

Bramfield and Thorington Parish Council

Minutes of the Annual Parish Council Meeting held at Bramfield Village Hall on Monday, 11th May 2026 at 6pm

Present:

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

Also Present:

Karen Lewis (Clerk)

122/26-27 To elect a Chair of the council for 2026 – 2027 and for that person to sign the declaration of office. Cllr. D. Hughes was nominated unopposed and was elected Chair for 2026-2027 and signed the Declaration of Acceptance of Office in view of those present.

Proposer: Cllr. A. Niven

Seconder: Cllr. Bond

123/26-27 To elect a Vice-Chair of the council for 2026 – 2027 and for that person to sign the declaration of office: Cllr. A. Rozkalns was nominated unopposed and was elected Vice-Chair for 2026-2027 and signed the Declaration of Acceptance of Office in view of those present.

Proposer: Cllr. D. Hughes

Seconder: Cllr. Bond

124/26-27 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.

125/26-27 To appoint a Responsible Finance Officer for 2026-2027. It was RESOLVED to appoint the Clerk Karen Lewis as RFO for 2026 – 2027

126/26-27 Apologies: None received

127/26-27 To receive Declarations of Interest and requests for dispensations: Dispensations were requested and granted for Cllr. Rozkalns, Cllr. Bond and Cllr. Ryder in relation to the Village Hall

128/26-27 Public Session: No items were raised for the attention of the Parish Council

129/26-27 To receive a report from the County Councillor: None

130/26-27 To receive a report from the District Councillor: None

CD Hughes 13.7.2026

131/26-27 To consider the Minutes of the Meeting held Monday, 9th March 2026 for accuracy and for the Chair to sign as a true record: The Minutes of the Parish Council meeting held on Monday 9th March 2026 were **APPROVED** and signed.

132/26-27 Planning Matters: Cllr. Bond asked whether the Clerk could create a Whatsapp Group for the Councillors to alert them when new planning applications were to be discussed via a zoom meeting. Clerk will review options and report back

132/26-27.1 Application no. DC/26/1193/LBC
Comment: No Comment

132/26-27.2 Application no. DC/26/1192/FUL
Comment: No Comment

132/26-27.3 Application no. DC/26/1202/FUL
Comment: No Comment

132/26-27.4 Application no. DC/26/1507/TCA
Comment: No Comment

133/26-27 Finance Matters:

133/26-27.1 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

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
01/04/2026	31104	SALC	SALC Membership Subscription for 2026/27	£ 238.84	£ -	£ 238.84
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				£ 661.83	£ 41.60	£ 703.43

133/26-27.2 To approve the Bank Reconciliation to 31st March 2026
The Bank Reconciliation was reviewed and **APPROVED**

133/26-27.3 To review bank receipts/payments against budget as at 31st March 2026

LD Hughes
13.7.2026

The bank receipts/payments against budget as at 31st March 2026 were reviewed and **APPROVED**

133/26-27.4 To confirm our requested 2026-2027 precept of £6,500 has been received
The payment was **NOTED**

**133/26-27.5 To confirm a CIL payment of £1236.59 in relation to Green Banks ,
Thorington Road, Bramfield, IP19 9JD has been received**
The payment was **NOTED**

133/26-27.6 Review & Approval of Internal Audit Report 2025-26
The Internal Audit Report was reviewed and **APPROVED**

133/26-27.7 Review & Approval of Internal Audit Report Response & Action Plan 2025-26
The Internal Audit Report Response and Action Plan 2025 – 2026 was reviewed and **APPROVED**

133/26-27.8 To review and Approve the Statement of Accounts 2025-2026
The Statement of Accounts 2025-2026 was reviewed and **APPROVED**

133/26-27.9 Review & Approval of Explanation of Variances 2025-26
The explanation of variances 2025-2026 were reviewed and **APPROVED**

133/26-27.10 To review, approve and sign the Annual Governance Statement 2025-2026 (section 1 AGAR)
The Annual Governance Statement 2025-2026 was reviewed, **APPROVED** and signed

133/26-27.11 To review, approve and sign the Accounting Statements 2025-2026 (section 2 AGAR)
The Accounting Statements 2025-2026 were reviewed, **APPROVED** and signed

133/26-27.12 To review and approve Notice of Public Rights period which is proposed to be from Monday 29th June to Friday 7th August 2026
The Notice of Public Rights period was **AGREED** to be from Monday 29th June to Friday 7th August 2026

133/26-27.13 To agree and sign the 'Certificate of Exemption' for 2025-26
The Certificate of Exemption for 2025-2026 was **AGREED** and signed

134/26-27 Highways:

134/26-27.1 Options for a 2nd SID The Financial regulations for the Council state "For contracts greater than £2,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes'. The Clerk was asked to investigate other options and report back at the next meeting

134/26-27.2 20mph Project: Cllr. Niven updated the Council that the new Group "Suffolk Parishes Road Safety Group" is still to advise on future developments

135/26-27 Energy Projects

135/26-27.1 Sizewell C: The Chair reported on her attendance of the latest Northern Forum Meeting where attendance was very sparse due to purdah rules.

135/26-27.2 Energy Projects Meeting: The Chair reported on her recent attendance and updated the Council on the current 5 energy projects where there seems to be limited communication between the groups. It is believed to be inevitable that more lorries will use the A144. It was discussed whether highlighting the fact that the A144 runs through a conservation area may help but it was felt that unless residents are willing to offer their support and time little could be achieved by the Parish Council with only 5 Councillors

136/26-27 Date of next meeting: Monday, 13th July 2026 at 7pm

The meeting ended at 18:53

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

CD Hughes
13.7.2026