

Brantham Parish Council Meeting

MINUTES

05 September 2012

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)
Mrs S Keys (Clerk) (SK)
Mr A McCraw (AM)
Mr T Nobbs (TN)
Mr T Ward (TW)

CHAIR: Mr P Revell (PR)

IN ATTENDANCE: 5 members of the public
PC Austin
Mr C Foti – Interim Head of Programme (BDC)
Mrs P Smith - RFO (PS)
Mr D Wood – County Councillor

The Parish Council meeting started at 7.30pm and immediately closed for a public session and a report from PC Austin. It re-adjourned at 7.40pm

09.12.01 APOLOGIES:

Mr N Gray (NG)

09.12.02 DECLARATION OF INTEREST:

None

09.12.03 PARISH COUNCIL MEETING MINUTES (6 June 2012):

The minutes from the Parish Council meeting held on 6 June 2012 were amended at **07.12.13** to read “TN stated that there is currently a defibrillator mounted on the wall of BLC which needs pads to be replaced”. The minutes were then approved and signed as a true record of the meeting.

09.12.04 PARISH COUNCIL SPECIAL MINUTES (28 August 2012)

The minutes from the Parish Council Special meeting on 28 August 2012 were amended to include Mr T Ward in the list of those present. The minutes were then approved and signed as a true record of the meeting.

09.12.05 ACTION POINTS FROM PARISH COUNCIL MEETING:

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MINUTE NO.	UPDATE	ACTION ONGOING/ DISMISSED
04.12.20	The Clerk confirmed that she had been contacted by Daniel Whymark at BDC earlier that day stating that a dog litter bin could be installed at the Palfrey Heights cut through once the proposed bin was confirmed with him. The clerk confirmed that she would be taking this forward.	On-going
06.12.09	A number of example contracts have been acquired from SALC. The finance Committee reviewed these and proposed that SK and PS worked on getting these in place. On further examination however, some work is needed to be done in terms of final decisions to inform the contracts and therefore it was agreed that the Legal Committee would take this forward. In addition the Clerk agreed to contact other Clerks in the local area for examples of good practice.	On-going
06.12.09	After looking at the pay of the litter pickers with Liz Evans it had been found that they were already being paid the correct amount and therefore there was no back pay due.	Dismissed
06.12.18	The Clerk confirmed that she had raised this with the planning department at BDC who had referred the issue on to the highways department. Still awaiting a response. TW informed the Council that NG had asked him to state in his absence that it was the recommendation of the Services Committee that a quote for installing kerbage was obtained.	On-going
07.12.14	DW was contacted in reference to funding for the painting of the play areas, and a contribution had been received.	Dismissed
07.12.14	Terry Percival had been contacted about the play areas, and would begin work on 10 th September 2012.	Dismissed
07.12.14	Ken Box had been contacted in reference to the painting of the play areas.	Dismissed
07.12.18	The Clerk contacted BDC to request an extension to the street lighting hours, and had been informed that this would not be possible. The Council agreed to include this as an agenda item for the next meeting.	On-going
07.12.19	All Councillors have now submitted their Register of Interests form	Dismissed
07.12.20	The payment for the Village Hall insurance renewal has been made	Dismissed

09.12.06 DISTRICT COUNCILLOR'S REPORT:

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Nothing to report

09.12.07 COUNTY COUNCILLOR'S REPORT:

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

Mr Wood stated that the preferred bidder for the "Better Broadband for Suffolk" campaign will be decided this month.

In addition he stated that in the Ganges proposals that have been received by BDC it was interesting to note that local transport was a big element of these.

09.12.08 COMMUNITY INVOLVEMENT 2012

TW and CF informed the Council that BDC and Mid Suffolk District Council were jointly undertaking an exercise to gather the views of residents across the Babergh and Mid Suffolk area about living and working in their local communities.

TW stated that a number of community groups in Brantham had been approached. These groups were asked for their responses to eight questions to find out what the local community wanted and to identify those areas where funding should be prioritised.

The questions and responses were as follows:

1. What's good about living here?

Responses included: it's quiet and peaceful, safe, near to rail links, nice walks, good Village Hall, good social club, thriving over 60s community and active, integrated playschools.

2. What do you want to change?

Responses included: increase social housing needed, increase employment, and improve local transport with coordinated linkages.

3. What types of people are involved in community activities?

It was agreed that in general those people who are involved in community activities are usually long-term residents in the village who have deeper roots in the community.

4. Who aren't involved – and why not?

It was felt that people do not get involved for a number of reasons including; the general pressures of life, the fact that Brantham is a commuter village and therefore a large proportion of residents work away from the village, and the linear nature of the village means that the village "feel" is sometimes lost.

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5. What community facilities are there? Which are being well used? Which are under used?

Those present agreed that there are a number of excellent facilities in the village, including playschools, the Village Hall, the Leisure Centre etc, however the community could benefit from more sports facilities and more local transport.

6. What should the councils be doing more – and less of – in the future?

Responses included; more litter and dog bins! In addition the point was raised that the councils should trust local communities to make decisions that are right for them. PR stated that if the District Councils provided less services, resources would need to be allocated to Parish Councils to support them to do this work.

7. What do communities need from the Councils?

Responses included; improved transport links and teenage youth club facilities.

8. What is the state of the local economy? What are local job prospects like? What opportunities are there for young people?

Responses included; there is a slow, steady shrinkage of businesses in the local area, there are no job prospects available, the development of the Wardle Storey site should include employment opportunities, and there are no opportunities for young people locally.

Meeting closed at 7.47pm in order to allow the public to give their responses to these questions.

CF asked Councillors whether there was anything that BDC was doing that the Parish Council could do better itself. PR stated that this is a question of time and resources. He stated that as unpaid Councillors it was difficult to see how the Parish Council could be asked to take on more. In order to do something better the resources would need to be available to do that.

CF stated that the funding allocated to BDC from central government has been greatly reduced, and therefore the District Council is looking at what it does and whether it does it most efficiently and effectively.

CF stated that all responses will be collated and the information looked at centrally. PR thanked TW and CF for their contribution to the meeting.

09.12.09 FINANCE REPORT:

The Clerk reported the following balances:

Treasurer 1 Account at 25th July 2012 - £1000.00

Treasurer 2 Account at 25th July 2012 - £66,484.58

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09.12.10 QUARTERLY FINANCE REPORT:

PS reviewed the information provided in the quarterly finance report. She informed the PC that Income and Expenditure is generally as anticipated and at this stage of the financial year there are no areas of concern.

PS stated that the final audit had been sent to BDO and she was still awaiting a response.

PS stated that as this was the first quarterly report that she had provided any feedback on the information contained, or layout would be appreciated. It was concurred by the PC that the format and information provided was more than adequate.

09.12.11 FINANCE COMMITTEE REPORT:

LD stated that the Finance Committee had met on 28 August 2012. This had been a full meeting with diverse discussion.

LD stated that she would like to thank PS for all of her work on the audit.

LD stated that it was agreed at that meeting that Quarterly Finance reports will be provided to the Parish Council, and that following the report at this meeting the next one will be provided at the November 2012 meeting.

LD informed those present that a number of issues had been highlighted in the internal audit report and that these will be reviewed at the next Finance Committee meeting.

Sue Butcher is currently on sick leave and Phil Wainwright is covering her areas in the interim. It was agreed at the FC meeting that he will be paid for any additional hours that he works.

LD stated that the issues in relation to Pine Cottage are progressing.

LD was pleased to report that although the issue of the BML rent review is still on-going some positive progress has been made. A meeting has taken place between Peter Crowhurst, TN and PR. Peter Crowhurst had provided them with a large number of records and these will be reviewed and a report will be made to the next Finance Committee meeting.

A letter had been received from the Bowls Club requesting financial assistance. This had been reviewed at the Finance Committee meeting and declined. TW highlighted that these sorts of requests should come from the main club.

Methods of payment for employees were discussed at the Finance Committee meeting and this would be considered further under agenda item **09.12.21**.

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09.12.12 REPORT FROM PLANNING COMMITTEE MEETING:

The planning committee had met on 22 August 2012. There was nothing significant to report.

09.12.13 REVIEW OF SITUATION REGARDING USAGE OF ALL-WEATHER SURFACE AT BML:

PR stated that a letter had been received from Mr M Pearce (which had been circulated to Councillors) raising concerns about the use of the all-weather surface at BML. In addition NG had raised concerns with the club via email that tennis nets had not yet been installed.

An email had been received from Peter Crowhurst earlier that day outlining the position of BML which stated:

"Dear Paul,

I wanted to offer my sincere apologies but due to work commitments in London I am unable to be with you tonight.

I believe the Parish is up to speed with all activities at the Centre but summarise issues below.

- 1. Advertisement notices have been procured for the Tennis Courts to recognise sponsorship. This together with polite notices warning of the need for people to use the space respectfully avoiding bad language.*
- 2. We are procuring the new Tennis Nett's that stand on the surface. These will be in place shortly.*
- 3. Gill the Centre Manager is diarising Multi Sports on the All weather Surface. This so it is not purely netball and football.*
- 4. We are actively engaging new funding streams for the completion of the All weather surface project and general improvements...."*

PR stated that in addition to the actions being taken by BLC the concerns raised by Mr M Pearce in reference to foul language have been passed to the police so that they can be recorded appropriately.

It is unclear from BLC when the tennis nets will be in place. AM proposed that an email was sent to Peter Crowhurst asking for the timescale for this. This was seconded by MA and unanimously agreed by the Council.

ACTION: SK to email Peter Crowhurst requesting a timescale.

ID stated that it may be possible that Environmental Health may be able to do a recording for the purposes of addressing Mr Pearce's concerns about the noise issue.

09.12.14 REPORT FROM BML REPRESENTATIVE:

TN stated that there had been no meeting in August and therefore the last meeting was in July 2012.

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The items discussed included:

- Issues in the Bowls section, which may include the size of the room available to them, the funds for the work they have undertaken or the price of beer. This will be investigated further.
- The Cricket section had a couple of issues in reference to the changes in membership and membership costs. Their subs had not been paid to the club as yet.

09.12.15 RECREATION COMMITTEE REPORT:

PK extended his thanks to DW for his contribution to the painting of the play areas. He also extended his thanks to RK for the work he had done on the bolts.

PK informed the Council that the bench at the Merriam Close play area is now completely broken and will need to be replaced. RK has kindly agreed to do this.

RK stated that there are two memorial benches in the Village: one at Gravel Pit Lane play area which will be moved either to the Church or to the Merriam Close play area and one which will be given to the church.

ACTION: SK to inform the family of the memorial bench what is happening to it.

09.12.16 PUBLIC TRANSPORT OFFICER'S REPORT:

TW stated that he had received a number of complaints about cars marked for sale that are parked in bus stops.

ACTION: TW to raise this with SCC

09.12.17 MAINTENANCE OF THE LOWER PLAYING FIELD:

TW read an email from NG about this issue querying who is responsible for the maintenance of this field. It was agreed that this needs to be raised at the next BML/BPC meeting on 11 September 2012.

09.12.18 MISCELLANEOUS CORRESPONDENCE:

All correspondence relating to agenda items had been sent to Parish Councillors prior the meeting.

- RK highlighted the LAIS re: Red Diesel – and queried whether this will be an issue for BLC? HMRC are requesting responses to this consultation.

ACTION: SK to write to them stating that Brantham Parish Council believes that community groups should still be able to use red diesel for community purposes.

09.12.19 LOCAL HOUSING NEEDS REPORT:

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The Council discussed the email and documentation received from Louise Wilby at Suffolk Acre. It was agreed that at this stage the Council did not believe it was appropriate to go forward with this until the development of the Wardle Storey site was clearer.

AM proposed that this issue was reviewed again in March 2013 and this was seconded by TW. The Council unanimously agreed.

09.12.20 NEWSLETTER OF THE YEAR:

The "Newsletter of the Year 2012" award is being run by Suffolk Association of Local Councils. The award aims to showcase brilliant community newsletters.

ID proposed that the Brantham Bugle was nominated for this award. This was seconded by LD and unanimously agreed by the Council.

ACTION: SK to enter the Brantham Bugle for the competition.

09.12.21 FIXED PAYMENTS BY BRANTHAM PARISH COUNCIL

LD stated that the Finance Committee had discussed the possibility of making some of the regular Parish Council payments via standing order. This would be particularly for payments to employees which do not change on a regular basis. This would reduce bureaucracy, and be more convenient for employees.

LD proposed that regular payments made by the Council were done by standing order. TN seconded this and it was unanimously agreed by the Council.

09.12.22 BUDGET AND PRECEPT 2013-14

LD stated that it was approaching the time when the Council needed to start thinking about next year's budget and precept. She stated that this was an opportunity to consider whether there were any costs that should be accounted for in the budgeting.

AM highlighted that any funding requirements should be for essential work/items because any requests would result in an increase in the precept.

TW stated that the Scout and Guide hut needs to be replaced.

RK stated that the Parish Council has an obligation to help with the Scout and Guide hut rabbit netting (a cost of approximately £700).

09.12.23 ACCOUNTS PAID IN THE INTERIM

Who	Amount	Chq no.
Parish Clerk – Salary (SK)	£541.66	002773

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Parish Clerk – Office	£10.00	002773
Parish Clerk – Salary (LE)	£288.02	002774
Responsible Finance Officer	£106.26	002775
Phil Wainwright – Litter Picker	£129.26	002777
Sue Butcher – Litter Picker	£129.26	002778
B.M.L Maintenance Payment	£332.00	002779
Colin Orman Ground Maintenance	£543.00	002780
Village Hall Management Committee (Hire of Village Hall)	£63.00	002781
Wood Peckers Garden Services (pollarding of Horse Chesnut Tree)	£300.00	002782
Warner Landscapes and Garden Services (Strimming and treating of grass)	£255.00	002783
East Bergholt Heartwatch (Section 137 donation)	£55.20	002784
EFMS	£9.34	002785
Sarah Keys (flowers and table decs for Liz)	£54.97	002786

09.12.24 ACCOUNTS TO BE PAID

Who	Amount	Chq no.
Parish Clerk – Salary	£541.66	002788
Parish Clerk – Office	£10.00	002788
Parish Clerk – Stamps	£60.00	002789
Responsible Finance Officer	£106.26	002790
Phil Wainwright – Litter Picker	£129.26	002791
Sue Butcher – Litter Picker	£129.26	002792
B.M.L Maintenance Payment	£332.00	002793
D. Tarbard (Case for Brantham walks sign)	£225.00	002794
PHS datashred	£24.00	002795
Status Office Services	£47.41	002796
Newitts (Goal Posts and Nets)	£348.79	002797
Colin Orman	£785.00	002798
EFMS (Re-surfacing of tennis courts)	£26,400.00	002799
Status Office Services	£49.42	002800
J. Keeble and Son (Playing field rent)	£10.00	002801
SALC (Audit costs – 2010/11 and 2011/12)	£489.80	002802

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AM proposed that a letter of thanks was sent to Braiswick Photography for their contribution of the map to the Village walks sign. This was seconded by TW and unanimously agreed by the council.

ACTION: Clerk to write letter of thanks to Braiswick photography

09.12.25 DATE OF NEXT MEETING

The next Parish Council meeting will take place on Wednesday 3 October 2012 at Brantham Village Hall.

The meeting closed at 9.17

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

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ACTIONS

MINUTE NO.	ACTION	Who?
04.12.20	Purchase dog litter bin and arrange instalment	Clerk
06.12.09	Contact other local clerks for good practice examples of contracts	Clerk
06.12.09	Review and update contracts for employees	Legal Committee
06.12.18	Obtain a quote for installing kerbage.	Clerk
07.12.18	Add streetlighting to October 2012 agenda	Clerk
09.12.13	Clerk to email Peter Crowhurst for a timescale for installation of tennis nets	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	Trot Ward
09.12.18	Provide response to HMRC consultation re: use of Red Diesel	Clerk
09.12.20	Enter Brantham Bugle for Newsletter of the Year 2012 competition	Clerk
09.12.24	Write letter of thanks to Braiswick Photography	Clerk