



The Parish Councillors of BRANTHAM PARISH COUNCIL are summoned to attend the Parish Council Meeting on Wednesday 01 May 2024 commencing at 7pm in Brantham Village Hall.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

The meeting is open to members of the public to attend in person. Members of the public not wishing to attend in person may submit written representations on issues to be covered in the agenda or items in general which will be noted for further consideration.

All associated papers for the meeting can be found [here](#).

## AGENDA

PC 05.24.01	OPENING INCLUDING STATEMENT	CHAIR
PC 05.24.02	Election of Chair inc. signing of the Declaration of Acceptance of Office for the position	CHAIR
PC 05.24.03	Election of Vice-Chair inc. signing of the Declaration of Acceptance of Office for the position	CHAIR
PC 05.24.04	APOLOGIES FOR ABSENCE a) Council to receive apologies for absence b) Council to consent to accept apologies received	CLERK
PC 05.24.05	DECLARATIONS OF INTERESTS: a) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct b) To receive notification of gifts of hospitality exceeding £50 c) To receive requests for dispensations	ALL
PC 05.24.06	MINUTES OF PREVIOUS MEETINGS a) To consider and approve the <a href="#">minutes</a> of the previous Parish Council meeting held on 03 April 2024 b) Council to note <a href="#">Draft and Approved minutes</a> of the Finance Committee are available to view online	CHAIR
PC 05.24.07	REPORTS FOR INFORMATION – to receive written reports for information only: <ul style="list-style-type: none"> <li>• County Councillor Simon Harley</li> <li>• District Councillors - Alastair McCraw</li> </ul>	CHAIR
PC 05.24.08	PUBLIC FORUM a) To receive questions and matters of concern from members of the public in attendance on the agenda submitted b) To receive comments or questions relating to Brantham in particular c) To receive questions and comments submitted in writing/email for future consideration by the Council	CHAIR
PC 05.24.09	CLERK'S REPORT ( <b>PAPER 1</b> ) a) To review actions from the previous meeting b) To receive the reports of items actioned under delegated powers c) To receive items of correspondence for noting only	CLERK
PC 05.24.10	STATUTORY BUSINESS a) To receive nominations for the vacant posts of Councillor (3) b) To receive signed Declaration of Acceptance of Office forms from all Parish Councillors	CLERK

	<ul style="list-style-type: none"> <li>c) Councillors to consider the Clerk’s paper on Committee Structure and consider amendments and/or nominations to the vacant positions on each committee (<b>Paper 2</b>)</li> <li>d) Councillors consider the Clerk’s paper on Parish Council Representation on outside bodies (<b>Paper 2</b>)</li> <li>e) Councillors to consider nominations to the Parish Appointed Positions (<b>paper 2</b>)</li> <li>f) Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed at the Council’s Responsible Finance Officer as part of her contract of employment.</li> <li>g) To confirm any amendments to the Council’s <a href="#">Terms of Reference</a> for Committees, Sub-Committees and Working Groups.</li> <li>h) To review and adopt the latest version of <a href="#">Standing Orders</a> for Brantham Parish Council</li> <li>i) To review and adopt the latest version of <a href="#">Financial Regulations</a> for Brantham Parish Council</li> </ul>	
PC 05.24.11	<p>FINANCE</p> <ul style="list-style-type: none"> <li>a) To approve the accounts awaiting payment including those coming forth (<b>Paper 3</b>)</li> <li>b) To note the accounts paid since the last meeting (<b>Paper 4</b>)</li> <li>c) To note receipts allocated since the last meeting (<b>Paper 5</b>)</li> <li>d) To consider and receive the Bank Reconciliation and balance of accounts for the period ending 30.04.24 (<b>Paper 6 – TO FOLLOW</b>)</li> <li>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 (<b>Paper 7</b>)</li> <li>f) To receive and approve the <a href="#">Asset Register</a> for the year ending 31 March 2024</li> <li>g) To approve the Statement of Accounts for Brantham Parish Council for the year ending 31 March 2024 (<b>Paper 8 – TO FOLLOW</b>)</li> <li>h) To consider and approve the completion of the Annual Governance Statement (section 1) for the year ending 31 March 2024 as per the Annual Governance and Accountability Return (AGAR) (<b>Paper 9 -TO FOLLOW</b>)</li> <li>i) To consider and approve the Accounting Statements for the year ending 31 March 2024 as transposed onto the AGAR (<b>Paper 10 – TO FOLLOW</b>)</li> <li>j) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2024-25 (<b>Paper 11</b>)</li> <li>k) Council to confirm, in accordance with FR 6.9 &amp; 6.10 its acceptance for the use of BACS (Bank Transfer) for the settlement of its invoices/requests for payments, provided that such payments are authorised by two bank signatories, and the evidence of such authorisation is retained, and any payments are reported to council as having been made.</li> <li>l) To review the request from Brantham Village Hall Committee for a contribution towards new tables for the Hall (<b>Paper 12</b>)</li> </ul>	RFO
PC 05.24.12	<p>PLANNING MATTERS</p> <p><a href="https://www.babergh.gov.uk/planning/">https://www.babergh.gov.uk/planning/</a></p> <ul style="list-style-type: none"> <li>a) To consider and approve response to the following planning matters relating to Brantham None received.</li> <li>b) To note the following planning decisions relating to Brantham: 41 Temple Pattle, Brantham, Manningtree, Suffolk CO11 1RW Discharge of Conditions Application for DC/24/00293 - Condition 3 (Biodiversity/Ecological Enhancement Measures) APPROVED</li> </ul>	CHAIR
PC 05.24.13	<p>REPORTS FROM COUNCILLORS – <i>Paper to follow</i></p> <ul style="list-style-type: none"> <li>a) To receive a report from the Parish Chairman and agree any actions as necessary</li> <li>b) To receive any other points to note from committees, sub-committees &amp; working groups</li> <li>c) To consider/approve any proposals or next steps as appropriate</li> </ul>	CHAIR ALL
PC 05.24.14	<p>CYCLE WAY TO MANNINGTREE (<b>PAPER 13</b>)</p> <ul style="list-style-type: none"> <li>a) To receive quote received from Suffolk County Council re: shared cycle way improvements</li> </ul>	CHAIR

	b) To note the agreement from Cllr Simon Harley to fund 50% of the proposed improvements c) To consider/agree next steps as necessary	
PC 04.24.15	DATES OF FORTHCOMING MEETINGS – all taking place at Brantham Village Hall a) Finance Committee meeting – Wednesday 22 May 2024, 7pm b) Parish Council meeting – Wednesday 05 June 2024, 7pm	CHAIR

Signed:

A handwritten signature in black ink, appearing to read 'S Keys.', is written on a light blue rectangular background.

**Sarah Keys** Clerk to the Council