



**MINUTES**

**BRANTHAM PARISH COUNCIL MEETING**

Wednesday 01 November 2017, 7.30pm held at Brantham Village Hall

**PRESENT:** Cllrs M Aherne, R Candy, C Elliot, J Heywood, L Laws, A McCraw, J Pearce, C Phillips, P Seward, J Van Der Toorn

**CHAIRPERSON:** Cllr L Dunnett

**IN ATTENDANCE:** S Keys (Clerk), County Cllr D Wood, and 7 members of the public.

**PC 11.17.01 OPENING**

The Chair declared the meeting open at 7.30 pm 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 available from the Clerk.

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 11.17.02 APOLOGIES**

None

**PC 11.17.03 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS**

There were no local non-pecuniary interests declared for the Agenda under discussion.  
There were no gifts of hospitality exceeding £25 declared.  
There were no requests for dispensations for the Agenda under discussion

**PC 11.17.04 PARISH COUNCIL MEETING MINUTES**

The minutes of the Parish Council meeting on 04 October 2017 were approved and signed as a true record of the meeting.

**PC 11.17.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING**

MINUTE NO.	ACTION	DISMISSED/ ONGOING
PC 07.17.08 (1)	Proceed with the purchase and installation of a SID	Ongoing



	<i>The Clerk confirmed that the group had approved the locations for submission. More than six sites had been identified as it was likely that not all would be deemed suitable by SCC. Consultation with homeowners around these locations would be undertaken over the next few weeks following which the forms would be submitted to Suffolk County Council.</i>	
<b>PC 09.17.08 (3)</b>	Write to BDC outlining disappointment re: changes to development at Poppy Field <i>The letter has been written and agreed by the Chair, Cllr McCraw and Cllr Saward. This will now be sent.</i>	Dismissed
<b>PC 09.17.09</b>	Write a letter to the Co-op and DW to investigate options for double yellow lines with SCC. <i>This is currently being investigated by County Cllr Wood</i>	Ongoing
<b>PC 10.17.08 (1)</b>	Formally accept the 5-year insurance quote received from CAS <i>Completed</i>	Dismissed
<b>PC 10.17.08 (1)</b>	Set up new bank accounts to make salary payments <i>This is ongoing. It had not been possible to do this by telephone and therefore an online application would be attempted by the Clerk</i>	Ongoing
<b>PC 10.17.08 (5)</b>	Work with RK and Network Rail to see if there are any other options for the Sea Wall level Crossing available. <i>This work is ongoing</i>	Ongoing
<b>PC 10.17.08 (5)</b>	Write to landowner about re-instatement of footpath on other side of A137` <i>Path has now been re-instated</i>	Dismissed
<b>PC 10.17.08 (6)</b>	Write to BML confirming annual rent increase of 10% <i>The Clerk has requested the date of signing of the lease from Birketts so that the start date for changes can be confirmed</i>	Ongoing
<b>PC 10.17.13</b>	Look into the possibility of a mobile Post Office for the village <i>Completed</i>	Dismissed

**PC 11.17.06 PUBLIC SESSION**

The public session included:

- A report from County Cllr Wood on the following issues:
  - The motion to improve early years funding which has been rejected by the Council
  - Workshops about the Home to School Policy have been announced
  - The School Admissions Consultation
  - The Suffolk Fostering Service new campaign
  - Consultation of the Suffolk Coast and Heath extension to the AONB



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A copy of DW's full report can be found on the Brantham Website at [www.brantham.onesuffolk.net](http://www.brantham.onesuffolk.net).

Cllr Laws queried whether the possibility of a Pedestrian crossing could be revisited in light to the changes to the Poppy Field development which had increased the S.106 contributions. Cllr McCraw confirmed that it is not possible to change a planning application once it has been agreed, but that the possibility to use this funding for a crossing should be investigated further.

**ACTION:** Cllr McCraw to raise this query at BDC

- A report from District Cllr McCraw on the following issues:
  - BDC's move to Endeavour House
  - The Cabinet meeting held on 13 October 2017 which proposed dissolving Mid Suffolk and Babergh DCs and merging the two. This proposal was called in to the Scrutiny Committee and will now go back to the Cabinet with further recommendations
- Comments from the public:
  - A query was raised about the fence between the LPF and BLC. The Clerk confirmed that the Leisure Centre had informed her that quotes were currently being sought for a replacement. P.Brackley stated that all damaged pieces of fence had now been removed.
  - A resident queried whether grass seed could be put down after the bonfire at the weekend. Cllr Candy confirmed that this would be done by the Fireworks Committee.
  - A resident queried whether it would be possible to have a set of goal posts installed on the LPF. Cllr Phillips stated that a consultation on improvements to the LPF was now in progress and this would be considered if requested. P.Brackley informed the meeting that the goalposts on the Leisure Centre playing field were in place permanently and available for use by users of the playing field.

**PC 11.17.07 FINANCE REPORT** (for financial details see Appendix A at the end of the minutes)

The Clerk reported the following balances as at 31 October 2017:

- Current Account - £5001.00
- Deposit Account - £116,078.27

The Chair asked the Council to note and approve Appendix A to the agenda which included:

- The schedule of accounts awaiting payment
- The accounts paid since the last meeting
- Details of income received since the last meeting

Cllr McCraw proposed that the financial information received should be approved by the Council, this was seconded Cllr Laws and unanimously agreed by the Council.



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**PC 11.17.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

1. Finance Committee

The Chair gave the following report:

The Finance Committee met on Wednesday 25 October 2017. LD gave an update from the Committee on the following items:

- Two contributions requests were received:
  - 1<sup>st</sup> Brantham Cub Pack – for purchase of daffodil bulbs (£23.38). This was approved by the Committee (to be funded from the Horticultural Fund)
  - Suffolk and Norfolk 4x4 Group – this request did not meet the requirements of the Contributions Policy and was therefore declined.
- Budget Preparations – the Committee had considered a possible budget for 2018-19 and had agreed that an increase to the precept of 2% would best meet the needs of the parish. This is currently a work in progress whilst the Council Tax Base figures are awaited.

2. Recreation Sub Committee

Cllr Phillips informed the meeting that work on improvements to the LPF was now underway. The first step is the inclusion of a questionnaire in the next edition of the Bugle to gather the views of the local community. Following discussion it was agreed that the local head teacher should be contacted after the publication of the Bugle to see if it would be possible to undertake some consultation with Year 5 and 6 students at Brooklands Primary School to gather their views.

3. Planning Committee

Cllr Saward confirmed that the BPC Planning Committee met on 25 October 2017 and provided an overview of the meeting. The full minutes of the meeting can be found on the village website at [www.brantham.onesuffolk.net](http://www.brantham.onesuffolk.net).

4. Village Hall Management Committee

Cllr Heywood confirmed that the recent film night hosted by Brantham Box Office had been well attended. The next film showing of “Jackie” would be on Wednesday 15 November, 7.30pm at Brantham Village Hall.

Cllr Heywood informed the meeting that new tables and table and chair storage have been purchased for the village hall. The tables will be delivered on 07 November 2017 and the storage units are expected in a few weeks.

5. Footpaths Sub Committee

Cllr Phillips informed the meeting that the Footpaths Sub Committee had been re-considering its views on the proposed closure of the Sea Wall Railway crossing in light of the discussion with R.Keeble who had confirmed that the proposed replacement footpath was not suitable.

Cllr Phillips proposed that Brantham Parish Council should contact the current Public Enquiry and request the opportunity to make a representation in light of this new information. This was seconded by Cllr Aherne and unanimously agreed by the Council.

**ACTION:** Cllr Phillips to contact the Public Enquiry



6. Legal Sub Committee - Nothing to report
7. CEP Representative –  
Cllr Phillips informed the Council that there had been no alerts this month that had affected Brantham and that the river water level is currently lower than it was at this time last year.  
A Memorandum of Understanding has now been signed for usage of the VH as a rest centre in the event of an emergency. Training of rest centre volunteers will be arranged.
8. BLC Representative – Nothing to report
9. Babergh Parish and Town Council Alliance Representative  
Cllr JVDT informed the meeting that the Constitution had now been agreed by the Alliance.
10. Public Transport Representative - nothing to report
11. SALC Representative – nothing to report
12. SNT Representative – nothing to report.

**PC 11.17.09 CORRESPONDENCE TO NOTE/ACTION**

The Clerk reviewed the correspondence that had been received in October 2017 (copies had been circulated to Councillors prior to the meeting), Councillors noted the following:

1. An email from a local resident about the Brantham Regeneration Area. This had been forwarded to Cllr McCraw who had responded by telephone.
2. An email from the Post Office Ltd which stated that Brantham would not be eligible for a Mobile Post Office, and confirmed that the proposed closure was likely to take place. Cllr Aherne highlighted other various options for challenging this decision and it was agreed that the Clerk and Cllr Aherne would pursue these.
3. An email from a local resident about the proposed closure of the Post Office Counter.

**PC 11.17.10 MISCELLANEOUS CORRESPONDENCE**

All miscellaneous correspondence by email had been forwarded to Councillors during the month.

**PC 11.17.11 INDUSTRIAL SITE UPDATE**

Nothing to report.

**PC 11.17.12 SPEED CONTROL MEASURES ON A137**

See minute number PC 11.17.05.

**PC 11.17.13 JOINT LOCAL PLAN CONSULTATION**

Cllr McCraw gave an overview of the work of the Joint Local Plan Working Group. A report had been circulated to Councillors prior to the meeting. Cllr McCraw confirmed that the response from Brantham Parish Council would be submitted next week.



The Chair thanked all those Councillors who had contributed to the working group for their diligence and hard work on this project.

**PC 11.17.14 DATE OF NEXT MEETING**

Wednesday 06 December 2017, 7.30pm at Brantham Village Hall.

**The meeting closed to the public at 8.36pm**

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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>DISMISSED/ ONGOING</b>
<b>PC 07.17.08 (1)</b>	Proceed with the purchase and installation of a SID	Clerk/Speed Control wkg gp
<b>PC 09.17.09</b>	Write a letter to the Co-op and DW to investigate options for double yellow lines with SCC.	Clerk
<b>PC 10.17.08 (1)</b>	Set up new bank accounts to make salary payments	Clerk
<b>PC 10.17.08 (5)</b>	Work with RK and Network Rail to see if there are any other options for the Sea Wall level Crossing available.	AM
<b>PC 10.17.08 (6)</b>	Write to BML confirming annual rent increase of 10%	Clerk
<b>PC 11.17.06</b>	Discuss possibility of a Brantham Pedestrian Crossing at BDC in light of changes to the Poppy Field development	AM
<b>PC 11.17.08 (5)</b>	Contact the current Public Enquiry and request the opportunity to make a representation in light of this new information about the footpath closure	CLLR PHILLIPS



**APPENDIX A**

<b>ACCOUNTS AGREED FOR PAYMENT</b>	<b>Chq/Debit Card/SO</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
Parish Clerk – Salary	SO	£928.07		£928.07	LGA 1972, s.112
Parish Clerk – Office	SO	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	SO	£175.76		£175.76	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	SO	£211.25		£211.25	Open Spaces Act 1906, ss.9 and 10
B.M.L Maintenance Payment	SO	£332.00		£332.00	Local Government (miscellaneous Provisions) Act 1976, s.19
Paul Brackley (Grounds Maintenance Sept 2017)	003229	£1000.00		£1000.00	LGA 1972, s.111
SALC (Clerk’s networking morning)	003230	£22.00	£4.40	£26.40	LGA 1972
Vertas Grounds Maintenance GPL Oct – Dec 2017)	003231	£49.05	£9.81	£58.86	Open Spaces Act 1906 ss.9 and 10
1 <sup>st</sup> Brantham Cub Pack (donation for bulb purchase as per FC 10.17.05)	003232	£23.38		£23.38	General Power of Competence

<b>ACCOUNTS PAID SINCE THE LAST MEETING</b>	<b>Chq/Debit Card/SO</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
P.Brackley (Purchase of bark for Merriam Close Play area)	003228	£305.60		£305.60	LGA 1972, s.111
Community Action Suffolk (One Suffolk Website Hosting)	Debit card	£60.00		£60.00	LGA 1972
NEST (Clerk’s pension)	Debit card	£33.11		£33.11	LGA 1972
O2 (Mobile phone for Clerk)	Direct Debit	£22.05	£4.41	£26.46	LGA 1972
HMRC (Tax and NI)	Debit Card	£115.04		£115.04	LGA 1972

<b>RECEIPTS RECEIVED SINCE THE LAST MEETING</b>	<b>TOTAL</b>
Babergh District Council	£218.26
Braiswick Photographic Ltd (2 <sup>nd</sup> half of annual rent)	£75.00



**BRANTHAM**  
Parish Council

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Bank Interest	£4.09
Groundwork UK (Final payment for GPL update project)	£2000.00