



MINUTES

BRANTHAM ANNUAL PARISH COUNCIL MEETING
Wednesday 04 May 2022, 7.30pm held at Brantham Village Hall

PRESENT: Cllrs L Cherry, C Couchman, J Heywood, M Bridgeman, E Osben and P Seward

CHAIRPERSON: Cllr A McCraw

IN ATTENDANCE: S Keys (Clerk), 1 member of the public and Cllr Simon Harley

PC 05.22.01 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 05.22.02 ELECTION OF CHAIRPERSON 2022-23

Cllr McCraw was proposed as Chairman by Cllr Heywood, this was seconded by Cllr Couchman. There being no other nominations Councillors approved this nomination unanimously. Cllr McCraw was therefore duly elected. Having been elected to the office of Chairperson, Cllr McCraw signed the Declaration of Acceptance of Office of Chairperson, this was witnessed by the Clerk.

PC 05.22.03 ELECTION OF VICE CHAIRPERSON 2022-23

Cllr Osben was proposed as Vice Chairperson by Cllr McCraw, this was seconded by Cllr Couchman. There being no other nominations, Councillors approved this nomination unanimously. Cllr Osben was therefore duly elected. Having been elected to the office of Vice Chairperson, Cllr Osben signed the Declaration of Acceptance of Office of Chairperson, this was witnessed by the Clerk.

PC 05.22.04 CO-OPTION OF COUNCILLOR

- a) To co-opt to the vacancy of Councillor – the Council reviewed the application from Tony Rowlinson for co-option to Brantham Parish Council. Cllr McCraw proposed that Tony Rowlinson was co-opted to the Council, this was seconded by Cllr Osben and aif.
- b) To receive signed Declaration of Acceptance of Office – Having been co-opted to Brantham Parish Council Cllr Rowlinson signed the Declaration of Acceptance of Office of Member. This was witnessed by the Clerk.

PC 05.22.05 APOLOGIES

The Council noted apologies received from Cllrs M Aherne and S McConnell.

PC 05.22.06 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

- a) There were no local non-pecuniary interests declared for the agenda under discussion.
There were no gifts of hospitality exceeding £25 declared.



b) There were no requests for dispensations for the agenda under discussion

PC 05.22.07 PARISH COUNCIL MEETING MINUTES

a) To consider and approve the minutes of the previous Parish Council meeting on 06 April 2022 - Cllr Heywood proposed that the minutes were approved, this was seconded by Cllr Bridgeman and aif.

PC 05.22.08 CLERK'S REPORT

a) To review actions from the previous meeting:

MINUTE NO.	ACTION	Dismissed/ ongoing
Public Session – April	Ask Cllr McCraw what is currently happening with the BDC property at Corks Lane in Hadleigh <i>Completed. Cllr McCraw has provided a response</i>	Dismissed
PC 04.22.09	Write to DSmith and request that future bonfires are smaller than previous years and damage is repaired within three months <i>Completed</i>	Dismissed
PC 04.22.10	Ask local residents if parking signs could be put up on verges by their properties on Grove Road <i>To be completed</i>	Ongoing
PC 04.22.10	Respond to local resident's queries re: planning and circus <i>Completed</i>	Dismissed
PC 04.22.13	Inform Ruth Clark of nomination for Parish Cup and invite her to the Annual Parish Meeting <i>Completed</i>	Dismissed

b) To receive an update from the Clerk on any other Council issues – none.

PC 05.22.09 PUBLIC SESSION

A written report had been submitted from Cllr. Harley (available as Appendix B). Cllr Harley gave an overview on the following issues:

- Failed Bus Back Better bid
- School travel costs for parents frozen
- Cabinet voted against proposals for houses in North Ipswich
- Roadworks on A12

A written report had been submitted from Cllr McCraw and circulated to Councillors prior to the meeting. Cllr McCraw gave an overview of the following issues:

- Changes to the Babergh District Council cabinet
- Council tax energy rebates
- Preparations for response to cost of living crisis
- Expansion of the GP referral scheme

The following questions were received from the public:



- What is the LCWIP event taking place in Sudbury. Cllr McCraw stated that this is the Local Cycle Walking Infrastructure Plan event.

PC 05.22.10 STATUTORY BUSINESS

- a) To re-confirm the appointment of the RFO – Cllr McCraw proposed that S Keys was re-appointed as the RFO for Brantham Parish Council, this was seconded by Cllr Cherry and aif.
- b) To review and adopt terms of reference for Council committees, sub-committees, working groups and representatives – Cllr Cherry proposed that the Terms of Reference were approved, this was seconded by Cllr Couchman and aif.
- c) To elect Chairs for Committees, Sub-Committees and Working Groups:
 - Cllr McCraw proposed that Cllr Osben be elected as the Chair of the Finance Committee, this was seconded by Cllr Heywood and aif.
 - Cllr Cherry proposed that Cllr Bridgeman be elected as the Chair of the Planning Committee, this was seconded by Cllr McCraw and aif.
 - Cllr McCraw proposed that Cllr Bridgeman be elected as the Chair of the Legal Sub-Committee, this was seconded by Cllr Rowlinson and aif.
 - Cllr McCraw proposed that the Recreation & Services Sub-Committee be combined with the Footpaths sub-Committee and that Cllr Heywood be elected as the Chair of this Committee, this was seconded by Cllr Osben and aif.
 - The Council agreed that the Parish Council would not elect a SALC representative
 - Cllr McCraw proposed that Cllrs Heywood and Osben be elected as VHMRC representatives, this was seconded by Cllr Couchman and aif.
 - The Council agreed that the SNT post would remain vacant for the time being
 - Cllr Osben proposed that Cllr Bridgeman be elected as the BLC representative for the Council, this was seconded by Cllr Rowlinson and aif.
 - Cllr Cherry proposed that Cllr Couchman be elected as the CEP Representative, this was seconded by Cllr Osben and aif.
- d) To confirm the appointment of representative on Committees, Sub-Committees and Groups – Cllr McCraw proposed that the Brantham PC Structure as outlined in Appendix C should be approved, this was seconded by Cllr Couchman and aif.
- e) To review and adopt the BPC Standing Orders and Financial Regulations – Cllr Bridgeman proposed that the BPC Standing Orders and Financial Regulations were adopted, this was seconded by Cllr Rowlinson and aif.
- f) To re-confirm adoption of the Suffolk Code of Conduct (Appendix A of Standing Orders) – Cllr Osben proposed that Cllrs adopt the Suffolk Code of Conduct, this was seconded by Cllr Heywood and aif.
- g) To review and adopt BPC Statutory documents including Asset Register, Risk Register and Internal Controls Policy – Cllr Couchman proposed that these documents should be adopted, this was seconded by Cllr McCraw and aif.
- h) To review and adopt the Parish Council's policies, procedures and practices – Cllr Cherry proposed that the Council's policies, procedures and practices should be adopted, this was seconded by Cllr Couchman and aif.

PC 05.22.11 FINANCE REPORT

- a) To note and approve the balance of accounts as at 30 April 2022 - The Clerk reported the following balances:
 - Current account: £5000.00
 - Deposit Account: £143,003.43
 - Salaries Account: £157.97



Cllr Osben proposed that the balance of accounts be approved by the Council, this was seconded by Cllr Bridgeman. Cllr Saward abstained from the vote. All other councillors voted in favour, the motion was therefore carried.

- b) The Council noted the updated Appendix A circulated by the Clerk which detailed the accounts awaiting payment, the accounts paid since the last meeting and the receipts allocated since the last meeting. Cllr Osben proposed that Appendix A be approved by the Council, this was seconded by Cllr Bridgeman. Cllr Saward abstained from the vote. All other councillors voted in favour, the motion was therefore carried.
- c) To receive the Statement of Accounts as at 31 March 2022 as circulated by the Clerk– Cllr Couchman proposed that the Statement of Accounts was approved by the Council, this was seconded by Cllr Bridgeman and aif.
- d) To review the Council’s expenditure of CIL for the financial year 2021-22 and note the amount of unspent CIL – Cllr Couchman proposed that the Council approved the statement of CIL funds and expenditure, this was seconded by Cllr McCraw and aif.

PC 05.22.12 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To update on any actions since the last meeting – Cllr Osben informed the Council that at the recent Finance Committee meeting the Committee had:
 - Confirmed that a bank reconciliation had taken place and all was in order
 - Approved the April 2022 payslips
 - Approved the request from Brantham Cricket Club for a donation of £150
 - Reviewed three quotes from play equipment providers for a set of vandal-proof goal posts to be installed on the Lower Playing Field. The committee agreed that the quote from Wicksteed of £10,123.64 represented the best value-for-money purchase and included a 12% discount. Cllr Osben proposed that these goal posts should be purchased using CIL funding held by the Council, this was seconded by Cllr Bridgeman and aif. **ACTION** – Wicksteed to be instructed to install these goal posts.
 - The Committee reviewed the potential purchase of two sets of gates for the village. The Committee agreed that this project should be deferred for the time being.
 - The Committee approved the upgrade of the remaining village street lights to LED
 - Received an update on audit paperwork from the Clerk
 - Discussed the possibility of increasing the number of hours worked by the village Litter Pickers.
 - Discussed the possibility of increasing the number of hours worked by the Clerk/RFO and agreed that SALC should be asked to review the post and hours required. To consider/agree proposals for contributions from the Finance Committee – None
- b) To consider/agree any other proposals presented by the Finance Committee - none.

2. Recreation Sub-Committee

- a) To update on any general actions since the last meeting – Councillor Heywood informed the Council that the new equipment has now been installed at the Lower Playing Field and there has been a lot of positive feedback from local people. Some requests have been received to update the equipment currently offered at Merriam Close Play area and this will be considered by the Recreation Sub-Committee in the near future. Cllr Heywood informed the Council that the Fireworks Committee had begun work to level and re-seed the ground following the bonfire.
- b) To consider/approve any other actions or expenditure needed – none.

3. Planning Committee

- a) To note recommendations made by the Committee – Cllr Bridgeman informed the Council that there had been a planning meeting on 27 April 2022. For details of recommendations from the Committee please see the minutes of that meeting.



b) To note the planning decisions received – see above.

4. Village Hall Management Committee

a) To update on actions since the last meeting – Cllr Heywood informed the Council that there had been no meeting of the VHMC since the last meeting but that plans for the next VH Quiz night on 14 May 2022 are currently underway.

Sean Jeffries from Suffolk ProHelp has undertaken a survey of the Village Hall and is currently working on proposals for a feasibility/viability report. Cllr Heywood confirmed that she is writing an article for the next edition of the Brantham Bugle highlighting the issues facing the Village Hall and asking for opinions on the future of the Hall.

A trip to visit the Grundisburgh Village Hall will be re-scheduled in the near future.

b) To consider/agree any actions/expenditure necessary – none.

At 8.50pm Cllr Bridgeman left the meeting

5. Footpaths & Services Sub Committee

a) To receive a report from the Recreation Sub-Committee – Cllr Osben informed the Council that a litter pick had been undertaken on the factory site but that there had been very few volunteers present, despite this a large amount of litter had been collected and the area was much improved.

The BOS Lantra Training had taken place on Tuesday 03 May 2022.

A complaint had been received about the bus shelter at the Cattawade roundabout – BOS had agreed to cut back the surrounding bushes.

At 8.52 Cllr Bridgeman re-joined the meeting

Cllr Osben informed the Council that he is currently exploring the idea of a village-wide Neighbourhood Watch scheme and investigating the cost and possible location for a Village beacon on the Lower Playing Field.

b) To consider/agree any proposals presented by the Footpaths and Services Sub Committee – none.

6. Legal Sub Committee

a) To receive an update from Cllr Bridgeman on the review of the current lease held with BMCIC – Cllr Bridgeman informed the Council that he had sent an email to BMCIC clarifying the way forward and suggested a meeting at the end of June 2022.

b) To agree next steps re: review of the BMCIC – see above.

c) To consider/agree any proposals received from the Legal Sub Committee – none.

7. SALC Representative – nothing to report.

8. BLC Representative – nothing to report

9. SNT Representative – nothing to report

10. CEP Representative – Cllr Couchman informed that the work on the village maps is almost complete and that she hoped to have a first draft to present at the next Parish Council meeting.

PC 05.22.13 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in April 2022 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- A letter from BDC notifying the Council of the CIL allocation for 01 October 2021 – 31 March 2022
- An email from a local resident highlighting concerns about hedge growth along Cinder path – the Clerk confirmed that Cllr McCraw is currently working with Babergh District Council on this



- An email re: the insurance claim at Merriam Close – the Clerk confirmed that she had responded to the email on behalf of the Parish Council.
- An email from the Fireworks Committee re: the bonfire for information.

PC 05.22.14 MISCELLANEOUS CORRESPONDENCE

All miscellaneous correspondence by email had been forwarded to active Parish Council email addresses during the month. No points were raised from this correspondence.

PC 05.22.15 INDUSTRIAL SITE DEVELOPMENT UPDATE

- To receive an update on recent/forthcoming activity on Industrial and Greenfield site – Cllr McCraw informed the Council that he had been notified that the improvements to the Merriam Close footpath are currently delayed due to a shortage of materials. It is hoped that this work will be undertaken in June 2022.
- To agree any other next steps as necessary – none.

PC 05.22.16 DATE OF NEXT MEETING

Wednesday 01 June 2022, 7.30pm at Brantham Village Hall

PC 05.22.17 IN CAMERA ITEM

Cllr Bridgeman proposed that as per section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the meeting should be closed to the public due to the confidential nature of the business to be transacted. This was seconded by Cllr Osben and aif.

The meeting closed to the public at 9.05pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 04.22.10	Ask local residents if parking signs could be put up on verges by their properties on Grove Road	Clerk
PC 05.22.12	Instruct Wicksteed to order and install goal posts at the Lower Playing Field	Clerk/Cllr Heywood



APPENDIX A

PC 05.22.11 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
S.Fisher (6 months email useage)	003415	£130.00		£130.00	LGA 1972
Brantham Cricket Club (As per FC 04.22.05	003416	£150.00		£150.00	General Power of Competence
D. Childs (Grounds Maintenance – April 2022)	003417	£270.00		£270.00	Public Health Act 1875, s.164
ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary & pay increase backdated to 01 April 2021	BACS	£1422.64		£1422.64	LGA 1972, s.112
Parish Clerk – Office	BACS	£20.00		£20.00	LGA 1972, s. 112
Parish Clerk – contribution to mobile phone	SO	£25.00		£25.00	LGA 1972, s.112
Phil Wainwright – Litter Picker	BACS	£225.47		£225.47	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£270.83		£270.83	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
Brantham Village Hall Maintenance Payment	SO	£250.00		£250.00	General Power of Competence, Localism Act 2011, ss.1-8
Microsoft 365 Apps for Business	DD	£7.90	£1.58	£9.48	LGA 1972
East of England Co-op (Stamps)	DC	£11.40		£11.40	LGA 1972
Amazon (500 envelopes)	DC	£10.05	£2.01	£12.06	LGA 1972
Amazon (Page dividers)	DC	£8.68	£1.74	£10.42	LGA 1972

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£1.03
Babergh District Council (Precept 1 of 2)	£26,864.00
Babergh District Council (CIL)	£9734.69



APPENDIX B

Report for May 2022 to the Parish Councils of Peninsula

1) No Government Funding for Bus Back Better

The Department for Transport have confirmed Suffolk County Council will not receive any funding for their Bus Back Better strategy. The strategy was aimed to improve and expand bus services in Suffolk, connecting rural areas to local and important towns, as well as reduce carbon emissions in line with the goal to become net zero by 2050.

Central government confirmed that any bids that failed did not show enough ambition. We as a group have criticised the Conservatives at Suffolk County Council since the strategy was announced for playing it safe. Suffolk has paid the price for this.

We will continue to hold the Conservatives to account on their policies, and push for a bus service that helps local, rural communities stay connected with Suffolk.

2) Cabinet Meeting 26th April

The Cabinet met to discuss Suffolk County Council's Post-16 Travel Policy for 2022-23. The policy outlines all the support offered to those who struggle to afford the travel sending their child to education, training, or an apprenticeship. The Cabinet voted to freeze the increase in costs to parents/guardians, meaning the price remains at £930 per year for a Mainstream Seat, and £750 for a Special Educational Needs and Disability (SEND) Seat.

Our Group welcomed the cap on travel costs, but asked the Council to lobby government to provide adequate funding for post-16 travel - especially when it was this government's decision to raise the mandatory age of education from 16 to 18.

The Cabinet discussed the positive report Suffolk County Council received from Ofsted's inspection into Care Leaver services. The report showed that Care Leavers were prioritised by the Council and successfully helped them transition to independence. The report highlighted emotional well-being as a point for improvement. Our Group will ensure the Council are held to account over their future action plan.

The Cabinet also discussed the 'Ipswich Garden Suburb' development. This is an Ipswich Borough Council project to develop more than 1,000 houses in North Ipswich, including a new primary and secondary school. As a consultee, Suffolk County Council voted to not endorse the plans. The project did not prioritise cycling/walking, did not mitigate sufficiently its effect on biodiversity, and failed to submit sufficient drainage that wouldn't increase flood risk or pollution.

3) County Deal – Key Communications

Back in February, Suffolk was announced as one of nine county areas to be invited to negotiate a County Deal – a deal that would see Suffolk have more control over decisions in transport, education, skills, housing, and planning. The Conservatives announced Suffolk would be pursuing a deal without the recommendation of a Mayor. Our Group agrees with this position.

The Council has confirmed that discussions with ministers are expected soon, and they will be responding with their expectations of what Suffolk would achieve in terms of the government's Levelling-up strategy.

The Conservatives have confirmed they will work with all partners, including our Group, and so we will ensure that we help secure the best possible County Deal for Suffolk residents.



4) Roadworks on A12 and diversions on A137- (I have had a lot of emails about this so am repeating from last month)

I attended a presentation by National Highways (who are responsible for the major routes).

They are planning roadworks to replace barriers and resurface A12 between Colchester and Dedham and one of the diversions planned is the A137 from Colchester to Wherstead which will have a major impact on my Division. They assure me these will be night-time roadworks only and will avoid weekends and bank holidays.

Southbound roadworks are planned 4-8 April; 8-15 July; 21 July to 25 Aug

Northbound roadworks are planned 11-14 April; 26 June to 8 July; 15-21 July; 25 Aug – 2 September

Both north and southbound: 19/4/22-26/4/22

I have emphasised the existing problems of congestion on A137 and unsuitability as a route for heavy traffic and also conveyed the complaints I have had about the recent very poor signage about roadworks at Junction 56 of A14 (Wherstead) and they have promised to improve communications and signage. They also promise that the diversions will not take place at the same time as the junction slipway closures at J56 of A14 as that will clearly lead to even more problems for drivers.

Please let me know if there are any more concerns about these works, or you can contact National Highways Customer Contact Centre:

National Highways Contact Details:

Email: info@nationalhighways.co.uk

Telephone: 0300 123 5000

Website: <https://nationalhighways.co.uk/our-work/east/>

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Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

Simon Harley

Suffolk County Councillor for Peninsula Division



APPENDIX C

BPC COMMITTEE STRUCTURE 2022-23

Type	Name	Chairperson	Date Appointed	Committee members	Meeting schedule
Committee	Finance	Eric Osben	04 May 2022	1. Alastair McCraw 2. RFO (Non Voting) 3. Lesley Cherry 4. Mal Bridgeman	Monthly
Committee	Planning	Mal Bridgeman	04 May 2022	1. Eric Osben 2. Chris Couchman 3. Lesley Cherry	Monthly
Sub Committee	Legal	Mal Bridgeman	04 May 2022	1. Paul Saward 2. Sian McConnell 3. Alastair McCraw	Ad hoc
Sub Committee	Recreation, Footpaths & Services	Jackie Heywood	04 May 2022	1. Chris Couchman 2. Lesley Cherry 3. Eric Osben	Ad hoc
Representative	SALC	AD HOC	04 May 2022		
Representative	Village Hall Management Committee		04 May 2022	1. Jackie Heywood 2. Eric Osben	Bi-monthly
Representative	Safer Neighbourhood Team	VACANCY	04 May 2022		Bi- monthly
Representative	Brantham Leisure Centre	Mal Bridgeman	04 May 2022		Monthly
Representative	Community Emergency Planning	Chris Couchman	04 May 2022		Ad hoc