

# Brantham Parish Council Meeting

## MINUTES

03 October 2012

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**PRESENT:**

Mr M Amoss (MA)  
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:**

6 Members of the public  
2 Members of the Police  
Mrs P Smith (RFO)  
Mr D Wood (DW) (County Councillor)

**The Parish Council meeting started at 7.30pm and immediately closed for a public session and a report from the police. It re-adjourned at 7.34pm**

**10.12.01 APOLOGIES:**

None

**10.12.02 DECLARATION OF INTEREST:**

None

**10.12.03 PARISH COUNCIL MEETING MINUTES (05 September 2012):**

The minutes from the Parish Council meeting on 05 September 2012 were approved and signed as a true record.

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

MINUTE NO.	UPDATE	ACTION ONGOING/ DISMISSED
04.12.20	<i>Purchase dog litter bin and arrange instalment</i> Clerk has agreed a bin model with Daniel Whymark at BDC and requested installation	Dismissed

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<b>06.12.09</b>	<i>Contact other local clerks for good practice examples of contracts</i> A number of other clerks have been contacted, and although some responses have been received there has not been any contracts received to date	Dismissed
<b>06.12.09</b>	<i>Review and update contracts for employees</i> A pre-populated contract has been received from SALC which will be used for BPC employees	On-going
<b>06.12.18</b>	<i>Obtain a quote for installing kerbage.</i> Clerk has been in contact with SCC about this issue, and following their response will request some quotes for Kerbage	On-going
<b>07.12.18</b>	<i>Add street lighting to October 2012 agenda</i> See agenda item 10.12.14	Dismissed
<b>09.12.13</b>	<i>Clerk to email Peter Crowhurst for a timescale for installation of tennis nets</i> An email has been received from Peter Crowhurst stating that the tennis nets have been ordered and will be in place soon.	Dismissed
<b>09.12.15</b>	<i>Inform the family of the memorial bench what is happening to it.</i> Clerk is trying to find contact details for the family, following which an update will be sent	On-going
<b>09.12.16</b>	<i>Raise issue of cars parked in bus stops with SCC</i> TW to follow this up	On-going
<b>09.12.18</b>	<i>Provide response to HMRC consultation re: use of Red Diesel</i> Response completed	Dismissed
<b>09.12.20</b>	<i>Enter Brantham Bugle for Newsletter of the Year 2012 competition</i> Completed	Dismissed
<b>09.12.24</b>	<i>Write letter of thanks to Braiswick Photography</i> Completed	Dismissed

### **10.12.05 DISTRICT COUNCILLOR'S REPORT:**

TW updated the Parish Council on three issues:

- TW and DW attended a meeting with the planning department at BDC to discuss the development of the Wardle Storey site. The main issue holding up the development of the site is the ownership of Chalk House.
- The Community Involvement project will continue to run until February 2012, following which any changes will be implemented.
- TW distributed an information sheet about changes to Section 106 funding, and highlighted the creation of the new "Infrastructure Levy" which can be used flexibly by local organisations.

### **10.12.06 COUNTY COUNCILLOR'S REPORT:**

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A copy of Mr Wood's full report is available from the Clerk.

DW informed the PC that the contract for the Better Broadband for Suffolk work had been awarded to BT. The work should be complete by 2015 and should mean that every Suffolk resident will have 2MB of download. DW stated that more information is available on the SCC website.

DW stated that following a review by a scrutiny committee the Cabinet will have to look again at Concessionary Fares enhancements because the original decision had been made without sufficient consultation and because it didn't take account of the negative impact the decision would have on peoples' lives.

The Cabinet will be asked to reconsider its decision and provide 24/7 travel for those eligible due to disability and allow those elderly pass holders to travel from 0900.

## **10.12.07 FINANCE REPORT:**

The Clerk reported the following balances as at 25 September 2012:

**Treasurer 1 Account - £2000.00**

**Treasurer 2 Account - £79,656.07**

## **10.12.08 FINANCE COMMITTEE REPORT:**

LD stated that the Finance Committee had met on 25 September 2012. Once again this had been a full meeting with a number of issues discussed:

LD informed the Council that there had been no progress to date with the setup of a standing order to BPC by Paul Brackley. Four letters have been sent to Mr Brackley this year requesting payment which has still not been made. PR updated that Mr Brackley had informed him that two of these letters had not been received. PR has agreed to deliver the last letter by hand, if payment is not set up following receipt of this letter then a solicitors' letter will be sent.

LD was pleased to report that SALC have provided the Clerk with a pre-populated contract. Once a number of issues in these contracts have been agreed by the Legal Committee this contract can be issued to employees.

Payment for the village Wayleaves has not been received for a number of years, and PS had agreed to chase this. PS updated the PC that she had contacted the UK Power Network who stated that they had sent payments which had never been cashed. They have agreed to re-issue these payments.

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A presentation was given by Jo Cooper a member of the Fundraising team for St Michael's and Brooklands Young Explorers Childcare Provision (SMBYE) to update on proposals to extend the Institute building on Rectory Lane making it more "fit-for-purpose". They would like the Parish Council to become involved with financial and other support.

**ACTION:** Clerk to invite Jo Cooper to attend the next full PC meeting.

LD was pleased to report that work was continuing on the BML rent review. A number of records had been received from BML and these were being reviewed by PR and TN. So far the records look to be in good order.

LD stated that BDO had passed the audit of the accounts. The FC reviewed and addressed the points raised by the internal audit.

The FC had agreed a request from the Scout and Guide group to pay for the bulbs which have been planted along the Ipswich Road.

LD stated that the PC has been contacted by the Brantham Horticultural Society which is being wound up, requesting the PC to become the trustees of its assets. The FC discussed this and agreed that the PC would become trustees on the understanding that the assets would be ring-fenced to fund horticultural projects in the future.

LD stated that preparation for the 2013-14 budget will be a key item on the agenda of the next meeting. She requested that any Councillors who had proposals for expenditure in the coming year should send these to her within the next week so that they can be accounted for.

LD highlighted to the Council that the Clerk's probationary period will be coming to an end in the near future, and at that point the Finance Committee will review her salary.

The FC agreed that it would commit funding to further activity of the Brantham Youth Club.

**ACTION:** Clerk to add the Youth Club to the agenda of the next full PC meeting.

LD informed the PC that following the handover between Clerks some re-organisation of the filing of PC paperwork at the Village Hall needs to be undertaken. A working party has been set up to do this piece of work on 30 October 2012. This work will be outside of the Clerk's normal responsibilities, and therefore the FC agreed to pay for the additional hours worked.

### **10.12.09 REPORT FROM PLANNING COMMITTEE MEETING:**

The Planning Committee met on 26 September 2012. Two applications were reviewed; an extension at The Kennels and a change of use at Court Farm. Both applications were recommended for approval by the Planning Committee.

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### **10.12.10 REPORT FROM BML REPRESENTATIVE:**

TN stated that a routine meeting had taken place and a report from Peter Crowhurst was circulated to the Parish Council. TN updated that the Treasurer for BML has resigned and recruitment to fill her post will take place in the near future.

### **10.12.11 RECREATION COMMITTEE REPORT:**

PK stated that the Annual Inspection of the Brantham play areas has taken place, and no major issues have been highlighted.

PK stated that a couple of small issues would need to be addressed:

- There is inadequate mulch covering the play area at Merriam Close
- The surface beneath the swings at the Gravel Pit Lane play area has moved creating a trip hazard
- The surface underneath the slide at the Lower Playing Field needs to be replaced

**ACTION:** Clerk to contact Playquip and request a quote to install new surfaces at Gravel Pit Lane and the Lower Playing Field.

**ACTION:** Clerk to contact Colin Orman and request that he tops up the mulch at Merriam Close.

PK updated the council that a new lock was purchased for the Gravel Pit Lane gate. The broken bench at Merriam Close has been removed and a replacement will be installed in its place.

### **10.12.12 PUBLIC TRANSPORT OFFICER'S REPORT:**

Nothing to report.

### **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:

- An email from SALC with information on Section 106 funding
- Information about a 2 day Councillor course being run by SALC on 13.10.12 and 20.10.12
- An invitation to attend SALC's AGM on 12.11.12
- Information from police about a break-in on Church Lane on 01.10.12
- An email from Charlie Adan requesting support for her nomination for the Guardian's Public Services Awards
- A thank you card from Liz Evans

### **10.12.14 STREET LIGHTING:**

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PR stated that it was difficult to review the response received from Nigel Panting at Suffolk County Council without referring to the original document received from Suffolk County Council. It was agreed to defer this agenda item to the next meeting.

**ACTION:** Add street lighting to the agenda of the November meeting.

### **10.12.15 SECTION 106 FUNDING**

PR updated that Parish Council that, contrary to some confusion, Section 106 funding would still be available to Parish Councils. There are some proposed changes to the Town and Country Planning Act 1990 s.106 which will give developers the right to renegotiate previously agreed s.106 planning obligations. The Government's aim is to stimulate stalled developments (estimated to represent 75,000 homes) which have associated s.106 planning obligations negotiated at a time when the country was in a better financial position and the housing market was more buoyant.

However, there are questions about whether the s.106 system is too restricted to deliver what the community actually needs, the lack of transparency and community buy-in to the way the money is spent and over the amount of money that gets returned unspent to the developer. To address these concerns the Community Infrastructure Levy is a new levy that local planning authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure, just as for s.106 planning obligations, but it can be used more flexibly for a wider range of purposes, with greater clarity over the costs involved and the community benefit that will be delivered up front. A major advantage of the Community Infrastructure Levy is that a percentage of the Levy comes to the neighbourhood level, to town and parish councils.

### **10.12.16 COMMUNITY ACHIEVEMENT AWARDS**

PR asked Councillors whether there were individuals/groups in the community that they would like to put forward for the Community Achievement Awards.

The Council discussed a number of possible nominations from the local community. AM proposed that Yvonne Amoss and Ronny Dawson were nominated in Category 3 for their contribution to the village Garage Sales. LD seconded this and it was unanimously agreed by the Council. (MA and PR declared an interest because of the involvement of their spouses in the annual garage sales and abstained from the vote)

LD proposed that Graham Mower was nominated in Category 2 for his contribution to the village. MA seconded this and it was unanimously agreed by the Council. (TW declared an interest because Graham Mower is his nephew and abstained from the vote).

**ACTION:** Clerk to submit the two nominations

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### 10.12.17 ACCOUNTS TO BE PAID

Who	Amount	Chq no.
Parish Clerk – Salary	£541.66	002803
Parish Clerk – Office	£10.00	002803
Responsible Finance Officer	£106.26	002804
Phil Wainwright – Litter Picker	£129.26	002805
Sue Butcher – Litter Picker	£129.26	002806
B.M.L Maintenance Payment	£332.00	002807
Colin Orman	£594.00	002808
1st Brantham Cub Scout pack (purchase of flower bulbs)	£50.00	002809
Patricia Smith (Purchase of Printer Cartridges)	£23.92	002816
Townes Mobile Locksmiths (Replacement lock and keys for GPL play area)	£28.40	002811
Percivals (Painting of play areas)	£1750.00	002812
Status Office Services	£236.59	002813
Sudbury Town Council (driver for Youth Club bus)	£100.00	002814
Phil Wainwright (additional hours to cover S. Butcher's sick leave)	£97.28	002815

### 10.12.18 DATE OF NEXT MEETING

The next Parish Council meeting will take place on Wednesday 7 November 2012 at Brantham Village Hall at 7.30pm.

**The meeting closed at 8.45pm**

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

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## ACTIONS

MINUTE NO.	ACTION	Who?
06.12.09	Review and update contracts for employees	Clerk
06.12.18	Obtain a quote for installing kerbage.	Clerk
09.12.15	Inform the family of the memorial bench what is happening to it.	Clerk
09.12.16	Raise issue of cars parked in bus stops with SCC	TW
10.12.08	Add SMBYE to November agenda and invite Jo Cooper to attend	Clerk
10.12.08	Add Brantham Youth Club to November agenda	Clerk
10.12.11	Contact Playquip and request a quote for new surfaces at GPL and Lower Playing Field	Clerk
10.12.11	Request Colin Orman to top up mulch at Merriam Close play area	Clerk
10.12.14	Add street lighting to the agenda of the November meeting	Clerk