



MINUTES of the ANNUAL PARISH COUNCIL MEETING held on Tuesday 10 May 2023 commencing at 7.30pm held at Brantham Leisure Centre.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX D

PRESENT: Cllr M Bridgeman, J Burke, L Cherry, E Osben, J Heywood, T Lancaster, A McCraw, T Rowlinson

Also in attendance: S Keys (Clerk), SCC Councillor Harley and 1 member of the public

PC 05.23.01 WELCOME AND OPENING STATEMENT

Cllr McCraw declared the meeting open at 7.30pm and thanked all for attending. A statement was read out 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 on the Council's website.

PC 05.23.02 ELECTION OF CHAIR

Cllr McCraw proposed Cllr Bridgeman as Chair of the Parish Council, this was seconded by Cllr Osben, aif. **Cllr Bridgeman was duly elected as Chair of the Parish Council and signed the Declaration of Acceptance of Office which was countersigned by the Clerk** as Proper Officer and will be retained in the Parish Council records.

PC 05.23.03 ELECTION OF VICE-CHAIR

Cllr Bridgeman proposed Cllr Osben as Vice-Chair of the Parish Council, this was seconded by Cllr Cherry aif. **Cllr Osben was duly elected as Chair of the Parish Council and signed the Declaration of Acceptance of Office which was countersigned by the Clerk** as Proper Officer and will be retained in the Parish Council records.

At 7.38 Cllr Rowlinson joined the meeting.

PC 05.23.04 APOLOGIES

- a) To receive apologies for absence - The Council noted apologies from Cllr Couchman.
- b) Council to consent to accept apologies received -**Cllr Bridgeman proposed that these apologies were approved and that the signed Declaration of Acceptance of Office should be received from Cllr Couchman at the next meeting, aif.**

PC 05.23.05 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

- a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – none received.
- b) To receive notifications of gifts of hospitality exceeding £50 – there were none submitted.
- c) To note the determination of requests for dispensations for items on the agenda under discussion – there were none to be reported

PC 05.23.06 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 05 April 2023 – Cllr Osben proposed that the minutes of the last meeting were approved as an accurate record of the meeting, this was seconded by Cllr McCraw. 3 Cllrs voted in favour of the motion, 5 Cllrs abstained from the vote. **The motion was carried and the minutes were duly signed.**

PC 05.23.07 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 05.23.10	Arrange for removal of the yellow litter bin at Kettles Way <i>This is on this list of jobs for completion by the Grounds Maintenance Contractor</i>	Ongoing

- b) To receive an update from the Clerk on any other Council issues – the Clerk updated the Council on the following issues; Commemorative coins given to local school children, a Coronation bake sale had taken place at the Village Hall, there had been some vandalism at GPL Play area (repairs have been actioned by the Grounds Maintenance Contractor), the village litter pick was a successful event on 08 May 2023 The Council noted thanks to Stacey Duffett for her help on the day.

PC 05.23.08 REPORTS FOR INFORMATION

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

Cllr McCraw gave a report highlighting changes at Babergh District Council following the recent elections.

PC 05.23.09 PUBLIC FORUM

- a) To receive questions and matters of concern from members of the public in attendance on the agenda submitted – none
- b) To receive comments or questions relating to Brantham in particular – a local resident queried when improvement work to the new surface on the bridleway past the sewage works would commence? Cllr Harley stated that this is in the job queue but that a date has not yet been set.
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none.

PC 05.23.10 STATUTORY BUSINESS

- a) To receive the signed Declaration of Acceptance of Office forms from all Parish Councillors - Council noted confirmation from the Clerk that she had received signed DoAO forms from all Brantham Parish Councillors, except Cllr Couchman and had countersigned them accordingly.
- b) To receive nominations for the unfilled posts of Councillor following the uncontested Parish Council election on 04 May 2024 – none received.
- c) Council to confirm that it fulfils the eligibility criteria to use the General Power of Competence for the next four years – the Council noted that at least two thirds of members were elected and the Clerk holds the CiLCA qualification and therefore **noted that the GPOC could be adopted for the next four years, aif.**
- d) To consider the Clerk’s paper on Committee Structure and consider amendments and/or nominations to the vacant positions on each committee – following review and discussion **Cllr Bridgeman proposed the Committee structure as outlined in Appendix C, this was seconded by Cllr Heywood, aif.**
- e) To consider the Clerk’s paper on Parish Council representation on outside bodies – following review and discussion **the Council proposed the structure as outlined in Appendix C, aif.**
- f) To consider nominations to the Parish Appointed Positions – following review and discussion **the Council proposed the representatives as outline in Appendix C, aif.**
- g) To note that the Parish Clerk is appointed as the Council’s Responsible Finance Officer as part of her contract of employment – the Council noted the appointment of Sarah Keys as the RFO for Brantham Parish Council.
- h) To confirm any amendments to the Council’s Terms of Reference for Committees, Sub-Committees and Working Groups - Cllrs to review the Terms of Reference and make recommendations for amendments to the Clerk. (ACTION)

PC 05.23.11 FINANCE REPORT



- a) To note and approve the balance of accounts as at 28 February 2023 - The Council noted the balance of accounts as at 31 March 2023 were: Current account: £5000.00, Deposit Account: £166,018.50 and Salaries Account: £9.70. **These balances were approved by the Council, aif.**
- b) To approve the accounts awaiting payment including those coming forth – the **Council approved the accounts awaiting payment, aif.**
- c) To note the accounts paid since the last meeting – the Council noted the accounts paid since the last meeting, aif.
- d) To note the receipts allocated since the last meeting – the Council noted the receipts received since the last meeting, aif.
- e) To consider and receive the Bank Reconciliation for the period ending 31.03.23 – the Council noted the Bank Reconciliation document circulated by the RFO.
- f) To receive an update on the monies held under the CIL Reserve and monies expended to date or coming forth as a bid against the CIL reserve – the RFO outlined the document circulated and the Council noted the balance, after committed expenditure, of £54,992.68.
- g) To receive and adopt the Annual Internal Audit Report for the year ending 31 March 2023 – the Council noted the report received from SALC, **this was approved by the Council, aif.**
- h) To receive and approve the Asset Register for the year ending 31 March 2023 – the **Council noted and agreed that the Asset Register in the sum of £ 580,648.02 as at 31st March 2023 was a true and accurate reflection of the assets held by the Council at that point in time, aif.**
- i) To approve the Statement of Accounts for Brantham Parish Council for the year ending 31st March 2023 - **Council accepted and approved the accounts for the year noting that the carried forward figure was the same as that declared as the year-end bank reconciliation, aif.**
- j) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31st March 2023 as per the Annual Governance and Accountability Return (AGAR) – the **Council approved Section 1 of the AGAR and the Chair was authorised to sign the Annual Governance Statement, aif**
- k) To consider and approve the Accounting Statements for the year ending 31st March 2023 as transposed onto the AGAR - **it was agreed that the Accounting Statements as written, and which were a summary of the Statement of Accounts as approved under 11i, reflected the Council’s overall financial position and were adopted as such, aif. It was agreed that the Chair be authorised to sign the Accounting Statements as written, aif.**
- l) To note the Budget to Actual position including variances for the year ending 31st March 2023 – all received the final overrun as per the papers submitted.
- m) To note that the RFO (Clerk) has set the period for the Public Rights of the Unaudited Annual Governance and Accountability Return and advertised them along with associated documentation – the meeting noted that the dates that had been set and advertised were 05 June to 14 July 2023.

PC 05.23.12 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To receive a report and minutes from the recent Finance Committee meeting – Cllr Osben reviewed the minutes of the meeting of the [Finance Committee meeting](#) on 26 April 2023. Council noted the decisions made by the Committee; approval of the April payslips, and noted that a Bank Reconciliation has now taken place. No issues were identified.
- b) To note the contributions agreed by the Finance Committee – none.
- c) 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 Sub-Committee – Cllr Heywood informed the Council that the project for new equipment at Merriam Close and GPL play areas is now underway. Existing equipment has been painted by a local contractor. Safety surfacing has been installed under the swings at GPL Play area. New quotes have been received for signage at all three play areas. The Finance Committee has agreed the new reduced cost of this signage and the Sub-Committee is now working with Wicksteed to finalise the details on the signs.



- 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 26 April 2023
- b) To note the planning decisions received – see minutes of the meeting on 26 April 2023
4. Village Hall Management Committee
- a) To receive a report from the VH Management Committee – Cllr Heywood reported that the Hall is currently booked every day of the week. Hire charges have recently increased but the Hall is still not breaking even. Recent fundraising for the hall included a cake sale that raised just over £60 and there will be a quiz night on 24 June 2023. In order to maintain the hall a quote of £2750 from a local builder has been received to update the small kitchen on the side of the hall. The next meeting of the VHMC will take place on Wednesday 17 May 2023.
- b) To consider/agree any actions/expenditure necessary – none.
5. Legal Sub Committee
- a) To receive an update on the BOC/BMCIC Lease negotiations – Cllr Bridgeman informed the Council that the negotiations with BMCIC are now concluded and the outcomes have been presented to the management team at BMCIC. Lease negotiations would re-commence in 2027.
- b) 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 – No report submitted

PC 05.23.13 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in April 2023 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

1. An email from a local resident outlining views about proposed changes to the cycleway to Manningtree. The Council noted that a quote from SCC for this work is currently outstanding.
2. An email from the local farmer re. the recent tree planting project
3. An email from a local resident querying whether there are allotments in Brantham. The Clerk confirmed that she had responded.
4. An email from a resident re. blocked drains on Ipswich Road. The Clerk confirmed that she had reported this to Suffolk Highways.
5. A letter from a local resident querying whether yellow lines could be requested for outside his property. Following discussion the Council agreed that a response should be sent to the resident highlighting that parking issues would form part of the Parish Plan project.

PC 05.23.14 MISCELLANEOUS CORRESPONDENCE

All miscellaneous correspondence by email had been forwarded to Councillors during the month. **The Council agreed that in future this item should no longer be included on the agenda, aif.**

PC 05.23.15 CYCLE WAY TO MANNINGTREE

- a) To receive any quote from Suffolk County Council ref. this proposal – no quote received to date. Following discussion **it was agreed to remove this item from the agenda until a quote had been received, aif.**
- b) To consider/agree next steps as necessary – see above.

PC 05.23.16 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 – **the Council agreed that in future this item should not be included on the agenda, aif.**



PC 05.23.17 DATE OF NEXT MEETING

Cllr Bridgeman proposed that future meetings should take place at the earlier time of 7pm, aif.

The next meeting is therefore scheduled for Wednesday 07 June 2023, 7pm at Brantham Village Hall.

The meeting closed to the public at 8.55pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 05.23.10	Arrange for removal of the yellow litter bin at Kettles Way	Clerk
PC 05.23.10	Cllrs to make recommendations for changes to the Terms of Reference to the Clerk	Cllrs



APPENDIX A

Accounts submitted for payment – 10 May 2023

Payee	Detail	Method	NETT	VAT	TOTAL
D. Childs	Grounds Mainte inv. 1570 & 1594	CHQ – 003471	465.00		465.00
C. Couchman	Refund for CEP folders	CHQ – 003472	14.98	3.00	17.98
SALC	Membership subscription 2023-24	CHQ - 003473	808.20		808.20
SALC	Internal Audit 2023	CHQ – 003473	377.00	75.40	452.40
Community Heartbeat Trust	Defibrillator Pads	CHQ – 003474	60.95	12.19	73.14
Babergh District Council	Litter & Dog bin emptying 2023-24	CHQ - 003475	1792.13	358.43	2150.56
Adrian Cherry	Paint for play equipment	CHQ – 003476	54.55		54.55

Accounts paid since 05 April 2023

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	April Salary	BACS	1480.82		1480.82
S.Keys	Office Allowance	BACS	20.00		20.00
T. Bird	Litter picker salary	BACS	270.83		270.83
P. Wainwright	Litter picker salary	BACS	225.47		225.47
Microsoft	Monthly Subscription Charges	DD	7.90	1.58	9.48
NEST	Clerk's Pension	DC	84.75		84.75
Brantham Leisure Centre	Grounds Maintenance payment	BACS	332.00		332.00
Brantham Village Hall	Support for running costs	BACS	250.00		250.00

Accounts paid following authorisation at meeting of 05 April 2023

Payee	Detail	Method	NETT	VAT	TOTAL
HMRC	P30, Q4	CHQ – 003464	1261.11		1261.11
SALC	6 months payroll service	CHQ – 003465	96.00	19.20	115.20
Brantham Village Hall	Hall Hire, inv. 897	CHQ – 003466	48.00		48.00
Business Services at CAS	VH Insurance 2023-24	CHQ – 003467	2159.68		2159.68
Business Services at CAS	Leisure Centre insurance 2023-24	CHQ – 003468	1949.73		1949.73
Parochial Church Council East Bergholt	First Aid Training	CHQ – 003469	160.00		160.00
Brantham Leisure Centre	Donation for King's Coronation event	CHQ – 003470	2000.00		2000.00

Receipts allocated since 05 March 2023

Who	Detail	Method	Amount
Babergh District Council	Precept 1 of 2	BACS	28,790.50
Babergh District Council	CIL April 2023	BACS	53,848.41
Lloyds Bank	Bank Interest	DEP	59.07
BMCIC	Quarterly Rent	BACS	412.50



APPENDIX B

Report for May 2023 to the Parish Councils of Peninsula

A quiet month in Suffolk County Council due to local elections

This month has been quiet in the County Council due to the District Council elections so there is little to report. I have continued to work on casework though and there have been the usual Highways issues to report and hopefully speed up any action. I am now allowed to take on Locality Budget projects again.

I was on the Interview Panel and Committee to appoint a new Deputy Chief Executive for the County Council and I am pleased to say that we had excellent candidates for this very important job, though am unable to report any more details yet until an announcement is officially made.

Local Election results:

The District Council results for Wards in Peninsula are as follows:

Alastair McCraw (Independent) re-elected for Brantham Ward

Derek Davis (Independent) re-elected for Ganges Ward

Mary McLaren (Independent, was Conservative) re-elected for Stour Ward

Daniel Potter (Green Party) elected for Orwell Ward (was Jane Gould previously)

I hope to continue good working relationships with all the above to best serve the people of Peninsula.

It will be interesting to see what will happen at Babergh District Council now that the Green Party hold the largest number of seats on the Council (10 out of 32) and hopefully a constructive alliance will be built with the other parties involved.

Facebook - Search 'Suffolk GLI - Green, Liberal Democrat & Independent Group'

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

For information on local support during the Cost-of-Living Crisis, visit: www.suffolk.gov.uk/CostOfLiving

Simon Harley Suffolk County Councillor for Peninsula Division



APPENDIX C

What	Committee/Sub-Committee/Working Group or Rep	Chair	Current Membership	Meeting schedule
Finance	Committee	Eric Osben	Alastair McCraw Lesley Cherry Mal Bridgeman RFO/Clerk (non-voting)	Monthly
Legal	Sub-Committee	Mal Bridgeman	Alastair McCraw John Burke VACANCY	Ad hoc
Footpaths & Services	Sub-Committee	Lesley Cherry	Chris Couchman Lesley Cherry Tony Rowlinson	Ad hoc
Recreation	Sub-Committee	Jackie Heywood	Lesley Cherry Chris Couchman VACANCY	Ad hoc
Parish Plan	Sub-Committee	Toni Lancaster	Open to any/all Cllrs	Ad hoc
Community Emergency Planning	Representative		Chris Couchman	Ad hoc
Planning	Lead Cllr	Tony Rowlinson		Lead at PC meetings

Appointment	Current Nominees	Meeting Schedule
VH Management Committee	Jackie Heywood Eric Osben	Monthly
Safer Neighbourhood Team	Any/All Councillors	Bi-monthly
Brantham Leisure Centre	Eric Osben	Monthly
SALC (attends quarterly forums)	Any/All Councillors	Quarterly forums

Appointment	Current Nominee
Bank Signatories	Alastair McCraw Eric Osben Mal Bridgeman
Internal Control Officer (undertakes bank reconciliations with RFO)	Eric Osben



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