

Bramfield and Thorington Parish Council

Clerk: Karen Lewis : bramfieldandthoringtonclerk@gmail.com

NOTICE OF MEETING

Councillors are summoned to a Meeting of the Parish Council which will be held at Bramfield Village Hall, Bramfield, IP19 9HZ on Monday 9th June 2025 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, 2nd June 2025

Agenda:

1. **Welcome from the Chair**
2. **Apologies:** To receive any apologies for absence
3. **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
4. **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.
5. **To receive a report from County Councillor Richard Smith (if present)**
6. **To receive a report from District Councillor Paul Ashton (if present)**
7. **To consider the Minutes of the Meeting held Monday 12th May 2025 for accuracy and for the Chair to sign as a true record.**
8. **Planning Matters:**

Planning reference: DC/25/2013/FUL

Proposal: Change of Use - conversion of a manufacturing workshop into a residential (Use Class C3) dwelling

Site address: Castle Meadow, Darsham Road, Bramfield, Halesworth, Suffolk IP19 9AJ

9. Clerk's Report

10. Finance Matters:

- 10.1. To approve items on the Authorisation to pay sheet**
- 10.2. CIL funds: Review of possible spending options**
- 10.3. Review & Approval of Internal Audit Report 2024-25**
- 10.4. Review & Approval of Internal Audit Report Response & Action Plan 2024-25**
- 10.5. Review of effectiveness of Internal Audit 2024-2025**
- 10.6. To approve the appointment of SALC for as our 2025-2026 Auditor**
- 10.7. To review and Approve the Statement of Accounts 2024-2025**
- 10.8. Review & Approval of Explanation of Variances 2024-25**
- 10.9. To review, approve and sign the Annual Governance Statement 2024-2025 (section 1 AGAR)**
- 10.10. To review, approve and sign the Accounting Statements 2024-2025 (section 2 AGAR)**
- 10.11. To review and approve Notice of Public Rights period which is proposed to be from Monday 30th June to Friday 8th August 2025**
- 10.12. To agree and sign the 'Certificate of Exemption' for 2024-25**

11. Highways

- 11.1. Review of proposed Grant Application for a 2nd SID**

12. Date of next meeting: Monday, 14th July 2025 at 7pm

Councillors to forward any matters for the next Agenda to the Clerk by 30th June 2025