

Brantham Parish Council Meeting

MINUTES

07 November 2012

PRESENT: Mr I Duncan (ID)
Mrs L Dunnett (LD)
Mrs J Heywood (JH)
Mr R Keeble (RK)
Mr P Kettle (PK)
Mr N Gray (NG)
Mrs S Keys (Clerk) (SK)
Mr A McCraw (AM)
Mr T Nobbs (TN)
Mr T Ward (TW)

CHAIR: Mr P Revell (PR)

IN ATTENDANCE: 9 Members of the public
Mrs P Smith (RFO)
Mr D Wood (DW) (County Councillor)

11.12.01 APOLOGIES:

Mr M Amoss (MA)

11.12.02 DECLARATION OF INTEREST:

None

11.12.03 PARISH COUNCIL MEETING MINUTES (03 October 2012):

The minutes from the Parish Council meeting on 03 October 2012 were approved and signed as a true record.

11.12.04 ACTION POINTS FROM PARISH COUNCIL MEETING:

MINUTE NO.	UPDATE	ACTION ONGOING/ DISMISSED
06.12.09	<i>Review and update contracts for employees</i> An example contract for the Clerk and RFO was received from SALC. This has been reviewed and amended by the Legal Committee. Once salaries are finalised these contracts will be put in place. A previous contract for the litter pickers has been found by LD and the clerk will update with new details and re-issue.	Ongoing

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06.12.18	<i>Obtain a quote for installing kerbage.</i> Via SALC advice has been received from Prettys solicitors advising that in the first instance it is the responsibility of the home owner to implement measures to reduce the flooding that occurs at this property. A letter has been sent to Mr Brackley with this information	Dismissed
09.12.15	<i>Inform the family of the memorial bench what is happening to it.</i> Clerk has sent a letter	Dismissed
09.12.16	<i>Raise issue of cars parked in bus stops with SCC</i> TW has raised this issue and the problem seems to have resolved itself for the time being	Dismissed
10.12.08	<i>Add SMBYE to November agenda and invite Jo Cooper to attend SMBYE on the agenda</i>	Dismissed
10.12.08	<i>Add Brantham Youth Club to November agenda</i> Agenda item 11.12.15	Dismissed
10.12.11	<i>Contact Playquip and request a quote for new surfaces at GPL and Lower Playing Field</i> A quote has been obtained and reviewed by the Finance Committee. The Clerk has been requested to get two further quotes. Wicksteed will be coming to quote on 14.11.12. A further quote needs to be arranged.	Ongoing
10.12.11	<i>Request Colin Orman to top up mulch at Merriam Close play area</i> Completed	Dismissed
10.12.14	<i>Add street lighting to the agenda of the November meeting</i> Agenda item 11.12.16	Dismissed

The Parish Council meeting was suspended for a public session at 7.35pm.

The public session included:

- A report from the County Councillor Dave Wood (a copy of his report is available from the Clerk)
- A report from the District Councillor Trot Ward
- A presentation from the fundraising team for St Michaels and Brooklands Young Explorers Childcare Provision (SMBYE).

ACTION: Clerk to add request from SMBYE to agenda for Finance Committee and the next Parish Council meeting

- Questions were taken from the public.

The meeting re-adjourned at 8.06pm.

11.12.05 FINANCE REPORT:

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The Clerk reported the following balances as at 19 October 2012:

Treasurer 1 Account - £1001.00

Treasurer 2 Account - £77483.53

11.12.06 QUARTERLY FINANCE REPORT:

The RFO gave the following financial summary for the period ended 30th September 2012:

Expenditure is broadly in line with budget with a few pluses and minuses as usual but nothing significant.

Stationery & telephone expenditure were higher than usual but to be expected with the change in Parish Clerk. Salaries were also slightly high due to the overlap of staff of both Clerk & RFO.

Recreation costs are over budget with additional growth of grass and all other things green due to the wet Spring & Summer requiring extra grass cutting and other trimming and tidying.

General maintenance is also over budget also due to the lush growth and also includes refurbishment of the Village sign, refurbishment of the village map (map kindly provided by Braiswicks) and a chestnut tree which needed pollarding.

Churchyard maintenance as above.

Section 137 donations to date were made to:

- Over 60's - £200.00
- East Bergholt Heart Watch (2 defibrulators) - £55.20

In terms of income; Braiswick rental is now up to date, Wayleaves are being pursued (repayment of the missing cheques has been promised but not yet received) and the rent for Pine Cottage is still being pursued. Another letter with bank details has been sent to Mr Brackley, and if a payment is still not received this will be followed up with a solicitor's letter. A letter has also been sent to St Michael's church regarding their outstanding contributions (approx. £600).

As at the end of September the Parish Council has spent just less than 50% of our budget.

11.12.07 FINANCE COMMITTEE REPORT:

LD gave a report following the last Finance Committee meeting on 25 October 2012.

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LD reported that the committee had reviewed all outstanding payments and the measures that needed to be taken to recover these monies.

The Committee had reviewed the situation regarding contracts and highlighted the need to get these tidied up. The Clerk will be setting up a personnel file which will include contracts, appraisals, policies etc.

LD stated that work on the BML rent review was still being undertaken by PR and TN. The Finance Committee had agreed that this needed to be concluded as soon as possible and it was agreed that Peter Crowhurst and Debbie Kerry will be invited to a FC meeting early in the New Year to answer any outstanding queries.

Some work was undertaken on budget setting and the precept and this will form the majority of the meeting for the next Finance Committee. LD highlighted a guidance note which has been received from NALC which states that no precept should be formally agreed by a Parish Council until after the publication of the draft Local Government finance report in early December 2012.

LD pointed out that the Clerk's probation period had now finished and in light of this the FC had reviewed the Clerk's salary. LD stated that the FC recommended that the salary should be increased to £8.919 per hour (an annual salary of £6957.16 and £579.76 per month). In addition it was recommended that the salary of the RFO be brought in line with this hourly rate, resulting in an annual salary of £1284.40 (£107.03 per month).

LD proposed that the Parish Council agreed this salary increase for the Clerk and the RFO. This was seconded by TN and unanimously agreed by the Council.

LD informed the PC that the planned Village Hall sort-out day had been postponed until 12 November 2012 so that the Clerk could attend SALC training.

11.12.08 REPORT FROM PLANNING COMMITTEE MEETING:

There was no Planning Committee meeting in October.

RK stated that a satisfactory resolution has been put in place on the footpath at the railway Crossing, largely as a result of the work undertaken by Martin Williams from Suffolk County Council.

RK proposed that the Parish Council should write to Martin Williams and thank him for his hard work on this issue. This was seconded by AM and unanimously agreed by the Council.

ACTION: SK to write to Martin Williams

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RK stated that it is still unclear who is responsible for maintenance of the bridge on Church Path. RK is trying to ascertain whether Suffolk County Council will adopt the path. However, if the bridge is not adopted by SCC, RK highlighted that the Parish Council will need to decide whether it will take on responsibility for its maintenance.

RK stated that Sandy Lane has recently been tidied up. However, since this tidy up two vehicles have been seen cutting through there. To prevent this happening again a bollard may need to be installed and this query should be included on the letter to Martin Williams.

The bridge from the garage at Cattawade towards Manningtree is covered in weeds and could benefit from being tidied up. It is unclear whose responsibility this bridge is.

The meeting was suspended at 8.30pm to allow the public to speak, and re-adjourned at 8.31pm.

It was agreed that the Footpaths Committee would review the bridge and set up a working party to tackle it.

ACTION: Footpaths Committee to undertake tidying up of Cattawade Bridge.

11.12.09 REPORT FROM BML REPRESENTATIVE:

TN reported that a short meeting had taken place with standard reports received. Peter Crowhurst had also supplied the following report:

- 1. We have a new Treasurer - Debbie Kerry.*
- 2. Bonfire was a massive success with approximately 5000 people safely entering and exiting the Centre.*
- 3. We have a full range of social events upcoming to Christmas. Including Children's Pantomime.*
- 4. Tennis Nets on Order.*
- 5. New Catering Staff Appointed - Rose Dale - Allowing Regular Breakfast Menu.*
- 6. Hedges all cut for Winter Period.*
- 7. Brantham Parish Council to be Consulted on Advertising Signage to promote Events.*

11.12.10 RECREATION COMMITTEE REPORT:

PK reported that a quote had been received from Playquip in reference to the resurfacing at the Lower Playground and the repair to surfacing at GPL Play area. A further two quotes will be obtained. Wicksteed will be visiting the play areas on 14 November 2012 to provide a quote and the Clerk will be getting a third quote.

PK stated that it was important to get the gaps in the GPL play area filled as soon as possible to prevent accidents.

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AM proposed that if the figure for Playquip to do this work was between £200-£300 then they should go ahead. This proposal was seconded by RK and unanimously agreed by the Council.

ACTION: Clerk to request quote for this job and instruct them to undertake the work if the quote is between £200-£300.

11.12.11 PUBLIC TRANSPORT OFFICER'S REPORT:

TW stated that he had received an email advising him of the availability of a new bus running from Ipswich to Bury St Edmunds, and a "Go Whippet" service running from Ipswich to Clacton.

It will be possible to use a bus pass on both of these services.

10.12.12 CORRESPONDENCE TO NOTE/ACTION

The Clerk stated that following recent training it had been highlighted that a method of sharing details of correspondence to be noted or to action, to the Parish Council from individuals needed to be put in place. She drew attention to the table that had been circulated prior to the meeting with details of this correspondence. Copies of this correspondence were brought to the meeting.

10.12.13 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 highlighted:

- A policy briefing on setting the Precept (see also Agenda item 11.12.07)
- An email requesting nominations for election to three posts on the NALC Smaller Councils Committee
- A letter with advice from Suffolk County Council in preparation for the coming winter. Discussion took place on whether notices about ordering more grit should be stuck to the inside of the Grit bins.
ACTION: SK to print off these signs and affix them to the lid of the bins
- An invitation to SALCs AGM

11.12.14 BRANTHAM YOUTH CLUB PROGRESS

The Clerk outlined an email that had been received from Sue Longhurst in relation to the current situation with the Brantham Youth Club which stated that youth workers will be at the Youth club at BLC on Thursday evenings during November and December (for 6 weeks) to trial the youth club using the indoor space. BLC have agreed the use of the football table and a number of other things. The youth workers will also bring over equipment and BLC will make drinks and refreshments available to buy.

This email has been forwarded to BLC to ensure that they are aware of this.

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Some Parish Councillors raised concerns about whether adequate advertising has been undertaken about the Youth Club. TW stated that he had been told some leaflets would be made available for him to hand out, however, these had not yet been passed to him. It was agreed that Sue Longhurst should be contacted again to find out what advertising had taken place and whether there was any possibility to text/email the young people who had already expressed an interest in the club.

ACTION: SK to email Sue Longhurst

11.12.15 NIGHT-TIME STREET LIGHTING OPTIONS

PR drew attention to the documentation that had been obtained from Suffolk County Council. From this information it appears unlikely that there is any opportunity to request an extension to the night-time street lighting hours and therefore it was agreed that this matter would not be pursued further.

11.12.16 EMAIL FROM LOUISE WILBY AT SUFFOLK ACRE

PR highlighted the circulated email received from Louise Wilby. This issue had previously been discussed in September 2012 (agenda item 09.12.19).

Following discussion TW proposed that this issue was reviewed in the New Year as agreed at the September 2012 meeting. This was seconded by AM and unanimously agreed by the Council.

11.12.17 LETTER FROM ALAN CLARKE

Council reviewed the circulated letter from Alan Clarke requesting support for the Brantham Fireworks display on 03 November 2012. PR stated that it was his understanding that it had previously been the ambition of the Fireworks Committee to become self-supporting and that any contributions from the Parish Council would reduce over time. It was also highlighted that there were queries about whether there would be a display in the future, and who would organise it.

RK proposed that the Parish Council requested a breakdown of the funding from this year's event so that a clearer picture could be viewed, and the need for contributions considered. This was seconded by ID, and unanimously agreed by the Council.

TW declared an interest as a member of the Fireworks Committee and abstained from the vote.

11.12.18 ACCOUNTS TO BE PAID

Who	Amount	Chq no.
Parish Clerk – Salary	£541.66	002817
Parish Clerk – Office	£10.00	002817

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Responsible Finance Officer	£106.26	002818
Phil Wainwright – Litter Picker	£129.26	002819
Sue Butcher – Litter Picker	£129.26	002820
B.M.L Maintenance Payment	£332.00	002281
Colin Orman	£499.00	002282
Deans (Mulch for Merriam Close play area)	£267.60	002283
SALC (Local Clerks guide and Budget workshop)	£48.46	002284
SALC (Clerks Practical Workshop)	£30.00	002285
Melvin Amoss (Wasp Killer)	£19.96	002286
Phil Wainwright (additional hours for September 2012)	£118.19	002287

11.12.19 DATE OF NEXT MEETING

The next Parish Council meeting will take place on Wednesday 5 December 2012 at Brantham Village Hall at 7.30pm.

The meeting closed at 9.15pm

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

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ACTIONS

MINUTE NO.	ACTION	Who?
06.12.09	Review and update contracts for employees	Clerk
10.12.11	Request a third quote for new surfaces at GPL and Lower Playing Field	Clerk
Public session	Add SMBYE to agenda for Finance Committee and Parish Council meeting	Clerk
11.12.08	Write to Martin Williams to thank him for his work on the railway crossing footpath	Clerk
11.12.08	Footpath Committee to undertake tidying up of Cattawade Bridge	Footpath Committee
11.12.10	Clerk to request quote for this job and instruct them to undertake the work if the quote is between £200-£300.	Clerk
11.12.13	SK to print off signs about re-ordering grit and affix them to the lid of the grit bins	Clerk
11.12.14	SK to email Sue Longhurst re: advertising of the Youth Club	Clerk
11.12.18	SK to respond to Alan Clarke requesting a breakdown of funding	Clerk