



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 07 December 2022, 7.30pm held at Brantham Village Hall

A list of abbreviations used can be found at Appendix C

PRESENT: Cllrs M Bridgeman, L Cherry, C Couchman, E Osben, J Heywood, T Lancaster, T Rowlinson and P Seward

CHAIRPERSON: Cllr McCraw

IN ATTENDANCE: S Keys (Clerk), SCC Councillor Harley and 2 members of the public

PC 12.22.01 OPENING

The Chair declared the meeting open at 7.30pm and thanked all for attending. A statement was read out by the Chair indicating that, in accordance with legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting. A full transcript is available from the Clerk.

The Chair reminded the public that a Council meeting is not a public meeting, it is a meeting conducted in public. Members of the public, the press, and District, Borough or County Councilors are invited to attend our meetings and contribute during the public forum. Comments from the public during the remainder of the meeting should be by invitation from the Chair only.

PC 12.22.02 APOLOGIES

The Council noted and approved apologies from Cllr Aherne.

PC 12.22.03 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

- a) There were no local non-pecuniary interests declared for the agenda under discussion. There were no gifts of hospitality exceeding £25 declared.
- b) There were no requests for dispensations for the agenda under discussion

PC 12.22.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 05 October 2022 – Cllr Bridgeman proposed that the minutes were approved by the Council, this was seconded by Cllr Osben. 3 Cllrs abstained from the vote. The motion was aif.

PC 12.22.05 CLERK'S REPORT

- a) To review actions from the previous meeting – the Clerk provided an update on the outstanding actions as detailed below:

MINUTE NO.	ACTION	ONGOING/ DISMISSED
PC 11.22.08	Set up a meeting amongst interested Parish Councillors to create a working group to identify future priorities and draw up a survey <i>Interested Cllrs identified, no meeting date set as yet</i>	Dismissed
PC 11.22.08 (6)	Arrange a meeting with BPC, BMCIC and Dan Orman to agree next steps re: verge <i>Completed, on agenda for discussion</i>	Dismissed



- b) To receive an update from the Clerk on any other Council issues – none.

PC 12.22.06 PUBLIC SESSION

A written report had been submitted from Cllr. Harley (available as Appendix B). Cllr Harley gave a verbal update on issues in the report and welcomed questions.

A member of the public queried when the work to improve the drainage issue along Bergholt Road would be complete. Cllr Harley stated that he did not know but that he would chase this up.

A written report had been submitted from Cllr McCraw and circulated to Councillors prior to the meeting. Cllr McCraw provided an update on the following:

- The BMSDC “What have we done for you?” document
- CIL Parish briefings

The following questions were received from members of the public:

- When will the trimming of the Cinder Path hedge take place – Cllr McCraw confirmed that this is on the list and will hopefully be done in the near future.
- When will the cut back of the Brantham Open Space take place? Cllr McCraw confirmed that since this had not yet been adopted by BDC this was not yet know. Cllr McCraw agreed to find out what the specific issues are holding up this process.
- Did the proposed Parish Council Warm Spaces proposal begin? Cllr Osben confirmed that since support has improved from National Government and since warm spaces are being provided by Brantham Leisure Centre and the Brantham Bull it had been informally agreed not to pursue this idea at this time.

PC 12.22.07 FINANCE REPORT

- a) To note and approve the balance of accounts as at 30 November 2022 - The Clerk reported the following balances:
- Current account: £5000.00
 - Deposit Account: £122,065.23
 - Salaries Account: £84.72

The Council reviewed the balance of accounts, Cllr Cherry proposed that these should be approved, this was seconded by Cllr Couchman and aif.

- b) The Council noted the updated Appendix A circulated by the Clerk which detailed the accounts awaiting payment, the accounts paid since the last meeting and the receipts allocated since the last meeting. Cllr Rowlinson proposed that Appendix A was approved by the Council, this was seconded by Cllr Osben and aif.

PC 12.22.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To receive a report and minutes from the recent Finance Committee meeting –Cllr Osben provided an overview of the [meeting](#) and confirmed that he had undertaken a bank reconciliation with the RFO prior to the PC meeting. No issues had been identified.
- b) To note any contribution requests approved by the Finance Committee – Cllr Osben informed the Council that the Finance Committee had agreed donations of £100 to Headway Suffolk to support its work in the local area and £150 to £500 for Brantham Village Hall which would be taken from CIL funds to support them with repairs to a leaking roof and plumbing in the Female toilets.



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- c) To note and approve proposals for 2023-24 Budget as presented by the Finance Committee – The Committee reviewed the second draft of the budget and the likely expenditure in 2023-24. Cllr Osben proposed that the Council approve a 5% increase in the Parish Council 2023-24 budget. This was seconded by Cllr Couchman and aif.
- d) To note and approve proposals for 2023-24 Precept request as presented by the Finance Committee – Cllr Osben proposed that the Parish Council approve a Precept Request of £57,581.00, this was seconded by Cllr Heywood and aif. The Council noted the signing of the Precept Request form by the Chair of the Council, the Chair of the Finance Committee and the Clerk to the Council.
- e) To note and approve changes to the Clerk’s Salary as proposed by the Finance Committee – Cllr McCraw proposed that the Clerk’s salary was increased from £15.16 per hour to £16.16 per hour in line with recommendations from NALC. This was seconded by Cllr Couchman and aif.
- f) To consider/agree any other proposals presented by the Finance Committee – none.
2. Recreation, Footpaths and Services Sub-Committee
- a) To receive a report from the RFS Committee – Cllr Heywood informed the Council that the installation of the new safety matting under the swings at GLC has been delayed by the recent wet weather. This should now take place in the new year. A date for completion of the goalposts at the LPF is also currently awaited. The RFS Sub-Committee have met and reviewed all of the local play areas and have the following recommendations:
- GPL Play area
Agreement that some equipment for younger users would be beneficial – Cllr Heywood will discuss with play equipment providers to see what would be suitable for this location.
- Merriam Close Play area
The bark chippings underneath the equipment is getting low and needs to be topped up. **ACTION** – Clerk to contact DChilds and ask him to do this.
Some of the paintwork on the equipment is badly chipped and needs re-painting and some of the equipment needs to be cleaned.
The play area needs a basic bench to be installed at the far end of the play area.
- Lower Playing Field
Graffiti needs to be cleaned off the treetop tower. The hedge needs some attention and a fallen apple tree needs to be removed. This will be done by DChilds in the near future.
There has been some fire damage to the basketball surface and a quote to repair this will be sought.
The trees recently felled by UK Power Networks need to be removed – this will be monitored over the coming weeks.
- b) To consider/approve any other actions or expenditure as required – full proposals to be presented to the Finance Committee when complete.
3. Planning Committee
- a) To note recommendations made by the Committee – Committee members reviewed the recent Planning Committee [meeting](#) held on 30 November 2022
- b) To note the planning decisions received – see minutes of the meeting on 30 November 2022
4. Village Hall Management Committee
- a) To receive a report from the VH Management Committee – Cllr Heywood informed the Council that the Committee had met in November and agreed to increase the hire rates for the hall to help cover increasing heating and lighting costs. This will take effect from 01 January 2022.
The report from Sean Jeffries had now been received and this would be reviewed by the Committee at its next meeting.
- b) To consider/agree any actions/expenditure necessary – none.



5. Legal Sub Committee

- a) To review an update on the review of the current lease held with BMCIC – Cllr Bridgeman informed the Council that BMCIC had demonstrated significant resistance to the idea of moving towards a commercial lease at its recent Executive meeting. Cllr Bridgeman proposed that since a commercial lease would not be considered by BMCIC the parish Council should not progress changing the current lease and discussion on this issue should cease. This was seconded by Cllr McCraw and aif.

Cllr Bridgeman informed the Council that as a result the Legal Sub-Committee would like to move to implementing the current lease more literally. Following discussion Cllr McCraw suggested the Legal Sub-Committee should prepare a document detailing:

- o What is currently implemented in the lease
- o What the Legal Sub-Committee propose SHOULD be implemented in future which currently isn't
- o The impact that this would have on the Parish Council and BMCIC

This document should be presented in preparation for the next Parish Council meeting in January 2023 for discussion and agreement at that point. **ACTION** – Cllr Bridgeman to prepare document and circulate to Council.

- b) To agree next steps re: review of the BMCIC lease – none.
c) To consider/agree any proposals received from the Legal Sub Committee – none.

6. BMCIC Representative – nothing to report

7. SNT Representative - No Cllrs present at the meeting.

8. CEP Representative – Cllr Couchman informed the Council that the CEP is now complete and Tony Hall had agreed to print and bind 20 copies of the document. Further training has been discussed with Freddie Gulliver and this will take place in the new year. Cllr Couchman informed the Council that first aid training was available at £40pp which would be beneficial to herself and others as CEP coordinators. Cllr Osben proposed that this training should be booked, this was seconded by Cllr Couchman. 2 Cllrs abstained from the vote. The proposal was carried. The Chair extended his thanks to Cllr Couchman for her hard work on this document.

PC 12.22.09 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in November 2022 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- An email from SCC re: road repairs along A137 Brantham Hill and Ipswich Road
- An email from a Gigaclear representative re: a fibre optic broadband installation that is affecting Brantham Parish Council. Gigaclear will provide a payment to the Parish Council for the trenching and placement of a chamber on Parish Council land.
- An email from the local litter picker detailing repairs needed to the Merriam Close play area gate and details of litter bins not being emptied. The Clerk confirmed that she had asked DChilds to repair the latch and informed BDC about the bin.
- An email from the Brantham Fireworks Committee requesting use of the Lower Playing Field for the 2023 Fireworks display and bonfire. Following discussion Cllr McCraw proposed that this should be approved and that the Parish Council should suggested that the turf is cut out under the bonfire and re-laid after the event to reduce the need for re-seeding. This was seconded by Cllr Couchman and aif.
- An email from a local resident about pine needle drop outside Brooklands School. The Clerk confirmed that the BDC street cleansing team had cleared this but that this remained an ongoing issue.
- An email from a local resident querying whether there is a “community fund” in Brantham to give help to families who may be struggling to either heat their homes or to buy food, or both. Cllr McCraw informed the Council that Babergh District Council have a cost of living support fund and that this type of fund is outside the scope of Parish Councils.



PC 12.22.10 MISCELLANEOUS CORRESPONDENCE

All miscellaneous correspondence by email had been forwarded to Councillors during the month.

PC 12.22.11 VERGE ALONG PRIVATE ROAD

- a) To receive an update on the project to improve the verge and parking issues along Private Road – Cllr Heywood informed the Council that all residents had been invited to a meeting on 28.11.22 by letter. 12 members of the public attended. Most indicated that they were pleased with the suggesting to improve the aesthetic in the area and many highlighted their concerns about access for emergency services on match days due to parking in this area.
- b) To consider/agree next steps as appropriate - a number of actions were identified at the meeting which have been passed to the Clerk to complete following which next steps will be reviewed.

PC 12.22.12 SPEED LIMIT TO BRANTHAM COURT

- a) To consider request to extend 30mph speed limit on B1080 to Brantham Court – Cllr McCraw informed the Council that a request had been received from a local resident requesting an extension of the 30mph speed limit to beyond Brantham Court since sightlines are limited from the driveway of these properties.
- b) To review information on this process and costs involved - Cllr Harley reviewed the process and costs for extending a 30mph speed limit:
 - a. approx. £1200 for a speed survey and report by SCC
 - b. If approved by the Cabinet member at SCC approx. £6000 for the legal Traffic Regulation Order and design process
 - c. Installation and signage – costs unknown as yet
- c) To consider/agree next steps as appropriate – The Council discussed the request and the costs involved and agreed that due to the small number of residents impacted by this issue and the lack of evidence of need this would not be a cost-effective use of Parish Council funds. **ACTION** – Clerk to respond to the resident accordingly.

PC 12.22.13 INDUSTRIAL SITE DEVELOPMENT UPDATE

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – nothing to report
- b) To agree any other next steps as necessary – none.

PC 12.22.14 MEETING DATES FOR 2023

- a) To review and agree meeting dates for 2023 – the Council noted the dates for meetings circulated by the Clerk.

PC 12.22.15 DATE OF NEXT MEETING

Wednesday 04 January 2022, 7.30pm at Brantham Village Hall

The meeting closed to the public at 9.07pm.

SIGNED.....DATED.....



ACTIONS

MINUTE NO.	ACTION	WHO
PC 12.22.08 (2)	Ask DChilds to top up bark at Merriam Close play area	Clerk
PC 12.22.08 (5)	Prepare overview of BMCIC lease and proposed changes and circulate to Cllrs	Cllr Bridgeman
PC 12.22.12	Respond to resident re: extension of 30mph speed limit to beyond Brantham Court	Clerk



APPENDIX A

PC 12.22.07 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
D Childs (Grounds maintenance – inv. No. 1527)	003446	£205.00		£205.00	Open Spaces Act 1906, ss.9 and 10
S. Fisher (Ipswich Websites) (6 months Mailbox usage)	003447	£130.00		£130.00	LGA 1972
Suffolk County Council (LED Upgrades to street lights)	003448	£1815.00	£363.00	£2178.00	Parish councils Act 1957, s.3; Highways Act 1980, s.301
Headway Suffolk (Donation as per FC 11.22.05)	003449	£100.00		£100.00	General Power of Competence, Localism Act 2011, ss.1-8
Village Hall Brantham (Donation as per FC 11.22.05)	003450	£500.00		£500.00	General Power of Competence, Localism Act 2011, ss.1-8
ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk –salary	BACS	£1414.06		£1414.06	LGA 1972, s. 112
Parish Clerk – office costs	BACS	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	BACS	£225.27		£225.27	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£270.83		£270.83	Open Spaces Act 1906, ss.9 and 10
B.M.L Maintenance Payment (July & August 2022)	SO	£332.00		£332.00	Local Government (miscellaneous Provisions) Act 1976, s.19
Brantham Village Hall Maintenance Payment	SO	£250.00		£250.00	General Power of Competence, Localism Act 2011, ss.1-8
Microsoft 365 Apps for Business July 2022	DD	£7.90	£1.58	£9.48	LGA 1972
Amazon Business (Printer Paper)	DC	£23.29	£4.66	£27.95	LGA 1972
East of England Co-op (Postage)	DC	£7.60		£7.60	LGA 1972
NEST (Clerk’s pension to 30.11.22)	DC	£77.47		£77.47	LGA 1972
RECEIPTS RECEIVED SINCE THE LAST MEETING				TOTAL	
Bank Interest				£13.51	
Jubilee Mug Purchases				£66.00	
Babergh District Council				£182.24	



APPENDIX B



Report for December 2022 to the Parish Councils of Peninsula

Full Council Dec 1st – our Motion on Bus Improvements defeated

We submitted a motion calling for an improved Bus Service Improvement Plan (BSIP) after the failure of the Council to obtain a grant for this from the Government as the Department for Transport stated the bid this year was not ambitious enough.

Our motion suggested an improved and ambitious bid to encourage the change from private car to bus travel, especially into towns. This would help pollution as well as traffic flow, but unfortunately the motion was opposed by the majority group and was voted down.

Cabinet 8th November

The Cabinet met to discuss forecasts for the Council's budget. Currently, there is a worry as they have reported a £12.2m budget gap – largely due to inflation and energy prices. The Council will use Reserves to cover this cost. However, this cannot be a long-term solution. Our Group are concerned that the Council will have to make cuts in services as a result. Budgets will be set over the next few months and voted on in February.

The Cabinet also met to agree a new road enforcement scheme, and to apply for new Government powers to penalise drivers who commit offences affecting buses. The trial for the scheme has selected four sites in Ipswich to install ANPR cameras for a cost of over £200,000. Our Group believes this money could've been spent more appropriately on bus priority measures, new bus lanes, and maintaining rural services.

Suffolk County Deal – Update

As part of the government's Levelling-up Strategy, Suffolk CC are currently negotiating a deal for more devolved powers. It was announced this month in the Chancellor's Autumn Statement that Suffolk will look to install a directly elected Mayor.

Our Group were told by the Conservatives that this wouldn't happen, and it appears that this announcement was also a surprise to them, however it appears to be a part of the deal for more powers to be devolved to county council. There are many potential issues with a new mayoral role, as a Mayor can be elected from outside the majority party and has the power to select a their own Cabinet– which could create a gridlocked political system.

Newly Elected Member of Suffolk GLI!

The Beccles by-election finished with a landslide victory for the Green candidate, Ash Lever. The election was to replace Peggy McGregor who had to stand down. We are excited to begin working with Cllr Lever and we will update all on his involvement with the Group.



SEND Services – Update on Lincolnshire Report

Last year, Suffolk CC's SEND services were criticised in a damning report conducted by Lincolnshire Council. Our Group received an update this month outlining the progress our SEND services have made to implement the report's recommendations.

We were told 22 of the 32 recommendations have been actioned, and the remaining 10 will be completed by the end of 2022. The delivery of 1317 new specialist school places by 2026 has been agreed and 826 of these places are now open. The number of Education Health Care Plans (EHP) has increased to 6847 in September 2022, from 5849 in September 2020.

Suffolk Climate Emergency Plan – Update

The Suffolk Public Sector Leaders Group met to update leaders on the progress of the county's action plan to achieve net zero by 2030. A new Suffolk Climate Emergency Dashboard has been set up to display the latest data and performance measures, as well as other action such as a successful communications campaign, additional match funding, homeowner support services, and a Net Zero knowledge hub to educate businesses.

Next steps include investments in EV charging infrastructure and developing a community energy sector. The Leaders Group agreed to release £923,458 of previously allocated funding to further implement actions. The next review will be in Spring 2023.

Suffolk looks for more hosts!

New hosts coming forward to help accommodate guests that are already in Suffolk can sign up via the Suffolk County Council website, by [completing our online form](#) or emailing refugeesupport@suffolk.gov.uk.

Accommodation must be available to guests for a minimum of 6 months. Hosts will be eligible to receive the £350 thank you payment for up to 6 months or more, depending on the date your guests arrived in the UK (12 months starting from the date your guests first arrived in the UK). Host families were also given a £300 Christmas bonus this year by the County Council.

If you know anyone that might be interested, please encourage them to visit [Ukraine: Could you help a family in need? | Suffolk County Council](#)

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Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)



I wish you a very Happy Christmas and a peaceful New Year

Simon Harley Suffolk County Councillor for Peninsula Division

APPENDIX C – List of common abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
APCM	Annual Parish Council Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BDC	Babergh District Council
BLC	Brantham Leisure Centre
BMCIC	Brantham Management Community Interest Company
BMSDC	Babergh & Mid Suffolk District Council
BPC	Brantham Parish Council
CEP	Community Emergency Plan
CAS	Community Action Suffolk
Chq	Cheque
Clr	Councillor
Cttee	Committee
DCLG	Department of Communities and Local Government
FC	Finance Committee
FOI	Freedom of Information
FR	Financial Regulations
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
LPA	Local Planning Authority
LPF	Lower Playing Field
LSC	Legal Sub Committee
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
PC	Parish Council
PCSO	Police Community Support Officer
RFO	Responsible Finance Officer
RFSC	Recreation, Footpaths and Services Committee
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	Safer Neighbourhood Team



BRANTHAM
Parish Council

SO	Standing Order
TPO	Tree Preservation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, Community and Social Enterprise Organisations
HMC	Village Hall Management Committee