



**MINUTES**

**BRANTHAM PARISH COUNCIL MEETING**

Wednesday 05 October 2022, 7.30pm held at Brantham Village Hall

**PRESENT:** Cllrs M Aherne, M Bridgeman, LCherry, C Couchman, T Lancaster, J Heywood

**CHAIRPERSON:** Cllr A McCraw

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

**PC 10.22.01 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 10.22.02 APOLOGIES**

The Council noted and approved apologies from Cllrs Osben, Rowlinson and Saward.

The Chair paused the business of the meeting and asked Cllr Aherne if he was willing to undertake the sanctions outlined by the BDC Monitoring Officer in the outcome of the Code of Conduct complaint against him on 02 Feb 2022 by formally apologising to the Clerk and agreeing to attend training. Cllr Aherne informed the Council that he would not apologise or attend training. Cllrs Bridgeman, Cherry, Couchman, Heyood and McCraw stated that they would not remain in a meeting with Cllr Aherne if he refused to undertake these sanctions.

Cllr McCraw proposed that Cllr Aherne was excluded from the meeting as his presence was disruptive. This was seconded by Cllr Couchman. 5 Cllrs voted in favour of the motion, 1 Cllr abstained from the vote.

The Chair adjourned the meeting at 7.40pm to allow Cllr Aherne to leave the meeting.

**2 members of the public left the meeting.**

The meeting re-adjourned at 7.45pm. Cllr Aherne stated that he disagreed with the findings of Code of Conduct complaint by the BDC Officer and would not leave the meeting. Cllr Bridgeman proposed that under these circumstances the meeting was closed. This was seconded by Cllr Couchman.

Cllr Aherne stated that he would leave the meeting in order to allow the business of the Council to take place.

**At 7.55pm Cllr Aherne left the meeting.**

**PC 10.22.03 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 10.22.04 PARISH COUNCIL MEETING MINUTES**

- a) To consider and approve the minutes of the previous Parish Council meeting on 07 September 2022 – Cllr Heywood proposed that the minutes were approved by the Council, this was seconded by Cllr Couchman. 5 Cllrs voted in favour of the motion. 1 Cllr abstained from the vote.

**PC 10.22.05 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 07.22.09 (3)	Ask Cllr Harley who should cut hedges along Church Farm Field <i>Completed.</i> <i>Cllr Harley confirmed that SCC was responsible for some of these hedges. Others are the responsibility of the landowner. Cllr Lancaster agreed to share some information with the Council on Hedgerow height legislation</i>	Dismissed
Public Session	Purchase Hedge trimmer for BOS <i>Completed</i>	Dismissed
PC 09.22.09 (6)	Request quotes for hedging along verge in New Village <i>Currently underway</i>	Ongoing
PC 09.22.09	Add the General Reserves to the Parish Council website <i>Completed</i>	Dismissed

- b) To receive an update from the Clerk on any other Council issues – The Clerk informed the Council that the Jubilee mugs have now been received and that Cllrs should contact the Clerk if they would like to purchase one. Mugs will be priced at £6 per mug.

**PC 10.22.06 PUBLIC SESSION**

A written report had been submitted from Cllr. Harley (available as Appendix B). Cllr Harley gave a verbal update on:

- The SCC Warm Home Scheme

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

- Death of Queen Elizabeth II
- Babergh District Council parking strategy
- Bird flu outbreak locally
- Community Infrastructure Levy
- Letter from BDC re the electoral register
- Increase of Council tax relief from 95% - 100%



**PC 10.22.07 FINANCE REPORT**

- a) To note and approve the balance of accounts as at 33 September 2022 - The Clerk reported the following balances:
- Current account: £5001.00
  - Deposit Account: £123,725.82
  - Salaries Account: £3.82
- The Council reviewed the balance of accounts, Cllr Cherry proposed that these should be approved, this was seconded by Cllr McCraw 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 McCraw proposed that Appendix A was approved by the Council, this was seconded by Cllr Heywood and aif.
- c) The council noted the completion of the limited assurance review for the year ended 31 March 2022 for Brantham Parish Council.
- d) The council noted that in accordance with legislation the Clerk has advertised the conclusion of audit for the year ended 31 March 2022.
- e) The Council agreed to carry over review of the Q3 Budget to Actual report until the next meeting.

**PC 10.22.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

1. Finance Committee

- a) To receive a report and minutes from the recent Finance Committee [meeting](#) –Cllr Bridgeman informed the Council that at the recent meeting the Committee had:
- Confirmed that a bank reconciliation had taken place and all was in order
  - Approved the September 2022 payslips
  - Reviewed requests for contributions from local groups
  - Reviewed progress on the updated Internal Audit Report
  - Reviewed the a number of policies and procedures for adoption by the Council.
- b) The Council noted that the Finance Committee had approved a contribution of £26.98 to 1<sup>st</sup> Brantham Cub Scouts for purchase and planting of daffodil bulbs and a contribution of £96.70 to the Brantham Open Spaces Group towards the cost of petrol used for grounds maintenance projects.
- c) Cllr Bridgeman informed the Council that the Finance Committee had received a request for a contribution from BMCIC towards the cost of the purchase of new boilers needed at Brantham Leisure Centre. Cllr Bridgeman proposed that the Council should support this request with a contribution of £1000, this was seconded by Cllr McCraw and aif. **ACTION** – Clerk to inform BMCIC and arrange for payment to be made.
- d) The Council noted the Document Retention Policy, the Subject Access Report Policy and the Subject Access Report Procedure as circulated by the Finance Committee. Cllr Bridgeman proposed that these documents should be approved by the Council and added to the Parish Council website. This was seconded by Cllr Lancaster and aif. **ACTION** – Clerk to finalise documents and add them to the BPC website.
- e) 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 memorial bench installed at the Lower Playing Field had been pulled out of the ground and left loose and unsafe. The Council groundsman has repaired it, the crime was reported to the local police and a post was made on Facebook. Work has started on the Lower Playing Field to install the new goal posts. This will take a few days to complete and Harris Fencing will stay in place until it is done.
- A response is currently awaited from the landowner at GPL Play area to confirm that they are happy with the installation of new safety matting under the swings.



- b) To consider/approve any other actions or expenditure as required – none.
3. Planning Committee
- a) To note recommendations made by the Committee – Committee members reviewed the recent Planning Committee [meeting](#) held on 28 September 2022
- b) To note the planning decisions received – see minutes of the meeting on 28 September 2022
4. Village Hall Management Committee
- a) Cllr Heywood informed the Council that the VHMC had held a meeting on Wednesday 21 September 2022. Regular bookings are currently going well and the hall is in use most days. Due to the increase in heating and electricity costs going forward the Committee will review hire rates at the next meeting. The Quiz night on 19 November 2022 has been postponed since this event clashes with another quiz night at the Leisure Centre on the same night. Sarah Keys had identified that Anglian Water had debited approximately £7300 from the VH bank account to pay for water usage. After following this up it was ascertained that this was debited in error and the money was refunded to the VH account. A report from architect Sean Jeffries is still awaited.
- b) To consider/agree any actions/expenditure necessary – none.
5. Legal Sub Committee
- a) Cllr Bridgeman informed the Council that discussions with BMCIC about a new, simpler and more commercial lease will begin in the near future.
- b) To agree next steps re: review of the BMCIC lease – see above.
- c) To consider/agree any proposals received from the Legal Sub Committee – none.
6. BMCIC Representative – the next meeting will be held at the end of October and therefore an update will be made at the next meeting.
7. SNT Representative No Cllrs present at the meeting.
8. CEP Representative – Cllr Couchman informed the Council that the document has now been updated to include fire risk. Work is now underway to agree emergency centre contacts.

#### **PC 10.22.09 PC INSURANCE RENEWAL DOCUMENTS**

- a) The Council reviewed the Parish Council insurance renewal documents received from Community Action Suffolk
- b) The Council approved the payment of the insurance premium. It was agreed that this payment should be added to Appendix A to be paid at this meeting to ensure immediate cover.

#### **PC 10.22.10 CORRESPONDENCE TO NOTE/ACTION**

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

- An email from Andrew Lipski at Gigaclear re: works planned in the next few months to roll out a full fibre network
- An email from Tony Hall at Brantham Leisure Centre with a report from a tree surgeon in relation to a tree in the BLC grounds with a failed limb. The Council reviewed the report and the query from THall about who should pay for the work. Cllr Bridgeman confirmed that as per the terms of the current lease this work should be paid for by BMCIC and a replacement tree should be planted.
- An email chain between Cllr McCraw and Brantham District Council re: street signs needed in the village. Following discussion Cllr McCraw proposed that the Council fund the purchase and installation of two signs to improve signage in the area at a cost of approx.. £420 to be taken from the Roads Fund. This was aif by the Council. **ACTION** – Clerk to liaise with BDC and arrange for this work to be undertaken.



- An email from a local resident highlighting work needed at some bus stops in the village. The Clerk confirmed that she had forwarded this email to BOS who had agreed to undertake the work.
- An email chain between the Clerk, Cllr McCraw, a local resident and Brooklands School re: the possibility of bike sheds at the school
- An update from Babergh District Council re: a minor change to be made to the Right of Way at FP13

**PC 10.22.11 MISCELLANEOUS CORRESPONDENCE**

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

**PC 10.22.12 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 10.22.13 DATE OF NEXT MEETING**

Wednesday 02 November 2022, 7.30pm at Brantham Village Hall

**The meeting closed to the public at 9.30pm.**

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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
PC 07.22.09 (3)	Ask Cllr Harley who should cut hedges along Church Farm Field	Clerk
PC 10.22.08 (1)	Inform BMCIC of the BPC contribution of £1000 towards the cost of new boilers and arrange payment	Clerk
PC 10.22.08 (1)	Finalise policy and procedure documents and add them to the BPC website	Clerk
PC 10.22.10	Liaise with BDC and arrange for signage work to be undertaken	Clerk



**APPENDIX A**

**PC 10.22.07 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>
S.Keys (Cheque payments due to insufficient funds in accounts)	003436	£26.72		£26.72	LGA 1972
D Childs (Grounds maintenance – July & Aug 2022)	003437	£310.00		£310.00	Open Spaces Act 1906, ss.9 and 10
Village Hall Brantham (Village hall hire inv. 852, 842 and 860)	003438	£100		£100.00	Local Government Act 1972, s.144
PKF Littlejohn LLP (External Audit 2021-22)	03439	£300.00	£60.00	£360.00	LGA 1972
HMRC (Q2 P30)	003440	£174.35		£1174.35	LGA 1972
1 <sup>st</sup> Brantham Cub Scouts (Horticultural donation as per FC 09.22.05)	003441	£26.98		£26.98	Localism Act 2011, ss.1-8
Brantham Parochial Church Council (Contribution towards petrol costs for BOS as per FC 09.22 10)	003442	£96.70		£96.70	Localism Act 2011, ss.1-8
<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 – July Salary	BACS	£1400.00		£1400.00	LGA 1972, s.112
Parish Clerk – August salary	BACS	£1406.52		£1406.52	LGA 1972, s. 112
Phil Wainwright – Litter Picker	BACS	£450.74		£450.74	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£541.66		£541.66	Open Spaces Act 1906, ss.9 and 10
B.M.L Maintenance Payment (July & August 2022)	SO	£664.00		£664.00	Local Government (miscellaneous Provisions) Act 1976, s.19
Brantham Village Hall Maintenance Payment (July & August 2022)	SO	£500.00		£500.00	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
NEST Clerk's pension – Month 6 end Sept 22)	Debit Card	£77.47		£77.47	LGA 1972
Wybone (Dog litter bin for Brooklands Road)	Debit card	162.07	£32.41	£194.48	Litter Act 1983, ss.5,6
Ryobi Tools (Hedge Trimmer for BOS)	Debit card	£116.66	£23.33	£139.99	Localism Act 2011, ss.1-8



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Amazon (Ryobi battery for hedge trimmer)	Debit card	£66.64	£13.33	£79.97	Localism Act 2011, ss.1-8
Community Action Suffolk (One Suffolk Subscription)	Debit card	£50.00	£10.00	£60.00	Local Government Act 1972, s.142

<b>RECEIPTS RECEIVED SINCE THE LAST MEETING</b>	<b>TOTAL</b>
Bank Interest	£3.31
Babergh District Council (Precept 2 of 2)	£26,864.00
LCherry (Purchase of jubilee mugs)	£42.00
ALancaster (Purchase of jubilee mugs)	£24.00
JHeywood (Purchase of jubilee mugs)	£12.00
MBridgeman (Purchase of jubilee mugs)	£12.00
AMcCraw (Purchase of Jubilee mugs)	£48.00
BMCIC (Quarterly Rent)	£412.50
Highcliff Veterinary Practice (Car park rent)	£1250.00
NKaur (Unrecognised receipt to salaries account to be queried with bank)	£32.00





## **APPENDIX B**



**Report for October 2022 to the Parish Councils of Peninsula**

### **The County Mourned for the Death of Her Majesty**

Cllrs within our Group attended Proclamations throughout the County. The news of Queen Elizabeth II's passing meant the Council was in a time of mourning. Many meetings, including Cabinet were cancelled. Group members attended ceremonies in their divisions for the funeral.

### **Open Letter sent by GLI Leader to Conservative Councillors**

Cllr Andrew Stringer, our Group Leader, has sent an open letter to all Conservative Councillors at SCC. The letter asks this Council to disassociate itself from the policies outlined by PM Liz Truss and Chancellor Kwasi Kwarteng.

Cllr Stringer states the government's approach - scrapping planning rules, ripping up environmental protections, and reopening fracking sites - will cause irreversible damage to nature and Net Zero.

Cllr Stringer asks the Leader of the Conservatives to make a public statement, and implores the Council to instead support investment for nature recovery, renewable energy, and insulating homes.

### **Suffolk in talks to become investment zone**

SCC has let it be known that it has agreed to start discussions with Government to become an investment zone as part of the PM's new growth and investment strategy.

Our political group has gone on record in the media that we are opposed to the idea since the Government says it wants to remove environmental controls and planning controls within these zones. Since the council began talks, the RSPB, National Trust and the Wildlife Trusts, including Suffolk Wildlife Trust have all described the plans, announced in Kwasi Kwarteng's mini budget, as "an attack on nature".

It is not yet clear which parts of Suffolk the council wants to be in the zone. The current Freeport East Zone, (investment zones are designed to replace Freeport zones) extends from the coast 50 miles inland to Sudbury and includes almost all villages in Babergh.

### **Warm Homes Suffolk Fund – Access Free funding and Advice**

Suffolk's councils have joined together to establish Warm Homes Suffolk. The service will offer expert advice on reducing energy bills and usage, as well benefits you may be entitled to during this crisis.

The fund is open to homeowners, renters, and landlords and will target homes that need insulating and more efficient heating.

For more information, visit: [www.warmhomessuffolk.org](http://www.warmhomessuffolk.org), or call 03456 037 686.



### **Suffolk GLI Respond to Cancelled Taxi Contracts**

One of the big stories in the local news has been the increase in taxi companies cancelling SCC contracts to provide school transportation. Young people and children, including those with SEND needs, have once again had their education and development disrupted.

Reports from EADT and BBC News state that the rise in fuel prices and cost of living has forced many companies to cancel contracts. EADT further reports suggest district council policy, stating taxi vehicles can be no older than eight years, has forced taxi companies to cancel contracts.

Suffolk GLI responded to the news article. While our Group is supportive of promoting cleaner transport, taxi companies need to be properly supported to transition to Net Zero. For more on what we said, visit our website (link at the bottom of the report)

### **SCC Unveils First of their EV Fleet**

The first delivery of 16 electric vehicles (EVs) will be in November, as the council begins its program to upgrade all existing pool cars.

The Renault Zoe has been chosen as the first of the new vehicles, with 10 MG ZS to arrive in April 2023. The aim is to completely electrify the fleet by 2024.

### **EV Charging – Expression of Interests!**

SCC have been successful in a bid for funding towards new EV charging infrastructure. The £2.75m funding will focus on community-owned carparks, where charging can be accessed 24/7.

If you wish to express interest and make the Council aware of your area, please contact Peter Frost, Environment Strategy Officer - [peter.frost2@suffolk.gov.uk](mailto:peter.frost2@suffolk.gov.uk)

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**Simon Harley**

**Suffolk County Councillor for Peninsula Division**