



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 05 July 2023 commencing at 7pm held at Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX C

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

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

PC 07.23.01 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 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 07.23.02 APOLOGIES

The Council noted apologies from Cllr J Burke. **These apologies were aif.**

PC 07.23.03 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 – 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 07.23.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 07 June 2023 – The Chair proposed that **approval of the minutes as previously circulated was given along with consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, this was seconded by Cllr Osben, aif.**
- b) To note the draft minutes of the Finance Committee meeting on 28 June 2023 – these minutes were noted by the Council.

PC 07.23.05 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	WHO
PC 05.23.10	Arrange for removal of the yellow litter bin at Kettles Way <i>Completed</i>	Dismissed
PC 06.23.08	Sign up to the Civility and Respect Pledge on behalf of BPC <i>Completed</i>	Dismissed
PC 06.23.09 (d)	Inform BMCIC of decision and arrange funding <i>Completed</i>	Dismissed



PC 06.23.11	Update job description of Clerk to include line management of the VH Manager <i>Completed</i>	Dismissed
PC 06.23.11	Request volunteers for the CEP on FB <i>To be completed</i>	Ongoing

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

PC 07.23.06 REPORTS FOR INFORMATION

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

- SEND and social services
- Financial support for Suffolk libraries
- Budget deficit at Suffolk County Council
- Off shore wind farm proposals

b) Cllr McCraw gave a report on the following issues:

- Forthcoming cycle tour
- Neighbourhood plan consultation
- Joint Local Plan – sessions available to view on Youtube

PC 07.23.07 PUBLIC FORUM

a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted – a member of the public queried a non-material amendment to the footpath at Merriam Close. Cllr McCraw gave an overview of proposals.

b) To receive comments or questions relating to Brantham in particular – A member of the public stated that the recent improvements to drainage on the B1070 seem to have been successful.

c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received.

PC 07.23.08 STATUTORY BUSINESS

a) To consider/approve any applications received for co-option to the Parish Council – none received.

b) To note and approve the updated Staff Appraisal Policy as proposed by the Finance Committee – **Cllr Osben proposed that the policy was approved by the Council, this was seconded by Cllr Rowlinson, aif.**

PC 07.23.09 FINANCE REPORT

a) To note and approve the balance of accounts as at 30 June 2023 - The Clerk informed the balance of accounts as at 30 June 2023 were: Current account: £5000.00, Deposit Account: £158,081.68 and Salaries Account: £0.72. – **Cllr Cherry proposed that the balance of accounts be approved, this was seconded by Cllr Osben, aif.**

b) To approve the accounts awaiting payment including those coming forth, these included the payment to BMCIC for the Parish Council contribution to the Youth Club of £923.90 – **The Chair proposed that the council approved the accounts awaiting payment, this was seconded by Cllr McCraw, aif.** Paper 1 was duly signed by the Chair and the RFO.

c) To note the accounts paid since the last meeting – the Council noted the accounts paid since the last meeting, **Cllr Cherry proposed that the council approved the accounts paid since the last meeting, this was seconded by Cllr Heywood, aif.** Paper 2 was duly signed by the Chair and the RFO.

d) To note the receipts allocated since the last meeting – the Council noted the receipts received since the last meeting, **Cllr Cherry proposed that the council approved the receipts allocated since the last meeting, this was seconded by Cllr Lancaster, aif.** Paper 3 was duly signed by the Chair and the RFO.



- e) To consider and receive the Bank Reconciliation for the period ending 30.06.23 – the Council noted the Bank Reconciliation document circulated by the RFO. **Cllr Rowlinson proposed that the Council approved the bank reconciliation, this was seconded by Cllr Lancaster, 1 cllr abstained from the vote. The motion was carried.** This was duly signed by the RFO and Cllr Osben as Chair of the Finance Committee.
- f) To receive an update on the monies held under the CIL Reserve and monies expended ot date or coming forth as a bid against the CIL reserve – the Council noted the document circulated by the RFO.
- g) To review/approve the proposal from the Finance Committee to set a budget of £5000 for activities undertaken by the Parish Plan Sub-Committee – **Cllr Osben proposed that this was approved, this was seconded by Cllr Bridgeman, aif.**

PC 07.23.10 PLANNING MATTERS To consider and respond to the following planning matters relating to Brantham [DC/23/03008](#)

Erection of two storey rear and single storey side extensions (following demolition of conservatory).

6 Grove Road, Brantham, Manningtree, Suffolk CO11 1TX

The Council considered this application but noted that it had no comment to make.

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

[DC/23/02016](#) - Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA - Conversion of restaurant

resulting in up to 4no separate flats.

Ark Bar And Restaurant, Cattawade Street, Brantham, CO11 1RH

PRIOR APPROVAL REFUSED

[DC/19/00881](#) - Non-Material Amendment Application to Planning Permission for an amendment to the approved window design to ensure compliance with Part O of Building Regulations 2010 - 2021 Edition

Land South Of, Brooklands Road, Brantham, Suffolk

NON-MATERIAL AMENDMENT APPROVED

[DC/19/00881](#) - Application for a Non-Material amendment relating to - Re-alignment of eastern boundary footpath.

Land South Of, Brooklands Road, Brantham, Suffolk

NON-MATERIAL AMENDMENT APPROVED

[Discharge of Conditions Application for DC/23/01504](#) - Condition 2 (Agreement of Materials-Cladding)

15 Palfrey Heights, Brantham, Manningtree, Suffolk CO11 1SE

APPROVED

[DC/19/01973](#) - Discharge of Conditions Application for (Allowed under Appeal

Reference APP/D3505/W/19/3241261) - Condition 17 (Residents Travel Pack)

Land South Of, Slough Road, Brantham, Suffolk

CONDITIONS APPROVED

PC 07.23.11 REPORTS FROM COUNCILLORS

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

- Cllr Lancaster reviewed the first meeting of the Parish Plan working group and the proposals for next steps. The Council noted that the next meeting of the working group would take place on 15 August 2023.
- Cllr Osben informed the Council that he had been trying to work with supporting organisations to get help on resolving concerns about the air raid shelters on Brantham Leisure Centre land. This is currently still ongoing.
- Cllr Heywood informed the Council that the Village Hall had had a flood during the month as a result of a blocked drain and a tap left running in the ladies toilets. The taps would be replaced to prevent this happening in future. Cllr Heywood informed the Council that the recent quiz night had been very successful and had raised around £320 for the hall. The next event would take place on 14 October 2023.



- Cllr Cherry informed the Council that a survey of all bins and benches in the village had taken place. Issues had been reported to the Clerk and repairs will be undertaken where necessary. Cllr Cherry also informed the Council that Suffolk County Council had confirmed responsibility for the verge in Slough Road. This can now be cut by BOS if necessary.
- Cllr Bridgeman informed the Council that a rent review for the Vets on Factory Lane is now due. **Cllr Bridgeman proposed that the Legal Sub-Committee be given delegated authority to begin negotiations with the owners with a view to agreeing with them that the formula detailed in the lease should be applied. This was approved by the Council, aif.**
- Cllr Heywood informed the Council that the teen shelter has a broken ring and stated that she had begun the process of requesting quotes for replacing. These are currently proving to be very expensive. It was agreed to bring further quotes to the September meeting. Cllr Heywood informed the Council that low-level anti-social behaviour continues to be a problem in this location and that the Recreation Sub-Committee would like to explore the possibility of installing CCTV in this location. Following discussion **the Chair proposed that the Council should support exploration of this idea, this was seconded by Cllr Rowlinson, aif.**
- Cllr Couchman confirmed that the CEP is now complete (although this will continue to be a live document). Cllr Couchman informed the Council that she would be resigning from the Council at the end of August 2023 and it would be necessary for another Parish Council lead to manage the document going forward. Following discussion **Cllr Couchman proposed the Council accepts the document as it stands and that the Clerk acts as a central point for the document going forward. The Clerk and Chair to be given delegated authority to make changes to the document where necessary, this was seconded by Cllr McCraw, aif.**

The Chair thanked Cllr Couchman for all her hard work and noted that she would be very missed going forward.

PC 07.23.12 CORRESPONDENCE TO NOTE/ACTION

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

1. An email from James Cartlidge stating his willingness to attend future litter picks in the village.
2. An email from a local resident highlighting concerns about speeding and verge cutting along 137. Following discussion the Council agreed that the Clerk should respond to the resident highlighting the organisations responsible for verge cutting and speeding initiatives (*ACTION – Clerk*)
3. An email from a local resident requesting permission to repair a bench at GPL Play area. The Clerk confirmed that she had responded.
4. An email from Lou Madley at Brantham Leisure Centre re: Brantham Youth Club. Following discussion Cllr Osben agreed to discuss the contents of the email with BMCIC representatives.

PC 07.23.13 VILLAGE FETE

- a) To consider/approve the idea of a 2024 Brantham Village Fete as per the email from the BLC Manager – the Council reviewed the email received from Lou Madley. Following discussion the Council agreed that it has no objection to a village fete going forward but felt that this should be an event that represents all village groups and therefore should be run and managed by a separate committee
- b) To consider/approve financial support if appropriate – once a committee is established to run the Village Fete the Council would review any requests for financial support.
- c) To consider/agree any next steps as appropriate – Clerk to respond to Lou Madley accordingly. (*ACTION – Clerk*)

PC 07.23.13 DATE OF NEXT MEETING

Wednesday 04 September 2023, 7pm at Brantham Village Hall..

The meeting closed to the public at 8.34pm.



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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 06.23.11	Request volunteers for the CEP on FB	Clerk
PC 07.23.12	Respond to resident re: speeding and verge cutting	Cerk
PC 07.23.13	Respond to LMadley re: village Fete	Clerk



APPENDIX A

Accounts submitted for payment – 05 July 2023

Payee	Detail	Method	NETT	VAT	TOTAL
Suffolk County Council	Street lighting costs 22-23	CHQ – 003481	1459.99		1459.99
HMRC	P30 Q1	CHQ – 003482	1479.21		1479.21
Birketts Solicitors	Replacement for un-cashed cheque 003477	CHQ - 003483	1638.00		1638.00
D Childs	Grounds Maintenance (inv. 1654)	CHQ – 003484	435.00		435.00
BMCIC	LPF Grounds Maintenance	CHQ - 003485	295.50		295.50
BMCIC	Youth Club Contribution	CHQ – 003486	923.60		923.60

Accounts paid since 07 June 2023

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	June Salary (including backdated pay increase)	BACS	1762.36		1762.36
T. Bird	June Litter picker salary	BACS	325.00		325.00
P. Wainwright	June Litter picker salary	BACS	271.27		271.27
Microsoft	Monthly Subscription Charges	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs	BACS	250.00		250.00
NEST	Parish Clerk Pension contribution (month 2)	Debit Card	84.75		84.75
Tesco	Stationary – paper and notebook	Debit card	8.25		8.25
Amazon	Printer paper	Debit card	25.80		25.80
ICO	Data Protection Fee	Direct Debit	35.00		35.00

Receipts allocated since 07 June 2023

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	102.62
Highcliff Vets	Quarterly Rent	BACS	1250.00



APPENDIX B

Report for July 2023 to the Parish Councils of Peninsula

Concern over SCC budget position

At Cabinet on 13 June, our group raised concerns about the significant extra expenditure announced by the Conservative administration since the 2023-24 budget was set in February.

Cabinet were reviewing the 2022-23 finances against the budget that was set, including an overspend of £27.7m and a significant £57.2m taken out of Council reserves – the council's 'safety net' funds to be used when needed.

On 16 May 2023 the Cabinet announced that an extra unbudgeted £720k would be found to cover the £60k monthly shortfall for Suffolk Libraries for a year, and at the council AGM on 25 May the Leader of the Council, Cllr Matthew Hicks, announced a further unbudgeted additional £10m for road surfacing in the next 20 months. Given that neither of these items were budgeted for only a few months ago when the current budget was set, my group raised concerns in the meeting whether the administration's budget setting procedures were sufficiently robust.

North Falls Offshore Wind Farm

On 13 June, Cabinet reviewed the consultation response for the extension of the North Falls wind farm. The wind farm is situated just off the Essex coast so Suffolk County Council is a consultee rather than a decision maker.

A number of issues were discussed which will be included in the consultation response, for example the impact on A12 traffic, the views from Suffolk coastal Areas of Outstanding Natural Beauty and the need to consult with communities on the Suffolk coast. The developers will also be asked to time construction so it does not clash with the tourism season.

National Grid Reinforcement Works between Bramford and Twinstead

The Cabinet also reviewed and approved a response to the Planning Inspectorate on upgrading the power lines between the villages of Twinstead in Essex and Bramford in Mid Suffolk.

There were concerns about the impact of the works to the local countryside, particularly the Dedham Vale Area of Outstanding Natural Beauty, where the National Grid have agreed to lay cables underground.

The government's aspiration is for 50GW of offshore wind power by 2023, and in East Anglia this means that our throughput must increase from 4.1GW currently to 24.5GW. The existing power line between Bramford and Twinstead is at full capacity and it was acknowledged that the works were necessary to facilitate the increases to wind farm development.

Missing Child Reports in Suffolk

The recent reports in the press that nearly 3000 missing child reports were received by Suffolk Constabulary between April 2022 and March 2023 deeply shocked our group. The reports involved 719 children across the county with some going missing several times during the period. The majority of the children reported missing are in care settings such as children's homes and foster care.

We asked the administration at Suffolk County Council to do more to support children in care, who are among the most vulnerable in Suffolk.

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