



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 01 November 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, A McCraw and E Osben.

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

PC 11.23.01 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 11.23.02 APOLOGIES

The Council noted apologies from Cllrs Lancaster and Rowlinson. **These apologies were aif.**

PC 11.23.03 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 11.23.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 04 October 2023 – **Cllr Heywood proposed that the minutes of the meeting were approved and consent be given to the Chair to sign the minutes as a true and accurate record of the proceedings that took place, this was seconded by Cllr Osben, Cllr Cherry abstained from the vote, aif.**
- b) To note the draft minutes of the Finance Committee available online – these minutes were noted by the Council.

PC 11.23.05 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 10.23.12`	Request a quote from Dan Orman <i>Completed, quote received. To be reviewed by Finance Committee</i>	Dismissed
PC 10.23.12	Contact Corbally Group Ltd re: Japanese Knotweed <i>Completed</i>	Dismissed
PC 10.23.12	Contact SCC re 20s Plenty campaign <i>Completed</i>	Dismissed

- b) To receive an update from the Clerk on any other Council issues – the Clerk updated the Council on the following issues – no other issues.



PC 11.23.06 REPORTS FOR INFORMATION

- a) A written report had been submitted from Cllr. Harley (available as Appendix B). Cllr Harley updated the Council on the following issues:
- Suffolk Libraries Consultation
 - Budget Consultation
 - Bus Improvement Service Plan
- 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

- a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted – none.
- b) To receive comments or questions relating to Brantham in particular – the following queries were received from members of the public – none.
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received.

PC 11.23.08 STATUTORY BUSINESS

- a) To consider/approve dates for Parish Council meetings in 2024 – the Council reviewed the dates circulated by the Clerk. **Cllr Donaldson proposed that the dates were approved, this was seconded by Cllr McCraw, aif.**
- b) To note the updated/new Sickness Policy, Health and Safety Policy and Complaints Policy – the Council noted the policies as circulated by the Clerk.
- c) To review current Committee/Sub-Committee and Working Group members and make any changes as necessary – the Council reviewed the current structure. **Cllr Heywood proposed the following changes:**
- **Removal of Cllr Rowlinson from all responsibilities for health reasons**
 - **Cllr Osben to join the Footpaths & Services Committee**
 - **Cllr McCraw to take responsibility for Community Emergency Planning**
 - **Cllr Cherry to act as second Parish Council representative on the VH Management Committee**
 - **Cllr Bridgeman to act as the Planning lead for the Council**
 - **All other vacancies removed and Committee numbers reduced accordingly**
- This proposal was seconded by Cllr Osben, aif.**

PC 11.23.09 FINANCE REPORT

- a) To note and approve the balance of accounts as at 31 October 2023 - The Clerk informed the balance of accounts as at 31 August 2023 were: Current account: £5000.00, Deposit Account: £167,710.50 and Salaries Account: £800.81. – **the Council approved the balance of accounts, aif.**
- b) To approve the accounts awaiting payment including those coming forth – The Council noted the updated paper circulated by the Clerk. **Cllr McCraw proposed that the council approved the accounts awaiting payment, this was seconded by Cllr Osben, 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, **Paper 2 was approved by the Council, 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, **Paper 3 was approved by the Council, aif.** Paper 3 was duly signed by the Chair and the RFO.
- e) 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 to date no decision had been received from BDC re: funding of play equipment at Merriam Close Play area.
- f) To review first 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 once Council Tax Base figures have been received by Babergh District Council.

- g) To consider/approve an increase to the VH Maintenance Grant as proposed by the Finance Committee – Cllr Osben informed the Council that the Finance Committee had agreed that it was time to review the grant currently given to the VH Management Committee to support its running costs. Following discussion it was suggested that the VHMC grant could be increased from £3000 to £5000 but that the VHMC should be asked for an overview of what it would use this additional funding for to ensure that the funds are well spent. *(ACTION – Clerk)*
- h) **To consider/approve financial support to the running of the Brantham Bugle as proposed by the Finance Committee – following discussion it was agreed that there was general support for this proposal but that a formal request should be received and considered from the Editor of the Brantham Bugle.**

PC 11.23.10 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham
DC/23/04417
Dutchman’s Quest, 36 Sycamore Way, Brantham, CO11 1TL
Erection of single storey side extension and driveway (following demolition of existing garage)
PC HAD NO COMMENT TO MAKE
- b) To note the following planning decisions relating to Brantham:
Discharge of Conditions Application for DC/19/01973 (Allowed under Appeal Ref APP/D3505/W/219/3241261)
Land South of, Slough Road, Brantham
Condition 5 (site investigation and Post Investigation Assessment)
REFUSED

PC 11.23.11 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:
 - A bank reconciliation has been completed by Cllr Osben. No issues identified
 - An update from Cllr Bridgeman on the Parish Liaison meeting on 30 October 2023
 - Cllr Bridgeman informed the Council that he had been approached by the Chair of East Bergholt Parish Council who would like to meet to discuss local issues
 - Cllr Bridgeman confirmed that he will be attending a “Parish Council Chairs” get together.

PC 11.23.12 CORRESPONDENCE TO NOTE/ACTION

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

- 1. An email from Babergh District Council ref. a planning enforcement update on planting concerns on the greenfield site.

PC 11.23.13 DATE OF NEXT MEETING

Wednesday 06 December 2023, 7pm at Brantham Village Hall..

The meeting closed to the public at 8.10pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 11.23.09	Ask VHMC what additional funding could be spent on	Clerk



APPENDIX A

Accounts submitted for payment – 01 November 2023

Payee	Detail	Method	NETT	VAT	TOTAL
BMCIC	LPF Maintenance Contribution – Nov 2023	CHQ – 003503	149.50		149.50
D. Childs	October Grounds Maintenance	CHQ – 003504	405.00		405.00
S. Keys	50% travel to SLCC Conf. – 137 miles @ 45p per mile	CHQ – 003505	61.65		61.65
MJS Systems	50% cost of CCTV purchase	Debit Card	5543.26	1090.00	6633.26

Accounts paid since 04 October 2023

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	October 2023 Salary & Office costs	BACS	1594.61		1594.61
T. Bird	October 2023 Litter picker salary	BACS	297.92		297.92
P. Wainwright	October 2023 Litter picker salary	BACS	247.83		247.83
Microsoft	Monthly Subscription Charges – October 2023	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – October 2023	SO	250.00		250.00
East of England Co-op	Postage	DC	20.00		20.00
NEST	Clerk's Pension	DC	95.01		95.01

Receipts allocated since 04 October 2023

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	143.91
Babergh District Council	CIL – October 2023	DEP	28,861.09
Babergh District Council	Recycling Credit	DEP	161.16
BMCIC	Insurance Repayment	DEP	243.72
Brantham Scout & Guide Group	Annual Rent	DEP	1.00
Paul Brackley	Contribution to Private Road	DEP	40.00
Tattingstone Parish Council	50% cost of SLCC conference	DEP	195.00
BMCIC	Rent Payment	DEP	412.50



APPENDIX B

Report for November 2023 to the Parish Councils of Peninsula

Supporting Suffolk Farmers

The council meeting on Thursday 19 October saw councillors vote to approve a motion supporting local farmers and food producers by ensuring that local meat and dairy, as well as plant-based produce, is served at council events. The council's facilities and catering arm, Vertas, has 68% of its spend with Suffolk suppliers and 86% with regional suppliers. In order to tackle the county's environmental priorities and boost the local economy, the council also pledged to encourage Suffolk residents to buy local produce and shop locally wherever possible.

I spoke at the meeting and pointed out that the Council were missing an opportunity to promote policies to reduce meat and dairy consumption, in line with the Government's Committee on Climate Change's recommendations, in order to reduce our carbon footprints. We can still do this and support our local farmers!

Our group also tried to put a motion to encourage solar panels to be installed on all new buildings and industrial buildings (ideally, rather than productive farmland) but this was unsuccessful.

Walking and Bridleway Access

At Cabinet on Tuesday 10 October, members of the Suffolk Local Access Forum joined the meeting to provide their annual report, which included the work they are doing to improve and maintain footways and access around the county, particularly with Network Rail and National Highways to make sure that new developments take foot traffic and walkers into account. They are keen for the council to promote the East Anglian sections of the newly named King Charles III England Coast Path. The forum expressed concern about the significant large-scale energy infrastructure projects planned for the county and could impact on Suffolk residents' enjoyment of the green access network and impact on the county's natural environment.

Suffolk Libraries Consultation

Suffolk County Council's contract with Suffolk's Libraries Industrial and Provident Society (IPS) Limited, the independent charity that runs the library service, comes to an end on 31 May 2025, with a new contract set to begin in June 2025.

The 13-week consultation period is launched today, and will be followed by a competitive Tender Process, before the new contract is awarded in November 2024.

To inform the consultation, the council has undertaken engagement with over 30 organisations including Suffolk's Libraries IPS Limited staff, key service users, schools and partner organisations.

A key focus of the consultation is the council's Library outreach services, which include three mobile library vehicles, serving more than 500 stops across rural parts of the county each month, for the pickup and exchange of books.

The mobile library vehicles are coming to the end of their life and the council therefore needs to consider the best way to deliver these services to people in rural areas of the county going forward.

Library Outreach services also include Pop-up Libraries and a home library service, run by local volunteers, is also available for Suffolk residents that find it difficult to access a library building or mobile library.

The council is keen to hear from people, to better understand the needs across the county. This feedback will help to inform the requirements for the future contract.

Residents can have their say by visiting www.suffolk.gov.uk/LibraryConsultation

Budget Consultation



Suffolk County Council is keen to hear from Suffolk residents, businesses and local communities as it decides how it will spend money next year and has launched an online consultation to give Suffolk residents a say in budget setting for the financial year 2024-25. There will also be a number of focus groups to explain the council's current financial situation, along with the chance for Suffolk residents and businesses to have a say on Council Tax proposals.

There are three key questions, the first is on which services people have recently used, the second asks for thoughts on seeking a greater contribution to Council Tax to help fund public services, and the third on which service area you would like to see more money spent. The online survey can be found at the link below – please give us your views!
http://www.smartsurvey.co.uk/s/Budget24_25/

Storm Babet Flooding

Suffolk County Council and my group would like to extend their thanks to those of you around the county who helped other residents whose homes and travel were affected by the rains and flooding that struck Suffolk on Friday 20 October. If you have been affected by the Storm Babet and the recent flooding, please use link below for SCC support and advice: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

Bus service improvement plan

A consultation exercise and bids from Parish Councils are now welcome (I have emailed all Parish Clerks about this very recently):

SCC has £1.8million to spend each year in 2023/24 and 2024/25 on enhancements to the current passenger transport network. Some of this will be going to the bus companies in order to support existing services, and some will be going into design work on Bus Priority schemes to get them ready for delivery when we are able to secure capital funding. With the remainder of the grant we want to support new or improved services at a local level where demand can be proven.

We are now asking Parish Councils, Bus Companies and other groups to submit ideas and suggestions for these improvements. Our preferred method for this is via an online application form which can be found here: [Suffolk on Board - News / Bus Service Improvement Plan Plus: Where should the money be spent?](#) Additionally, there is a standing invitation to all parishes to attend meetings of the Enhanced Bus Partnership Passenger Group. The next meeting of this will be on 14th November.

Follow us on:

Twitter - [Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

Instagram - https://www.instagram.com/suffolkgli_group/

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



APPENDIX C

Help shape the future of the Babergh and Mid Suffolk districts

Our consultation continues on what matters most to our communities in order to help shape future plans.

Flood support

Emergency council teams worked to support areas impacted by floods last week in the wake of Storm Babet, offering practical support, as well as information and advice on what to do if your home or business was affected.

We also paid tribute to our local heroes and the huge show of community spirit following the worst flooding for years in our districts.

Your new council website

Last month saw the launch of our new council website, and we are keen for your feedback on our new look.

£1.3m boost for Babergh and Mid Suffolk communities

Town and parish councils in Babergh and Mid Suffolk received more than £1.3 million in developer contributions last month.

Suffolk councils delivering project to improve private rented housing sector

'Safe Suffolk Renters' is an initiative to support private sector tenants, landlords and other stakeholders.

Councils' set out commitment to increase EV chargers

Babergh and Mid Suffolk agreed to implement a new joint Electric Vehicle (EV) Infrastructure Implementation Plan.

Free net zero advice for Suffolk businesses and organisations

The councils partnered with an environment charity to deliver expert energy advice to businesses.

Have your say on polling arrangements

Councils are asking residents for feedback on polling districts and places across the county.

Incredible moving cinema bringing unique movie experience to Sudbury

Our partnership with Sudbury Town Council and Abbeygate Cinema has brought a unique cinema experience to the district.

Councillors serve up improvements to community squash courts

Two ward councillors stepped in to breathe new life into Sudbury's only squash courts.



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