

Bramfield and Thorington Parish Council

Clerk: Karen Lewis : clerk@bandt-pc.gov.uk

NOTICE OF MEETING

Councillors are summoned to the Annual Meeting of the Parish Council which will be held at Bramfield Village Hall, Bramfield, IP19 9HZ on Monday 11th May 2026 at 6pm.

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:



Signature:

Clerk to Bramfield and Thorington Parish Council

Monday, 4th May 2026

Agenda:

1. **To elect a Chair of the council for 2026 – 2027 and for that person to sign the declaration of office**
2. **To elect a Vice-Chair of the council for 2026 – 2027 and for that person to sign the declaration of office**
3. **Welcome from the Chair**
4. **To appoint a Responsible Finance Officer for 2026 – 2027**
5. **Apologies:** To receive any apologies for absence
6. **To receive Declarations of Interest and requests for dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting
7. **Public Session:** The Chair will open the Meeting for no longer than 15 minutes for members of the public to give their views on issues on this agenda for a maximum of 2 minutes. Members of the public may not take part in the Parish Council meeting itself.
8. **To receive a report from County Councillor Richard Smith (if present)**
9. **To receive a report from District Councillor Paul Ashton (if present)**
10. **To consider the Minutes of the Meeting held Monday 9th March 2026 for accuracy and for the Chair to sign as a true record.**
11. **Planning Matters:**
 - 11.1. **Confirmation of the delegated planning meeting outcome held by zoom on 23rd March 2026 for planning application: DC/25/4994/FUL**

Proposal: Partition off east end of property by doors to create a self-contained annex for part time holiday rental - double bed - two persons max accommodation. Has own private access door in place, with parking space and securely contained private garden

Site address: Hawthorns, Darsham Road, Bramfield, Halesworth, Suffolk IP19 9AH

Comment Agreed: No Comment

11.2. Application no.: DC/26/1193/LBC

Proposal: Listed Building Consent - Retention of works already undertaken for change of use from Independent Dwelling to Holiday Let including associated parking.

Site address: Walnut Tree Farm, Thorington Road, Thorington, Saxmundham, IP17 3QP

11.3. Application no.: DC/26/1192/FUL

Proposal: Retrospective application for change of use from Independent Dwelling to Holiday Let including associated parking.

Site address: Walnut Tree Farm, Thorington Road, Thorington, Saxmundham, IP17 3QP

11.4. Application no.: DC/26/1202/FUL

Proposal: Retrospective full planning and listed building consent for the change of use of Building D for events space, including weddings, pop up bar and private dinners, and associated works including recladding, patio area and associated car parking and track.

Site address: Walnut Tree Farm, Thorington Road, Thorington, Saxmundham, IP17 3QP

11.5. Application no.: DC/26/1507/TCA

Proposal: 4no. Sycamore (marked T1-T4 on plan) – Fell 1no. Ash (marked T5 on plan)- Fell 1no. Horse Chestnut (marked T6 on plan) - Prune back to boundary and reshape

Site address: Bramfield Hall, Darsham Road, Bramfield, Halesworth, Suffolk IP19 9HX

12. Finance Matters:

12.1. To approve items on the Authorisation to pay sheet

Authorisation of Payments at Council Meeting 11th May 2026

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
10/03/2026	30838	SALC	Invoice for 6 months payroll provision up until 31st March 2026	£ 19.00	£ 3.80	£ 22.80
02/04/2026	PS0027	Pearspace (formally Suffolk.cloud)	.GOV.UK Domain Registration / Renewal and 10gb email storage	£ 130.00	£ -	£ 130.00
28/04/2026	31454	SALC	SALC internal audit service 2026	£ 189.00	£ 37.80	£ 226.80
01/05/2026		K. Lewis	Microsoft 365 Yearly subscription	£ 84.99	£ -	£ 84.99
TOTAL				£ 422.99	£ 41.60	£ 464.59

12.2. To approve the Bank Reconciliation to 31st March 2026

12.3. To review bank receipts/payments against budget as at 31st March 2026

12.4. To confirm our requested 2026-2027 precept of £6,500 has been received

12.5. To confirm a CIL payment of £1236.59 in relation to Green Banks , Thorington Road, Bramfield, IP19 9JD has been received

12.6. Review & Approval of Internal Audit Report 2025-26

12.7. Review & Approval of Internal Audit Report Response & Action Plan 2025-26

12.8. To review and Approve the Statement of Accounts 2025-2026

12.9. Review & Approval of Explanation of Variances 2025-26

- 12.10. To review, approve and sign the Annual Governance Statement 2025-2026 (section 1 AGAR)
- 12.11. To review, approve and sign the Accounting Statements 2025-2026 (section 2 AGAR)
- 12.12. To review and approve Notice of Public Rights period which is proposed to be from Monday 29th June to Friday 7th August 2026
- 12.13. To agree and sign the 'Certificate of Exemption' for 2025-26

13. Highways

- 13.1. 2nd SID
- 13.2. 20mph project
 - 13.2.1. Suffolk Parishes Road Safety Group (Update from Cllr. Niven)

14. Energy Projects

- 14.1. Sizewell C
- 14.2. Update on Energy Projects Meeting for E. Suffolk Town & Parish Councils (Cllr. Hughes)

15. Date of next meeting: 13th July 2026 at 7pm

Councillors to forward any matters for the next Agenda to the Clerk by 30th June 2026