



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 06 December 2023 commencing at 7pm held at Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX D

PRESENT: Cllrs L Cherry, C Donaldson, M Bridgeman (Chair), J Heywood, T Lancaster, A McCraw and E Osben.

Also in attendance: S Keys (Clerk) County Councillor Simon Harley and 2 members of the public.

PC 12.23.01 OPENING

The Chair declared the meeting open at 7pm 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 on the Council's [website](#).

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 12.23.02 APOLOGIES

The Council noted apologies from Cllrs Edevane, Rowlinson and County Councillor Harley. **These apologies were aif.**

PC 12.23.03 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

- a) To receive declarations of disclosable pecuniary interestsws and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – there were none declared.
- 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 12.23.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 01 November 2023 – the minutes were updated in section PC 11.23.02 to include Cllr Edevane. Council **then approved the minutes and consent was given to the Chair to sign them as a true and accurate record of the proceedings that took place, aif.**
- b) To note the draft minutes of the Finance Committee available online – these minutes were noted by the Council.

PC 12.23.05 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	DISMISSED/ ONGOING
PC 11.23.09	Ask VHMC what additional funding could be spent on <i>Completed</i>	Dismissed

- b) To receive an update from the Clerk on any other Council issues – the Clerk informed the Council that she had received a resignation from Tina Bird (Litter Picker), effective from 31 December 2023. **The Council agreed that this role should be advertised promptly.**

PC 12.23.06 REPORTS FOR INFORMATION

- a) A written report had been submitted from Cllr. Harley (available as Appendix B).
- b) A report from Cllr McCraw had been circulated to Councillors prior to the meeting (available as Appendix C). Cllr McCraw updated on the following issues:



- Joint Local Plan – an update on progress of the plan will be given to Council later this month.

PC 11.23.07 PUBLIC FORUM

- To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted – none.
- To receive comments or questions relating to Brantham in particular – the following queries were received from members of the public – can Brantham Open Spaces (BOS) have a strimmer serviced (to be funded by the Parish Council), the **Council agreed that this could be done as part of the Clerk’s delegated authority.**
A member of the public noted that a meeting would be taking place with SCC about the verge in Slough Road in the New Year.
- To receive questions and comments submitted in writing/email for future consideration by the Council – none received.

PC 12.23.08 STATUTORY BUSINESS

- To note the CCTV Policy as approved by the Finance Committee – Council noted the Policy
- To note the update from SCC re: Street lighting arrangements – the Council noted the letter from CCTV. The Clerk stated that there was unlikely to be much change on a day-to-day basis.

PC 12.23.09 FINANCE REPORT

- To note and approve the balance of accounts as at 30 November 2023 - The Clerk informed the balance of accounts as at 31 August 2023 were: Current account: £5000.00, Deposit Account: £158,142.98 and Salaries Account: £1060.45. – **the Council approved the balance of accounts, aif.**
- To approve the accounts awaiting payment including those coming forth – The Council noted Paper 1. **The Council approved the accounts awaiting payment, aif.** Paper 1 was duly signed by the Chair and the RFO.
- To note the accounts paid since the last meeting – the Council noted the accounts paid since the last meeting, **Paper 2 was approved by the Council, aif.** Paper 2 was duly signed by the Chair and the RFO.
- To note the receipts allocated since the last meeting – the Council noted the receipts received since the last meeting, **Paper 3 was approved by the Council, aif.** Paper 3 was duly signed by the Chair and the RFO.
- 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 Council noted the document circulated by the RFO. The RFO informed the Council that Babergh District Council had approved the Merriam Close Play Area update project and once the appropriate paperwork had been submitted this payment would be received by the Council.
- To review the second draft of the BPC 2024-25 Budget and consider/agree recommendations from the Finance Committee – the Council reviewed the budget as circulated. Cllr Osben informed the Council that the Finance Committee recommended that the Parish Council agree a precept increase of 6.7% (in line with inflation) to reflect rising costs for the Council and the ambitions of the Council for the next four years. Cllr Osben informed the Council that the budget will be reviewed again by the Finance Committee and final recommendations given to Council in January 2024.
- To note the increase to the Clerk’s salary further to the 2023-24 NALC pay award – the Council noted the increase from £18.05ph to £19.05ph (backdated to 01 April 2023).
- To review the Contribution request received from Citizens Advice Ipswich and to consider the following proposals from the Finance Committee members and to approve one proposal:
 - Cllr McCraw proposes a contribution of £500 to Citizens Advice. Cllr McCraw informed the Council that in his opinion the work of CAS is valuable to the local community and should be supported. Cllr McCraw amended his original proposal and proposed that BPC provide a grant of £250 to CA Ipswich, there was no seconded for this proposal.
 - Cllr Osben proposes a contribution of £100 to Citizens Advice Ipswich – Cllr Osben informed the Council that on reflection he no longer supported this proposal and therefore the proposal was withdrawn.
 - **Cllr Bridgeman proposes that no contribution is made to Citizens Advice Ipswich** – Cllr Bridgeman informed the Council that although he supported the work of CA Ipswich he believed that they are well funded in other ways and have large reserves in the bank. Cllr Lancaster informed the Council that in her professional



experience CA Ipswich are already heavily publicly funded from tax and that a donation from BPC would be duplicate funding. Cllr Donaldson queried what the impact would be on CA Ipswich if this request was refused. Cllr Bridgeman stated that the organisation would not be affected. **Cllr Cherry seconded the motion not to provide funding to CA Ipswich, aif. (Cllr McCraw abstained from the vote).**

PC 12.23.10 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham

DC/23/05097

Spindleberry School Lane, Brantham, CO11 1QE

Part-demolition of detached two storey dwelling and erection of extensions including overall alterations to existing facade. Demolition of existing shed and erection of new cart lodge. Construction of pool house annex following demolition of existing swimming pool shed

BPC HAD NO COMMENT TO MAKE

DC/23/05202

22 Gravel Pit Lane Brantham Manningtree Suffolk CO11 1NX

Application under S73a for Removal or Variation of a Condition following grant of Planning Permission

DC/23/01814 dated 6/6/2023 - Erection of two storey side extension and part two storey/part single storey rear extension. Town and Country Planning Act 1990 (as amended) - To vary Condition 2 (Approved Plans and Documents) as per revised plans.

BPC HAD NO COMMENT TO MAKE

- b) To note the following planning decisions relating to Brantham:

Discharge of Conditions Application for DC/19/01973 - Condition 5 (Archaeological Excavation)

Land South Of, Slough Road, Brantham, Suffolk

CONDITIONS SATISFIED

DC/23/04272

Erection of single storey extension to join dwellings and form a single dwelling.

11 - 13 Rowley Close, Brantham, CO11 1RR

PLANNING PERMISSION GRANTED

PC 12.23.11 CHAIR'S REPORT

- a) To receive an update from the Chair on the recent SALC Conference – the Chair provided an overview of the conference attended by himself and the Clerk which included presentations on the Levelling Up agenda, AI and Councils, a presentation from MP Peter Aldous and a Q&A session from Suffolk County Council Highways. Cllr Bridgeman informed the Council that the conference had been extremely useful and that SALC is an under-used resource by BPC. **Cllr Bridgeman proposed that the role of SALC rep for the Council should be re-established and that he was willing to take on that role, this was seconded by Cllr McCraw, aif.**
- b) To receive a report on any other issues as appropriate – the Chair gave an overview of a meeting between a number of Shotley Peninsula Parish Councils attended by himself and the Clerk. The Chair informed the Council that the Councils had agreed it would be useful to work together on common interests and issues and that a Terms of Reference for the group was currently awaited.

PC 12.23.12 REPORTS FROM COUNCILLORS

- a) To receive points to note from committees, sub-committees & working groups:

The Council received the reports from the Committees. The following additional points were noted:

- Cllr Heywood noted that following damage to the Playing Field by the Bonfire at the recent Fireworks event there had so far been nothing done to repair the area and the Harris fencing is currently laying down on the ground.
- Cllr Heywood noted that the Leisure Centre had confirmed that they would not be making a financial contribution to the improvement works to the verge outside the Leisure Centre on Private Road. Cllr Bridgeman confirmed that since this road is owned by the Parish Council the work should be funded by the Council.



PC 12.23.13 CORRESPONDENCE TO NOTE/ACTION

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

1. An email from the Fireworks Committee re: arrangements for LPF post bonfire – see comments above.
2. An email from the Fireworks Committee requesting use of the LPF for 2024 Fireworks night – following discussion the Council agreed that a meeting should be held between Cllrs Donaldson, Bridgeman and representatives from the Fireworks Committee to discuss the damage to the Lower Playing Field and proposals for the event next year. Following this meeting the Council would re-consider the request from the Fireworks Committee.
3. An email from EB Futures Group re: attendance at a meeting – a member of the public informed the Council that he would be happy to attend this meeting and provide feedback to the Council.
4. An email from a local resident re: LPF following fireworks night – noted.
5. An email from BLC requesting use of the LPF for a “colour dash” charity event – the Council agreed that this would form part of the discussion detailed above and would be brought back to the Council for approval at the next meeting.

PC 12.23.14 DATE OF NEXT MEETING

Wednesday 03 January 2024, 7pm at Brantham Village Hall..

The meeting closed to the public at 8.08pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 12.23.13	Arrange meeting with BLC and Fireworks Committee	CD/MB



APPENDIX A

Accounts submitted for payment – 06 December 2023

Payee	Detail	Method	NETT	VAT	TOTAL
Village Hall Brantham	Hall Hire – July to Nov (nv. BPC 972, 975 & 984)	CHQ – 003506	240.00		240.00
SALC	SALC Conference (inv. 27953)	CHQ – 003507	15.00	3.00	18.00
Simon Fisher	Email and Domain (inv. 2324-411)	CHQ – 003508	154.00		154.00
BMCIC	LPF Maintenance Contribution	CHQ – 003509	113.00		113.00
D.Childs	Grounds Maintenance – invoice 1786	CHQ – 003510	105.00		105.00

Accounts paid since 01 November 2023

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	November 2023 Salary & Office costs	BACS	1594.61		1594.61
T. Bird	November 2023 Litter picker salary	BACS	297.92		297.92
P. Wainwright	November 2023 Litter picker salary	BACS	247.83		247.83
Microsoft	Monthly Subscription Charges – November 2023	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – November 2023	SO	250.00		250.00
NEST	Clerk's Pension	DC	95.01		95.01
Amazon	Printer Paper	DC	16.66	3.33	19.99

Receipts allocated since 01 November 2023

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	179.19
BMCIC	Insurance Repayment	DEP	243.72



APPENDIX B

Report for November 2023 to the Parish Councils of Peninsula

Extra £10m Investment in Residential Roads

At Cabinet on Tuesday 7 November, we heard the details of the council's additional £10m investment in resurfacing urban and residential roads, which was announced in May after the local elections. The council plans to use reporting of poor road surfacing on quieter residential roads and cul de sacs where residents live to plot a programme of repairs from now until the end of March 2025. My group also had a recent meeting with the council's new contractor for highways to discuss how works would be undertaken in future. The council's new highways contractor is called Milestone, and the new contract began on 1 October 2023. They will be picking up works started by Kier in the last few months of the previous contract and finishing them as soon as possible.

Budget Monitoring

Cabinet reviewed the quarter two monitoring report for the council budget at Cabinet on Tuesday 7 November, with a net overspend of £11.4m now predicted for 2023-24. Budget pressures for the year include placements for children in care, special educational needs (SEND) and adult care. The council is worrying overdrawn on its Dedicated Schools Grant fund, which will be at -£48m by the end of the financial year; this is because government funding for education is not enough to provide it. On the plus side, the council has predicted £7m more in business rate income than forecasted, and £10m of income is expected from the Energy from Waste facility at Great Blakenham from selling energy back to the National Grid.

Flooding Investigations and Repairs

Following the recent Storm Babet flooding around the county, Suffolk County Council teams have pumped away 4.7m litres of water, cleared 8,412 drains of storm debris and removed over 100 trees blocking roads. In addition to this, as the lead local flood authority, Suffolk County Council has a duty to investigate the causes of flooding and take action to prevent future floods, and have announced that £1m will be spent on investigating the Storm Babet flooding and improving the county's resilience for further storms and excess rainfall. Additionally, it will be administering the funding recently announced by the government whereby owners of flooded properties are able to apply for up to £5,000 to protect their homes and business from future flooding. Details of how to apply will be shared once they are known.

LionLink Energy Project

The council has submitted a second, extensive response to proposals for LionLink, an energy project which could see considerable impacts on Suffolk's coastal communities and natural environment. The council is opposed to the current proposed landing points at Southwold and Walberswick and has asked that better coordination be considered with other offshore energy projects like Sea Link to avoid unnecessary disruption to Suffolk communities and landscapes.

Libraries Consultation

The council is consulting on the new library service for the county as the contract with the current provider ends in May 2025. A consultation has been launched to gather views from residents about what they value about the current service and what they think should be developed, especially in terms of outreach and mobile libraries used in the county. If you would like to share your views, you can access the consultation at the following link:

<http://www.suffolk.gov.uk/LibraryConsultation>

Suffolk Adult Care Rated Good



Suffolk County Council's adult social services were inspected by the Care Quality Commission (CQC) in August and September, and the judgement is that services are good, with strengths in safeguarding, leadership, use of digital technologies and the way SCC works with other local partners to provide care. Areas for improvement included equity in experiences and outcomes, and gaps in dementia and nursing care provision. Delays in getting through to the Customer First phonenumber – the main first point of contact for social care – were also highlighted for improvement.

Social Worker of the Year Awards

Suffolk County Council had a successful evening at this year's Social Worker of the Year Awards in London, including a Gold Award for Newly Qualified Adult Social Worker of the Year, and a Silver Award for the Deprivation of Liberty Safeguards (DoLS) Team, who work to keep Suffolk residents safe where they do not have capacity to make their own decisions about their care and treatment. SCC children's services also won a Silver Award in the Children's Service of the Year category. Overall, the county council had six award nominations this year.

Peninsula Water Testing

The water testing project around the peninsula is now fully afloat thanks to Ed and his team (!) and the initial results are as follows:

4th week in November: SS1 / Holbrook : 2 Colonies (200cfu/100ml - "Good Quality")
SS2 / Harkstead : None ("Excellent Quality")
SS3 / Shotley : None ("Excellent Quality")
SS4 / Pin Mill : 4 Colonies (400cfu/100ml - "Sufficient")
SS5 / Woolverstone : 2 Colonies (200cfu/100ml - "Good Quality")

3rd week in November: SS1 / Holbrook : 6 Colonies (600cfu/100ml - "Poor Quality")
SS2 / Harkstead : None ("Excellent Quality")
SS3 / Shotley : None ("Excellent Quality")
SS4 / Pin Mill : 1 Colony (100cfu/100ml - "Excellent Quality")
SS5 / Woolverstone : 8 Colonies (800cfu/100ml - "Poor Quality")

As all the colonies are taken from a 1ml sample, the results are multiplied x100 to give a proportion per 100ml. Any water with more than 500 colonies is considered poor quality and not recommended for bathing by DEFRA. -

<https://environment.data.gov.uk/bwg/profiles/help-understanding-data.html>

Follow us on:

Facebook - [Suffolk GLI - Green, Liberal Democrat & Independent Group | Facebook](#)

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

Cost of Living help and advice:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6>

Benefits advice and support:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

Simon Harley Suffolk County Councillor for Peninsula Division

Wishing you all a merry Christmas and peace in the New Year



APPENDIX C

[Blueprint for districts' development adopted by councils](#)

Babergh and Mid Suffolk District Councils have formally adopted their Joint Local Plan - the blueprint for the districts' future development until 2037.

[Extra £1.6m set for council home repairs and improvements](#)

Additional funds will help clear backlog of work which mounted during Covid pandemic.

[Financial aid for flood-affected properties in Suffolk](#)

Financial support is going out to residents whose properties flooded during Storm Babet.

['Constable Country is not for sale'](#)

Council restates objections to a new row of electricity pylons cutting through the countryside after Chancellor's Autumn Statement.

[Call for land to support nature recovery](#)

Both Babergh and Mid Suffolk District Councils are calling on local landowners to help them increase the districts' tree coverage and improve biodiversity.

[£1.4m to tackle criminal exploitation in Suffolk](#)

Suffolk Public Sector Leaders have awarded £1.4m in funding to the Safer Stronger Communities Board to tackle criminal exploitation in the county.

[Council welcomes funding to help meet swimming pool energy costs](#)

Babergh District Council has been awarded funding to help offset increases costs at Hadleigh Pool & Leisure.

[Council submits application for new café and toilet block in Belle Vue Park](#)

Babergh District Council has submitted a planning application for a new modular build café and toilet block in Sudbury's Belle Vue Park – offering visitors modern and fully accessible facilities.

[Time to make our listed buildings ready for the future?](#)

Consultation into new measures which would streamline sensitive energy efficiency upgrades.

[Councils launch new winter grant to tackle social isolation](#)

The councils have launched a new grant to help communities this winter.

[Postal and proxy voting changes](#)

Changes to postal and proxy voting came into force on 31 October 2023, and will apply to all elections in England.



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
BOS	Brantham Open Spaces Group
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