

# **Bramfield and Thorington Parish Council**

**Members are summoned to a Meeting of the Parish Council which will be held virtually via Zoom on Monday, January 11th 2021 at 7pm. Please use the code sent to you by email.**

**Members of the public who would like to attend – please send an email to [bramfieldandthoringtonclerk@gmail.com](mailto:bramfieldandthoringtonclerk@gmail.com) and the code will be sent to you.**

*Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 5) otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:*

Signature: Paul Widdowson

Paul Widdowson, Clerk to the Council, 69 Dukes Drive, Halesworth IP19 8DR:  
Tel: 01986 872114: Email: [bramfieldandthoringtonclerk@gmail.com](mailto:bramfieldandthoringtonclerk@gmail.com)

## **Agenda:**

- 1) **Apologies:** To receive any apologies for absence:
- 2) **To receive Declarations of Interest:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting:
- 3) **Requests for dispensations:** Consideration of any requests for dispensation:
- 4) **To receive a report** from the County Councillor and the District Councillor:
- 5) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda:
- 6) **To confirm the Minutes** of the Parish Council Meeting held on Monday, November 9th 2020 and the Extra-Ordinary Parish Council Meeting held on Thursday, December 3rd 2020:
- 7) **Traffic Report on A144:** To update councillors on A144 Traffic Calming:
- 8) **Parking in Bramfield Village:** To update councillors:
- 9) **Village Hall:** Councillors to discuss the Village Hall:
- 10) **Internet Banking:** Update to Councillors in adding the payment option to the Barclays Bank Account:

- 11) **Planning Matters:** To discuss the following planning applications/appeals:
- 12) **Clerk's Report and Correspondence including Donations:** The Clerk to update the Council on correspondence received and the administration of the Council:
- 13) **Financial Report:**
  - a) **Balances at the Bank on December 31st 2020:** To receive an update on the current financial status:
  - b) **Cheques and Receipts:** To review receipts and approve payments:
- 14) **Payroll Service:** Councillors to consider a new payroll service provider:
- 15) **New Policies:** Councillors to discuss and agree the following policies and Assessments:
  - Audit and Impact Assessment
  - Data Consent Form
  - Data Protection and Information Management Policy
  - Procedures for Dealing with Data Breaches
  - Procedures for Dealing with Subject Access Requests
- 16) **Current Policies:** Councillors to review and agree the following policies:
  - Equal Opportunities Policy
  - Privacy Notice for Residents
  - Privacy Notice for Staff and Councillors
  - Privacy Notice for New Councillors
- 17) **To receive information and agenda items** for the Parish Council Meeting to be held on Monday, February 8th 2021: