

# **Bramfield and Thorington Parish Council**

## **Minutes of the Annual Parish Council Meeting held at Bramfield Village Hall on Monday, 9<sup>th</sup> March 2026 at 7pm**

### **Present:**

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

### **Also Present:**

Karen Lewis (Clerk)

**104/25-26 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.

**105/25-26 Apologies:** Apologies received from Cllr. Ryder which were **ACCEPTED**

**106/25-26 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

**107/25-26 Public Session:** No items were raised for the attention of the Parish Council

**108/25-26 To receive a report from the County Councillor:** None

**109/25-26 To receive a report from the District Councillor:** None

**110/25-26 To consider the Minutes of the Meeting held Monday, 12<sup>th</sup> January 2026 for accuracy and for the Chair to sign as a true record:** The Minutes of the Parish Council meeting held on Monday 12<sup>th</sup> January 2026 were **APPROVED** and signed.

### **111/25-26 Planning Matters:**

**111/25-26.1** Application no.: DC/26/0518/FUL  
Proposal: Retrospective Application - Padel court and enclosure including associated hazel nuttery  
Site address: Part Land Adjacent Stonehouse Farm, Thorington Road, Thorington

Comment: No Comment

**111/25-26.2** Application no.: DC/25/4305/FUL  
Proposal: Demolition of existing 4no. poultry houses and erection of 1no. poultry house  
Site address: Flock Farm, High Street, Thorington, Suffolk

Comment: No Objections

**111/25-26.3** Application no.: DC/26/0417/FUL  
Proposal: Retrospective application for solar panels on southern elevation of Building E  
Site address: Building E , Walnut Tree Farm, Thorington Road, Thorington

Comment: No Objections

**111/25-26.4** Application no.: DC/26/0567/CLE  
Proposal: Lawful Development Certificate(Existing) - The purpose of this application is to have Dews Farm Cottage and Dews Farm barn (Triton House) at Dews Farm, recognised as a single residential unit  
Dews Farm, Yoxford Road, Bramfield, Halesworth, Suffolk IP19 9AE

Comment: No Comments

**111/25-26.5** To note the response from a delegated planning meeting held on the 10th February 2026 on the following application:  
Application no.: DC/26/0180/CLE  
Proposal: Certificate of lawful Use (Existing) - Welfare cabin used to provide a full range of human welfare facilities, including overnight accommodation associated with the agricultural unit  
Site address: Hare Meadow Farm, Edwards Lane, Bramfield, Suffolk IP19

Comment: No Comment

## 112/25-26 Finance Matters:

**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

### Authorisation of Payments at Council Meeting 9th March 2026

Invoice Date	Inv No.	Payee	Item Description	Net Amount	VAT	TOTAL
01/03/2026		K. Lewis	Q1 2026 Clerk Salary/Homeworking Allowance	£ 666.96	£ -	£ 666.96
24/10/2025	INV-0249	suffolk.cloud	Hosting and Support (01/11/2025-31/10/2026)	£ 120.00	£ -	£ 120.00
<b>TOTAL</b>				£ 786.96	£ -	£ 786.96

## **113/25-26 Policy Reviews**

**113/25-26.1 Review of draft IT Policy:** The IT Policy was reviewed and **APPROVED**

**113/25-26.2 Review of current LGA Code of Conduct:** The existing LGA Code of Conduct was reviewed and **APPROVED**

**114/25-26 SALC Internal Audit – Letter of Engagement:** The Council reviewed the performance of the SALC Internal Auditor in 2025 and were satisfied with their performance. The Letter of Engagement was **APPROVED**

**115/25-26 Clerk’s report:** A request was received from East Anglian Air Ambulance for a donation. After due consideration it was decided that at present no donations could be made outside of the 20mph speed campaign.

## **116/25-26 Highways:**

**116/25-26.1 Options for a 2<sup>nd</sup> SID** Further understanding of the options and limitations linked to the proposed new Solar panelled SID. Cllr. Niven agreed to investigate further

**116/25-26.2 20mph Project:** Cllr. Niven has established contact with the Suffolk Parishes Road Safety Group. The Council **APPROVED** Cllr. Niven to be the representative of the Council

**116/25-26.3 Suffolk Highways – Town, Parish Council & Parish Meeting Survey:** Views were gathered from the Councillors present and Cllr. Hughes volunteered to complete the Survey online

## **117/25-26 Energy Projects:**

**117/25-26.1 Sizewell C:** A number of road closures are planned in the area. Cllr. Niven was asked to share this information on the local email group

### **117/25-26.2 Energy Projects Meeting for E.Suffolk Town & Parish Councils:**

Cllr. Hughes had prepared a report which the Council agreed to adopt and publish it on the Councils website.

**118/25-26 Annual Parish Meeting:** It was agreed to move the **APM from 13<sup>th</sup> May 2026 to 11<sup>th</sup> May at 7pm**

**119/25-26 To Consider excluding the public and press:** It was **RESOLVED** to exclude the press and public for the Agenda Item relating to the Clerks Annual Pay Review and to move forward the Agenda item relating to the Date of the next meeting

120/25-26 Date of next meeting: Monday, 11th May 2026 **at the earlier time of 6pm**

121/25-26 It was agreed that the Clerks Pay Grade would be moved from grade 13 to grade 14 from 1<sup>st</sup> of April 2026

The meeting ended at 20:52

*Councillors to forward any matters for the next Agenda to the Clerk  
By 30<sup>th</sup> April 2026*

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