

Bramfield and Thorington Parish Council

Clerk: Karen Lewis : bramfieldandthoringtonclerk@gmail.com

NOTICE OF MEETING

Councillors are summoned to the Annual Meeting of the Parish Council which will be held at Bramfield Village Hall, Bramfield, IP19 9HZ on Monday, May 15th 2023 at 7pm.

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 8) and/or to give their opinion on Agenda Item 14 at the Chair's discretion 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:

Clerk to Bramfield and Thorington Parish Council

Friday 5th May 2023

Agenda:

- 1. To elect a Chair of the council for 2023 – 2024 and for that person to sign the declaration of office**
- 2. To elect a Vice-Chair of the council for 2023 – 2024 and for that person to sign the declaration of office**
- 3. Chair's welcome**
- 4. To appoint a Responsible Finance Officer for 2023 - 2024**
- 5. Apologies:** To receive any apologies for absence
- 6. To receive Declarations of Interest and requests for dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting
- 7. To receive a report from the County Councillor and the District Councillor (if present)**
- 8. Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda
- 9. To confirm the Minutes of the Parish Council Meeting held on April 4th 2023**

- 10. Planning Matters:** To discuss the following planning applications/appeals.
 - 10.1.** An extension until the 16th May has been agreed with ESDC to the following planning application:
 - Proposal:** To demolish the existing side porch and build a two-storey extension to the front, side and rear. Also to build a first floor balcony to the side
 - Address:** Glue Pot Farm Edwards Lane Bramfield Halesworth Suffolk IP19 9AA
 - Ref:** DC/23/1269/FUL
 - 10.2.** **Proposal:** Variation of Condition 2 of Planning Permission C/11/2212 - Erection of detached garage with first floor loft space
 - Site address:** Gate House, Thorington Hall, London Road, Thorington, Saxmundham
 - Planning reference:** DC/23/1666/VOC
- 11. Internet Banking:** Update on progress to add Debbie Hughes and Karen Lewis to the Barclays account
- 12. To review the proposal for delegated authority to the Clerk for Planning application responses (report attached)**
- 13. Clerk's Report and Correspondence including Donations:** The Clerk to update the Council on correspondence received and the administration of the Council
- 14. Finance Matters:**
 - 14.1.** **Payments and Receipts:** To review receipts and approve payments
 - 14.2.** To review and approve the asset register (report attached)
 - 14.3.** To confirm the councils arrangement for insurance
 - 14.4.** Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
- 15. Agree the 2023/2024 meeting calendar (proposal attached)**
- 16. To consider use of the General Power of Competence**
- 17. Policy Review:**
 - 17.1.** To consider and approve the Standing Orders
 - 17.2.** To consider and approve the Financial Regulations
 - 17.3.** To review and confirm the Council's obligations under the Freedom of Information and Data Protection Acts are being met
 - 17.4.** To consider and approve all employment policies and procedures
 - 17.4.1. Homeworking Policy
 - 17.4.2. Equal opportunities Policy
 - 17.5.** Review of arrangements including legal agreements with other local authorities and not for profit bodies
 - 17.6.** To propose a Complaints Procedure is adopted by the Council during 2023
 - 17.7.** To propose a policy for dealing with press and media is adopted by the council during 2023

18. Confirm Membership of

18.1. Suffolk Association of Local Councils (SALC)

18.2. Staff Subscriptions

19. To receive information and agenda items for the Parish Council Meeting to be held on Monday, June 12th 2023 at 7pm 2023