the figure for printing , no alternatives were suggested from members.</p> To approve March payments schedule. £164.70 – Fire Risk assessment for scout hall Cllr Haigh proposed to approve, Cllr Reeve seconded all Cllrs agreed. To approve Budget for Year 2025-26. Adjustment to made to street cleaning budget. Cllr Coulson proposed to approve, Cllr Haigh seconded all Cllrs agreed.
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	Budget
Receipts	Income 2025-26
Bank Interest	
Allotments	£ 1,960.00
Burials & Memorials	£ 12,000.00
CIL Payment	
Cleansing Grant	£ 2,316.00
Community Projects	
Grant Funding	
HMRC VAT Repayment (includes previous years)	
Land Adj Cem. Field Rent	£ 245.00
Parish Room	
Precept yr 24-25	£ 92,955.00
Recycling	
Scout Hut Rent	£ 500.00
Total (Income)	£ 109,976.00

	Budget
Payments	Payments 2025-26
Allotment Field Rent	£ 435.00
Allotment General : Duckamere & Stationfield	£ 1,000.00
Allotment Water Rates	£ 1,000.00
Bramford Open Meadows management charge	£ 6,848.00
Cemetery Maintenance	£ 1,700.00
Cemetery Water Rates	£ 140.00
Churchyard & Cemetery Maintenance - Grasscutting (David Jackson)	£ 13,500.00
Clerks PAYE (P30)	£ 5,402.00
Clerks Pension Contributions (Employer)	£ 5,000.00
Clerks Pension Contributions (Employee) deducted from gross salary	£ 2,000.00
Clerks Salary (net)	£ 19,000.00

	Community Asset Reserve	
	Depreciation and Replacement of Assets Reserve	
	Emptying Dog/litter Bins	£ 2,500.00
	Equipment Maintenance	£ 1,000.00
	Expenses/Stationary/Travel	£ 1,000.00
	Grants and Donations	£ 22,500.00
	Insurance	£ 3,500.00
	Parish Room Electricity	£ 1,500.00
	Parish Room Water Rates	£ 300.00
	Phone and Broadband	£ 300.00
	Audit Fees	£ 2,000.00
	Professional Services	
	Property General	£ 2,000.00
	Service Charge	
	Strategic Reserve	£ 5,000.00
	Street Cleaners Wages (Silletts)	£ 3,500.00
	Street Light Yearly Charge by SCC	£ 5,000.00
	Streets and Paths General	
	Subscriptions	£ 1,600.00
	Training (Councillor and staff)	£ 1,000.00
	Tree Surgery	£ 3,000.00
	Village Grass Cutting	£ 2,000.00
	Total (Expenditure)	£ 113,725.00
	TP (Yellow Lines application) forecast cost*	£ 25,725.00
	Total	£139,450.00
	<p>4. To note the Pride of Place Grant of £5,000 has been received towards the Bramford History Trail project. <i>In addition Locality Award of £1,000 towards the ANPR Speed control cameras received, thankyou to C Cllr Chambers.</i></p> <p>5. To note Street Lighting Annual Maintenance and Energy costs have been reduced following the installation of LED bulbs for year 2024-25. <i>Forecast to be £2950.98 + VAT for period 2024-25 (, previous year 2023-24 was £3641 + VAT).</i></p> <p>6. To discuss and agree request from Playing field Management Association for budget contribution of up to £15,000 towards refurbishment and repairs, phase I A list was shown to Cllrs of the items the playing field would like to do to make improvements. Cllr Haigh asked that more information is obtained regarding the phases, full plan. Cllr Reeve proposed to ask for definitive quotes. Cllr Haigh proposed to agree £10,000, Cllr Motteram seconded all members agreed</p> <p>7. To discuss and approve budget for flower baskets – cost to include plants to date £122.97, Street Furniture Testing and Licence application with Suffolk CC fee of £160. Cllr Powell proposed to approve, Cllr Reeve seconded all Cllrs agreed</p>	
21.	Confidential – Nosegay (David Jackson) – Contract review Cllrs agreed that more information is required, to enable all contracts to be collated.	
22.	Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 23rd April 2025 @ 7.00pm at the Parish Room, Ship Lane, Bramford.	