Bramfield and Thorington Parish Council

Minutes of the Parish Council Meeting held at Bramfield Village Hall on Monday 12th October 2026 at 7pm

Present:

Cllr. Hughes (Chair), Cllr. Bond, Cllr. Ryder, Cllr. Niven, Cllr. Wootton, Cllr. Rozkalns

Also Present:

Karen Lewis (Clerk), Carly Small (Incoming Clerk), District Cllr Ashton, and 2 members of the public.

179/26-27 Chairs Welcome: The Chair welcomed those present and in particular welcomed Carly Small as the new Parish Clerk/RFO and introduced everyone to her.
The Chair then thanked Karen Lewis for all her hard work and dedication throughout her employment with the Parish Council. These sentiments were echoed by all members. Cllr Ryder added that Karen had transformed the Parish Council and it is now in a much better place. All members wished Karen all the best in the future.
The Chair advised everyone that the meeting would be recorded and once the minutes were approved and signed that recording would be deleted.

180/26-27 Apologies: No apologies received

181/26-27 To receive Declarations of Interest and requests for dispensations: None

182/26-27 Public Session: Member of the public who is part of the Traffic Calming Working Party gave an update on the meeting that occurred earlier in the month. Member of the public expressed an interest in joining the Parish Council – Cllr Hughes will follow up.

183/26-27 To receive a report from the County Councillor: Cllr. Matthews had provided a report prior to the meeting which was cascaded to all members.

184/26-27 To receive a report from the District Councillor: Cllr Ashton provided an update on;

- Local Government Reorganisation
- Bin Collections
- Car Sales Garage
- High Lodge
- Highways

185/26-27 To consider the Minutes of the Meeting held Monday, 24th August 2026 for accuracy and for the Chair to sign as a true record: The Minutes of the Parish Council meeting held on Monday 24th August 2026 were **APPROVED** and signed.

186/26-27 Planning Matters: There were no planning matters to discuss.

187/26-27 Finance Matters:

187/26-27.1 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.

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
30/09/2026		CAS	Yearly Insurance 2026 - 2027 (paid end September, authorised in August minutes)	£ 385.68	£ -	£ 385.68
28/09/2026		Lloyds Bank	SERVICE CHARGES REF : (retrospective)	£ 4.25	£ -	£ 4.25
28/08/2026		Lloyds Bank	SERVICE CHARGES REF : (retrospective)	£ 4.25	£ -	£ 4.25
28/07/2026		Lloyds Bank	SERVICE CHARGES REF : (retrospective)	£ 4.25	£ -	£ 4.25
		K. Lewis	Q3 2026 Clerk Wages	£ 676.73	£ -	£ 676.73
		K. Lewis	Travelling Expenses Jan 25 - Sept 26	£ 99.00	£ -	£ 99.00
		ICO	ICO Annual Subscription (Direct Debit)	£ 47.00	£ -	£ 47.00
07/09/2026	S1945409	K. Lewis	Dog Waste Bin	£ 132.82	£ 26.56	£ 159.38
28/09/2026	31775	SALC	12 months payroll provision 1 April 2026 - 31 March 2027	£ 45.00	£ 9.00	£ 54.00
TOTAL				£ 1,398.98	£ 35.56	£ 1,434.54

187/26-27.2 To approve the Bank reconciliation as of 30th September 2026: The Bank Reconciliation as at 30th September 2026 was reviewed and **APPROVED**

187/26-27.3 To review bank receipts/payments against budget as at 30th September 2026 and review any virements: The bank receipts/payments against budget as at 30th September 2026 were reviewed and **APPROVED.**

187/26-27.4 Draft 2027/2028 budget: A draft budget was cascaded prior to the meeting to all members. Discussion was had regarding increasing the precept to cover costs relating to traffic management. All members present agreed to look into costings and discuss at the next meeting.

187/26-27.4 Notice that the NJC have approved a 3.3% increase from 1st April 2026. This was noted.

188/26-27 Policy Reviews:

188/26-27.1 General Privacy Notice – Staff, Councillors & Role Holders: **APPROVED** by all members.

188/26-27.2 General Privacy Notice – residents and members of the public: **APPROVED** by all members.

189/26-27 Clerks Report: The Clerk had nothing to report.

189/26-27 New Clerk/RFO: It was confirmed that Carly Small is now Parish Clerk and Responsible Finance Officer. The Chair and Carly signed the Contract of Employment.
It was also discussed for Carly to get a Debit Card for the Parish Council current account. All members **AGREED.**

189/26-27 Highways

189/26-27.1 Traffic Calming Working Party (Cllr. Niven): Meeting was held on 8th October, this was very positive. They are doing research on types of traffic calming methods and will feedback to the Parish Council.
The second SID is now working, and the invoice has been paid.

189/26-27.2 Suffolk Highways – Town, Parish Council & Parish Meeting Survey: Flooding meeting happening on 14th October 2026.

190/26-27 Energy Projects

190-26-27.1 Energy Projects Meetings: No meetings. Next meeting is in November. Any questions to go through to the Chair.

191/26-27 Date of next meeting: Monday 9th November 2026 at 7pm. Councillors to forward any matters for the next Agenda to the Clerk by 31st October 2026.

The meeting ended at 20:06