

Bramfield and Thorington Parish Council

**Minutes of the Parish Council held at Bramfield Village Hall on
Monday, January 8th 2024 at 7pm**

Present:

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

Also Present:

Karen Lewis (Clerk), C. Cllr. Smith and D. Cllr. Ashton.

077/23-24 Chair's welcome: The chair welcomed those present

078/23-24 Apologies: No apologies were received

079/23-24 To receive Declarations of Interest and requests for dispensations: Dispensations were requested for Cllr. Rozkains and Cllr. Ryder in relation to the Village Hall and the Village Green project

080/23-24 Public Session: None

081/23-24 To receive a report from the County Councillor: C. Cllr Smith confirmed that the ESDC Engineer had visited Bramfield in December. The decision was no action to be taken regarding the complaint of speeding in Edwards Lane by a resident. If the PC wished to progress this matter he recommended they commissioned a speed survey. The requested introduction of a 20mph speed limit in Thorington Road is supported by C. Cllr. Smith. Next steps are the Engineer will write a report outlining the steps needed to progress this which will need a 2nd visit – however Cllr Smith advised that this report could be on a 12–18 month timescale due to the workload caused by the recent storms. C. Cllr Smith outlined the extreme difficulties faced by SCC regarding the 2024/25 budget. A number of options are being considered to try and balance the need, but it is almost certain a 4.99% increase in Council Tax will be agreed alongside a number of unwelcome funding cuts in various areas. The Chair asked C. Cllr. Smith to investigate the reason for floodlights being left on overnight at the bungalow on the Halesworth Road currently being developed to house Children needing support.

082/23-24 To receive a report from the District Councillor: D. Cllr. Ashton also advised the meeting of difficulties to balance the budget for 2024/25 and was expecting an increase around 3% and will likely also use some reserves. He also gave a number of updates on activity at District Council level including the issues currently being faced on meeting housing needs. He also confirmed that ESDC were willing to support the new playing field charity with a Grant to be paid before the end of the financial year. Cllr. Ryder was asked to submit a report to D. Cllr. Ashton detailing what was needed.

083/23-24 To confirm the Minutes of the Parish Council Meeting held on November 13th 2023: The Minutes of the Parish Council meeting held on November 13th 2023 were **APPROVED** and signed.

084/23-24 Review of Policies:

CS Hughes 20.2.24

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
		Bramfield Village Hall	Payment of grant to support the Village Green Project (authorised in the Sept 11th Council Meeting)	£2,000.00	£ -	£ 2,000.00
		K Lewis (Clerk)	Quarterly pay + Salary increase backpay from 1 April 2023	£ 794.56	£ -	£ 794.56
02/02/2024	2024-002	Bramfield Village Hall	Hall Hire 2023/2024	£ 288.00	£ -	£ 288.00
TOTAL				£ 3,082.56	£ -	£ 3,082.56

088/23-24 Highways**088/23-24.1 ESDC Dog Bin Policy Review** No comments

088/23-24.2 Update on Dog Bin Stickers The Clerk presented a couple of options of stickers that could be placed on the dog bins giving people a QR code and a website to report any problems. Cllr. Ashton will check that ESDC do not have any plans to introduce this themselves and that the website address is not planned to change

088/23-24.3 Update on Grit Bins. Cllr. Niven and the Clerk will liaise to move this forward

089/23-24 Update from the chair on a 2nd Defibrillator. Advice received from our existing Defibrillator supplier indicates that the central location of the current defibrillator does not warrant an additional one in the village. The Chair will explore options as to whether one could be needed in Thorington

090/23-24 Actions to be taken regarding co-option of new Councillors. It was agreed that a more pro-active approach was needed to try and fill the 6 vacant Councillor positions. It was agreed that as a first step the Clerk would create a new area on the website giving more information as to how a Parish Council operates and as a general source of relevant information to guide someone to if they were interested in applying to be a councillor.

As part of this discussion the Chair gave an update on the current flooding issues. She has been collecting a dossier of photos at different dates taken of the flooded areas and is reporting online any flooding issues. The speed of the flowing water which occurs due to the culvert being too small/blocked was felt to be a particular issue in relation to sweeping children off their feet.

091/23-24 Date of next meeting: Due to other commitments the date of the next meeting was changed from Monday February 12th to Tuesday February 20th 2024 at 7pm

092/23-24 Date of the APM was AGREED to be Wednesday 15th May in the Village Hall

The meeting ended at 20:35

- 084/23-24.1 The Code of Conduct Policy was **APPROVED**.
- 084/23-24.2 The Equality & Diversity Policy was **APPROVED**.
- 084/23-24.3 The Complaints Procedure was **APPROVED**.
- 084/23-24.4 The Press and Other Media Policy was **APPROVED**.
- 084/23-24.5 The Correspondence Policy was **APPROVED**.
- 084/23-24.6 The LGA Model Code of Conduct was **APPROVED**.
- 084/23-24.7 The General Privacy Notice – For Staff, Councillors and Role Holders was **APPROVED**.
- 084/23-24.8 The General Privacy Notice – residents and members of the Public was **APPROVED**.

085/23-24 **Planning Matters: None**

086/23-24 **Clerk's Report:** The Clerk presented her report. It was **AGREED** that a representative would not attend the ESDC Planning Forums as the Chair had attended previously. It was **AGREED** that the Clerk should attend the 3 SALC Training sessions (Clerk Basics) in February.

087/23-24 **Finance Matters:**

087/23-24.1 **To review Bank receipts/payments against budget as at 31st December 2023** It was **AGREED** to accept the report

087/23-24.2 **To approve the Bank Reconciliation as at 31st December 2023** It was **AGREED** to accept the figures as presented and the document was signed by Cllr. Bond

087/23-24.3 **To note confirmation of the 24/25 Precept. NOTED**

087/23-24.4 **To note the creation of a new savings account with Lloyds Bank. NOTED**

087/23-24.5 **To approve items on the Authorisation to Pay Sheet**
It was **AGREED** to pay all items on the sheet as per below and Cllr. Hughes was authorised to carry out the online payment

CD Hughes 20.2.24