Bramfield and Thorington Parish Council

A Meeting of the Parish Council was held on Monday, January 8th 2018 in the Village Hall, Bramfield at 7pm.

Minutes:

Present:

Cllr. A. Thomas (Chairman); Cllr. A. Rozkalns (Vice-Chairman); Cllr. A. Niven and Cllr. W. Shoote:

Also Present:

Paul Widdowson (Clerk):

1) Apologies:

Cllr. M. Bond; Cllr. D. Hughes; County Cllr. R. Smith and District Cllr. R. Catchpole:

2) <u>To receive Declarations of Interest:</u>

None

3) **Requests for dispensations:**

None

4) **To receive a report from the County and District Councillors:**

There was no report from the District or County Councillor.

5) <u>Public Session: Members of the public have fifteen minutes to ask questions</u> on topics on the agenda.

There were no members of the public present therefore there was no public session.

6) <u>To confirm the Minutes of the Parish Council Meeting held on November 13th</u> 2017 and the Extra-Ordinary Meetings held on November 30th 2017 and <u>December 20th 2017:</u>

The Minutes for the November 13th 2017 Meeting were approved with one amendment to include the Councillors' dispensation of interest in setting the Budget and Precept.

Proposer: Cllr. W. Shoote: Seconder: Cllr. A. Rozkalns

The Minutes for Extra-Ordinary Meeting held on November 30th 2017 were approved.

Proposer: Cllr. A. Niven: Seconder: Cllr. W. Shoote:

The Minutes for Extra-Ordinary Meeting held on December 20th 2017 were approved:

Proposer: Cllr. W. Shoote: Seconder: Cllr. A. Rozkalns

7) <u>Emergency Planning:</u>

Cllr. A. Rozkalns reported that he had received the Emergency Plan Leaflet Design from Cllr. D. Hughes. It was agreed that Cllr. A. Rozkalns could ask Micropress Printers to produce the leaflet for parishioners with a budget of £65.

8) Traffic Report on A144:

Cllr. A. Niven said that the Speed Indicator Sign (SID) was working in that it was slowing the traffic through Bramfield down. He said that Bramfield will have seven posts on which to site the SIDs of which five posts are already in place. Cllr. A. Niven said that initial figures from the SID said that 150 000 vehicles travelled north towards Halesworth through Bramfield and 50-60% travelled over the speed limit. He said that he had not heard from Cllr. R. Smith regarding an extension of the 30mph speed limit into the 60mph limit.

The Councillors felt that other villages had schemes slowing traffic down before the 30mph zone so they felt that this should apply to Bramfield. It was reported that in Germany the engine kept a record of where the car has travelled and the speed of the car so all the police had to do was to plug their device into the engine of the car to find out if the vehicle had been speeding.

Cllr. W. Shoote said that he would look at the data and would try to see if there was a pattern to the speeding.

9) <u>Telephone Box:</u>

Cllr. W. Shoote said that he had nothing to report.

10) Bramfield Bus Shelter:

The Clerk reported that Cllr. R. Smith had replied that he could not offer a second grant within this financial year for the Bramfield Bus Shelter as he had already offered a grant for refurbishing the telephone box. The Clerk said that Cllr. R. Smith had suggested that Cllr. R. Catchpole may be able to help.

Cllr. A. Niven asked about Community Payback. Cllr. A. Thomas said that she was still organising their input.

11) Village Hall:

The Clerk reminded Councillors that the Parish Council had a Locality Letter from SCC regarding a £850 grant for the kitchen refurbishment which expires at the end of March 2018 for the Village Hall. Cllr. A. Rozkalns said that he would get an update on the kitchen refurbishment.

It was also noted that LED lights were needed for the Village Hall. Cllr. A. Rozkalns suggested that £800 was needed to continue the update of the Village Hall.

12) Planning Matters:

The Clerk reported that the two planning applications below were both awaiting a decision by Suffolk Coastal District Council. He said that councillors did not have to make any decision regarding the two planning applications.

Discharge of condition 3, 4, 5, 7, 8, 9, 10 (DC/16/5135/LBC) Brook Hall Farm Edwards Lane Bramfield Suffolk IP19 9HN DC/17/5458/DRC

Discharge of conditions 3 and 4 (DC/16/5134/FUL) Brook Hall Farm Edwards Lane Bramfield IP19 9HN DC/17/5440/DRC

13) Clerk's Report and Correspondence:

The Clerk reported that he had received the 'Clerks and Councillors' Newsletter, 'Countryside Voice' Magazine and a letter from the HMRC regarding administrative changes in the future.

14) **Financial Report:**

a) <u>Balances at the Bank on December 31st 2017: To receive an update on the current financial status.</u>

Business Community Account	£6 213-17
Business Savings Account	£6 598-56

b) <u>Cheques for payment:</u>

Chq. No. 101081	Clerk's Salary for December 2017	£193-06
Chq. No. 101082	Clerk's Income Tax for December 2017	£1-80

Proposer: Cllr. W. Shoote: Seconder: Cllr. A. Rozkalns:

15) Audit Arrangements:

The Clerk reported that he had booked himself on to a free PKF Littlejohn Briefing regarding the new external Auditing requirements on January 30th between 1pm-3pm. The Clerk said that he would report back at the next Parish Council Meeting.

It was agreed for the Suffolk Association of Local Councils to conduct the Parish Council's internal audit.

Proposer: Cllr. A. Rozkalns: Seconder: Cllr. W. Shoote:

16) Council Risk Assessment Procedures:

Councillors reviewed the Risk Assessment and it was agreed. However it was noted the EU's General Data Protection Regulation (GDPR) may require the Risk Assessment to be further reviewed as developments with this regulation become clearer.

Proposer: Cllr. A. Rozkalns: Seconder: Cllr. A. Niven:

17) Council Asset Register:

The Council Asset Register was reviewed and agreed.

Proposer: Cllr. A. Niven: Seconder: Cllr. A. Rozkalns:

18) <u>To receive information and agenda items for the Parish Council Meeting to be</u> <u>held on Monday, February 12th 2018:</u>

It was agreed to have the 'Website' on the Agenda of the February $12^{th}\ 2018$ Parish Council Meeting.

The Meeting ended at 9pm