

# Bramfield and Thorington Parish Council

## Minutes of the Annual Parish Council Meeting held at Bramfield Village Hall on Monday, 13<sup>th</sup> May 2024 at 7pm

### Present:

Cllr. Hughes (Chair), Cllr. Rozkalns (Vice-Chair), Cllr. Bond and Cllr. Ryder

### Also Present:

C. Cllr. Smith, D. Cllr. Ashton, Karen Lewis (Clerk) and one member of the public

**01/24-25 To elect a Chair of the council for 2024 – 2025 and for that person to sign the declaration of office:** Cllr. D. Hughes was nominated unopposed and was elected Chair for 2024-2025 and signed the Declaration of Acceptance of Office in view of those present.

Proposer: Cllr. F. Ryder

Seconder: Cllr. M. Bond

**02/24-25 To elect a Vice-Chair of the council for 2024 – 2025 and for that person to sign the declaration of office:** Cllr. A. Rozkalns was nominated unopposed and was elected Vice-Chair for 2024-2025 and signed the Declaration of Acceptance of Office in view of those present.

Proposer: Cllr. D. Hughes

Seconder: Cllr. M. Bond

**03/24-25 Chairs Welcome:** The Chair welcomed everyone present and updated the meeting on the recent illness of Cllr. Niven and all wished him a speedy recovery. Cllr. Hughes advised the meeting that an email written by SCC had been received which gave an update on their actions relating to the recent flooding. It was **AGREED** that this information would be posted on the website

**04/24-25 To appoint a Responsible Finance Officer for 2024 – 2025:** It was **RESOLVED** to appoint the Clerk Karen Lewis RFO for 2024 - 2025

**05/24-25 Apologies:** Apologies were received from Cllr. Niven

**06/24-25 To receive Declarations of Interest and requests for dispensations:** Dispensations were requested for Cllr. Rozkalns and Cllr. Ryder in relation to the Village Hall

**07/24-25 Public Session:** A member of the public shared their views on a planning application

**08/24-25 To receive a report from the County Councillor:** C. Cllr. Smith advised he would email his report to the Clerk for distribution and inclusion in the Annual Parish Meeting. Cllr. Hughes asked C. Cllr. Smith to investigate why it is taking so long to repair the dangerously leaning street lamp at the junction with the A12/A144. He

promised to investigate this. C. Cllr. Smith advised that due to the clash of parish Council meetings he could not attend every meeting

**09/24-25 To receive a report from the District Councillor:** D. Cllr Ashton highlighted the recent planning application for a medical incinerator in Hinton and the strong local opposition received. He attended the Northern Transport Forum for Sizewell C and he alerted the meeting to the minor enhancements planned for the Junction of the A144/A12. If the volume of traffic is higher than forecast then there is a process which establishes the impacts and could lead to further enhancements

**10/24-25 To consider the Minutes of the Meeting held Monday 8th April 2024 for accuracy and for the Chair to sign as a true record:** The Minutes of the Parish Council meeting held on Monday 8<sup>th</sup> April 2024 were **APPROVED** and signed.

**11/24-25 To note that the minutes of the meetings on February 20<sup>th</sup> 2024 and March 11<sup>th</sup> 2024 did not include approval of the prior meetings minutes although this did actually take place:** This was **NOTED**

**12/24-25 Planning Matters:**

**12/24-25.1 Planning reference: DC/24/0563/FUL** This planning application was discussed and it was **AGREED** that Cllr. Hughes would draft a response and distribute it for comments in the next couple of days

**12/24-25.2 Planning reference: DC/24/1336/FUL** It was **AGREED** that the Council's comment would be "No Objection"

**12/24-25.3 County Council planning application for the "construction and operation of medical waste incinerator within existing agricultural barns":** Whilst the Council were not a consultee on this application it was felt that it was a wholly inappropriate place to site it

**13/24-25 Clerks' report was shared:** It was **NOTED** that the CIL money of £600 had been received and also **NOTED** that the Precept of £6000 had been received. The Clerk updated the Council on the recent change in the Practitioners Guide where it states every authority should have an email account that belongs to the council – ideally a gov.uk address. It was **APPROVED** for the Clerk to review options and propose a way forward at the next meeting

**14/24-25 Finance Matters:**

**14/24-25.1 To approve items on the Authorisation to pay Sheet:**  
The Authorisation to Pay sheet was **APPROVED** and signed

**14/24-25.2 To review and approve the asset register:** The asset register was reviewed and **APPROVED**

**14/24-25.2.1 Unpaid Work Community Volunteer Probation Initiative Update:** Cllr Hughes advised the Council that the Clerks application for help to paint the bus shelter, defibrillator telephone box and benches has

been accepted and a risk assessment is being organised in the coming days.

**14/24-25.3 To confirm the council's arrangement for insurance:** The Clerk reported on the Council's current insurance arrangement with Zurich which was deemed sufficient. The clerk is going to review the cover needed in more detail and obtain several comparison quotes in advance of the end of the Zurich contract (end Sept 2024)

**14/24-25.4 To confirm that expenditure incurred under s.137 of the Local Government Act 1972 is separately recorded in the accounts:** Cllr. Bond inspected the accounts document showing the 3 entries under S137 and confirmed it is reported separately

**14/24-25.5 To agree a date to Review Internal Audit Report & Approve Annual Return:** It was **AGREED** to review and approve the Annual Return in the July meeting however Cllr. Ryder may be away on the existing date leading to a high risk that the Council would be inquorate. After discussion, it was agreed to change the June meeting date from June 10<sup>th</sup> to June 24<sup>th</sup> and to choose that meeting to review the Audit report and Approve the Annual Return. It was subsequently agreed the July meeting would move from July 8<sup>th</sup> to July 22<sup>nd</sup> – subject to Councillors confirming their availability.

**15/24-25 To Agree the 2025/26 meeting calendar:** The 25/26 meeting calendar was **AGREED**

**16/24-25 To consider use of the General Power of Competence:** As the Clerk is not currently CILCA qualified this is not an option for the Council. It was further noted that at this current time the Clerk was not proposing to study for the qualification

**17/24-25 Policy Reviews:**

**17/24-25.1 To consider and approve the Standing Orders:** The Council's Standing Orders adopted in October 2023 were **APPROVED** unamended

**17/24-25.2 To consider and approve the Financial Regulations:** The Council's Financial Regulations adopted in October 2023 were **APPROVED** unamended

**18/24-25 To review and confirm the Council's obligations under the Freedom of Information and Data Protection Acts are being met:** The Clerk reported that there had been no breaches in security and the Data protection & Information Security Policy adopted in November 2023 was suitable for the Council's obligations

**19/24-25 Review of arrangements including legal agreements with other local authorities and not for profit bodies:** There are no legal arrangements

**20/24-25 To confirm Membership of SALC and the ICO:** Both memberships were **CONFIRMED**

**21/24-25 Internal Control Statement review and approval:** The Internal Control Statement reviewed by Cllr. Bond was **APPROVED**

**22/24-25 Risk Assessment review and approval:** The Risk assessment reviewed by Cllr. Hughes was **APPROVED**

**23/24-25 Highways: Dog Bin Stickers:** The Clerk showed the Councillors the dog bin stickers informing users where to report a problem that had been purchased. Cllr. Hughes will place them on the bins and the Council agreed to offer some to Walberswick PC if they would like to use them

**24/24-25 To establish whether a Defibrillator at Thorington Theatre is possible/desirable:** Cllr. Hughes had not had any success in contacting the owners but will continue to try

**25/24-25 Update on the situation to attract more applications for Councillors:** The Clerk updated the Council on the latest efforts which included website updates, posters and emails to residents. The Chair will make an appeal at the Annual Parish Meeting

**26/24-25 Date of Next Meeting:** It was **AGREED** that the date of the next meeting would change from Monday June 10<sup>th</sup> to Monday June 24<sup>th</sup> at 7pm

**The meeting ended at 20.42**

*Councillors to forward any matters for the next Agenda to the Clerk by 10<sup>th</sup>  
June 2024*