

Bromeswell Parish Annual Council Meeting Minutes
Monday 12 May 2025 at 7.15 p.m. in the Village Hall



12.05.25.7(iv)	to contact Landowner re Summer Lane	TR
12.05.25.8a(i)	to submit comment for DC/25/1684/FUL by 23 May	Clerk
12.05.25.8a(ii)	to submit comment for DC/25/1674/FUL by 23 May	Clerk
12.05.25.11.	to contact MP regarding junction	IA
12.05.25.10	to update Parish Plan 2026-2030	IA
25.11.25.10(iii)	obtain a quote for repair/replacement of rotten wood on the bus shelter	VD
12.05.25.13b	to upload SALC Audit Report, and all relevant AGAR documents to website	Clerk
12.05.25.13b	to email signed Certificate of Exemption to External Auditor PKF Littlejohn	Clerk
12.05.25.13h	to display Notice of Exercise of Public Rights on 2 June	Clerk
12.05.25.12	to upload Financial Regs 2025, Standing Orders 2025 and Risk	Clerk
24.03.25.13	to purchase Norton anti virus software	Clerk

Payments received since last meeting:

30.04.25	ESC Precept	£5,300.00
2.05.25	ESC Grant for bin	£438.58

Payments made/to be authorised since previous meeting:

14.04.25	Clerk - receipt for refreshments for Parish Plan and APM	£31.55
14.04.25	Lloyds Bank charges - monthly	£4.25
14.04.25	SALC Inv 29607 - 6 months payroll to 31/03/25	£22.80
14.04.25	SALC Inv 29859 - Membership subscription	£194.76
14.04.25	VHMC Inv 163 - March hall hire	£13.50
	IT Services at CAS Inv 753 - gov.uk x8 emails	£192.00

Attendance: Chair Tim Johnson (TJ), Ian Abbott (IA), Verity Brown (VB), Verity Danziger (VD), Tracy Rogers (TR), Sue Todd (ST), Rory Burrow (RB), Jenny Lloyd (Clerk), 4 members of public

1.	Welcome
2.	<p>To elect Chair</p> <p>Thanks were expressed to Verity Brown for her time and commitment over the last 3 years as Chair. Tim Johnson kindly offered to take the role of Chair. It was agreed that this will be on a temporary basis. Unanimously voted. The Declaration of Acceptance of Office was signed. The role of Vice Chair was not elected at this meeting. Action Clerk to update the website and remind Cllrs of ROI's</p>

3.	To receive and accept apologies for absence from Councillors none received
4.	To receive any Declarations of Interest from Councillors on Agenda items VB 8b(i) and 8c(ii), IA 8a(ii)
5..	To receive Reports - see Reports from Annual Parish meeting
6.	Public Session Discussions were held regarding an ongoing proposal to reduce car access to roads in Woodbridge and encourage cycling and walking. The scheme was previously called Active Woodbridge. BPC has concerns over the proposal and will continue to monitor and respond to any developments that have a direct or indirect relevance to Bromeswell." - ability to cycle to Woodbridge was mentioned - the bridge is too narrow for a cycle path
7.	Highways To discuss Highways matters and any coming forth i) poor visibility at Nelson Potters - TJ reported that the foliage had been cut back ii) flooding on Sheepdrift Road - has again been reported to Highways Ref: 00519596 - with photos of the 2 places which were flooded - traffic was having to turn round, as it was impassable for small cars. 24 hours later the problem has subsided significantly however Highways need to be aware that both these sites cause regular problems arising from ineffective drainage. iii) it was noted that pot holes have been earmarked in yellow hatchings on School Lane and Common Lane iv) VD reported to Highways that Summer Lane beyond the sawmill is very sandy and undriveable - Action TR kindly offered to contact the Landowner by email to request if the situation can be improved v) discussions were held about drainage in School Lane - drain at entrance to VH is draining well - the further one up the hill is draining slowly. BPC to monitor.
8.	Planning matters a) To discuss Planning applications received since last meeting and any coming forth i) DC/25/1684/FUL - removal of Nissen Hut and erection of single storey office building - Sheepdrift Road - discussions held this is a similar size - we see no reason to object Action Clerk to submit comment. ii) DC/25/1674/FUL - construction of a two storey extension and alterations and re-build - 6 St Edmunds Close - can see no reason in the planning law to object. BPC neither support or object. Action Clerk to submit comment. b) Current status of Applications i) DC/24/3348/FUL - two new dwellings Land of East Bowfield Old Farm Sandy Lane - no further information - awaiting decision ii) DC/25/1674/FUL - change of use of Agricultural dwelling to two dwelling houses - Barn Spencers Field Common Lane - has been withdrawn probably due to parking and - no response from Planning received from query c) Update on current Enforcements i) ENF/22/0392/DEV Landing at Wilford Bridge - no further update at this time ii) ENF/23/0235/USE Sandy Lane (DC/23/4614/FUL) Church Barn containers - no further update at this time
9.	Communications received - SALC Suffolk Highways Forums: Grass cutting - notes available

	<p>Focus Group - 8 April - TR attended</p> <p>Roadworks - 13 May - TR and Clerk to attend - slides will be distributed to Cllrs</p> <p>Self Help Scheme - 9 July Action Clerk to forward details</p> <ul style="list-style-type: none"> - NSIP Bulletin from Cllr Reid - distributed to Cllrs - Suffolk News - JM Press Release in the Suffolk News - distributed to Cllrs - SALC Devolution and LG update survey - distributed to Cllrs
10.	<p>Bromeswell Parish Plan update</p> <p>IA kindly organised the update meeting for residents to voice their views and reported that there was no difference in priorities for the village from the last plan - improvements to road safety - specifically focussed on road crossing and Eyke junction and the other one is maintenance of road and flooding, and to maintain the rural character of Bromeswell</p> <ul style="list-style-type: none"> - maintaining footpaths - an idea was suggested for an annual footpath tramp event - we discussed a proposal to install children's play equipment at the village hall. The BPC discussed the pros and cons of such a venture and decided unanimously to not take this further on the grounds of initial cost, maintenance and insurance <p>Action IA will update the plan for 2025-2010</p>
11..	<p>To review matters arising from meeting 24 March 2025</p> <ul style="list-style-type: none"> - £438.48 has been received from Cllr Mallinder's Enabling Grant. BPC to pay VAT (which can be claimed by BPC) and emptying charge. Clerk to enquire when the bin will be installed. - Bus shelter footpath and repairs - VD offered to report the footpath to Highways again. Awaiting quote for repairs. - Safety of A1152 - JPTI 10 July - ST kindly offered to attend. Action IA to contact MP about the junction. <p>Approval</p> <p>Minutes for 24 March 2025 were agreed and signed. Clerk to upload and replace draft on the website.</p>
12.	<p>BPC Documentation</p> <ul style="list-style-type: none"> i) to note LGA Code of Conduct - no change (BPC adopted ref 30.05.22.14c) ii) SALC model Standing Orders 2025 - updated and agreed - Clerk to upload to website iii) SALC model Financial Regulations 2025 - updated and agreed - Clerk to upload to website iv) BPC Risk Assessment 2025/26 - updated and signed - Clerk to upload to website v) Asset Register - no change at this time - VH bin to be added on installation
13.	<p>Finance</p> <ul style="list-style-type: none"> a) Audit completed by SALC on 7 May - no issues raised - Report and AIR uploaded to website b) signing of AGAR documents - to be uploaded to website <ul style="list-style-type: none"> i) Certificate of Exemption - signed by Chair Action Clerk to send to External Auditor ii) Annual Governance Statement - signed by Chair iii) Accounting Statement - signed by Chair c) Internal Statement and Report - review completed. Clerk to upload to website d) to note authorised payments made since last meeting and any coming forth <ul style="list-style-type: none"> Clerk - receipt for refreshments for Parish Plan and APM £31.55 Lloyds Bank charges - monthly £4.25 SALC Inv 29607 - 6 months payroll to 31/03/25 £22.80 SALC Inv 29859 - Membership subscription £194.76 VHMC Inv 163 - March hall hire £13.50

