



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 07 June 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, J Burke, L Cherry, C Couchman, J Heywood, T Lancaster, A McCraw and E Osben.

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

PC 06.23.01 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 06.23.02 APOLOGIES

The Council noted apologies from Cllr T Rowlinson and County Councillor S Harley. **These apologies were aif.**

PC 06.23.03 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 06.23.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 01 March 2023 – **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, aif. (Cllr Couchman abstained from the vote)**
- b) To note the draft minutes of the Finance Committee meeting on 24 May 2023 – these minutes were noted by the Council.

PC 06.23.05 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	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
PC 05.23.10	Cllrs to make recommendations for changes to the Terms of Reference to the Clerk	Ongoing



<p><i>No changes received from Cllrs to date. The Clerk confirmed that she had made some amendments and had circulated these for review. Any further changes should be sent to the Clerk</i></p>
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- b) To receive an update from the Clerk on any other Council issues – none.

PC 06.23.06 REPORTS FOR INFORMATION

- a) A written report had been submitted from Cllr. Harley (available as Appendix B).
b) Cllr McCraw gave a report on the emerging political structure at Babergh District Council following the recent elections.

PC 06.23.07 PUBLIC FORUM

- a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted – none received.
b) To receive comments or questions relating to Brantham in particular – a resident queried who had placed a sign on the footpath on the Bergholt Road. Following discussion the Chair recommended that this should be highlighted on the SCC reporting tool.
c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received.

PC 06.23.08 STATUTORY BUSINESS

- a) To receive the signed Declaration of Acceptance of Office forms from Councillor Couchman - Council noted confirmation from the Clerk that she had received signed DoAO forms from Cllr Couchman and had countersigned it accordingly.
b) To note and approve the updated Finance Regulations as approved by the Finance Committee – the Council noted the updated document and **agreed that this should be approved, aif.**
c) To note and adopt the Pay Policy as proposed by the Finance Committee – the Council noted the proposed Pay Policy and **agreed that this should be adopted, aif.**
d) To consider and sign up to the Civility and Respect Pledge as per the paper circulated by the Clerk – **the Council agreed to answer the statements on the paper circulated in the affirmative and thereby approved the resolution to sign up to the civility and respect pledge. Delegated power was given to the Clerk to sign the pledge on behalf of the Council.** (ACTION – Clerk)
e) To note the decision from the Finance Committee to increase the Clerk’s SCP from 24 to 28 (£18.05 per hour) – the Council formally noted this decision made by the Finance Committee.

PC 06.23.09 FINANCE REPORT

- a) To note and approve the balance of accounts as at 31 May 2023 - The Clerk informed the balance of accounts as at 31 May 2023 were: Current account: £5000.00, Deposit Account: £160,829.63 and Salaries Account: £12.58. - **Councillors approved the balance of accounts, aif.**
b) To approve the accounts awaiting payment including those coming forth – the **Council approved the accounts awaiting payment, 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, 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, aif. Paper 3 was duly signed by the Chair and the RFO.
e) To consider and receive the Bank Reconciliation for the period ending 31.05.23 – the Council noted the Bank Reconciliation document circulated by the RFO. 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 to date or coming forth as a bid against the CIL reserve – the Council noted the document circulated by the RFO.
- g) To consider the proposal from the Finance Committee to provide financial support for 6 months costs of the Brantham Youth Club at a cost of £923.90 – Cllr Bridgeman provided an overview of the request made to the Finance Committee from BMCIC and informed the Council that he and Cllr Osben had attended a session to get a feel for the project. Cllr Lancaster queried what the long-term plans for funding this project will be and whether it is expected that the Parish Council will continue to fund the project?

Following discussion **Cllr Bridgeman proposed that the recommendation from the Finance Committee for 6 months of financial support for the Youth Club should be approved with the stipulation that BMCIC should inform the Council in 3 months of their plans for funding going forward. This was seconded by Cllr McCraw, aif. (ACTION – Clerk)**

PC 06.23.10 PLANNING MATTERS – at 7.40pm Cllrs Cherry, McCraw and Osben left the meeting.

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

DC/23/02640

Erection of single storey side extension (amended scheme and re-submission of DC/23/01290).

8 Elm Close, Brantham, Manningtree, Suffolk CO11 1TD

The Council agreed the following response: The Parish Council have reviewed this application at its Parish Council meeting and have no comment to make.

At 7.43pm Cllrs Cherry, McCraw and Osben re-joined the meeting.

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

DC/23/01290

Erection of one and half storey side extension (following demolition of garage)

8 Elm Close, Brantham, Manningtree, Suffolk CO11 1TD

PLANNING PERMISSION REFUSED

DC/23/01504

Erection of single storey rear/side extension (part retention of)

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

PLANNING PERMISSION GRANTED

DC/22/05970

Erection of an infill rear extension to provide toilet facility; Creation of door opening to rear from existing window providing additional access and erection of storage shed.

Holy Family Catholic Church, Brantham Hill, Brantham, CO11 1SZ.

PLANNING PERMISSION GRANTED

DC/23/01814

Erection of two storey side extension and part two storey/part single storey rear extension

22 Gravel Pit Lane, Brantham, Manningtree, Suffolk CO11 1NX

PLANNING PERMISSION GRANTED

PC 06.23.11 REPORTS FROM COUNCILLORS

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

- Cllr Heywood reviewed her report for the VHMCA and noted request from the Village Hall Management Committee that the Parish Clerk undertake the role of line manager for the VH Manager. **Cllr Heywood proposed that this request should be approved, this was seconded by Cllr Osben and aif.** The Council noted that the Clerk's job description would be amended to reflect this change. *(ACTION – Clerk)*
- Cllr Lancaster informed the Council that a project brief and ToR for the Sub-Committee will be circulated shortly and that a date for a first meeting will be circulated by email.



- Cllr Couchman informed the Council that there have been two main additions to the CEP; including a major rail incident. St Michael’s Church and Brantham Bull will be listed as short-term rest centres. Brantham Leisure Centre will be the long-term rest centre in an emergency. The Council agreed that Cllr Bridgeman should be included as a contact on the plan. Cllr Couchman stated that there is still a shortage of volunteers. The Clerk agreed to advertise this on FB. *(ACTION – Clerk)*

PC 06.23.12 CORRESPONDENCE TO NOTE/ACTION

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

1. An email from Brantham Leisure Centre highlighting the discovery of two air raid shelters on BLC grounds following a hole appearing on the Bowls Club car park. Cllr Osben confirmed that he had contacted BDC and SCC about this to gather advice on next steps. The practical help available is currently unclear.
2. An email from a local resident requesting information on allotments in the village. The Clerk will respond.
3. Emails from East Bergholt PC re: grounds maintenance arrangements.
4. An email update from Cllr Harley re: bridleway improvements at the sewage works including confirmation that this work is scheduled.
5. An email from a local resident requesting an allotment. The Clerk will respond.

PC 06.23.13 DATE OF NEXT MEETING

Wednesday 05 July 2023, 7pm at Brantham Village Hall..

The meeting closed to the public at 8.10pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 05.23.10	Arrange for removal of the yellow litter bin at Kettles Way	Clerk
PC 06.23.08	Sign up to the Civility and Respect Pledge on behalf of BPC	Clerk
PC 06.23.09 (d)	Inform BMCIC of decision and arrange funding	Clerk
PC 06.23.11	Update job description of Clerk to include line management of the VH Manager	Clerk
PC 06.23.11	Request volunteers for the CEP on FB	Clerk



APPENDIX A

Accounts submitted for payment – 07 June 2023

Payee	Detail	Method	NETT	VAT	TOTAL
Birketts	Professional charges for advice re: Cllr issues	CHQ – 003477	1365.00	273.00	1638.00
S.Keys	May salary pt.2 due to insufficient funds in salaries account	CHQ – 003478	12.82		12.82
S. Keys	Office Allowance due to insufficient funds in salaries account	CHQ – 003478	20.00		20.00
Village Hall Brantham	Hall Hire (inv. 929)	CHQ – 003479	60.00		60.00
D.Childs	Grounds Maintenance (inv. 1625)	CHQ – 003480	400.00		400.00

Accounts paid since 10 May 2023

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	May Salary pt.1	BACS	1468.00		1468.00
T. Bird	Litter picker salary	BACS	297.91		297.91
P. Wainwright	Litter picker salary	BACS	245.95		245.95
Microsoft	Monthly Subscription Charges	DD	8.60	1.72	10.32
Brantham Leisure Centre	Grounds Maintenance payment	BACS	332.00		332.00
Brantham Village Hall	Support for running costs	BACS	250.00		250.00
East of England Co-op	Postage costs	Debit Card	12.00		12.00
Information Commissioner's Office	Data Protection Renewal 2023-24	Direct Debit	35.00		35.00

Accounts paid following authorisation at meeting of 10 May 2023

Payee	Detail	Method	NETT	VAT	TOTAL
D. Childs	Grounds Maintenance 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

Receipts allocated since 10 May 2023

Who	Detail	Method	Amount
Alastair McCraw	Payment for 3 x Commemorative coins	BACS	12.56
Lloyds Bank	Bank Interest	DEP	90.79



APPENDIX B

Report for June 2023 to the Parish Councils of Peninsula

Revision of Suffolk County Council's Energy Infrastructure Policy

The decision to adopt the Energy Infrastructure Policy by the Cabinet in February 2021 required that a review of the Policy was undertaken after two years, and this was discussed at Cabinet on 16 May. The following changes were proposed: to expand the scope of the policy to cover water resource infrastructure, including, but not limited to reservoirs, pipelines, and desalination plants, and to make modifications to the policy wording to ensure that it is up to date and robust. The policy was also renamed the Energy and Climate Adaptive Infrastructure Policy.

Water Resources East stated, with the launch of their regional plan consultation in November 2022, that, "Unless action is taken, increasing water scarcity will constrain agricultural production and curtail economic and housing development, impacting the region's future prosperity and endangering the east's iconic chalk rivers, peatlands and wetlands".

The emerging issues of water stress are illustrated by the proposal, in Essex & Suffolk Water's Water Resource Management Plan (WRMP) 2024 consultation, for a moratorium on mains connections for new non-domestic supply until 2032, in the Hartismere Water Resource Zone (WRZ).

The Council has supported innovation and adaptation, having worked closely with the Environment Agency, the University of East Anglia, and Felixstowe Hydrocycle, to construct and run demonstration sites for the use of alternative water resources. Demonstration sites include a system for the storage and distribution of storm water, and a pilot installation for managed aquifer recharge near Felixstowe.

Procurement of Street Lighting Services

The current Highways Services Contract with Kier Integrated Services Limited, which includes provision for Street Lighting Services, comes to an end on 30 September 2023, having been extended to its full 10-year term.

The Cabinet report for 16 May set out the process and timeline for the new procurement, with reference to the Scrutiny Committee report 'The Procurement of a new Highways Services Contract' from 15 February 2022, which set out lessons learned from the last procurement and how these would be incorporated in the procurement process and new contract to ensure a more rigorous procurement and selection process, and delivery of high quality and sustainable street lighting services for the county.

Final tender submissions were due to be received on 19 May 2023 and will be evaluated and scored during the following two weeks with a view to awarding the new contract in June 2023.

Supporting Suffolk Residents to Access Benefits

Feedback from VCSE organisations shows that many people are not benefiting from the support they are eligible for. Whilst recognising the good work done by council officers and the voluntary sector to support those in need as cost-of-living pressures continue, our group proposed a motion to put in place an additional programme of communication, to improve the take up of benefits and support available.

According to a recent Financial Times article, an estimated seven million people nationally are not accessing benefits they are entitled to claim, with around £15bn of unclaimed support. Many Suffolk residents may be unaware that they are eligible for a carers allowance, or attendance allowance, and may need signposting or support with the application



forms for these benefits. So there are around 6,000 people in Suffolk not getting their correct benefits, who we aim to help.

This GLI motion was passed by the full Council at the Annual General Meeting on 25 May.

Suffolk County Council receives £7.8m for Active Travel Schemes

The government's scheme Active Travel England aims to boost local economies and transform the school run for thousands of children, generating up to 16 million extra walking and cycling trips a year across the country.

The council received £7.8m from the government which it will spend on seven projects around the county, encouraging cycling and walking via cycle lanes, shared use paths and improved road crossings. Unfortunately, none of those chosen are on the Peninsula which I highlighted in a speech to Council about this, and the disappointment this will cause. Many other, mostly rural, areas have also missed out.

There will be a period of consultation with Suffolk residents during 2023, with work starting on all schemes in 2024.

Investment of £10m announced for potholes on minor roads

The Council confirmed that £10m would be set aside to be spent over the next 20 months on the surfaces of smaller, local roads where people live, in partnership with Milestone, the new highways contractor. I will be pressing for some of this funding to come to fix the roads of the Peninsula.

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

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