

**Bramfield and Thorington Parish Council**

**Minutes of the Parish Council held at Bramfield Village Hall on  
Monday, November 13th 2023 at 7pm**

**Present:**

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

**Also Present:**

Karen Lewis (Clerk) and D. Cllr. Ashton. 2 members of the public plus an additional member of the public joined at 7:26pm

**062/23-24 Chair's welcome:** The chair welcomed those present

**063/23-24 Apologies:** No apologies were received

**064/23-24 To receive Declarations of Interest and requests for dispensations:** Dispensations were requested for Cllr. Rozkalns and Cllr. Ryder in relation to the Village Hall and the Village Green project and Cllr. Ryder for the 2 planning applications under discussion in today's meeting

**065/23-24 Public Session:** A member of the public addressed the Council in relation to the recent floods. His own property and a number of surrounding properties had been affected and he gave the Council an overview of what he felt had contributed to this and what actions were needed in the future to reduce this risk.

Standing Orders were suspended for 3 minutes to allow a member of the Public to raise an issue not on the Agenda.

**066/23-24 Verbal update from Cllr. Hughes regarding the recent flooding in Bramfield:**

Cllr. Hughes shared with the meeting the photos and information she had gathered over the last week relating to the flooding experienced in Bramfield. She has spoken to a number of residents who were seriously affected by the flooding particularly along Bridge Street. She showed the meeting a map which denotes the Environmental Agencies published flood risk areas in Bramfield but worryingly the worst of the floods along Bridge Street were not on the map. The Council was grateful for the actions of a member of the public who owned a small digger and was able to clear debris from the gully's allowing the water to flow more easily. The meeting shared information and there was a general consensus that one of the main contributors to the flooding was the insufficient size/make up of the culverts. It was **RESOLVED** that Cllr. Hughes would continue to gather information and create a formal report to be sent to the relevant authorities to ask for an urgent review of the drainage in Bramfield.

**067/23-24** To receive a report from the County Councillor: None received

**068/23-24** To receive a report from the District Councillor: D. Cllr. Ashton gave a number of updates on activity at District Council level. He encouraged people affected by the recent flooding to report this on the County Council Website. The Sealink project Statutory consultation ends on the 18<sup>th</sup> December and the Council were encouraged to review the information available and to submit comments.

**069/23-24** To confirm the Minutes of the Parish Council Meeting held on **October 9<sup>th</sup> 2023**: The Minutes of the Parish Council meeting held on October 9<sup>th</sup> 2023 were **APPROVED** and signed. The minutes from September 11<sup>th</sup> Meeting were also signed (previously approved at the Oct 9<sup>th</sup> 2023 meeting)

**070/23-24** Review of Policies:

**070/23-24.1** The updated Data Protection and Information Security Policy was **APPROVED**.

**070/23-24.2** The Subject access request (SAR) Policy was **APPROVED**.

**070/23-24.3** The Financial Reserves Policy was **APPROVED**.

**070/23-24.4** The Councillor Co-option Policy was **APPROVED**.

**071/23-24** Planning Matters:

**071/1/23-24.1** DC/23/4044/LBC comments were **RESOLVED** to be "No Objection."

**071/1/23-24.2** DC/23/4043/FUL comments were **RESOLVED** to be No Objection.

**072/23-24** Clerk's Report: The Clerk presented her report. It was **AGREED** to adopt the "Matters Arising" section for future meetings.

**073/23-24** Finance Matters:

**073/23-24.1** To approve items on the Authorisation to Pay Sheet  
It was **AGREED** to pay all items on the sheet as per below and Cllr. Niven was authorised to carry out the online payment

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
06/11/2023	2022/162	Suffolk.Cloud	Support and hosting of website from 1 November 2023 to 31 October 2024	£ 110.00	£ -	£ 110.00
<b>TOTAL</b>				<b>£110.00</b>	<b>£0.00</b>	<b>£110.00</b>

**073/23-24.2 To approve the 2023/2024 salary increase and back pay for the Clerk as per 2023-24 National Salary Award (8.15% rise)**  
It was **AGREED** to accept the recommended salary increase and back pay

**073/23-24.3 To review and agree the 2024/2025 budget, precept and level of financial reserves**

After discussion on various items it was **RESOLVED** to:

- The budget for 2024/2025 was **APPROVED** at £5,700
- The precept for 2024/2025 was **APPROVED** at £6,000 which represented a reduction from previous years
- The earmarked reserves were **APPROVED** at £7,000

The Clerk was **AUTHORISED** to submit the Precept request

**073/23-24.4 To resolve to authorise the RFO to transfer all banking for the Parish Council from Barclays to Lloyds at the earliest convenience**

The RFO was **AUTHORISED** to move all of the Parish Councils bank balances currently with Barclays to the new account at Lloyds

**073/23-24.5 Council Asset Inspection Rota Proposal**

The proposal was **AGREED** and responsibility for inspecting the Councils assets shared amongst the Councillors with a target of reviewing the findings in the February meeting.

**074/23-24 Village Green Project - Change of use planning application**

Options were discussed on how to reduce the costs of the planning application. The Clerk will gather more information for the January meeting.

**075/23-24 Review of proposed 2024/2025 Meeting Dates**

The proposed dates were **AGREED**

**076/23-24 Date of next meeting:** The date of the next meeting is Monday, January 8th 2024 at 7pm

*Councillors to forward any matters for the next Agenda to the Clerk by 15<sup>th</sup> December 2023*

**The meeting ended at 20:35**