

Bramfield and Thorington Parish Council

Minutes of the Annual Parish Council Meeting held at Bramfield Village Hall on Monday, 9th June 2025 at 7pm

Present:

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

Also Present:

Karen Lewis (Clerk)

26/25-26 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

27/25-26 Apologies: Apologies were received from Cllr. Ryder which were accepted

28/25-26 To receive Declarations of Interest and requests for dispensations:
Dispensations were requested for Cllr. Rozkalns and Cllr. Bond in relation to the Village Hall

29/25-26 Public Session: None

30/25-26 To receive a report from the County Councillor: C.Cllr. Smith was not present and did not submit a report

31/25-26 To receive a report from the District Councillor: D. Cllr. Ashton was not present and did not submit a report

32/25-26 To consider the Minutes of the Meeting held Monday, 12th May 2025 for accuracy and for the Chair to sign as a true record: The Minutes of the Parish Council meeting held on Monday 12th May 2025 were **APPROVED** and signed.

33/25-26 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

The Council **AGREED** to submit the comment of "No objection"

34/25-26 Clerk's report: None submitted

35/25-26 Finance Matters:

35/25-26.1 To approve items on the Authorisation to pay Sheet: No payment requests were received

35/25-26.2 CIL funds: After lengthy discussions it was agreed to review the situation in January 2026

D Hughes.

14.07.25

35/25-26.3 Review & Approval of Internal Audit Report 2024-25: The Internal Audit Report 2024-2025 was reviewed and **APPROVED**

35/25-26.4 Review & Approval of Internal Audit Report Response & Action Plan 2024-25: The Internal Audit Report Response & Action Plan was reviewed and **APPROVED**

35/25-26.5 Review of effectiveness of Internal Audit 2024-2025: The Council deemed the Audit effectiveness was satisfactory regarding scope, independence and Communication. However, it was noted that the start of the audit was delayed which meant the Clerk had to take action to ensure the June meeting had the correct documentation ready

35/25-26.6 To approve the appointment of SALC for as our 2025-2026 Auditor: It was **APPROVED** that SALC would be appointed 2025-2026 Auditor

35/25-26.7 To review and Approve the Statement of Accounts 2024-2025: The Statement of accounts for 2024-2025 were reviewed and **APPROVED**

35/25-26.8 Review & Approval of Explanation of Variances 2024-25: The Explanation of Variances 2024-2025 were reviewed and **APPROVED**

35/25-26.9 To review, approve and sign the Annual Governance Statement 2024-2025 (section 1 AGAR): The Annual Governance Statement 2024-2025 was reviewed, **APPROVED** and signed by the Chair and the Clerk

35/25-26.10 To review, approve and sign the Accounting Statements 2024-2025 (section 2 AGAR): The Accounting Statements 2024-2025 were reviewed, **APPROVED** and signed by the RFO and the Chair

35/25-26.11 To review and approve Notice of Public Rights period which is proposed to be from Monday 30th June to Friday 8th August 2025: It was **AGREED** that the notice of Public Rights period would be Monday 30th June ending Monday 11th August

35/25-26.12 To agree and sign the 'Certificate of Exemption' for 2024-25: the Certificate of Exemption was **AGREED** and signed by the RFO and Chair

36/25-26 Highways:

36/25-26.1 Review of proposed Grant Application for a 2nd SID: Cllr. Niven agreed to supply the Clerk with the raw SID data. The Clerk will attempt to find data trends that support the need for a 2nd SID and report back at the July meeting

36/25-26.2 It was reported by Cllr. Bond that the Pitman's Grove grit bin had been demolished. It was **AGREED** the Clerk would establish what options there were to replace it and report back at the next meeting

L. Hughes

14.07.25

37/25-26 Date of next meeting: Monday, 14th July 2025 at 7pm

The meeting ended at 19:55

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

14.07.25