

Bramfield and Thorington Parish Council

Clerk: Karen Lewis : clerk@bramfieldandthoringtonparishcouncil.gov.uk

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 12th May 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, 5th May 2025

Agenda:

1. **To elect a Chair of the council for 2025 – 2026 and for that person to sign the declaration of office**
2. **To elect a Vice-Chair of the council for 2025 – 2026 and for that person to sign the declaration of office**
3. **Welcome from the Chair**
4. **To appoint a Responsible Finance Officer for 2025 – 2026**
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:** Apologies received
9. **To receive a report from District Councillor Paul Ashton (if present)**
10. **To consider the Minutes of the Meeting held Monday 17th March 2025 for accuracy and for the Chair to sign as a true record.**
11. **Planning Matters:**

11.1. Confirmation of the delegated planning meeting outcome held by zoom on 21st April 2025 for planning application:

Planning reference: DC/25/1435/P1AA

Proposal: Prior notification - Upwards extension of a bungalow

Site address: Stonganess, The Street, Bramfield, Halesworth, Suffolk IP19 9HT

The comment submitted was "The Parish Council is in principal supportive of the redevelopment. They would like to highlight to the Planning Department the fact that the building is a prefabricated dwelling"

12. Clerk's Report

13. Finance Matters:

13.1. To approve the Bank Reconciliation to 31st March 2025

13.2. To review bank receipts/payments against budget as at 31st March 2025

13.3. To confirm that expenditure incurred under s.137 of the Local Government Act 1972 is separately recorded in the accounts

13.4. To approve items on the Authorisation to pay Sheet

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
05/04/2025		K Lewis	Q1 2025 pay plus home working allowance back pay	£ 1,358.76	£ -	£ 1,358.76
22/04/2025		K Lewis	Microsoft Yearly Subscription	£ 84.99	£ -	£ 84.99
19/04/2025		Louise Reed	Donation to support the Bramfield Easter Trail	£ 30.00	£ -	£ 30.00
01/04/2025	29849	SALC	2025-2026 Membership	£ 235.93	£ -	£ 235.93
14/04/2025		S Thurston	Removing old Bramfield Sign Post (additional from original invoice)	£ 150.00	£ -	£ 150.00
01/05/2025	INV-0164	Suffolk Cloud	renewal of .gov.uk domain name for one year	£ 30.00	£ -	£ 30.00
TOTAL				£ 1,889.68	£ -	£ 1,889.68

13.5. To note a CIL payment of £300.68 has been received relating to The Old Bakery/The Old Shop, Bridge Street, Bramfield. This now brings our CIL fund to £5,002.28

13.6. To confirm the Precept of £4,500 has been received

13.7. VAT of £145.67 will be reclaimed over the coming weeks

13.8. To review owners and condition of assets and approve the asset register (report attached)

13.9. To confirm the council's arrangement for insurance

13.10. To agree a date to Review Internal Audit Report & Approve Annual Return

14. To note the Clerk has submitted the re-declaration of compliance to the Pensions Regulator on the 17th of April 2025

15. Update on the Sizewell C Community Fund Grant submission for a 2nd SID

16. Update on the Community Painting Project

17. Agree the 2026/27 meeting calendar (proposal attached) and discuss whether 10 meetings per year is still appropriate

18. To consider use of the General Power of Competence

19. Policy Reviews

19.1. To consider and approve the Standing Orders

19.2. To consider and approve the Financial Regulations

19.3. To review and confirm the Council's obligations under the Freedom of Information and Data Protection Acts are being met

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

21. Confirm Membership of

21.1. Suffolk Association of Local Councils (SALC)

21.2. Information Commissioner's Office (ICO)

22. Internal Control Statement review and approval

23. Risk Assessment review and approval (attached)

24. Highways

25. Date of next meeting: Monday, 9th June 2025 at 7pm

Councillors to forward any matters for the next Agenda to the Clerk by 1st June 2025