

Bramfield and Thorington Parish Council

Minutes of the Annual Parish Council Meeting held at Bramfield Village Hall on Monday, 13th July 2026 at 7pm

Present:

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

Also Present:

C.C. John Matthews, D.C. Paul Ashton and Karen Lewis (Clerk)

137/26-27 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. She gave a quick overview of the issues faced by residents in Bramfield for the benefit of Cllr. Matthews

138/26-27 Apologies: Cllr. Ryder sent her apologies which were accepted

139/26-27 To receive Declarations of Interest and requests for dispensations: Dispensations were requested and granted for Cllr. Rozkalns and Cllr. Bond in relation to the Village Hall

140/26-27 Public Session: No items were raised for the attention of the Parish Council

141/26-27 To receive a report from the County Councillor: Cllr. Matthews introduced himself and stated he was in place to support parish councils. The Chair invited him to walk around the village with her to see firsthand some of the challenges being faced. It was agreed that they would get together ideally before the next meeting.

142/26-27 To receive a report from the District Councillor: Cllr. Ashton updated the meeting on an application for change of use to a hotel for the Priory Lodge care home in Darsham. He highlighted the recent issues of late bin collections which so far in Bramfield had been minimal but causing significant issues elsewhere.

143/26-27 To consider the Minutes of the Meeting held Monday, 11th May 2026 for accuracy and for the Chair to sign as a true record: The Minutes of the Parish Council meeting held on Monday 11th May 2026 were **APPROVED** and signed.

144/26-27 Planning Matters:

144/26-27.1 Application no. DC/26/1120/VOC: This application was discussed at length and it was agreed that the Chair would draft a response and request final input from Councillors before sending the Clerk the final comment for input to the Planning Department

145/26-27 Finance Matters:

CD Hughes

145/26-27.1 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

Bramfield & Thorington Parish Council

Authorisation of Payments at Council Meeting 13th July 2026

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
30th June 2026		K. Lewis	Clerk Q2 2026 Wages	£ 676.73		£ 676.73
TOTAL				£ 676.73	£ -	£ 676.73

145/26-27.2 To confirm that expenditure incurred under s.137 of the Local Government Act 1972 is separately recorded in the accounts: Cllr. Bond reviewed the accounts excel file and confirmed expenditure incurred under s.137 was recorded separately

145/26-27.3 HMRC Milage Rates Increase: The Clerk advised that HMRC milage rates had increased from 1st April 2026 from 45p per mile to 55p per mile. It was unanimously **APPROVED** for the Clerk to claim this amount in future expenses.

146/26-27 2025-2026 Accounting Statement Update: The Clerk explained that the document signed in the last meeting had an error and presented a corrected version for the Councils review. The new document was **APPROVED** and the Chair and Clerk signed it. The amended document will replace the incorrect version on noticeboards and website

147/26-27 To consider use of the General Power of Competence: As the Clerk is not CILCA qualified and is not planning to become so the option to use the General Power of Competence is not an option

148/26-27 Review of arrangements including legal agreements with other local authorities and not for profit bodies: The Council has no arrangements with other local authorities or not for profit bodies

149/26-27 Confirm Membership of ICO & SALC: Membership of these two organisations were **APPROVED**

150/26-27 To confirm the Councils arrangement for Insurance: The Council reviewed the current arrangements and the proposed increase in the wage roll from £2k to 4k was **APPROVED**. The Clerk advised that she was planning to obtain 2 competitive quotes for discussion in the next meeting

151/26-27 Agree the following year+3 months meeting calendar: The Calendar was **AGREED**

152/26-27 Clerks Report: The Clerk presented her report

L Hughes
24.8.26

153/26-27 Future Parish Council working arrangements

153/26-27.1 Working Groups: The Chair explained the 2 different types of groups the Council could create – Committees and Working Groups. It was unanimously agreed that the flexibility of Working Groups would be preferred and consideration should be given to create a working group specifically to look into ways the traffic issues in the village could be addressed. Ideally the working Group would be made up of a couple of Councillors and 2 or 3 residents willing to volunteer for this initiative.

153/26-27.2 Clerk / RFO Position: The Clerk formally tendered her resignation by handing a letter to the Chair. A change in her family's commitments next year meant she would not be able to support the Council from the end of May 2027. It was **AGREED** that the Chair and Clerk would immediately look for a suitable replacement

154/26-27 Highways:

154/26-27.1 Options for a 2nd SID The three quotes obtained were reviewed and discussed. It was **AGREED** that the Westcotec non-solar quote of £3,766.00 + VAT was the most suitable and it was **APPROVED** for the Clerk to purchase it using money from the CIL reserves.

154/26-27.2 20mph Project: No update

154/26-27.3 Suffolk Highways – Town, Parish Council & Parish Meeting Survey:
No Update

155/26-27 Flooding: No update

156/26-27 Energy Projects

156/26-27.1 Sizewell C: The Chair will submit questions for the August meeting and report to the Council at their next meeting

156/26-27.2 Energy Projects Meeting: New Lionlink consultation was discussed and the Chair confirmed that she would input views of the Council

157/26-27 To consider excluding the public and press: It was **RESOLVED** to bring forward agenda item 23 and exclude the public and press following that item

158/26-27 Date of next meeting: It was **AGREED** to bring forward the September 14th meeting to August 24th

159/26-27 Co-option of Councillor: The expression of interest to become co-opted onto the Parish Council by a resident was discussed and unanimously agreed. The Clerk will inform the resident and invite them to the next meeting.

The meeting ended at 20:48

*Councillors to forward any matters for the next Agenda to the Clerk
By 17th August 2026*

LD Hughes
24.8.26