



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 06 March 2024 commencing at 7pm held at Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs L Cherry, A Edevane, M Bridgeman (Chair), J Heywood, A McCraw, E Osben.

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

PC 03.24.01 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 03.24.02 APOLOGIES

The council noted apologies from Cllrs Edevane, Donaldson, Lancaster and County Councillor Simon Harley. **These apologies were aif.**

PC 03.24.03 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 03.24.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 07 February 2024 – **Cllr Cherry proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, this was seconded by Cllr Heywood, aif.** (Cllrs McCraw and Osben abstained from the vote) The Chair signed the minutes as approved.
- b) To note the draft minutes of the Finance Committee available online – these minutes were noted by the Council.

PC 03.24.05 REPORTS FOR INFORMATION

- a) A written report had been submitted from Cllr. Harley (available as Appendix C). Cllr Harley updated on the Council's progress to update street signs and the new project to install electric infrastructure in the County.
- b) A written report from BDC had been circulated by District Cllr McCraw (available as Appendix D)

PC 03.24.06 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 – the following comments/questions were received from members of the public:
 - Dog litter bin on Poppy field has a branch hanging over it. Resident queried whether a member of the Council would attend to help clear the branch. Cllr McCraw agreed to attend.
 - Query over wording from the Clerk in papers re: progress made on a Pedestrian crossing. Resident queried the use of the word "progress".



- Concerns highlighted about level of water at Decoy Pond and the possibility of a blockage for the water to drain away.
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received.

PC 03.24.07 CLERK'S REPORT

- a) To review actions from the previous meeting:

MINUTE NO.	ACTION	DISMISSED/ ONGOING
PC 02.24.01	Arrange donation to Charity as mark of respect for Cllr Rowlinson <i>To be completed</i>	Ongoing
PC 02.24.056	Arrange appointment of Litter Pickers <i>Completed</i>	Dismissed
PC 02.24.07	Set date and make arrangements for a village litter pick <i>Completed, litter pick booked for 23 March 2024</i>	Dismissed
Wmai	Present a proposal on Skate Park next steps to Finance Committee <i>Completed</i>	Dismissed

- b) To receive the reports of items actioned under delegated powers:
- Recycling credit form submitted to Babergh District Council
 - Email sent to Cllr Harley re: concerns about state of A137 potholes etc with query about repair fund from Highways England – Council reviewed the response received from Cllr Harley who agreed to investigate further
 - Cllr Edevane added as a Facebook Admin to enable addition of social media reels
 - Parish Council Instagram page set up to increase engagement via social media
 - Meeting held with MJS Ltd to review CCTV and ongoing monitoring
 - Email sent to Babergh District Council to highlight concerns about water level and litter around Decoy Pond.
- 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 local resident highlighting some graffiti and need for a pedestrian crossing on the A137 – Clerk confirmed that a response had been sent arranging for the Grounds Maintenance Contractor to remove the graffiti at the bus shelter and to provide an update on actions undertaken on pedestrian crossing over recent years.
 - Email from Babergh District Council updating on issues in relation Decoy Pond and the surrounding area.
 - Email from County Councillor Simon Harley re: road surface along the A137

PC 03.24.08 FINANCE REPORT

- a) To note and approve the balance of accounts as at 29 February 2024 - The Clerk informed the balance of accounts were: Current account: £5000.00, Deposit Account: £148,402.76 and Salaries Account: £1431.03. – **the Council approved the balance of accounts, aif.**
- b) To approve the accounts awaiting payment including those coming forth – The Council noted Paper 2. **The Council approved the accounts awaiting payment, 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, **Paper 3 was approved by the Council, 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, **Paper 4 was approved by the Council, aif.** Paper 4 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 £73,053.98 which would fall to £68407.49 if the estimated costs for projects coming forth against the CIL pot were realised.



- f) To review and approve the Bank Reconciliation for the period ending 29 February 2024 - Council noted the overall bank balances of £154,737.79 across all accounts held in the name of the Parish Council. **All agreed that these balances should be approved, aif.**

PC 03.24.09 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham:
[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 under the Town and Country Planning Act 1990.- To vary Condition 27 (Approved Plans)
Former HMS Ganges Site, Shotley Gate, Shotley
Council noted no concerns about the application except to note that additional traffic would increase pressure on the local road network.
- b) To note the following planning decisions 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)
PLANNING PERMISSION GRANTED

PC 03.24.10 SKATE PARK PROJECT

- a) To receive an update on the possible skate park project – the Council noted that Cllr Edevane had begun working on proposals for a mobile skate park as a means to gauge interest in a larger skate park.
- b) To receive/approve proposals for a mobile skate park event day - The Chair updated the Council on proposals presented to the Finance Committee by Cllr Edevane ref. a mobile skate park event. The Chair informed the Council that a quote of £1125.00 + VAT had been received from Highline Adventures and Brantham Leisure Centre had agreed that this event could be incorporated as part of a wider KidsFest event at the Leisure Centre. Council noted that the proposal did not include helmets. Following discussion it was agreed that a quote for helmets should be sourced. *(ACTION – Clerk)*
- c) To consider/agree next steps as necessary - **Cllr Osben proposed that funding of this event should be approved using the Parish Plan budget, this was seconded by Cllr Cherry, aif.**
The Council noted thanks to Cllr Edevane for all her hard work on this project.

PC 03.24.11 LOWER PLAYING FIELD HIRE AGREEMENT

- a) To receive an update on the hire agreement for events taking place on Lower Playing Field – the Council noted that Hire Agreement and Hire request form as circulated by the Legal Sub-Committee.
- b) To consider/agree next steps as necessary – following discussion **Cllr McCraw proposed that use of this hire agreement and form should be approved for all future requests to hire the Lower Playing Field with delegated authority for the Clerk and Chair of the Council to formally approve requests and deposit amounts. This was seconded by Cllr Osben, aif.**
The Council noted thanks to Cllr Donaldson for all her hard work on this document.

PC 03.24.12 REPORTS FROM COUNCILLORS

- a) To receive a report from the Parish Chairman and agree any actions as necessary – no further update
- b) To receive a progress report on the Parish Plan and agree next steps as appropriate – Council noted the report received from Cllr Lancaster and the next steps outlined.
- c) To receive any other points to note from Committees, Sub-Committees and working groups – none
- d) To consider/approve any proposals or next steps as appropriate – none.

PC 03.24.14 DATE OF NEXT MEETING

- a) Parish Council meeting - Wednesday 03 April 2024, 7pm at Brantham Village Hall.
- b) Annual Parish Meeting – Tuesday 09 April 2024, 6.30pm at Brantham Village Hall



- c) Finance Committee meeting – Wednesday 27 March 2024, 7pm at Brantham Village Hall

The meeting closed to the public at 7.51pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 02.24.01	Arrange donation to Charity as mark of respect for Cllr Rowlinson	Clerk
PC 03.24.10	Source quote for skate park helmets	Clerk



APPENDIX A

Accounts submitted for payment – 06 March 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Toni Lancaster	Expenses for Parish Plan activities	CHQ - 003522	150.32		150.32
MJS Systems Ltd	CCTV Cameras, SIM cards and maintenance costs (inv. 8574)	CHQ – 003523	6040.00	1208.00	7248.00
D. Childs	Grounds Maintenance (Inv. 1826)	CHQ – 003524	60.00		60.00

Accounts paid since 07 February 2024

Payee	Detail	Method	NETT	VAT	TOTAL
1 st Brantham Scout & Guide Group	Donation for removal of asbestos work	CHQ – 003516	4922.00		4922.00
Brantham Bugle	Donation towards printing costs	CHQ – 003517	1500.00		1500.00
SR Mowers	Servicing of strimmer & Hedgetrimmer (invoice no. 0419 & 0410)	CHQ – 003518	220.00		220.00
SALC	Cllr Training (inv. 28103)	CHQ - 003519	60.00	12.00	72.00
Village Hall Brantham	Hall Hire (invoice no.992 & 1002)	CHQ – 003520	96.00		96.00
D. Childs	Grounds Maintenance (Inv. 1813)	CHQ – 003521	55.00		55.00
Parish Council staff	February 2024 Salaries & Clerk Office Allowance	BACS	1941.66		1941.66
Microsoft	Monthly Subscription Charges – Feb 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – Feb 2024	BACS	250.00		250.00
East of England Co-op	Postage	DC	20.00		20.00
Amazon	Litter Picking Equipment	DC	61.43	12.32	73.75

Receipts allocated since 07 February 2024

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	173.47
Babergh District Council	CIL Payment – Merriam Close Project	DEP	3833.47



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 C

Report for March 2024 to the Parish Councils of Peninsula

Council Budget for 2024-25

At Council on 15 February, Suffolk councillors met to discuss and vote on the administration's budget proposals. The council is borrowing heavily from its reserves to meet the growing demand for social care for adults and children, and council tax is due to rise by £74 annually for Band D properties from April this year. There will also be cuts to Family Hubs (children's centres) and Housing Related Support, which supports vulnerable people like care leavers to find accommodation. Funding for arts and museums will be maintained for 2024-25 but not from SCC core funding, and subject to a bidding process for grants from April 2025. The Bury St Edmunds local archives will be moved to The Hold in Ipswich, which like the arts funding cuts has been controversial locally.

My group were concerned about the lack of core funding from Suffolk County Council to arts and museums, as this is how they secure funding from other sources, and we proposed an amendment to this effect. We also suggested that some of the council's remaining Covid funding from the government be used to support young people not in education, employment or training, as this cohort had suffered a lot of upheaval in their final years of schooling and exams. Support for young people not in education, employment and training is one of the services that is due to be cut in the administration's budget plans. Our amendment was declined by the Conservatives, as was the Labour amendment which also proposed to reverse some of the planned cuts.

Ofsted/CQC SEND Inspection Report

As you may have read in the local press, Ofsted and CQC published their joint report into SEND services in Suffolk at the beginning of the month. The report was scathing about the county's SEND provision and detailed the failures of the council to communicate and work with parents and carers, improve the EHCP and annual review processes and waiting times, improve outcomes and reduce exclusions. My group was disappointed and concerned that the services are yet to get to grips with improving a service that has now received a third poor inspection result in a row and we offered our assistance to the Local Area Partnership (Suffolk County Council and NHS teams) in preparing the Priority Action Plan they now need to submit to Ofsted and CQC by 7 March.

The poor report led to the resignation of the Cabinet members for SEND, Education and Children's Services and prompted a reshuffle of the political leadership at the council. This report will be devastating for parents of children with special needs in Suffolk, and the council will need to work hard to make improvements quickly and build back trust.

Suffolk Devolution in Sight

Devolution is something there has been a lot of talk about in Suffolk in recent years, and it looks like it may be happening from 2025. The deal the government is offering Suffolk is the same as the one for Norfolk and would give the county more freedom on decisions and funding for transport, skills and adult education, regenerating brownfield sites and retrofitting homes to make them more energy-efficient. If the deal is approved, the leader of Suffolk County Council would be directly elected by the people of Suffolk - every four years, residents will be given two votes, to elect their local county councillor AND the leader of the county council. The first election would take place in May 2025. The council will be consulting on the deal soon and residents will be able to give their opinions on the changes proposed. For more information, see <https://www.suffolk.gov.uk/council-and-democracy/devolution>

Devolution Deal is out for Public Consultation from 18th March for 10 weeks - take part!



Changes to Local Archives

Following the recent controversial proposal in the county council's budget to move local records from Bury St Edmunds to The Hold in Ipswich, the council have announced that they will be inviting community representatives from both Lowestoft and Bury St Edmund's to form two new Working Parties to consider local access to historical material. This could allow relevant collections to remain in the local area, but any proposals would need to be funded locally rather than by Suffolk County Council. This is not a reversal of the council's decision, and the majority of the records are still planned to move to The Hold, with the North-East and West Suffolk branches of the archive service to close.

Money available for local Highways Signs!

A small pot of money has been made available to County Councillors to help the repair and replacement of damaged/lost signs on the Highway. This applies to all official Highways signs, I believe. The funds have to be committed by December 2024 so if you are away of any signs you want repaired please report this on the Highways reporting tool then email me the reference and I will try to get them done more speedily.

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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>

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



APPENDIX D

Babergh District Council Briefing notes – March 2024

[Support pledged for environment, economy and communities – despite warning of ‘financial cliff edge’](#)

In agreeing its 2024/25 budget, Babergh District Council has outlined its determination to create a ‘more resilient and sustainable future’ for the district, despite severe financial pressures.

[Council leaders warn of ‘catastrophic effect’ of Suffolk County Council budget plans](#)

Proposed changes to Housing Related Support ‘could impact on our most vulnerable residents’.

[Parking charges petition is heard as council considers next steps](#)

‘We don’t want to lose free parking, but we have tough decisions to make’ – the message from Babergh councillors as a petition objecting to new tariffs is debated.

[Tax premiums agreed for owners of second homes and empty properties](#)

Councillors at Babergh District Council have agreed higher tax premiums for owners of second homes and long-term empty properties as part of a raft of measures to bring more homes back into use.

[Council’s loft insulation offer for Suffolk homes](#)

Funding is available to help residents make their homes warmer and save money on their energy bills.

[Making Suffolk’s older properties more energy efficient and cheaper to run](#)

A free event to explore how to make Suffolk’s older homes more energy efficient is at The Hold in Ipswich on March 6.

[More of Suffolk’s tree cover and orchards to be restored](#)

Suffolk County Council has secured £201,213 from the government’s Local Authority Treescapes Fund for 1,877 new trees in a bid on behalf of all Suffolk councils – including Babergh District Council. The funding will go toward planting and maintaining the trees – many of which will be ‘standards’, which are around six feet in height when planted.