

Bramfield and Thorington Parish Council

Minutes of the Annual Meeting of the Parish Council held at the Village Hall on Monday, May 15th 2023 at 7pm.

Present:

Cllr. D. Hughes (Chair), Cllr. A. Rozkalns (Vice-Chair), Cllr. M. Bond, Cllr. A. Niven and Cllr. F. Ryder

Also Present:

Karen Lewis (Clerk) and D.Cllr. P. Ashton

1. To elect a Chair for 2023 – 2024 and receive the Chair's Declaration of Acceptance of Office:

Cllr. D. Hughes was nominated unopposed and was elected Chair for 2023-2024 and signed the Declaration of Acceptance of Office in view of those present.

Proposer: Cllr. F. Ryder

Seconder: Cllr. A. Rozkalns

2. To elect a Vice-Chair for 2023 - 2024:

Cllr. A. Rozkalns was nominated unopposed and was elected Vice-Chair for 2023-2024 and signed the Declaration of Acceptance of Office in view of those present.

Proposer: Cllr. D. Hughes

Seconder: Cllr. A. Niven

3. Chair's Welcome

The Chair welcomed Karen Lewis as the new clerk and thanked her for her work so far. The Chair advised of an amendment to item 9 – the meeting date stated on the agenda should be the 17th April

4. To appoint a Responsible Finance Officer for 2023 - 2024:

The Clerk was nominated unopposed for 2023-2023.

Proposer: Cllr. D. Hughes

Seconder: Cllr. A. Rozkalns

5. Apologies:

No apologies received

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:

There were none advised relating to items on this agenda

7. To receive a report from the County Councillor and the District Councillor:

The County Councillor was not present. D.Cllr. P. Ashton updated the meeting on the status of the District Council following the recent elections. He advised that over the next few months he would like input from Parish Councils as to areas that they would like to receive support. The Chair mentioned a number of current issues relating to speeding cars in the village, in particular Thorington Road which has no footpath and is the location for the Primary School. The Chair also raised a number of issues relating to the planning process.

8. Public Session: Members of the public have fifteen minutes to ask questions on topics on the agenda:

No members of the public attended the meeting

9. To confirm the Minutes of the Parish Council Meeting held on April 17th 2023:

The Minutes of the Parish Council Meeting held on Monday, April 17th 2023 were **APPROVED** and signed by the Chair.

10. Planning Matters

10.1. Address: Glue Pot Farm

Ref: DC/23/1269/FUL

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

Cllr. F. Ryder declared an Interest in this planning application and did not take part in the discussion or vote. The Council **RESOLVED** not to **OBJECT**.

10.2. Site address: Gate House, Thorington Hall

Planning reference: DC/23/1666

Proposal: Variation of Condition 2 of Planning Permission C/11/2212 - Erection of detached garage with first floor loft space

The Council **RESOLVED** to **OBJECT** to the application on the Grounds of the proximity to the existing building and the design of the building. The Chair will draft the wording to be confirmed by Councillors by Friday 19th May.

11. Internet Banking:

The Chair now has full access and has received £100 compensation from Barclays bank due to the significant issues she has encountered. The Clerk will investigate how this should be accounted for in the finances.

The Chair and the Clerk will arrange to have a zoom call to start the process of setting up the Clerk and Cllr. F. Ryder as authorised account holders

12. To review the proposal for delegated authority to the Clerk for Planning application responses (report attached)

The Clerk explained the proposal and the Council **RESOLVED** to adopt a new Policy called "Delegated Authority for the Clerk"

13. Clerk's Report and Correspondence including Donations: The Clerk to update the Council on correspondence received and the administration of the Council

The Clerk updated the Council on recent matters. Cllr. D. Hughes will speak to Will Shoote regarding maintenance of the existing defibrillator. It was **AGREED** that a second defibrillator should be considered and the Clerk is to add this item to the June agenda. The Council **AGREED** for the Clerk to investigate possibilities to reduce the number of Bramfield Council Positions from 9 to 7.

14. Finance Matters:

14.1. Payments and Receipts: To review receipts and approve payments

The Clerk advised that the Precept of £7,500 had been received which was **NOTED**. It was **APPROVED** to pay all items on the sheet. Cllr. A. Niven was authorised to create the electronic payments

14.2. To review and approve the asset register

The asset register was **APPROVED**

14.3. To confirm the councils arrangement for insurance

It was **CONFIRMED** that the arrangements for insurance for the Parish Council were up to date and adequate

15. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence

The Clerk advised the meeting of one payment under this statute of a £25 donation to the Waveney Food Bank in July 2022. It was **CONFIRMED** this had been noted correctly in the accounts

16. Agree the 2023/2024 meeting calendar (proposal attached)

The Calendar was **AGREED**

17. To consider use of the General Power of Competence

The Clerk gave a brief verbal report explaining how this benefits a council. However, Bramfield & Thorington council was not eligible due to less than 2/3rds of councillor positions being elected and the clerk was not CILCA qualified. It was **AGREED** that at the 6 month review between the Chair and the Clerk it would be discussed whether the Clerk should go forward and obtain the CILCA qualification with funding from the Council

D. Hughes
21.6.23

18. Policy Review

It was **RESOLVED** to **RE-ADOPT** the following documents with no changes. It was also **AGREED** to review each policy before May next year:

1. Standing Orders
2. Financial Regulations
3. Data Protection
4. Homeworking
5. Equal Opportunities

The Council reviewed arrangements including legal agreements with other local authorities and not for profit bodies of which there were none

It was **AGREED** to introduce the following policies during 2023

1. Complaints Procedure
2. Press & Media

19. Confirm Membership of:

- 19.1. Membership of SALC was **APPROVED**
- 19.2. Membership of CPRE will be reviewed when it is due in July 2023

20. To receive information and agenda items for the Parish Council meeting to be held on Monday 12th June 2023 at 7pm in the Village Hall

There were no agenda items proposed

The Meeting ended at 9.18pm