



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 04 September 2023 commencing at 7pm held at Brantham Village Hall.

**LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX C**

**PRESENT:** Cllr Cllrs M Bridgeman (Chair), L Cherry, J Heywood, T Lancaster and E Osben.

Also in attendance: S Keys (Clerk) and 4 members of the public.

**PC 09.23.01 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 09.23.02 APOLOGIES**

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

**PC 09.23.03 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 09.23.04 PARISH COUNCIL MEETING MINUTES**

- a) To consider and approve the minutes of the previous Parish Council meeting on 05 July 2023 – Cllr Lancaster 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 available online – these minutes were noted by the Council.

**PC 09.23.05 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 06.23.11	Request volunteers for the CEP on FB <i>Completed</i>	Dismissed
PC 07.23.12	Respond to resident re: speeding and verge cutting <i>Completed</i>	Dismissed
PC 07.23.13	Respond to LMadley re: village Fete <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:



- Resignation received from Cllr Couchman. The Council formally noted its thanks to Cllr Couchman for all her hard work and contribution to the Council.
- An application for more trees to be placed in New Village has been made to Babergh District Council – the Clerk confirmed that she would be meeting a Babergh District Council representative to discuss the project this week.
- A request for Swift/Hedgehog boxes had been made but the requirements for distribution are very stringent. The Clerk informed the Council that she would review the information received and propose a way forward in the near future.

**PC 09.23.06 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.

**PC 09.23.07 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:
  - Brantham Open Spaces Group (BOS) have received a donation of a strimmer. Will the Parish Council service it with other equipment. Following discussion **it was agreed that this could be added to the servicing schedule, aif.**
  - The hedge and verge along Bergholt Road is overgrown and makes walking this path treacherous. Following discussion it was agreed that this should be reported once again.
  - A presentation was received from a member of the public requesting support from the Council for a proposal to develop a project to install a skate park in Brantham to meet the needs of a diverse group of village children. The Chair highlighted the upcoming proposals for a Parish Plan and indicated that this could be included in this consultation. The Council indicated that it would be willing to support deeper investigation into this project but did not have the capacity to lead the project at this time.
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received.

**PC 09.23.08 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 Catherine Donaldson. Following discussion **the Council proposed that she should be co-opted to the Council, aif.** Cllr Donaldson signed the Declaration of Acceptance of Office, this was countersigned by the Clerk. Cllr Donaldson joined the meeting.
- b) To note the updated Grants & Contributions Policy, Social Media Policy, Data Protection Policy and Dignity at Work Policy as approved by the Finance Committee. The Council noted the policies as circulated and published on the Parish Council website.
- c) To approve appointment of SALC as Internal Auditors for 2023-24 as per their details of service provided – **Cllr Osben proposed that SALC were appointed as BPC Internal Auditors for 2023-24, this was seconded by Cllr Cherry, aif.**

**PC 07.23.09 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: £5001.00, Deposit Account: £146,836.21 and Salaries Account: £281.73. – **Cllr Cherry proposed that the balance of accounts be approved, this was seconded by Cllr Bridgeman, aif.**
- b) To approve the accounts awaiting payment including those coming forth– **The Chair proposed that the council approved the accounts awaiting payment, this was seconded by Cllr Cherry, 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 Osben proposed that the council approved the accounts paid since the last meeting, this was seconded by Cllr Lancaster, 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 Heywood proposed that the council approved the receipts allocated since the last meeting, this was seconded by Cllr Lancaster, aif.** Paper 4 was duly signed by the Chair and the RFO.
- e) 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 Heywood proposed that the Council approved the bank reconciliation, this was seconded by Cllr Cherry, aif.** This was duly signed by the RFO and Cllr Osben as Chair of the Finance Committee.
- f) **To approve and sign the amended BDC 2022-23 CIL reporting form** – the RFO informed the Council that there had been a typing error on the previously signed form making a discrepancy of 0.05p, this has now been amended. **Cllr Donaldson proposed that the amended form was approved and signed, this was seconded by Cllr Osben, aif.** The form was signed by the RFO and the Chair of the meeting and the RFO confirmed that this would be forwarded to Babergh District Council and added to the Parish Council website.
- 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 highlighted changes to the report following the refusal from Babergh District Council to provide CIL funding for the equipment at GPL Play area.
- h) To note the email from Babergh District Council highlighting the reasons for not granting CIL funding for the Gravel Pit Lane Play area – the Council noted the circulated email from BDC.
- i) To note confirmation that in accordance with legislation the Clerk has advertised the conclusion of audit for the year ending 31 March 2023 – the RFO informed the Council that the External Auditors report had been received with no highlighted issues. All documentation has been published online.
- j) To consider/agree the Annual Play area Inspection arrangement for the coming year – the Council reviewed the letter received from Babergh District Council. **Cllr Bridgeman proposed that BDC inspections in the village play areas were approved, this was seconded by Cllr Osben, aif.**

**PC 09.23.10 PLANNING MATTERS** To consider and respond to the following planning matters relating to Brantham

a) [DC/23/03438](#)

Erection of double garage (following demolition of two existing garages)  
William Francis Villa, Bergholt Road, Brantham, CO11 1QS

The Parish Council reviewed the application and confirmed that it had no comment to make.

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

[DC/23/02640](#)

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

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

PLANNING PERMISSION GRANTED

**PC 07.23.11 REPORTS FROM COUNCILLORS**

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

- Cllr Cherry – nothing further to report
- Cllr Lancaster informed the Council that next steps for the Parish Plan are to contact Lou Madley at Brantham Leisure Centre and Chloe's Café. Contact details to be provided.
- The Chair confirmed that he had contacted Highcliff Vets owners and informed them of the proposed increase in rent in line with the terms of the lease. This had been agreed by them and would be implemented going forward.
- Cllr Heywood informed the Council that there had been further vandalism at the Merriam Close Play area. In light of the anti-social behaviour and the suggestion from the police that CCTV would be a useful deterrent this option is being explored. **The Chair proposed that three quotes for CCTV in each of the village play areas**



should be sought in preparation for the Finance Committee meeting in September. This was seconded by Cllr Heywod, aif.

**PC 07.23.12 CORRESPONDENCE TO NOTE/ACTION**

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

1. An email from Brantham Leisure Centre re: parking on LPF on 5/16 July 2023. The RFO confirmed that an extraordinary meeting of the Finance Committee had been convened to consider this request and agreement had been granted on the basis that 50% of parking charges should be paid to the Parish Council.
2. An email from Brantham Scout & Guide Group re: asbestos found in an outbuilding
3. An email from a local resident re: possible public open space at Bailye Court – the Clerk confirmed that she had responded with contact details.
4. An email from Babergh District Council re: litter and dog waste bins at Brantham Open Space
5. An email from Constable Country Childcare re: commemorative mugs. The Clerk informed the Council that she had confirmed that these could be given to any new children at St Michael’s pre-school.
6. An email from EB Parish Council re: possible meeting re: traffic at A12/B1070 junction – no details of meetings have been received to date.
7. An email from a local resident re: parking at Temple Pattle – the Clerk confirmed that she had responded and provided signposting information.
8. An email from BLC requesting use of the LPF for car parking on Saturday 29 June 2024. **Cllr Osben proposed that this request should be approved, this was seconded by Cllr Cherry. 1 Cllr abstained from the vote. The motion was carried.**
9. A letter from a local resident requesting yellow lines on Private Road opposite the Village Hall. Following discussion the Parish Council agreed that a response should be sent to the resident asking them to input to the Parish Plan so that a view on parking concerns can be garnered before decisions are made. (*ACTION – Clerk*)

**PC 09.23.13 DATE OF NEXT MEETING**

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

**The meeting closed to the public at 8.12pm.**

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



**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
PC 09.23.12	Respond to resident re: letter requesting yellow line	Clerk



**APPENDIX A**

**Accounts submitted for payment – 04 September 2023**

Payee	Detail	Method	NETT	VAT	TOTAL
BMCIC	LPF Maintenance Contribution	CHQ – 003488	259.00		259.00
D. Childs	July Grounds Maintenance – invoice 1685	CHQ – 003489	285.00		285.00
D. Hyatt	BOS costs	CHQ – 003490	98.41		98.41
Brantham Cricket Club	Donation as per FC 08.23.05	CHQ – 003491	150.00		150.00
SALC	Training – Understanding Precepts	CHQ – 003492	17.00	3.40	20.40
D. Childs	August Grounds Maintenance – invoice 1707	CHQ – 003493	210.00		210.00
KOMPAN	Play equipment – GPL & Merriam Close (Inv. No.s 247627 & 24768	CHQ – 003494	23,000.00	4599.99	27,599.99
PKF LittleJohn	2022-23 External Audit	CHQ - 003495	420.00	84.00	504.00

**Accounts paid since 05 July 2023**

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	August 2023 Salary & Office costs	BACS	1594.61		1594.61
T. Bird	August 2023 Litter picker salary	BACS	297.92		297.92
P. Wainwright	August 2023 Litter picker salary	BACS	247.83		247.83
S. Keys	July 2023 Salary & Office costs	BACS	1594.61		15694.61
T. Bird	July 2023 Litter picker salary	BACS	297.92		297.92
P. Wainwright	July 2023 Litter picker salary	BACS	247.83		247.83
Microsoft	Monthly Subscription Charges – August 2023	DD	8.60	1.72	10.32
Microsoft	Monthly Subscription Charges – July 2023	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – August 2023	BACS	250.00		250.00
Brantham Village Hall	Support for running costs – July 2023	BACS	250.00		250.00
NEST	Parish Clerk Pension contribution (month 5)	Debit Card	95.01		95.01
NEST	Parish Clerk Pension contribution (month 4)	Debit Card	95.01		95.01
NEST	Parish Clerk Pension contribution (month 3)	Debit Card	115.54		
Babergh District Council	Parish Election charges	Debit Card	204.23		204.23
Fone Tech	50% contribution towards cost of Clerk's broken phone screen	Debit Card	30.00		30.00
Online Playgrounds (Fenland Leisure)	Trapeze handle replacement	Debit Card	46.33	9.27	55.60
John R Keeble	GPL Annual Rent	Standing Order	10.00		10.00
East of England Co-op	Postage	Debit card	32.80		32.80

**Receipts allocated since 05 July 2023**

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	110.63
BMCIC	Insurance repayment	DEP	243.72
Braiswick Photographic	Private Road contribution	DEP	150.00



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**APPENDIX B**

**Report for September 2023 to the Parish Councils of Peninsula**

**Pylon plan not supported by SCC**

Suffolk County Council is not supporting the latest proposals by the National Grid to install 114 miles of electricity pylons across the county as part of the "Norwich to Tilbury" project. A number of objections have been raised about the 33 mile stretch of the new works which would run through Suffolk, which includes installing a stretch of cabling under the Dedham Vale Area of Outstanding Natural Beauty. The council is pressing for an offshore solution to be fully researched and considered.

**Onshore facility proposal for Suffolk Coast**

Suffolk County Council was disappointed to learn that the LionLink interconnector project from National Grid Ventures has identified an alternative landfall at Walberswick, with cable routing making its way to the north of Southwold.

The Lionlink project aims to connect multiple offshore wind farms in the North Sea, instead of individual wind farms connecting one by one to the shore. The project is a joint venture between the UK and the Netherlands, supplying energy to both countries.

The Council will study the details of the new proposals, and will prepare its response to the National Grid's second public consultation, which opens on 8 September.

**2023 Tour of Britain Cycle Race**

The world's best cyclists will be taking to the roads of Suffolk on 7 September, including Tour de France champions. This fifth stage of the national race will start in Felixstowe at 10.45am and go through Kesgrave, Ipswich, Hadleigh, Needham Market, Stowmarket, Framlingham, Leiston and Woodbridge before finishing back in Felixstowe at around 3.30pm. For details of the route and timings, please see the plans for Stage Five on the Tour of Britain website: <https://www.tourofbritain.co.uk/stages/stage-five/>

**New Fire and Rescue Service Training Centre**

The Suffolk Fire and Rescue Training Centre at Wattisham has had a £1.3m upgrade and was formally opened on 24 August. This includes a new tactical firefighting facility to simulate incidents firefighters may be faced with and help them prepare for the dangerous work they undertake in the community.

**Social Worker of the Year Awards 2023**

Suffolk County Council's social workers and social care teams have been shortlisted for six awards at the annual Social Worker of the Year Awards. This is the only major national awards event for social work in England, attracting hundreds of entries every year and reaching millions of people with positive stories of outstanding social work. We are really proud of our social workers, who work so hard to help people in often challenging circumstances. The winners will be announced at the awards ceremony in November this year.

**Support for Ukrainian refugees moving to private rented accommodation**

In May, Suffolk County Council announced a one-off £2,000 support grant for Ukrainian refugees moving on from their host into their own accommodation. The Independent Living Payment is available to any Ukrainian refugees moving into private rented accommodation after 1 April 2023. Guests must have been living in Suffolk for a minimum of two months and be registered on the Suffolk Homes for Ukraine scheme to be eligible for the payment. This funding can be used for any associated housing costs, including furniture, moving costs or travel to work. The support can be used towards accommodation which is furnished or unfurnished, and accommodation can be in





Suffolk or out of county.

Ukrainian guests can apply for the Independent Living Payment and completing the application form on the Suffolk County Council website:

<https://www.suffolk.gov.uk/community-and-safety/communities/community-engagement/support-for-refugees/support-for-ukraine/ukraine-information-for-guests>

### **CQC pilot inspection of Adult Social Care (ACS)**

I am representing the opposition in this inspection and will be happy to relay any appropriate feedback about ASC/ACS to the CQC so please let me know where they have done well and where there are areas that need to be improved before 15<sup>th</sup> September.

### **Reinforced autoclaved aerated concrete (RAAC) in schools**

From SCC today: *You are likely to have seen reported in the media the news that 156 schools across the country are affected by the use of reinforced autoclaved aerated concrete (RAAC) during construction.*

*RAAC is a lightweight form of concrete which was used in schools, colleges and other building construction from the 1950s until the mid-1990s.*

*The Department for Education (DfE) is leading on this directly with those schools affected. Suffolk County Council has had no official confirmation from the DfE, however at this stage we believe that four schools may be affected in the county. All of these are academies. This could however change as we learn more from the DfE. Suffolk County Council's education and infrastructure team are offering support to minimise disruption to education.*

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**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 – List of common abbreviations used**

<b>Aif</b>	<b>All in favour</b>
<b>AGAR</b>	<b>Annual Governance and Accountability Return</b>
<b>APM</b>	<b>Annual Parish Meeting</b>
<b>APCM</b>	<b>Annual Parish Council Meeting</b>
<b>ASB</b>	<b>Anti-social Behaviour</b>
<b>BACS</b>	<b>Bankers Automated Clearing Services</b>
<b>BDC</b>	<b>Babergh District Council</b>
<b>BLC</b>	<b>Brantham Leisure Centre</b>
<b>BMCIC</b>	<b>Brantham Management Community Interest Company</b>
<b>BOS</b>	<b>Brantham Open Spaces Group</b>
<b>BMSDC</b>	<b>Babergh &amp; Mid Suffolk District Council</b>
<b>BPC</b>	<b>Brantham Parish Council</b>
<b>CEP</b>	<b>Community Emergency Plan</b>
<b>CAS</b>	<b>Community Action Suffolk</b>
<b>Chq</b>	<b>Cheque</b>
<b>Cllr</b>	<b>Councillor</b>
<b>Cttee</b>	<b>Committee</b>
<b>DCLG</b>	<b>Department of Communities and Local Government</b>
<b>FC</b>	<b>Finance Committee</b>
<b>FOI</b>	<b>Freedom of Information</b>
<b>FR</b>	<b>Financial Regulations</b>
<b>GPoC</b>	<b>General Power of Competence</b>
<b>HMRC</b>	<b>Her Majesty's Revenue and Customs</b>
<b>LPA</b>	<b>Local Planning Authority</b>
<b>LPF</b>	<b>Lower Playing Field</b>
<b>LSC</b>	<b>Legal Sub Committee</b>
<b>NHS</b>	<b>National Health Service</b>
<b>NDP</b>	<b>Neighbourhood Development Plan</b>
<b>NP</b>	<b>Neighbourhood Plan</b>
<b>PC</b>	<b>Parish Council</b>
<b>PCSO</b>	<b>Police Community Support Officer</b>
<b>RFO</b>	<b>Responsible Finance Officer</b>
<b>RFSC</b>	<b>Recreation, Footpaths and Services Committee</b>
<b>SALC</b>	<b>Suffolk Association of Local Councils</b>
<b>SCC</b>	<b>Suffolk County Council</b>
<b>SID</b>	<b>Speed Indicator Device</b>
<b>SLA</b>	<b>Service Level Agreement</b>
<b>SNT</b>	<b>Safer Neighbourhood Team</b>
<b>SO</b>	<b>Standing Order</b>
<b>TPO</b>	<b>Tree Preservation Order</b>
<b>VAS</b>	<b>Vehicle Activated Sign</b>
<b>VCSE</b>	<b>Voluntary, Community and Social Enterprise Organisations</b>
<b>HMC</b>	<b>Village Hall Management Committee</b>