



**MINUTES**

**BRANTHAM PARISH COUNCIL MEETING**

Wednesday 06 July 2022, 7.45pm held at Brantham Village Hall

**PRESENT:** Cllrs M Bridgeman, C Couchman, E Osben, J Heywood, T Rowlinson

**CHAIRPERSON:** Cllr A McCraw

**IN ATTENDANCE:** S Keys (Clerk)

**PC 07.22.01 OPENING**

The Chair declared the meeting open at 7.30 pm 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 07.22.02 APOLOGIES**

Cllrs M Aherne, L Cherry and Suffolk County Councillor Simon Harley.

**PC 07.22.03 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 07.22.04 PARISH COUNCIL MEETING MINUTES**

- a) To consider and approve the minutes of the previous Parish Council meeting on 01 June 2022 – The Clerk amended the date of the Extraordinary meeting from Wednesday 30 June 2022 to Thursday 30 June 2022. Cllr Rowlinson proposed that the minutes of the meeting on 01 June 2022 and 30 June 2022 were approved by the Council, this was seconded by Cllr Osben and aif. (Cllrs Couchman and Bridgeman abstained from the vote).

**PC 07.22.05 CO-OPTION OF COUNCILLOR**

- a) To co-opt to the vacancy of Councillor – Cllr Couchman proposed that Toni Lancaster was co-opted to the Council, this was seconded by Cllr McCraw and aif.
- b) To receive the signed Declaration of Acceptance of Office – the Council noted that the Declaration of Acceptance of Office would be signed as soon as possible.

**PC 07.22.06 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	Dismissed/
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		<b>Ongoing</b>
PC 06.22.08	Inform SALC Payroll department of change to Clerk/RFO hours <i>Completed</i>	Dismissed
PC 06.22.10	Send details of BDC response to the National Gridlines consultation to Cllr Couchman <i>Completed</i>	Dismissed
PC 06.22.11	Send possible road names for Land South of Slough Road to the Clerk by email <i>Completed, following discussion it was agreed that the two sets of road names submitted by Cllrs Osben and Rowlinson should be submitted to BDC for consideration</i>	Dismissed
PC 06.22.11	Request an extension to the deadline for submission of road names until after next Parish Council meeting <i>Completed.</i>	Dismissed
PC 06.22.12	Add the updated Code of Conduct to the BPC Standing Orders <i>Completed</i>	Dismissed
PC 06.22.13	Get quote for additional Jubilee mugs <i>Completed. The Council reviewed the quote received. Cllr McCraw proposed that two boxes of mugs were purchased, this was seconded by Cllr Couchman and aif.</i>	Dismissed

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

**PC 07.22.06 PUBLIC SESSION**

A written report had been submitted from Cllr. Harley (available as Appendix B).

A written report had been submitted from Cllr McCraw and circulated to Councillors prior to the meeting. Cllr McCraw gave an overview of issues including the recent review of BDC operations and the CIFCO project.

There were no questions raised by members of the public.

**PC 07.22.07 FINANCE REPORT**

a) To note and approve the balance of accounts as at 30 June 2022 - The Clerk reported the following balances:

- Current account: £5000.00
- Deposit Account: £105,827.66
- Salaries Account: £79.08

Cllr Rowlinson proposed that the balance of accounts was approved by the Council, this was seconded by Cllr Osben 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 Heywood proposed that Appendix A was approved by the Council, this was seconded by Cllr Couchman and aif.

c) The Council noted the Budget-Actual statement up to 30 June 2022 as circulated by the Clerk. The Clerk reviewed the document and the supporting statement provided. Following discussion Cllr Bridgeman proposed that the transfer of reserves as outlined in the document should be approved by the Council, this was seconded by Cllr Osben and aif.

**PC 07.22.09 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

1. Finance Committee



- a) To update on any actions since the last meeting – Cllr Bridgeman informed the Council that at the recent Finance Committee meeting the Committee had:
    - o Confirmed that a bank reconciliation had taken place and all was in order
    - o Approved the June 2022 payslips
    - o Reviewed the Internal Audit Report received from SALC and agreed the Internal Audit Action Plan as drawn up by the Responsible Finance Officer.
  - b) The Council noted the 2021-22 BPC Internal Audit document received from SALC
  - c) To consider/agree proposals for contributions from the Finance Committee – None
  - d) To consider/agree proposal from Finance Committee to amend the BPC ToR and Finance Regs to delegate responsibility for changing pay, emoluments and T7C of staff to the Finance Committee as per the recommendation in the Internal Audit report – Cllr Osben proposed that the Finance Regs and ToR were amended to reflect this change, this was seconded by Cllr Couchman and aif.
  - e) Cllr McCraw proposed that the Council should formally approve all previous decisions made by the Finance Committee about pay, emoluments and T&Cs, this was seconded by Cllr Couchman and aif.  
Discussion took place about whether discussions relating to pay etc of staff should be done in closed session in future. **ACTION** – Clerk to clarify best practice with SALC
2. Recreation, Footpaths and Services Sub-Committee
- a) To update on any general actions since the last meeting – Cllr Heywood informed the Council that she had been made aware that the goal posts at GPL Play area are loose and wobbly and that the nets are not attached to the post. Cllr Heywood stated that she had asked the Clerk to discuss this with Dave Childs to see if he could resolve the issue.  
The Sub-Committee had met at Merriam Close play area to discuss how the area could be updated. Cllr Osben is currently reviewing options with a play equipment company that will inspect the area and put forward proposals on how to improve it.  
Grass on the bonfire area is growing well. There has been a small fire on the grass near the swings and a table has been turned upside down but there has been no other damage.
  - b) Following the recent theft of the Brantham Open Spaces Group equipment the Council reviewed the request from BOS that a new brushcutter is purchased by the Parish Council before the insurance money is received to enable the group to continue with work around the village. Following discussion Cllr Bridgeman proposed that this request was approved with the caveat that an alternative location for storing the equipment was found to prevent future thefts. This was seconded by Cllr Osben and aif. **ACTION** – Clerk to inform BOS and purchase brushcutter once a storage location is confirmed.
  - c) Cllr Couchman informed the Council that the litter bin by the bus stop is regularly being used for the disposal of dog litter. Cllr Couchman proposed that the Council purchased a dog litter bin for this location, this was seconded by Cllr Osben and aif. **ACTION** – Clerk to purchase dog litter bin and arrange for installation.
  - d) To consider/approve any other actions or expenditure needed – none.
3. Planning Committee
- a) To note recommendations made by the Committee – Cllr Bridgeman gave an overview of the recent Planning Committee meeting. Details of the meeting can be found on <https://brantham.onesuffolk.net/the-parish-council/planning/planning-meeting-minutes/>  
Cllr Bridgeman noted that the previous application for Church Farm Field has been withdrawn. Cllr queried who is responsible for cutting the hedges along the edge of this field. **ACTION** – Clerk to query with Cllr Harley
  - b) To note the planning decisions received – see minutes on <https://brantham.onesuffolk.net/the-parish-council/planning/planning-meeting-minutes/>
4. Village Hall Management Committee



- a) To update on actions since the last meeting – Cllr Harley informed the Council that the VHMC had met on 15 June 2022 for the Annual meeting of the Committee. The Committee is still awaiting the report from the architect Sean Jeffries.  
A small group of the Committee recently visited the Village Hall at Grundisburgh, near Woodbridge for a new build fact-finding mission.
- b) To consider/agree any actions/expenditure necessary – none.
5. Legal Sub Committee
- a) To receive an update from Cllr Bridgeman on the review of the current lease held with BMCIC – Cllr Bridgeman informed the Council that he is currently awaiting dates for a meeting with BMCIC.
- b) To agree next steps re: review of the BMCIC – see above.
- c) To consider/agree any proposals received from the Legal Sub Committee – none.
6. BLC Representative – Cllr Bridgeman confirmed that BLC had held its AGM last week and gave an overview of the meeting.
7. SNT Representative – Cllr Osben highlighted the Neighbourhood Watch initiative and queried whether this could be promoted on the BPC Facebook page. Cllr Osben proposed that the neighbourhood Watch initiative should be supported by the Council, this was seconded by Cllr Rowlinson and aif. **ACTION** – Clerk to add details to the FB page. Cllr Osben highlighted the Speedwatch initiative and queried whether this could be promoted on the BPC Facebook page. Cllr Bridgeman proposed that the Speedwatch initiative should be supported by the Council, this was seconded by Cllr Osben and aif. **ACTION** – Clerk to add details to the FB Page
8. CEP Representative – Cllr Couchman presented the final draft of the Community Emergency Plan to the Council. The document has been approved by the CEP Group. Cllr Couchman proposed that the document is approved by the Council and noted that it could be amended at any time by the CEP Coordinator, this was seconded by Cllr McCraw and aif. Cllr Couchman confirmed that a bound copy will be circulated to all Councillors.

#### **PC 07.22.10 CORRESPONDENCE TO NOTE/ACTION**

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

- An email from a local resident informing the Council of damage to plants on his property following weed killer treatment by the PC Grounds Maintenance Contractor at the local play area. The Clerk confirmed that the Grounds Maintenance Contractor had visited the resident and agreed to replace any of the plants that died as a result of this weed killer.
- An email from a local resident about a local bridleway. The Council noted that this has already been determined and agreed by the County Council and cannot be changed.
- An email from a local resident about a tarmac lorry outside his property.
- An email from a local resident raising concerns and queries about the local Speed Indicator Devices. **ACTION** – Clerk to respond informing the Council that the placement of these is determined by the County Council.
- An email from a local resident about blocked drains outside his property. The Clerk confirmed that she has informed SCC about this issue.

#### **PC 0.22.11 MISCELLANEOUS CORRESPONDENCE**

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

#### **PC 06.22.12 ROAD NAMES FOR LAND SOUTH OF SLOUGH ROAD**



- a) To consider/agree six road names for the new development on Land South of Slough Road for submission to Babergh District Council – the Council agreed that both sets of road names from Cllr Rowlinson and Cllr Osben should be submitted to Babergh District Council.

**PC 07.22.13 INDUSTRIAL SITE DEVELOPMENT UPDATE**

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – Cllr McCraw informed the Council that he has been informed by Taylor Wimpey that work to the Merriam Close footpath has been delayed and will not be completed in the near future.
- b) To agree any other next steps as necessary – none.

**PC 07.22.14 DATE OF NEXT MEETING**

Wednesday 07 September 2022, 7.30pm at Brantham Village Hall

**PC 07.22.15 IN CAMERA ITEM**

Cllr Bridgeman proposed that as per section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the meeting should be closed to the public due to the confidential nature of the business to be transacted. This was seconded by Cllr Couchman and aif.

**The meeting closed to the public at 9.15pm.**

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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
PC 07.22.09 (1)	Query with SALC whether discussions about staff pay, T&Cs etc should be held in closed session	Clerk
PC 07.22.09 (2)	Inform BOS that a brushcutter can be purchased once a new storage location is identified. Once confirmed purchase a new dog litter bin	Clerk
PC 07.22.09 (2)	Purchase additional dog litter bin and arrange installation	Clerk
PC 07.22.09 (3)	Ask Cllr Harley who should cut hedges along Church Farm Field	Clerk
PC 07.22.09 (7)	Add details of neighbourhood watch and Speedwatch to PC Facebook page	Clerk



**APPENDIX A**

**PC 07.22.07 FINANCE REPORT**

<b>ACCOUNTS TO BE AGREED FOR PAYMENT</b>	<b>Chq/Debit Card/SO</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
D Childs (Grounds maintenance – May 2022)	003425	£390.00		£390.00	Open Spaces Act 1906, ss.9 and 10
SALC (Annual Internal Audit and Planning Trg – Ccouncilman)	003426	£306.00	£61.20	£367.20	Local Government Act 1972, s.111
Village Hall Brantham (Hall Hire – June 22 - inv no. 829 & July 22 – inv. No. 835)	003427	£105.00		£105.00	Local Government Act 1972, s.111
HMRC (P30 Qtr1)	003428	£1184.77		£1184.77	Local Government Act 1972, s.111
Louise Madley (Jubilee celebration expenditure)	003429	£1276.64		£1276.64	General Power of Competence
CommuniCorps (Additional Jubilee Mugs)	003430	TBC		TBC	General Power of Competence
<b>ACCOUNTS PAID SINCE THE LAST MEETING</b>	<b>Chq/Debit Card/SO</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
Parish Clerk – Salary	BACS	£1260.22		£1260.22	LGA 1972, s.112
Parish Clerk – Salary (cheque payment due to insufficient funds in account)	003431				
Parish Clerk – Office	BACS	£20.00		£20.00	LGA 1972, s. 112
Parish Clerk – contribution to mobile phone	SO	£25.00		£25.00	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	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	DD	£7.90	£1.58	£9.48	LGA 1972
East of England Co-op (postage)	DC	£15.20		£15.20	LGA 1972
Scribe Accounts (Annual subscription and initial set up fee)	DC	£485.00	£97.00	£582.00	LGA 1972



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Amazon (Stationary – page dividers)	DC	£7.49	£1.50	£8.99	Local Government (miscellaneous Provisions) Act 1976, s.19
Information Commissioners Office (Data Protection Fee)	DD	£35.00		£35.00	Local Government (miscellaneous Provisions) Act 1976, s.19
NEST Clerk's pension – Month 1 end April 22)	Debit Card	£84.42		£84.42	LGA 1972
NEST (Clerk's pension – Month 2, end May 22)	Debit Card	£64.33		£64.33	LGA 1972
NEST (Clerk's pension – Month 3, end June 22)	Debit Card	£77.46		£77.46	LGA 1972

<b>RECEIPTS RECEIVED SINCE THE LAST MEETING</b>	<b>TOTAL</b>
Bank Interest	£1.16
Highcliff Vets (Quarterly rent payment)	£1250.00





## **APPENDIX B**

### **Report for July 2022 to the Parish Councils of Peninsula**

For information on local support during the Cost-of-Living Crisis, visit: <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolk-advice-and-support-service/>

Latest SCC COVID information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

For information on supporting Ukrainian refugees in Suffolk, please send an email to: [refugeesupport@suffolk.gov.uk](mailto:refugeesupport@suffolk.gov.uk)

#### **Suffolk GLI to declare a Cost-of-Living Emergency**

Full Council is on the 7<sup>th</sup> July. Our Group have submitted a motion calling for SCC to declare a Cost-of-Living Emergency, and for the Council to redirect funds and efforts towards targeting those most vulnerable.

Prices for fuel, food and energy are increasing as wages take a real terms cut from the raising inflation. Our Group calls on this government for further support to those falling below the poverty line.

In addition, we are calling on the government to make it easier and cheaper to insulate homes. Our motion asks to waive VAT on energy-saving materials, such as insulation, and adequately fund a retrofitting programme so communities can save money on their bills during winter where energy price caps are due to rise even further.

#### **Cabinet Meeting: SEND Capital Programme**

Cabinet met on 20<sup>th</sup> June to vote on funding the next phase of SCC's programme to build more capacity for SEND children in education. The cabinet agreed a package of £15.9m, as part of a £45m programme.

Currently, there is a high demand for SEND services, with requests for placement going up by 32% since 2020. The funding Cabinet have agreed will create three new specialist units across Suffolk.

Our Group supported such a project, but was mindful of the rising demand and what was needed for the future. The Cabinet agreed a third phase was required, which will be discuss later this year.

#### **National Grid consultation: SCC submit a rejecting response**

Last month our Group said we would put pressure on SCC to respond to the consultation, rejecting the current proposals for expanding the on-shore pylon network in Suffolk. Our Group are strongly against the development of more pylon networks impacting Suffolk's rural landscape and cultural heritage. The proposals are even criticised by Conservative MPs Dan Poulter and James Cartlidge.

After a meeting with Cabinet member, Cllr Rout, the Conservatives states they will also reject the proposals. SCC have now submitted a response to National Grid, agreeing with our position. They have stated that the application cannot be supported in its current form, and that an offshore alternative must be provided to be considered.

#### **Petition for in-house Suffolk Highways maintenance contract: Still need signatures!**

Our Group's petition continues, demanding that SCC produces an in-house bid for the new Suffolk Highways contract. The contract, which will have been held by Kier for 10 years, is up for renewal next year.



# BRANTHAM

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Since Kier's arrival, our Group has seen astronomical prices for the maintenance of Suffolk's highways. Some of these prices include £5,000 for a pair of dropped kerbs, £7,500 to cut down a single tree, and £10,000 to design (not build) four humps in a road.

Our Group believes an in-house bid from SCC to take back control of Suffolk Highways is needed to get things done. The bid would also provide a necessary benchmark for any competitive bid coming from external companies, making sure Suffolk taxpayers money is not exploited.

We need 3,675 signatures to bring this to debate at the Council. Please sign here (ensure you make your name public, or it won't count!): [https://www.petitions.net/for\\_suffolk\\_county\\_council\\_to\\_develop\\_an\\_in-house\\_bid\\_for\\_suffolk\\_highways\\_maintenance](https://www.petitions.net/for_suffolk_county_council_to_develop_an_in-house_bid_for_suffolk_highways_maintenance)

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**Instagram** - [https://www.instagram.com/suffolkgli\\_group/](https://www.instagram.com/suffolkgli_group/)

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

**Simon Harley**

**Suffolk County Councillor for Peninsula Division**