



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 03 January 2024 commencing at 7pm held at Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs C Donaldson, A Edevane, M Bridgeman (Chair), J Heywood, T Lancaster, A McCraw and E Osben.

Also in attendance: S Keys (Clerk) County Councillor Simon Harley and 3 members of the public.

PC 01.24.01 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 01.24.02 APOLOGIES

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

PC 01.24.03 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 01.24.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 06 December 2023 - Council **approved the minutes and consent was given to the Chair to sign them as a true and accurate record of the proceedings that took place, aif.**
- b) To note the draft minutes of the Finance Committee available online – these minutes were noted by the Council.

PC 01.24.05 REPORTS FOR INFORMATION

- a) A written report had been submitted from Cllr. Harley (available as Appendix C). Cllr Harley gave an update on the following issues:
 - Alpha Nurseries
 - Flood resistance grants available
 - Tough financial times ahead for SCC
- b) Cllr McCraw updated on the following issues:
 - BDC deficit of £1.5m
 - Consultation on proposals to charge for parking in Hadleigh and Sudbury

PC 01.24.06 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 – none.
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received.



PC 01.24.07 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 12.23.13	Arrange meeting with BLC and Fireworks Committee <i>Completed. Meeting will take place on 05 Jan 2024</i>	Dismissed

- b) To receive the reports of items actioned under delegated powers:
- Emails sent to Corbally and St Francis Group ref. Japanese Knotweed on land along Factory Lane. This has also been reported to SCC.
 - Litter Picker vacancy advertised. Closing Date 12 Jan 2024
- c) To receive items of correspondence for noting only - all matters not requiring action from Council have been dealt with under delegated powers with the following items noted:
- Email from Babergh District Council confirming that the removed litter bin from bottom of Merriam Close footpath will be replaced in the near future.
 - Email from SCC confirming that they will contact the landowner re: Japanese Knotweed along Factory Lane.
- d) To receive an update on applications for Litter Picker Post and agree arrangements for sifting and interview – Clerk informed the Council that so far two applications had been received. Clerk noted that due to increase in the village and the need to collect litter along footpaths it may be necessary to appoint two litter pickers. This would be reviewed by the Finance Committee at its next meeting. **The Council agreed that interview would be undertaken by Cllr Donaldson and the Clerk.**

PC 01.24.08 STATUTORY BUSINESS

- a) To note the letter received from Babergh District Council re: Annual price increase for letter and dog bin emptying services – Council noted the letter and charges going forward.
- b) To note the 2024 Police and Parish Liaison meeting dates – Council noted the following dates; 20th March 2024 - Hadleigh Town Hall, 19th June 2024 - Pinewood Village Hall, 18th September 2024 - Claydon Village Hall and 18th December 2024 - Stutton Village Hall

PC 01.24.09 FINANCE REPORT

- a) To note and approve the balance of accounts as at 31 December 2023 - The Clerk informed the balance of accounts were: Current account: £5000.00, Deposit Account: £162,234.40 and Salaries Account: £1320.09. – **the Council approved the balance of accounts, aif.**
- b) To approve the accounts awaiting payment including those coming forth – The Council noted Paper 1. **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, **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. Council received the up-to-date position from known expenditure and noted that once all committed funds were realised there would be a potential available balance of £77405.90 which would fall to £70,065.06 if the estimated costs for projects coming forth against the CIL pot were realised.
- f) To consider and finalise the Budget for the financial year 2024 – 2025 – following receipt of the revised budget papers and with confirmation that there was no change to the indicative tax base given by BDC in November 2023, **Council was in agreement to accept the proposed budget in the sum of £82,037.** Council noted that the confirmed Tax Base for the Parish of Brantham was £998.16 for 2024-25 which was a 3.58% increase on the previous year.



- g) To consider and approve the Precept to be set for the financial year 2024-25. – **all agreed that the precept to be served on the charging authority (BDC) by the council should be £63,636.00 noting that this would equate to an increase of £4 or 6.7% on a Band D property in Brantham, aif.** The Chair of the Council, the Chair of the Finance Committee and the Clerk signed the precept forms which would be submitted to the District Council by the required date. It was noted that the overall the budget of £82,037 would be funded by: Precept £63,636 and other anticipated income including rents, recycling and bank interest of £18,401
- h) To consider/approve the request from Brantham Scout and Guide Group for financial support with the cost of asbestos removal at the Scout Hut in Brantham – Council noted the papers circulated. The Clerk informed the Council that she had received notification from the Chair of the Scout and Guide group that a contribution of £1000 has been agreed from East Bergholt Parish Council, the outstanding costs are therefore £4922. The Council noted the importance of this group in the village and the large numbers of families and children who access its services. The Council noted that the group has been working hard to raise funds for a new Scout Hut and this expenditure would be a significant setback. Following discussion **all agreed that the Parish Council would contribute any outstanding funding towards these costs up to £4922, aif.**
- i) To review /approve the Budget-Actual Statement for the period ending 31 December 2023 – the meeting received the report noting that the finances are currently on target and show no cause for concern. **All agreed that the report should be approved, aif.**
- j) To review and approve the Bank Reconciliation for the period ending 31 December 2023 - Council noted the overall bank balances of £168,183.49 across all accounts held in the name of the Parish Council. **All agreed that these balances should be approved, aif.**

PC 01.24.10 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham
DC/23/05789
20 Gravel Pit Lane Brantham Manningtree Suffolk CO11 1NX
Erection of outbuilding and single storey rear extension with glazed roof lantern (following demolition of garage)
BPC HAD NO COMMENT TO MAKE
- b) To note the following planning decisions relating to Brantham:
DC/23/05202
22 Gravel Pit Lane Brantham Manningtree Suffolk CO11 1NX
Application under S73a for Removal or Variation of a Condition following grant of Planning Permission
DC/23/01814 dated 6/6/2023 - Erection of two storey side extension and part two storey/part single storey rear extension. Town and Country Planning Act 1990 (as amended) - To vary Condition 2 (Approved Plans and Documents) as per revised plans.
PLANNING PERMISSION GRANTED

PC 01.24.11 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:
- Cllr Heywood informed the Council that she had received a request for an additional litter bin on Cinder Path next to the dog litter bin. This matter was discussed, Council noted that each additional litter bin represented a cost to the Council and that in future this path may be included on a litter picking route. The Council agreed that need for a bin would be reviewed when the litter picker had been in post for some time.
 - Cllr Lancaster noted that there would be a meeting to review the responses to the Parish Consultation and to agreed next steps on 16 January 2024.
 - The Chair noted that the rent review with Highcliff Vets is currently underway but that negotiations seem to have stalled with their legal department. This would be monitored.
 - The Chair queried whether in future years the Parish Council might like to have a Christmas tree in the village. Cllrs were asked to consider possible locations for a tree for discussion at the next meeting.

PC 01.24.12 DATE OF NEXT MEETING



Wednesday 07 February 2024, 7pm at Brantham Village Hall.

The meeting closed to the public at 7.53pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO



APPENDIX A

Accounts submitted for payment – 03 January 2024

Payee	Detail	Method	NETT	VAT	TOTAL
HMRC	P30 Q3	CHQ – 003511	1896.84		1896.84
BMCIC	Grounds Maintenance Contribution	CHQ – 003512	76.50		76.50
SLCC	50% Membership Fee	CHQ – 003513	144.00		144.00

Accounts paid since 06 December 2023

Payee	Detail	Method	NETT	VAT	TOTAL
Village Hall Brantham	Hall Hire – July to Nov (nv. BPC 972, 975 & 984)	CHQ – 003506	240.00		240.00
SALC	SALC Conference (inv. 27953)	CHQ – 003507	15.00	3.00	18.00
Simon Fisher	Email and Domain (inv. 2324-411)	CHQ – 003508	154.00		154.00
BMCIC	LPF Maintenance Contribution	CHQ – 003509	113.00		113.00
D.Childs	Grounds Maintenance – invoice 1786	CHQ – 003510	105.00		105.00
S. Keys	Dec 2023 Salary & Office costs (including backdated pay increase from 01.04.23)	BACS	2156.65		2156.65
T. Bird	Dec 2023 Litter picker salary	BACS	297.92		297.92
P. Wainwright	Dec 2023 Litter picker salary	BACS	247.83		247.83
Microsoft	Monthly Subscription Charges –Nov 2023	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – Nov 2023	BACS	250.00		250.00
NEST	Clerk's Pension	DC	95.01		95.01
East of England Co-op	Food and Drink for Xmas celebrations	DC	54.39	7.55	61.94

Receipts allocated since 06 December 2023

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	180.25
HMRC	VAT Reclaim	DEP	5886.94
Highcliff Vets	Car Park Rent	DEP	1250.00



APPENDIX B – 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



APPENDIX B

Report for January 2023 to the Parish Councils of Peninsula

Flooding in Suffolk

Recent high rainfall has led to many Suffolk residents' homes being flooded, and flooding more generally on roads. At Council on 7 December, a motion was passed for the council to review the frequency of drain and gully clearance in areas at risk of flooding, and to work closely with districts and boroughs, Anglian Water and the Environment Agency to help prevent future flooding. My group had hoped to introduce further measures on regularity of maintenance, but this was not supported by the Conservative administration. The motion that was passed was preceded by an announcement by the council of £1m in extra funding to investigate flooding incidents in the county.

Details of a government-funded scheme from DEFRA whereby Suffolk residents can apply for up to £5,000 to help protect their property from future flooding can be found at this link, with applications from January 2024: <https://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

Sea Link Consultation Response

On Tuesday 12 December, Suffolk County Council Cabinet reviewed their proposed response to the National Grid's proposals to link up Suffolk and Kent with undersea cables and landfall at Aldeburgh and a substation at nearby Friston. Councillors in these areas were particularly concerned about the impact on the natural environment and the Suffolk coastline, with most councillors agreeing that engagement with the community about the proposals had been poor, and the timing of the construction coinciding with Sizewell C to create even more pressure on the county's transport routes and tourism industry. Cabinet decided that they would not lodge a holding objection at this stage, though I spoke at the meeting requesting this, and their response to the National Grid consultation simply outlined their concerns and the possibility of objecting in future once more details were known.

SCC Carbon Net Zero Ambitions

The council's Scrutiny Committee met on Monday 11 December to review the council's progress towards becoming carbon net zero by 2030. Overall there had been a 10% reduction in emissions in 2022/23, due to reduced energy use for street lighting (a recent upgrade programme) and reduced gas consumption at SCC property and schools.

However, the council is not on target to be carbon neutral by 2030, at least partially due to the third scope of indirect emissions – this includes emissions by suppliers and contractors used by the council which are difficult to measure accurately and control. The supply chain represents 91% of the council's total footprint, and it has updated its contract terms and conditions to include annual reporting on reducing carbon emissions, and also requires suppliers to sign up to its Carbon Charter and Climate Change Commercial Ask.

Getting Children Ready for Education, and Alpha Nurseries

On Thursday 14 December, the council's Education and Children's Scrutiny Committee met to review the support the council provides to prepare children for school. This includes the county's nurseries and early years providers, health services for 0–5-year-olds and Family Hubs (formerly children's centres). The Committee acknowledged the good work that was going on in a challenging area and urged that recruitment of health visitors be prioritised by SCC to fill the current vacancies (21%).

We found out last week that Alpha Nurseries were going into liquidation with immediate effect. Alpha Nurseries also run nurseries in other Counties, these also closed last week. It will clearly be a worrying time for families and the Alpha Nurseries staff.



Alpha nurseries is a private company, SCC has offered high levels of support to this organization and its settings in Suffolk for many years. Some of their Suffolk nurseries ran from buildings leased from SCC. Once the buildings are returned to us, we will undertake any repair work necessary and then offer them out to interested parties who can deliver high quality early years provision to replace some of those that have been lost.

We will be having urgent talks with early years providers in the areas where nurseries have closed to see if there is anything we can help with that would enable other early years providers to accommodate additional children seeking places in the wake of the Alpha closure.

If you get enquiries from families please direct them to our Family Information Service link below:

<https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/parent-hub/suffolk-families-information-service>

DEFRA's Property Flood Resilience Grant

As well as the initial £500 grant payment and council tax/business rate discounts, residents whose homes have been flooded may also be eligible for up to £5,000 from the Property Flood Resilience (PFR) Grant, which the government requires Suffolk County Council to administer on their behalf. The application process will begin in early 2024 and after initial eligibility checks by SCC, property owners will be responsible for sourcing an independent surveyor and PFR contractor. Payment of up to £5,000 including VAT will be paid retrospectively to the property owner once the Council receives proof of the completed installation and invoicing for the approved measures.

Further information about the grant eligibility, conditions and the forthcoming application process can be found here: <https://www.suffolk.gov.uk/property-flood-resilience-grant>

Follow us on: Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](https://www.suffolk.gov.uk/property-flood-resilience-grant)

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>

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/preparing-for-flooding>

Flood recovery advice and support: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

Simon Harley Suffolk County Councillor for Peninsula Division