Bramfield and Thorington Parish Council

Minutes of the Annual Parish Council Meeting held at Bramfield Village Hall on Monday, 24th August 2026 at 7pm

Present:

Cllr. Hughes (Chair), Cllr. Bond, Cllr. Ryder and Cllr. Niven

Also Present:

David Wootton and Karen Lewis (Clerk)

160/26-27 Chairs Welcome: The Chair welcomed those present and in particular welcomed David Wootton as the new Councillor and introduced everyone to him. The village walkabout she had with Cllr. Matthews was undertaken in August. Cllr. Matthews now has an appreciation of the issues facing the village. She also advised everyone that the meeting would be recorded and once the minutes were approved and signed that recording would be deleted.

161/26-27 Apologies: No apologies received

162/26-27 To receive Declarations of Interest and requests for dispensations: Dispensations were requested and granted for Cllr. Ryder and Cllr. Bond in relation to the Village Hall

163/26-27 Co-Option of Councillor: It was **RESOLVED** that David Wootton be co-opted onto Bramfield and Thorington Parish Council with an absolute majority of votes cast by the Councillors present and voting. Cllr. Wootton and the Clerk signed the Declaration of Acceptance of Office and he joined the meeting as a member of the Council. The Chair introduced everyone to Cllr. Wootton and Cllr. Wooton shared his background.

164/26-27 Public Session: No items were raised for the attention of the Parish Council

165/26-27 To receive a report from the County Councillor: Cllr. Matthews gave an update on the situation in Dunwich following the heath fire

166/26-27 To receive a report from the District Councillor: No update received

167/26-27 To consider the Minutes of the Meeting held Monday, 13th July 2026 for accuracy and for the Chair to sign as a true record: The Minutes of the Parish Council meeting held on Monday 13th July 2026 were **APPROVED** and signed.

168/26-27 Planning Matters:

Application no. DC/26/2801/FUL: This application was discussed and it was **AGREED** that the following comment would be given "No objections, but it is noted that this is yet another retrospective Planning Application from the applicant "

169/26-27 Finance Matters:

169/26-27.1 To approve items on the Authorisation to pay Sheet: The Authorisation to Pay Sheet was **APPROVED** and signed by the Chair. Cllr Niven to authorise the online payments

Authorisation of Payments at Council Meeting 24th August 2026

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
22/07/2026	10857	Westcotec	Smiley/Angry Face Battery SID (to be paid once SID received)	£ 3,766.00	£ 753.20	**£ 4,519.20**
28/04/2026		Lloyds Bank	SERVICE CHARGES REF : 484420534 (retrospective)	£ 4.25	£ -	**£ 4.25**
29/05/2026		Lloyds Bank	SERVICE CHARGES REF : 487003539(retrospective)	£ 4.25	£ 1.00	**£ 5.25**
29/06/2026		Lloyds Bank	SERVICE CHARGES REF : 489437736(retrospective)	£ 4.25	£ 2.00	**£ 6.25**
28/07/2026		Lloyds Bank	SERVICE CHARGES REF : 492021666(retrospective)	£ 4.25	£ 3.00	**£ 7.25**
TOTAL				**£ 3,783.00**	**£ 759.20**	**£ 4,542.20**

169/26-27.2 To approve the Bank reconciliation as at 30th June 2026: The Bank Reconciliation as at 30th June 2026 was reviewed and **APPROVED**

169/26-27.3 To review bank receipts/payments against budget as at 30th June 2026: The bank receipts/payments against budget as at 30th June 2026 were reviewed and **APPROVED.** It was discussed that the budgeted £3,400 for Clerk wages may need to be reviewed depending on the successful candidate's contract and the length of the handover from the current clerk. It was **AGREED** that any shortfall could be taken from the current reserves.

169/26-27.4 Review of Asset Register. The asset register was reviewed with the only issue being the dog bin by the chapel had a missing lid. It was **AGREED** that a new bin would be purchased.

170/26-27 To confirm the Councils arrangement for Insurance: The levels of insurance covered were reviewed and the Council **AGREED** to keep them the same. It was **AGREED** to remain with the current provider CAS (Ansvar) for the period 2026-2027 and the clerk was authorised to pay the premium of £385.68.

171/26-27 Policy Reviews:

171/26-27.1 Accessibility Statement for Parish Council Website: The Accessibility Statement was reviewed and **APPROVED**

171/26-27.2 Document Management Retention Policy The Document Retention Policy was reviewed and **APPROVED**

172/26-27 Internal Control Statement review: The Internal Control Statement was reviewed and **APPROVED**

173/26-27 Risk Assessment review: The Risk Assessment was reviewed and **APPROVED**

174/26-27 Clerk's Report: The Clerk presented her report and drew particular attention to the approval now received to reduce the number of Councillor positions from 11 to 7 from May next year

175/26-27 Recruitment of a new Clerk/RFO: The Chair updated the Council on the excellent response to the Clerk/RFO vacancy advertised on the SALC website. The Council delegated responsibility to the Chair and the Clerk to recruit the most favourable candidate.

176/26-27 Highways:

176/26-27.1 2nd SID Purchase: The SID had been ordered and should be delivered hopefully end September/early October. The Clerk and Cllr. Niven to liaise regarding delivery location.

176/26-27.2 Traffic Calming Working Party: The draft Terms of Reference for the Traffic Calming Working Party were reviewed, and it was suggested to include a timescale of end March for the Group to finalise their proposals which was **AGREED**. The Chair updated the Council on the number of responses received from residents which was very encouraging. The Chair advised due to other commitments that she would not be able to be involved in the Group. Cllr. Niven volunteered to be the Councils representative, and he and the Clerk were tasked with liaising to organise a meeting as soon as possible.

176/26-27.3 Grit Bins: Cllr. Niven had checked all the Grit bins and all were in good order and full with the exception of the VH which was half full

176/26-27.4 Suffolk Highways – Town, Parish Council & Parish Meeting Survey: No update

177/26-27 Energy Project

177/26-27.1 Energy Projects Meetings: The chair had attended a number of meetings and gave an update to the Council – in particular the number of HGV vehicles allowed to travel through the village and responses of neighbouring Councils to the High Lodge Planning proposal.

177/26-27.2 Capturing evidence of commercial traffic volumes: To be part of the Working Group remit

178/26-27 Date of next meeting: It was proposed that an additional meeting be convened for October 12th which was **AGREED**

The meeting ended at 20:42

Councillors to forward any matters for the next Agenda to the Clerk
By 30th September 2026