

Bramfield and Thorington Parish Council

Minutes of the Annual Parish Council Meeting held at Bramfield Village Hall on Monday, 13th October 2025 at 7pm

Present:

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

Also Present:

8 members of the Public, 2 Sizewell C Representatives, Karen Lewis (Clerk) and C. Cllr. R. Smith from 19:48

62/25-26 Chairs Welcome: The Chair welcomed those present and advised everyone that the meeting would be recorded and once the minutes were approved and signed that recording would be deleted.

63/25-26 Apologies: No apologies were received

64/25-26 To receive Declarations of Interest and requests for dispensations: Dispensations were requested and granted for Cllr. Rozkalns, Cllr. Bond and Cllr. Ryder in relation to the Village Hall

65/25-26 Presentation by Sizewell C regarding High Lodge and Park & Ride: The slides from the presentation will be made available on the Parish Council website. The Chair then suspended Standing Orders to allow for a Q&A session from members of the public following which the Chair reinstated Standing Orders

66/25-26 Public Session: No items were raised for the attention of the Parish Council

67/25-26 To receive a report from the County Councillor: C. Cllr. Smith updated the meeting on the status of local Government reorganisation. He also advised that budget planning was ongoing and trying to satisfy all needs in the community was a big challenge

68/25-26 To receive a report from the District Councillor: None received

69/25-26 To consider the Minutes of the Meeting held Monday, 8th September 2025 for accuracy and for the Chair to sign as a true record: The Minutes of the Parish Council meeting held on Monday 8th September 2025 were **APPROVED** and signed.

70/25-26 Planning Matters: None

71/25-26 Clerk's report: A few councillors were struggling to set up the new email addresses. The Clerk will send them the details of the person to contact to hopefully resolve the issues quickly. The Clerk would then arrange for the Website address to be updated

72/25-26 Finance Matters:

72/25-26.1 To approve items on the Authorisation to pay Sheet

The Authorisation to Pay Sheet was **APPROVED** and signed by the Chair. Cllr Hughes to authorise the online payments.

Authorisation of Payments at Council Meeting 13th October 2025

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
01/10/2025		K. Lewis	Q3 Clerk Salary/Homeworking Allowance	£ 913.78	£ -	£ 913.78
09/09/2025		K. Lewis	Telephone kiosk painting kit via X2 Connect Ltd	£ 137.00	£ 27.40	£ 164.40
15/07/2025	85413192	K. Lewis	New Grit Bin for Pitmans Grove via Manutan	£ 99.00	£ 19.80	£ 118.80
30/09/2025	30459	SALC	Invoice for provision of 6 months payroll service for period ending 30 Sept 25	£ 19.00	£ 3.80	£ 22.80
TOTAL				£ 1,168.78	£ 51.00	£ 1,219.78

72/25-26.2 To approve the Bank reconciliation as at 30th September 2025:

The Bank reconciliation as at 30th September 2025 was **APPROVED**

72/25-26.3 To review bank receipts/payments against budget as at 30th

September 2025: The bank receipts/payments against budget as at 30th September 2025 were reviewed and **APPROVED**

72/25-26.4 To review anticipated 12 month spend vs budget and to action any

virements: It was noted that an anticipated overspend of £700 was likely. It was **RESOLVED** that this amount would be deducted from the General Reserves to balance the budget

72/25-26.5 To review general (6-12 months annual spend) & earmarked

reserves: It was **RESOLVED** to keep £2,250 Earmarked reserves for the 20mph project and £3,300 General Reserves which was within the reserve policy specified range

72/25-26.6 To review 2026-2027 draft budget/precept:

Following discussions the draft budget form 2026 – 2027 of £6,600 was **APPROVED** and the proposed corresponding precept of £6,500 was also **APPROVED**.

72/25-26.7 To confirm request to HMRC of a VAT refund of £204.39 for period

March '24 to June '25: This was confirmed, and the Clerk advised the money had already been received

72/25-26.8 CIL review: The CIL report was **APPROVED** and signed. The Clerk will forward the signed form for 2024-2025 to East Suffolk Council Infrastructure Team

73/25-26 Policy Reviews

73/25-26.1 Scheme of delegation to the Clerk: Reviewed and **APPROVED**

73/25-26.2 Councillor Co-option Policy: Reviewed and **APPROVED**

73/25-26.3 Financial Reserves Policy: Reviewed and **APPROVED**

73/25-26.4 Subject Access Request Policy: Reviewed and **APPROVED**

74/25-26 Community Payback Painting Project: The Council were very happy with the standard of work done and wished the Clerk to pass on their thanks to the Probation Service.

75/25-26 Riparian responsibilities: Cllr. Hughes advised the Council of a potential issue for residents relating to riparian rights as defined by Suffolk Council (link to info: <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/maintenance-of-ditches-and-other-watercourses/riparian-ownership-in-suffolk>)
She will continue to investigate with a view to communicating her findings to possible affected residents.

76/25-26 Highways:

76/25-26.1 Grit Bins: The damaged grit bin at Pitman's Grove will be removed over the next few weeks.

76/25-26.2 Grit Bin Filling: Cllr. Niven has checked and all grit bins are at a satisfactory level

77/25-26 Date of next meeting: Monday, 10th November 2025 at 7pm

The meeting ended at 20:31

*Councillors to forward any matters for the next Agenda to the Clerk
By 31st October 2025*