

Bramfield and Thorington Parish Council
Clerk's report for the meeting on 8th January 2024

1. Communication:

a. ESDC Planning Forum invite

- i. Wednesday 17 January at East Suffolk House, Melton IP12 1RT from 9:30am to 12:30pm.
- ii. Wednesday 24 January at Riverside, 4 Canning Road, Lowestoft NR33 0EQ from 9:30am to 12:30pm

2. Website

Local Notices posted

3. Council Administration

a. Clerk Training request: 3 modules @ £30 each

- i. Clerk Basics Session 1 (Roles, Powers and Duties, Employment and Personal Development) - 12 February 2024 (10:30 - 12:30)
- ii. Clerk Basics Session 2 (Meetings, Procedures, Code of Conduct and Information Management) - 19 February 2024 (10:30 - 12:30)
- iii. Clerk Basics Session 3 (Finance, Community Engagement and Planning) - 26 February 2024 (10:30 - 12:30)

4. Matters Arising

Action Date	Details	Owner	DRAFT Meeting Review Month
June 2023	2 nd Defibrillator possibilities	Chair	Jan 2024
Oct 2023	Investigate stickers on dog bins to inform public where to report an issue	Clerk	Jan 2024
Oct 2023	Align ESDC Grit bin information with the Councils	Cllr. Niven	Jan 2024
Nov 2023	Establish the most cost effective way to request planning permission for change of use to Village Green	Clerk	Jan 2024
Sep 2023	Update on progress of 20mph Working Party set up	Chair	Feb 2024
July 2023	Website – how can we better utilise it?	All	tbc