

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 13th May 2024 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 4) 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

Monday, 6th May 2024

Agenda:

1. **To elect a Chair of the council for 2024 – 2025 and for that person to sign the declaration of office**
2. **To elect a Vice-Chair of the council for 2024 – 2025 and for that person to sign the declaration of office**
3. **Welcome from the Chair**
4. **To appoint a Responsible Finance Officer for 2024 – 2025**
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. **Public Session:** The Chair will open the Meeting for no longer than 15 minutes for members of the public to give their views on issues on this agenda for a maximum of 2 minutes. Members of the public may not take part in the Parish Council meeting itself.
8. **To receive a report from County Councillor Richard Smith (if present)**
9. **To receive a report from District Councillor Paul Ashton (if present)**
10. **To consider the Minutes of the Meeting held Monday 8th April 2024 for accuracy and for the Chair to sign as a true record.**
11. **To note that the minutes of the meetings on February 20th 2024 and March 11th 2024 did not include approval of the prior meetings minutes although this did actually take place**

12. Planning Matters:

- 12.1.** Planning reference: DC/24/0563/FUL
Proposal: Storage container and temporary erection of yurt (April to October), used in association with hay meadow and orchard.
Site address: Part Land North Of The Grange, Walpole Road, Bramfield, Suffolk
- 12.2.** Planning reference: DC/24/1336/FUL
Proposal: New steel portal agricultural building
Site address: Stonehouse Farm, Thorington Road, Thorington, Suffolk
IP17 3RB
- 12.3.** To discuss the County Council planning application for the “construction and operation of medical waste incinerator within existing agricultural barns” at “Poplar Farm Bowmans Lane Hinton Blythburgh Suffolk IP17 3RJ”

13. Clerk’s Report

14. Finance Matters:

- 14.1.** To approve items on the Authorisation to pay Sheet
Bramfield & Thorington Parish Council

Authorisation of Payments at Council Meeting 13th May 2024

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
11/04/2024		K Lewis	Manutan 200litre grit bin for VH Car Park	£ 80.32	£16.06	£ 96.38
22/04/2024		K Lewis	Annual Subscription for Microsoft 365	£ 59.99	£ -	£ 59.99
TOTAL				£ 140.31	£ 16.06	£ 156.37

- 14.2.** To review and approve the asset register (report attached)
- 14.2.1.** Update from Cllr. Hughes on the project for the painting work to be done by the Unpaid Work Community Volunteer Probation Initiative
- 14.3.** To confirm the councils arrangement for insurance
- 14.4.** To confirm that expenditure incurred under s.137 of the Local Government Act 1972 is separately recorded in the accounts
- 14.5.** To agree a date to Review Internal Audit Report & Approve Annual Return

15. Agree the 2025/26 meeting calendar (proposal attached)

16. To consider use of the General Power of Competence

17. Policy Reviews

- 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

18. Review of arrangements including legal agreements with other local authorities and not for profit bodies

19. Confirm Membership of

19.1. Suffolk Association of Local Councils (SALC)

19.2. Information Commissioner's Office (ICO)

20. Internal Control Statement review and approval

21. Risk Assessment review and approval

22. Highways

22.1. Dog Bin Stickers

23. To establish whether a Defibrillator at Thorington Theatre is possible/desirable

24. Update on the situation to attract more applications for Councillors

25. Date of next meeting: Monday, 10th June 2024 at 7pm

Councillors to forward any matters for the next Agenda to the Clerk by 1st June 2024