

Bramfield and Thorington Parish Council

Minutes of the Annual Parish Council Meeting held at Bramfield Village Hall on Monday, 12th May 2025 at 7pm

Present:

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

Also Present:

D. Cllr. Paul Ashton & Karen Lewis (Clerk) & C. Cllr. Richard Smith joined the meeting at 7.35

1/25-26 To elect a Chair of the council for 2025 – 2026 and for that person to sign the declaration of office: Cllr. D. Hughes was nominated unopposed and was elected Chair for 2025-2025 and signed the Declaration of Acceptance of Office in view of those present.

Proposer: Cllr. A. Rozkalns

Seconder: Cllr. A. Niven

2/25-26 To elect a Vice-Chair of the council for 2025 – 2026 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. F. Ryder

3/25-26 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

4/25-26 To appoint a Responsible Finance Officer for 2025-2026. It was **RESOLVED** to appoint the Clerk Karen Lewis RFO for 2025 - 2026

5/25-26 Apologies: Apologies were received from C. Cllr. Richard Smith which were accepted

6/25-26 To receive Declarations of Interest and requests for dispensations: Dispensations were requested for Cllr. Rozkalns, Cllr. Ryder and Cllr. Bond in relation to the Village Hall

7/25-26 Public Session: None

8/25-26 To receive a report from the County Councillor: C.Cllr. Smith updated the meeting on the year end actual vs budget situation. The new Village Green situation was discussed with relation to the fact that fundraising is ongoing to enable play equipment to be purchased. C. Cllr. Smith advised that he would be happy to offer his services as a reference to a Grant application if needed and believed he could offer £1,000 from his locality budget towards the fundraising.

LD Hughes

9.06.25

9/25-26 To receive a report from the District Councillor: D. Cllr. Ashton updated the meeting on the current situation with regard to the Local Government reorganisation and the Mayoral combined Authority.

10/25-26 To consider the Minutes of the Meeting held Monday, 17th March 2025 for accuracy and for the Chair to sign as a true record: The Minutes of the Parish Council meeting held on Monday 17th March 2025 were **APPROVED** and signed.

11/25-26 Planning Matters: Confirmation of the delegated planning meeting outcome held by zoom on 21st April 2025 for planning application for Planning reference: DC/25/1435/P1AA were **NOTED**

12/25-26 Clerk's report: It was **NOTED** that D. Cllr. Ashton will email neighbouring parishes again to try and establish if a combined approach is feasible and report back within a couple of weeks

13/25-26 Finance Matters:

13/25-26.1 To approve the Bank Reconciliation to 31st March 2025: The Bank Reconciliation was **APPROVED**

13/25-26.2 To review bank receipts/payments against budget as at 31st March 2025: bank receipts/payments against budget as at 31st March 2025 were reviewed and **APPROVED**

13/25-26.3 s.137 recording in the accounts: It was **NOTED** by Cllr. Bond that expenditure incurred under s.137 was recorded separately in the accounts.

13/25-26.4 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.

13/25-26.5 CIL: It was **NOTED** that 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

13/25-26.6 2025-2026 Precept: It was **NOTED** that the Precept of £4,500 has been received

13/25-26.7 VAT: It was **NOTED** that VAT of £145.67 will be reclaimed over the coming weeks

13/25-26.8 To review owners and condition of assets and approve the asset register: The asset register was reviewed with a number of updates made and subsequently **APPROVED**. The newly renovated village sign was added to the asset register at a replacement cost of £6,000 and the Clerk was asked to investigate whether there was any land in the Ward which was owned by the Council. It was **AGREED** that the Clerk could spend up to £40 at the Land Registry if needed

13/25-26.9 To confirm the council's arrangement for insurance: The Clerk reported on the Council's current insurance arrangement with Ansvar which was deemed sufficient

13/25-26.10 To agree a date to Review Internal Audit Report & Approve Annual Return: It was **AGREED** to review in the June meeting

14/25-26 Pensions Regulator: It was **NOTED** that the Clerk has submitted the re-declaration of compliance to the Pensions Regulator on the 17th of April 2025

15/25-26 Update on the Sizewell C Community Fund Grant submission for a 2nd SID:

The Clerk had submitted a Grant Application Form to the Sizewell C Community Fund but had been told that a SID did not fit the criteria for this fund. She was advised that it *may* be possible for the Contingent Effects Fund to offer a grant to cover a SID but this would need a separate report outlining what the community are seeing as an issue, where this is and supporting evidence. Following extensive discussion, it was agreed that Cllr. Niven would supply the Clerk with data from our existing SID and the Clerk would draft a report for the Council to consider at the next meeting.

16/25-26 Update on the Community Painting Project: It was **AGREED** that Cllr. Hughes would approach the Neale & Archer charity to ask if they would be willing to fund the cost of the paint/brushes. If this was not possible, it was further **AGREED** that if necessary, the Clerk was authorised to spend up to £200 on consumables. As there was no budget for this it was **AGREED** that the spend would come from the 20mph Project Reserves

17/25-26 Agree the 2026/27 meeting calendar (proposal attached) and discuss whether 10 meetings per year is still appropriate: It was **AGREED** that from 2026 the council will meet every other month (6 times a year). The Council **AGREED** the proposed calendar and due to this the Clerks weekly contracted hours from 1st January 2026 will reduce from 4 to 3.

18/25-26 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

19/25-26 Policy Reviews

19/25-26.1 To consider and approve the Standing Orders: The updated Standing Orders were **APPROVED**

19/25-26.2 To consider and approve the Financial Regulations: The updated Financial Regulations were **APPROVED**

19/25-26.3 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

20/25-26 Review of arrangements including legal agreements with other local authorities and not for profit bodies: There are no legal arrangements

21/25-26 Confirm Membership of Suffolk Association of Local Councils (SALC) & Information Commissioner's Office (ICO): Both memberships were **CONFIRMED**

22/25-26 Internal Control Statement review and approval: The Internal Control Statement reviewed by Cllr. Bond was **APPROVED**

LD Hughes

9.06.25

23/25-26 Risk Assessment review and approval: The Risk assessment reviewed by Cllr. Hughes was **APPROVED**

24/25-26 Highways: Issues relating to signage on the Halesworth Road were discussed

25/25-26 Date of next meeting: Monday, 9th June 2025 at 7pm

The meeting ended at 20:51

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

LD Hughes

09.06.25.