

**MINUTES OF THE BRANTHAM PARISH COUNCIL MEETING HELD AT BRANTHAM VILLAGE HALL ON WEDNESDAY 6TH JUNE 2012 STARTING AT 7.30PM**

**PRESENT:** Mr M Amoss  
Mr I Duncan  
Mrs L Dunnett  
Mrs L Evans (Clerk)  
Mr N Gray  
Mrs J Heywood  
Mr P Kettle  
Mrs S Keys (Clerk)  
Mr A McCraw  
Mr T Nobbs  
Mr T Ward

**CHAIR:** Mr P Revell

**IN ATTENDANCE:** 5 members of the public  
Mr D Wood – County Councillor

**The Parish Council meeting started at 7.30pm and immediately closed for a public session. It re-adjourned at 7.42pm**

**06.12.01 APOLOGIES:**  
Mr Keeble

**06.02.12 DECLARATION OF INTEREST:**  
Nothing to declare

**06.12.03 ANNUAL PARISH MEETING MINUTES:**  
The Chairman explained that it would not be possible for the minutes of the Annual Parish Meeting to be signed off at this meeting as the draft copy of the Chairman's report had been issued. The necessary amendments will need to be made and the minutes will be approved at the July meeting.

**06.12.04 PARISH COUNCIL MINUTES:**  
The minutes from the Annual Parish Council meeting held on 2<sup>nd</sup> May 2012 were approved and signed as a true record of the meeting.

Mr Duncan asked if SALC had been spoken to about the issue he raised with the minutes last month. The Clerk advised him that it had been correct procedure to sign the minutes off at that meeting as the minutes were a record of what had taken place at the meeting and not whether Mr Duncan had felt that he had been made to vote on something that he was not aware of. The fact that he was unhappy with an agenda item did not make the minutes invalid despite his objections which were minuted in the May minutes.

**06.12.05 ACTION POINTS FROM PARISH COUNCIL MEETING:**

**Minute 01.12.11** – The Clerk confirmed that she was in receipt of three quotes to paint the play equipment and this was discussed further under agenda item 06.12.13. Action point dismissed.

**Minute 01.12.11** – The Clerk confirmed that she had been sent the ‘indemnity’ letter by BML. Action point dismissed.

**Minute 02.12.12** – Mr McCraw was pleased to report that he had met with a Mr Derek Tabard who was happy to renew both the inner and outer frame of the footpath map at Cattawade and also replace the Perspex at a cost of £225.00. As Braiswick had offered to provide a new map to replace the old faded one, Mr McCraw proposed that the Parish Council asked Mr Tabard to proceed with the work. This was seconded by Mr Amoss and unanimously agreed by the Parish Council.

**Minute 04.12.06** – The Clerk informed the Parish Council that a letter had been written and would be sent to residents in New Village re: streetlights. Action ongoing.

**Minute 04.12.06** – The RFO had sent letters to Braiswick and Pine Cottage. Braiswick had already paid but nothing had been heard from the resident of Pine Cottage. Another letter will be sent. Action ongoing.

**Minute 04.12.09** – The Clerk informed the Parish Council that a letter had been sent to the bowls club re: extension to barbeque cover. Action point dismissed.

**Minute 04.12.20** – Daniel Whymark had agreed to a dog bin being placed in the cut through between Palfrey Heights but had said that it would be removed if found not to be cost effective. The Clerk will confirm exactly where it can be positioned and arrange for the purchase of a new bin. Action point ongoing.

**Minute 05.12.07** – The Clerk has sought advice from SALC regarding the minutes and this had been reported under agenda item 06.12.04. Action point dismissed.

**Minute 05.12.11** - Mr Wood had not been approached regarding his locality budget. Discussed further under agenda item 06.12.13. Action dismissed.

**Minute 05.12.13** – A decision regarding the painting of the play equipment was discussed further under agenda item 06.12.13. Action point dismissed.

**Minute 05.12.16** – The Clerk confirmed that Mr Orman had cleared the Church Path as requested. Action point dismissed.

**Minute 05.12.18** – Mr Ward had spoken to BDC regarding a recent request to install dog bins along Slough Road and Ipswich Road. It is normal practice not to have dog bins where there are no chimneys but bearing in mind the amount of dog walkers who frequent these areas BDC has decided to review this request. Mr Ward will pursue. Action ongoing.

**Minute 05.12.18** – Mrs Keys has produced a list for the miscellaneous correspondence as requested. Action dismissed.

**Minute 05.12.19** – Mr Hall’s request for letters re: solar panels is to be discussed under agenda item 06.12.19. Action point dismissed.

**Minute 05.12.20** – An update regarding the Village Sign was discussed under agenda item 06.12.20. Action point dismissed.

**05.12.23** – The Clerk informed the Parish Council that she had spoken to Suffolk Coastal who had not been overly enthusiastic about meeting with representatives.

Therefore she had asked Mr Keeble to speak to them. However, a notice had been received from SCC along with a letter from Mrs Osben to advise that the railway crossing will be re-opened in the summer. Action point dismissed.

**06.12.06 DISTRICT COUNCILLOR'S REPORT:**

Mr Ward reported that he had received an email from Rich Cooke at BDC regarding the re-development of the Wardle Storey site. At the present time he was able to confirm that no planning application had been submitted although the St Francis Group had purchased properties on Brooklands Road in order to provide emergency access. A copy of the email will be sent to all Parish Councillors. Mr Nobbs asked if BDC had any idea of when a planning application for the site might be submitted but was advised that they had no idea other than it was probably imminent.

He went onto report that the bollards had been erected along Birch Drive and that BDC had received a complaint from a local resident although they were happy with the reasons given for their installation.

A treasure hunt had taken place at BLC on 2<sup>nd</sup> June 2012 in celebration of the Queen's Diamond Jubilee. Unfortunately due to the inclement weather there had been few people attend and Mr Ward had a number of commemorative mugs left over. He had taken some to Cedar Close and would give the remainder to Brooklands School.

**06.12.07 COUNTY COUNCILLOR'S REPORT:**

Mr Wood was able to report that legal action was now being taken by SCC to remove the kebab van at Cattawade.

At last month's meeting Mr Wood had reported that Suffolk Circle would be extended throughout Suffolk. He was not happy as he considered it to be more of a private membership club for people who could afford to pay for help. He considered Brantham's Good Neighbour Scheme to be much better.

At SCC's AGM, Jeremy Pembroke was elected as Chairman of the County Council and Mr Wood was elected as Party Leader of the SCC's Liberal Democrat group.

The Chairman took this opportunity to thank Mr Wood for his contribution towards the commemorative mugs purchased with money from the Locality Budget.

**06.12.08 FINANCE REPORT:**

The Clerk reported the following balances:

**Treasurer 1 Account at 31<sup>st</sup> May 2012 - £1000.00**

**Treasurer 2 Account at 31<sup>st</sup> May 2012 – £77570.91**

**06.12.09 FINANCE COMMITTEE REPORT:**

Mrs Dunnnett reported that the Finance Committee had met on 24<sup>th</sup> May 2012. Items relating to Pine Cottage and BML and the painting of the play equipment were addressed under separate agenda items.

However, Mrs Dunnnett said that at the Finance Committee meeting it had been highlighted that the litter pickers (Phil Wainwright and Sue Butcher) are currently being paid less than the minimum wage. The Finance Committee agreed that this should be

adjusted and any back pay from 1<sup>st</sup> October 2012 paid with effect from when the rate changed.

She went onto explained that when Mr Elsey was RFO he was employed as a contractor. However, Mrs Smith has been employed as an employee of the Parish Council and would now require a contract. The Clerk had been asked to update all contracts.

Mrs Smith had been hoping to attend the Parish Council meeting but was unwell. She had been in contact with Mrs Dunnnett to advise that as it was unlikely that all the relevant financial information would be ready in the time for the audit deadline of 30<sup>th</sup> June 2012, BDO Stoy Hayward had agreed to extend it until to 27<sup>th</sup> July 2012. It is hoped that the Parish Council's accounts will be ready to sign off at the meeting in July.

#### **06.12. 10 REPORT FROM PLANNING COMMITTEE MEETING:**

Mr Keeble was unable to attend the meeting. The Clerk confirmed that the Planning Committee had met on 23<sup>rd</sup> May 2012 when two planning applications had been approved.

The Clerk had received a telephone call from a developer who was interested in speaking to the Parish Council about the prospect of building a low cost housing development outside the village envelope. Although the recent low cost housing survey showed that there was a need for this type of housing it was felt that with the future development of the Wardle Storey site and the possible development of Church Farm, the Planning Committee was not interested in having a meeting at the present time.

#### **06.12. 11 REPORT FROM MEETING BETWEEN BML AND BPC:**

The Chairman reported that representatives from BML and BPC had met on 22<sup>nd</sup> May 2012. He gave a brief resume of the meeting and reported on the following:

- **Update with proposal with Youth Group at BML**  
Another meeting had taken place with Sue Longhurst from BDC and things were in place for Youth Group taster sessions to be held during July at BLC. A youth leader would be visiting in a Yellow Youth Bus for 3 hours on a Thursday evening to speak to youngsters in the village. Posters were being put up and leaflets would be distributed at the bus stops nearer to the first event planned for 5<sup>th</sup> July 2012.
- **Update regarding Section 106 money for the multi-surface area and to agree method of payment**

The Chairman was pleased to say that the Parish Council had been successful in obtaining funding from BDC's Section 106 money in order to go ahead with the re-surfacing of the tennis courts. There was just under £12.5K available from this fund and BML would need to pay the £10k shortfall. As the money from BDC would be paid straight into the Parish Council's bank account following completion of the work it was suggested that BML pays the outstanding amount of money to the Parish Council prior to the commencement of the work so that all funds were readily

available to pay the contractor. The Parish Council will pay the VAT and reclaim this back.

A copy of the minutes will be sent to all Parish Councillors.

**06.12.12 TO RECEIVE REPORT FROM BML REPRESENTATIVE:**

Mr Nobbs gave a resume of the report he had received from Peter Crowhurst. A copy will be emailed to all Parish Councillors.

There was a request to use the bottom playing field for both the football and majorette events which will be held in the summer. The Parish Council unanimously agreed to it being used as in line with previous years. A letter will be sent giving consent and to request that there is no parking on the basketball court.

**06.12.13 RECREATION COMMITTEE REPORT:**

Mr Kettle asked Mr Nobbs to give an update on the swings at the lower playing area. It appears that one of the small swings is not working as the bolts are loose. Due to health and safety Mr Nobbs asked if Wicksteed could be asked to replace the bolts on all the swings. He was also concerned that grass was growing through the new safety surfacing under the see-saw. Mr Kettle confirm that this was as it should be but asked if the Clerk could find out if there would be a problem with cutting the grass.

- **Update regarding painting of play equipment**

At the recent Finance Committee meeting a decision was taken to accept the quote given to them by Ken Box, to paint all the play equipment in the village. The quotes were as follows:

• Terry Percival	-	£1750
• Ken Box	-	£750.00
• Playquip	-	£3890.00

Mr Kettle was upset with the decision taken as he considered it to be a false economy and would have preferred the work to be given to Terry Percival who was known to the Parish Council. The Chairman explained that the experience of all contractors had been considered and that it had been a unanimous decision bearing in mind the difference in cost. Mr Ward was interested to know what experience Mr Box had and it was explained that he had been a foreman for a large painting and decorating company. The Chairman asked Mr Kettle if he would be prepared to monitor the work and report back if it was not being done properly. Both he and Mr Nobbs said they were prepared to meet with him too.

**06.12.14 PUBLIC TRANSPORT OFFICER'S REPORT:**

Nothing to report

#### **06.12.15 REPORT FROM SNT MEETING:**

Mr Duncan reported that the most recent SNT meeting had been held on 16<sup>th</sup> May 2012 at Brantham Village Hall.

The three priority sites were decided to be: East Bergholt due to an increase in theft, Hadleigh and Bobbits Lane.

The police had been asked to show more interest in the problems at Factory Lane and Mr Duncan had expressed his concerns that children were playing on the old site which was unsafe.

The Clerk confirmed that she had put something in the Bugle in the hope that it would stop children going there.

#### **06.12.16 MISCELLANEOUS CORRESPONDENCE:**

All correspondence relating to agenda items had been sent to Parish Councillors prior the meeting. All other correspondence was circulated at the meeting. The following items were also discussed:

- An email received from BDC regarding the Textile Recycling Scheme. Some Parish Councillors expressed their concern that this could have a derogatory effect on some fund-raising in the village.

#### **06.12.17 UPDATE REGARDING 42 NEW VILLAGE:**

As it had been concluded by the surveyor who had visited 42 New Village, that the boundary line was in the correct place, Mr Duncan had put together a letter to send to the residents of 42 New Village to advise them of this. A copy of it had been sent to all Legal Committee members.

Mr Amoss was unhappy that the residents of 42 New Village had been allowed to erect such a high fence which now meant that it was not possible to open the toilet window. He wanted to know if the residents could be asked to lower one of the panels. He was also unhappy about the amount of rubbish left near the BATS shed which had been put there by the residents of 42 New Village.

Mr McCraw suggested that in the letter something is added to request access for maintenance to the village. All other matters will need to be taken up by the Village Hall Management Committee.

Mr Duncan proposed that this amended letter is sent and this was seconded by Mr Nobbs. The Parish Council unanimously agreed.

#### **06.12.18 TO DISCUSS LETTER RECEIVED FROM PAUL BRACKLEY RE: FLOODING ALONG PRIVATE ROAD, NEW VILLAGE**

An email had been received from Paul Brackley of Pine Cottage showing photographs of flooding of his drive caused by water running down the road and there being insufficient drainage.

Almost three years ago Mr Brackley had complained of the same problem and at the time a drain had been installed near to his property to drain away all excess water. The problem seemed to have been eradicated but due to the inclement weather it appears that the new drain is inadequate to deal with such heavy rainfalls.

It was decided that the Services Committee should investigate further to see if kerbing should be installed along the road.

Mr Brackley has also been sent a letter asking for back payment of money owed due to a 'Deed of Grant' which seems to be clouding the issue. The Parish Council agreed that the money owed and the problem with the drain outside his property were two separate issues. Although the Services Committee will look into a solution to alleviate the flooding, Mr Brackley still needs to pay the money owed and it was decided that a second letter should be sent.

**06.12.19 TO DISCUSS CHANGES TO CODE OF CONDUCT:**

All Parish Councillors had been sent information received from SALC regarding the proposed changes to the Code of Conduct.

Mr McCraw explained that these changes would affect all Parish Councillors. The changes are supposed to come into effect from 1<sup>st</sup> July 2012 but at the moment there is still quite a lot of information unavailable. His recommendation would be to carry on with the old Code of Conduct until more information is received and the Legal Committee has had time to review it and then consider adopting it.

The Parish Council was happy to agree with this recommendation.

**06.12.20 TO AGREE TO LETTER OF GUARANTEE FROM TONY HALL  
RE: SOLAR PANELS**

- **Roof guarantee to BPC**

Mr Hall had sent a letter to say that following the installation of the solar panels he is prepared to guarantee any damage/problems with the roof until the end of the original guarantee expiry date of 27<sup>th</sup> November 2016. The original guarantee was issued by Schofield and Lait

- **Permission for Tony Hall to receive full tariff rate**

As Tony Hall had installed the solar panels on the club house roof at no charge to either the Parish Council or BML, it had been agreed that he would receive the full energy tariff until 28<sup>th</sup> November 2028, when this would be transferred to whoever leased the club at this time. BML are currently receiving free energy during the day. Mr Hall has asked for a letter from the Parish Council to confirm that they agree to this and that it is noted in case there is a new tenant at any time during the next fifteen years.

Mr Gray proposed that a letter is sent confirming that the Parish Council is happy for Mr Hall to receive the full energy tariff rate. This was seconded by Mr Nobbs and unanimously agreed by the Parish Council.

**06.12.21 UPDATE REGARDING RELOCATION OF VILLAGE SIGN:**

The Clerk confirmed that the Village Sign had been refurbished and that it would be ready to be installed in the very near future on the corner of Palfrey Heights. Mr Nobbs said that he would be happy to meet with Clive Brothwell to agree exact location.

**06.12.22 UPDATE REGARDING THE REMOVAL OF VILLAGE PHONE BOXES:**

Mr Gray reported that an email had been received from BT payphones to confirm that it had been agreed that the one in Cattawade Street and near to the Bull, Public House should be removed. A letter had been sent to BDC, asking for permission. BT engineers had visited the payphones at Palfrey Heights and along the Ipswich Road and carried out all necessary repairs.

**06.12.23 UPDATE REGARDING MAST IN BLENHEIM CLOSE:**

The Chairman was able to report that the mast that had been erected at the corner of Blenheim Close was there to control the switching on and off of streetlights.

**06.12.24 TO AGREE TO PAY FOR STRIMMING AND CHEMICAL SPRAY OF LOWER PLAYING FIELD:**

An email had been received from Phil Lawler, requesting that the perimeter of the local playing field is chemically sprayed and strimmed. This is something that the Parish Council pays for each year to help with the rabbit problem. The cost would be £250.00 and the contractor used is Nick Warner.

Mr Nobbs proposed that the contractor is asked to undertake the work and this was seconded by Mr Gray. The Parish Council unanimously agreed. The Clerk will notify Mr Lawler.

**06.12.25 TO DISCUSS POSSIBLE STREETLIGHT SURVEY IN VILLAGE:**

The Chairman explained that there had been a number of complaints received about the streetlights being turned off at midnight. Bearing in mind that there were a number of areas in the village where it could be seen as unsafe, the Chairman asked if the Parish Council thought a survey should be carried out to see if there were either areas that the lights should be left on all night or turned off at a later time.

Mr Ward proposed that the Services Committee should be asked to investigate further. This was seconded by Mr Duncan and unanimously agreed by the Parish Council.

**06.12.26 TO AGREE TO DONATION TO VITALISE:**

Mr Nobbs explained that Vitalise had approached the Parish Council in the past for a donation but it had not previously agreed. As far as he was aware there was no one in the village that this particular charity supported and therefore in line with the Parish Council's usual practice he proposed that no donation was given. This was seconded by Mrs Dunnnett and unanimously agreed by the Parish Council.

<b>06.12.27</b>	<b>ACCOUNTS FOR PAYMENT</b>	<b>£</b>	<b>Chq no.</b>
	Parish Clerk – Salary	£576.04	2867
	Parish Clerk – Office	£10.00	2867
	Parish Clerk – Sarah Keys	£270.83	2868
	Responsible Finance Officer	£106.26	2869
	Phil Wainwright – Litter Picker	£129.26	2870
	Sue Butcher – Litter Picker	£124.02	2871
	B.M.L Maintenance Payment	£332.00	2872
	Colin Orman Ground Maintenance	£650.00	2873

Craftmills – Headed Paper	£41.20	2874
Brooklands Primary School	£23.75	2875
Brantham Village Hall	£63.00	2876
Suffolk County Council (GPL grass-cutting)	£9.34	2877
Sarah Keys (New Parish Council computer)	£473.87	2878
SALC (RFO course)	£25.00	2789
Status Office Services	£85.95	2866

**06.12.28** The next Parish Council meeting will be held on Wednesday 4<sup>th</sup> July 2012 at Brantham Village Hall starting at 7.30pm

**06.12.29 CONFIDENTIAL ITEM:**

As this agenda item was to be held ‘in camera’ members of the public were requested to leave the meeting.

**The meeting closed at 9.09pm**

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

## ACTIONS

MINUTE NUMBER	ACTIONS	BY
02.12.12	Arrange for Mr Tabard to repair map at Cattawade	Mr McCraw
04.12.06	Send letter to residents of New Village re: streetlights	Clerk
04.12.20	Speak to BDC re: dog bin in cut through and other areas	Clerk/Mr Ward
05.12.23	Arrange meeting with Suffolk Coastal	Mr Keeble
06.12.03	To amend and sign-off APM minutes at July meeting	Clerk/Chairman
06.12.09	Arrange for Litter Pickers to be given back pay	Clerk
06.12.09	To provide all employees with updated contracts	Clerk
06.12.12	Email a copy of BML report to all Parish Councillors	Clerk
06.12.13	Contact Mr Box re: painting of play equipment	Clerk
06.12.17	Send letter to residents of 42 New Village	Clerk
06.12.18	Consider drainage solution to outside Pine Cottage	Services Committee
06.12.20	Send letter to Tony Hall re: Solar Panels	Clerk
06.12.24	Send letter Phil Lawler re: strimming of lower playing field	Clerk

<b>MINUTE NO.</b>	<b>ACTIONS</b>	<b>BY</b>
<b>06.12.25</b>	To consider extended nighttime hours of streetlighting	Services Committee