



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

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX D

PRESENT: Cllrs 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 4 members of the public.

PC 10.23.01 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 10.23.02 APOLOGIES

The Council noted apologies from Cllrs Cherry, Lancaster and Rowlinson. **These apologies were aif.** The Council noted the resignation of Cllr John Burke.

PC 10.23.03 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 10.23.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 06 September 2023 – the minutes were amended at PC 09.23.01 to read 7pm instead of 7.30pm. Following this amendment **Cllr Osben 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 Heywood, Cllr McCraw 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 10.23.05 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 09.23.12	Respond to resident re: yellow lines <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:
 - Details of the BDC Parish Liaison meeting on 30 October 2023.

PC 10.23.06 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:
- SCC overspend which will result in an increase in Council tax and a reduction to the Council's Reserves.
 - A new Fire Control and Rescue Centre to be opened
 - Small business fund available
 - Water testing by local volunteers
- 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:
- Changed priorities at BDC due to new administration. The Council will be undertaking a public consultation to help set priorities.
 - Cllr Busby is currently unwell and therefore the previous leader will step into this role for the remainder of the year.
 - An update on the Joint Local Plan and what this will mean for Brantham

PC 10.23.07 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:
- Is there an update on the proposal from a local resident to install signage to the cycle path from Brantham to Manningtree? The Chair confirmed that a full proposal and costing is still awaited from SCC.
 - A member of Brantham Open Spaces (BOS) informed the Council that the group had been asked to cut a verge that adjoined a local property at Larman Court and the group had agreed that cutting in this location did not fit their brief and would be detrimental to wildlife. Cllr McCraw agreed to query cutting arrangements for this area at BDC.
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received.

PC 10.23.08 STATUTORY BUSINESS

- a) To consider/approve any applications received for co-option to the Parish Council – the Council reviewed the application for co-option to the Parish Council from Abigail Edevane. Following discussion **the Council proposed that she should be co-opted to the Council, aif.** Cllr Edevane signed the Declaration of Acceptance of Office, this was countersigned by the Clerk. Cllr Edevane joined the meeting.
- b) To note the updated/new Equality & Diversity Policy, Disciplinary Policy, Reporting at Meetings Policy and Online Banking Policy as approved by the Finance Committee. The Council noted the policies as circulated and published on the Parish Council website.
- c) To review current Committee /Sub-Committee & Working Group members and make any changes as necessary – **The Chair proposed the following amendments; Cllrs Donaldson and Osben to fill vacancies in the Legal Sub-Committee, Cllr Edevane to join the Recreation Sub-Committee, Cllr Donaldson to act as the Parish Council representative for the Brantham Leisure Centre and Cllr Cherry to be added as a bank signatory. These amendments were seconded by Cllr McCraw, aif.** The Council noted the remaining vacancies; one vacancy on Recreation Sub-Committee and one vacancy on the Village Hall Committee. It was agreed to review when other Cllrs were present.

PC 10.23.09 FINANCE REPORT

- a) To note and approve the balance of accounts as at 31 August 2023 - The Clerk informed the balance of accounts as at 31 August 2023 were: Current account: £5000.00, Deposit Account: £144,422.80 and Salaries Account: £541.37. – **Cllr McCraw 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— **Cllr McCraw proposed that the council approved the accounts awaiting payment, this was seconded by Cllr Osben, aif.** Paper 2 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 McCraw proposed that the council approved the accounts paid since the last meeting, this was seconded by Cllr Heywood, aif..** Paper 3 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 McCraw proposed that the council approved the receipts allocated since the last meeting, this was seconded by Cllr Osben, aif.** Paper 4 was duly signed by the Chair and the RFO.
- e) To review/approve Budget to Actual Statement to 30 September 2023 – **Cllr Heywood proposed that Paper 4 was approved by the Council, this was seconded by Cllr Donaldson, aif.**
- f) To consider and receive the Bank Reconciliation for the period ending 31.08.23 – the Council noted the Bank Reconciliation document circulated by the RFO. **Cllr McCraw proposed that the Council approved the bank reconciliation, this was seconded by Cllr Osben, aif.** This was duly signed by the RFO and Cllr Osben as Chair of the Finance Committee.
- g) 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.
- h) To consider/approve proposal from Finance Committee to accept the quote provided by MJS Systems for installation of CCTV cameras in the three village play areas – following discussion **Cllr Bridgeman proposed that the quote from MJS Systems should be approved, alongside the annual management plan of £360 +VAT per year, This was seconded by Cllr Heywood, aif.**

PC 10.23.10 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham
DC/23/04272
Erection of single storey extension to join dwellings
11-13 Rowley Close, Brantham, CO11 1RR
BPC HAD NO COMMENT TO MAKE
DC/23/04109
Application under S73a for Removal or Variation of a Condition following grant of Planning Permission
B/12/00500 dated 18/12/2015 Town and Country Planning Act 1990.- To vary Condition 27 (Approved Plans)
Former HMS Ganges Site Shotley Gate Shotley Suffolk
- a) To note the following planning decisions relating to Brantham:
APP/D3505/D/23/3323474
8 Elm Close, Brantham, Suffolk CO11 1TD
APPEAL DISMISSED
DC/23/03438
William Francis Villa, Bergholt Road, Brantham, Manningtree Suffolk CO11 1QS
Erection of double garage (following demolition of two existing garages)
PLANNING PERMISSION GRANTED

PC 10.23.11 REPORTS FROM COUNCILLORS

- a) To receive points to note from committees, sub-committees & working groups:
The Council received the reports from the Committees. There were no additional points to note.
- **The Chair proposed that to ensure the public were aware of the content of Parish Council reports a precis should be added to the Parish Council FB page following the meeting, aif.**

PC 10.23.12 CORRESPONDENCE TO NOTE/ACTION



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

1. An email from a local resident querying progress towards installation of trees outside Brantham Leisure Centre. Following discussion it was agreed that a quote for installation of a small fence in this location along with cultivation of the ground should be sought. **ACTION** – Clerk to contact D.Orman for a quote for this work.
2. An email from a local resident with concerns about Japanese Knotweed on land opposite the Lower Playing Field. The Clerk confirmed that she had highlighted this with Corbally Ltd (the owners of the land) and asked them to put in place a management plan. Cllr McCraw stated that Japanese Knotweed saplings have now been found further up Cinder Path. The Council agreed that Corbally Ltd should be made aware of this and asked to take urgent action. (*ACTION – Clerk*)
3. An email re: 20s Plenty Campaign. The Council reviewed the proposal outlined in the email and **the Chair proposed the following:**
 - **That the Council confirmed that it supports the 20s plenty for Suffolk Campaign aims for 20mph and a change to Suffolk’s speed limit policy.**
 - **That the Council agreed that it calls on SCC to implement 20mph in the following locations; Church Lane, School Lane, Valley Close and Brooklands Rise.**
 - **That the Council will write to SCC to request 20mph on streets throughout Suffolk where vehicles and people mix, with 30mph as the exception on those roads only when the needs of vulnerable road users allow a higher limit.**

This proposal was seconded by Cllr Osben, aif. (*ACTION- Clerk*)

4. An email from the local Scout & Guide group
5. An email from a local resident requesting that the new sign at the Lower Playing Field should be amended to make it explicit that references to use of play equipment relate to the equipment only and not the whole playing field. Following discussion the Council agreed that the signs were self-explanatory and further changes would not be made.
6. A request for information about the local area. The Clerk confirmed that she had responded.

PC 10.23.13 DATE OF NEXT MEETING

Wednesday 01 November 2023, 7pm at Brantham Village Hall..

The meeting closed to the public at 8.12pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 10.23.12`	Request a quote from Dan Orman	Clerk
PC 10.23.12	Contact Corbally Group Ltd re: Japanese Knotweed	Clerk
PC 10.23.12	Contact SCC re 20s Plenty campaign	Clerk



APPENDIX A

Accounts submitted for payment – 04 October 2023

Payee	Detail	Method	NETT	VAT	TOTAL
BMCIC	LPF Maintenance Contribution – Sept & Oct 2023	CHQ – 003496	408.50		408.50
D. Childs	July Grounds Maintenance	CHQ – 003497	480.00		480.00
1 st Brantham Cub Scout Group	Purchase of Daffodil Bulbs	CHQ – 003498	35.98		35.98
Village Hall Brantham	Hall Hire (inv. BPC917 & BPC907)	CHQ – 003499	144.00		144.00
Business Services at CAS	Parish Council Insurance 2023-24	CHQ – 003500	1158.33		1158.33
HMRC	P30 Q2	CHQ – 003501	1479.40		1479.40
SALC	6 months Payroll – inv. 27795	CHQ – 003502	96.00	19.20	115.20

Accounts paid since 04 September 2023

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	September 2023 Salary & Office costs	BACS	1594.61		1594.61
T. Bird	September 2023 Litter picker salary	BACS	297.92		297.92
P. Wainwright	September 2023 Litter picker salary	BACS	248.03		248.03
Microsoft	Monthly Subscription Charges – September 2023	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – September 2023	BACS	250.00		250.00
Amazon	Parish Plan Equipment	DC	118.75	23.74	142.49
Staples	Parish Plan Equipment	DC	41.22	8.24	49.46
Business Services at CAS	Website Hosting	DC	50.00	10.00	60.00
DefibShop	Replacement Defibrillator Pads	DC	65.95	13.19	79.14

Receipts allocated since 04 September 2023

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	136.90
Highcliff Vets	Car Park Lease	DEP	1250.00
BAFC	Hire of LPF for parking	DEP	83.50
BDC	Precept 2 of 2	DEP	28,790.50



APPENDIX B

Report for October 2023 to the Parish Councils of Peninsula

Suffolk County Council Overspend

At Cabinet on 12 September my group raised concerns about the overspend predicted for the financial year 2023-24. The council is forecasting a net overspend of £22.3m, which is 3.2% of the overall budget for the year and will cut into the council's financial reserves with a reduction of £56.9m of the council's 'savings'. Finance officers at the council had suggested a high council tax rise during the budget process to try and lessen the pressures on the council caused by rising inflation, energy costs and increased demands on council services such as placements for children in care, adult care and school transport for children and young people with special educational needs. The Cabinet agreed that senior leaders at the council would look at how money could be saved in each directorate to protect council reserves and prevent cuts to services wherever possible.

New Suffolk Fire and Rescue Control Centre

Officers from Suffolk Fire and Rescue Service (SFRS) joined Cabinet on 12 September to explain their recommendation that the council leave the current control centre partnership with Peterborough and Cambridgeshire and open a new control centre in the county by the end of 2024. This would create significant extra cost, but it was agreed that it was necessary for the safety of Suffolk residents. A vote was held and the recommendations were approved. My group were keen to ensure that no fire stations would close and there would be no cuts to jobs or changes to work terms and conditions, but no assurances were given.

Suffolk Youth Justice Service Annual Plan

The Cabinet meeting on 12 September also reviewed the council's Youth Justice Service's annual plan which requires formal sign off by Suffolk County Council as well as the national Youth Justice Board. The plan detailed recommendations from the recent inspection of the service by His Majesty's Inspectorate of Probation (HMIP) in summer 2022. The service are working hard to prevent criminalisation of children in Suffolk by keeping them in school, education and training, reducing the number of first time entrants into the youth justice system and working with the Suffolk Office of Data Analytics (SODA) to produce a disproportionality analysis of young people in the service: racial disparity, differences in school suspension and education rates, police stop and search and arrest rates.

£100k Fund for Net Zero Business Solutions

Suffolk's Public Sector Leaders group have announced a £100k fund to spark net zero innovation across the county. The 'Net Zero Innovation Fund' will provide grants to businesses for innovative solutions that drive the county towards its net zero target. The fund is being coordinated by the Carbon Charter, Suffolk's hub for sustainable business, and is part of a package of work to deliver the Suffolk Climate Emergency Plan, which sets out the shared ambition of a net zero county by 2030.

To find out more information and to apply, businesses should visit <https://carboncharter.org/nzifs/>

SMEs (small to medium enterprises) looking for general help to decarbonise their operations can also access grants to support this as well as free business consultancy delivered by our partners Groundwork East: [Carbon Charter | Net Zero Business Advisor Service](#)

Successful Suffolk care leaver project rolls out across UK

A Suffolk County Council programme which supports care leavers when they reach the age of 18 has proved so successful, it is now being rolled out across the country by the government.



Staying Close, which was launched by Suffolk County Council in 2017, provides a package of support and guidance to young people leaving care. This includes ensuring they have accommodation, resources, and practical and emotional help to help them thrive as independent adults. This support is provided by a staff member who already works with them, so they have a consistent and stable relationship as they move into adulthood. The Staying Close programme in Suffolk is currently providing approximately 150 young people with help and support.

Primary and Secondary school applications are now open

Parents and carers can now apply for a place in the normal year of entry at primary schools and secondary schools for September 2024.

- The deadline for applications to secure a place at a secondary school is Tuesday 31 October 2023
- The deadline for applying for a primary school place (including infant and junior schools) is Monday 15 January 2024.

Parents and carers click here to apply for a place: www.suffolk.gov.uk/admissions

Before making a school application, parents and carers need to consider how they will get their child to and from school. School travel eligibility is based on a child attending the nearest suitable school that would have had a place available – this might not be the catchment area school: www.suffolkonboard.com/schooltravel

Peninsula News

Greener Holbrook Greener World (allied to Holbrook Parish Council) with assistance from locality funds are going to start testing the Stour and Orwell estuaries in 5 locations weekly for E Coli, Phosphates and Nitrates. The results will be shared with the existing groups on the Deben and at other places on the Stour to help give an overall picture of safety for water users and pollution from various sources. Many thanks to the volunteers who will make this happen.

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

BABERGH DISTRICT COUNCIL REPORT

October 2023

Help shape our priorities for the next four years

Now both administrations have set out their initial vision and priorities for the next four years, it's time for our communities to tell us what they think...

We are embarking on a major engagement exercise with residents, communities, businesses, stakeholders and partners – so they can tell us whether they think we are focusing on the right issues.

Feedback will be sought in a range of ways, both online through a survey and in person workshops. This will then help shape our priorities and our refreshed Corporate Plan. We will promote any consultation through all our usual channels and would be grateful for the support of our town and parish council colleagues in helping to spread the word. [Find out more.](#)

Temporary change to political leadership of Babergh District Council

Cllr David Busby has been forced to take a break from council business due to health issues, with Cllr John Ward acting up temporarily into the leader's role. [Find out more](#)

Blueprint for districts' development 'sound'

Planning Inspectors have delivered their verdict on Babergh and Mid Suffolk District Council's Joint Local Plan – the blueprint for the districts' future development until 2037, providing clarity for communities and developers. [Find out more](#)

Councils bring organisations and residents together to inspire climate action

Residents can find out more about the climate action they can take within their communities at a series of community roadshow events. [Find out more](#)

Developers provide cash boost for community projects

More than £705,000 collected from developers in Babergh and Mid Suffolk is set to be injected back into communities – funding projects including play areas, cycle paths and village hall improvements. [Find out more](#)

Councils help to tackle loneliness for older residents

Babergh and Mid Suffolk District Councils are joining forces with local groups to help tackle loneliness for older residents, by bringing generations together for free sing-alongs, games and fun. [Find out more](#)

Councils introduce new project to improve wellbeing of young people

Babergh & Mid Suffolk District Councils have introduced a new scheme to improve the wellbeing of young people in schools and connect them with their communities. [Find out more](#)

Councils join forces with Jobcentre Plus

Babergh and Mid Suffolk District Councils have launched a new partnership with Jobcentre Plus to bolster the local economy with a series of recruitment fairs. [Find out more](#)

Pets as prizes banned in Babergh and Mid Suffolk



The giving of live animals as prizes will be banned on land owned by Babergh and Mid Suffolk District Councils. [Find out more](#)

Works start on new loos at Gaol Lane in Sudbury

Works to modernise ageing public toilets at Gaol Lane in Sudbury get underway this week. [Find out more](#)



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