# Bramfield and Thorington Parish Council

## <u>A Meeting of the Parish Council was held on Monday, June 11<sup>th</sup> 2018 in the Village Hall, Bramfield at 7pm.</u>

## Minutes:

## Present:

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

## Also Present:

Paul Widdowson (Clerk):

## 1) Apologies:

Cllr. A. Thomas (Chairman); Cllr. M. Bond; County Cllr. R. Smith and District Cllr. R. Catchpole:

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

Cllr. D. Hughes declared an interest in the Planning application DC/18/2551/DRC.

## 3) **Requests for dispensations:**

There were no requests for dispensations.

## 4) <u>To receive a report from the County and District Councillors:</u>

There was no report. Cllr. R. Smith sent his apologies.

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

There were no members of the public at the meeting.

#### 6) <u>To confirm the Minutes of the Parish Council Meeting held on May 14<sup>th</sup></u> <u>2018 and to review the Minutes of the Annual Parish Meeting held on May</u> <u>14th 2018:</u>

The Minutes of the Parish Council Meeting held on May 14<sup>th</sup> 2018 were agreed.

Proposer: Cllr. D. Hughes: Seconder: Cllr. A. Niven:

The Minutes of the Annual Parish Meeting held on May 14th 2018 were reviewed and judged to be correct. They will be agreed at the next Annual Parish Meeting in 2019:

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

Cllr. A. Rozkalns reported that he would bring samples of the paper to use for the leaflets to the next meeting.

## 8) <u>Traffic Report on A144:</u>

Cllr. A. Niven said that he had not received any news on the 40mph 'buffer zone' feasibility study. He said that 130 000 to 140 000 vehicles travelled through Bramfield each month and the majority of drivers adhere to the speed limit. He said that Speedwatch has two new recruits to replace one member who has left the area.

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

Cllr. D. Hughes said that she had filled in a planning application and now had to fill in a full heritage report for the telephone box to change the windows from perspex to glass as it is Grade II listed. Cllr. W. Shoote said that the defibrillator housed in the telephone box need new pads. He said that he thought the costs would be £38 plus VAT plus postage.

It was agreed that they should be replaced and for Cllr. W. Shoote to order the new pads.

Proposer: Cllr. A. Rozkalns Seconder: Cllr. D. Hughes:

## 10) Bramfield Bus Shelter:

As Cllr. A. Thomas was not at the meeting there was no report. However Councillors agreed that the Bus Shelter was now looking good and it was agreed to get quotes for re-thatching the roof. It was agreed to discuss this at the next meeting when Cllr. A. Thomas was at the meeting.

#### 11) <u>Kingstall Wood – Maintaining permissive paths:</u>

Cllr. A. Rozkalns reported that he had been told that the footpaths will get ploughed up once the United Kingdom leaves the European Union. It was agreed for Cllr. A. Rozkalns to invite Richard Symes to speak at a future meeting.

## 12) Village Hall:

Cllr. A. Rozkalns reported that the Pre-School had had its fire doors fitted. He said that the lights would now be replaced with LED Lights.

## 13) <u>Website:</u>

Cllr. A. Niven said that Ro Williams had set up the new website. He said that Ro Williams would charge £100 per year to host the website and £10 per month for keeping the website up to date.

#### 14) <u>General Data Protection Requirements: To discuss the implications for the</u> <u>Council:</u>

The Clerk said that the Data Protection Officer was now in place. It was agreed that Cllr. A. Thomas would sign the agreement and that £100 would be paid for the year.

Proposer: Cllr. A. Rozkalns: Seconder: Cllr. D. Hughes:

Cllr. A. Niven asked that the Privacy policy be sent to Ro Williams.

Proposer: Cllr. A. Niven:

Seconder: Cllr. W. Shoote:

#### 15) <u>Planning Matters: To agree and discuss the following planning</u> <u>applications:</u>

The Clerk reported that he had received an Inspector's report regarding the Pine Lodge Appeal Decision. This was circulated to the Councillors.

Proposal: Discharge of Condition 3 on application DC/17/4444/FUL - Demolition of existing dwelling house and erection of a new self-contained dwelling house and associated infrastucture and works - new plans and supporting documents submitted. Address: Waterloo Farm, Halesworth Road, Bramfield. IP19 9HW. Reference: DC/18/2551/DRC

The Clerk informed Councillors of this Planning Application. He said that the Councillors did not have to make a decision about this planning application.

Proposal: Environmental Impact Assessment Scoping Opinion request for additional poultry houses and ancillary structures: Address: Park Farm, London Road, Thorington, Suffolk. Reference: DC/18/2012/SCO

The Clerk informed Councillors of this Planning Application. He said that the Councillors did not have to make a decision about this planning application.

Proposal: To install bi-fold doors and a glazed canopy and to demolish redundant shed and toilet. Address: Bramfield CEVCP School, Bridge Street, Bramfield, Suffolk. IP19 9HZ

Reference: DC/18/1357/FUL

The Council approved this planning application.

Proposer: Cllr. D. Hughes: Seconder: Cllr. A. Rozkalns:

There was some discussion on local building works and empty properties.

#### 16) <u>Clerk's Report and Correspondence: The Clerk to update the council on</u> <u>correspondence received and the administration of the Council:</u>

The Clerk reported that he had received a letter from Suffolk Coastal District Council regarding the 'Quality of Place Rewards', and leaflets from Glasdon, Realistic Futures and 'Fly the Red Ensign for Merchant Navy Day' on September 3<sup>rd</sup> 2018.

#### 17) **Financial Report:**

a) <u>Balances at the Bank on May 31st 2018: To receive an update on the current financial status:</u>

Business Community Account	£6317-83
Business Savings Account	£6601-85

## b) Cheques for payment: To review receipts and approve payments:

Chq. No. 101098 Clerk's Salary for May 2018 £193-66

Chq. No. 101098 Clerk's Salary for May 2018£1-20Chq. No. 101100 SALC Annual Internal Audit Fee 2018£170-40Chq. No. 101101 Local Council Public Advisory Service£100-00

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

The Clerk said that he would claim the VAT back in the Spring 2019 and had sent the Exemption Form for the 'Limited Assurance Review' to the External Auditors.

#### 18) <u>Standing Orders/Financial Regulations/Code of Conduct – Councillors to</u> review each document and agree each document for 2018-2019:

The Council agreed to a new set of Standing Orders for 2018-2019 based and customised from the National Association of Local Council's (NALC) model policy which includes all the new legislation that has been passed since the last revision.

Proposer: Cllr. D. Hughes: Seconder: Cllr. A. Rozkalns:

The Council agreed to Financial Regulations for 2018-2019 based upon and customised from the National Association of Local Council's (NALC) Model Policy 2016. It also incorporates the changes in procurement values for contracting authorities as per the 2015 Regulations and they also reflect the thresholds as set by Article 4 of the Public Contracts Directive (Regulation 5(1) of the 2015 Regulations).

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

The Suffolk Code of Conduct was reviewed and agreed for 2018-2019

Proposer: Cllr. W. Shoote: Seconder: Cllr. D. Hughes:

#### 19) Acceptance of the Internal Auditors Report and to pay their invoice

The Internal Auditors Report was agreed and to pay the invoice from Suffolk Association of Local Councils. The Clerk was thanked for all his hard work in securing a very good report.

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

#### 20) <u>Clerk's Contract and Pay for 2018/2019 – To review Clerk's Contract and</u> <u>Pay for 2018/2019.</u>

It was agreed to accept the pay increase in Clerk's pay agreed by the Employers and Unions and it was agreed that the Clerk's Pay should be Point 20 for the Financial Year 2018-2019.

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

#### 21) <u>To receive information and agenda items for the Parish Council Meeting to</u> <u>be held on Monday, July 9th 2018:</u>

It was agreed to discuss the maintaining permissive paths in Kingstall Wood:

## The Meeting ended at 9-25pm: