

**MINUTES OF THE BRANTHAM ANNUAL PARISH COUNCIL MEETING HELD AT
BRANTHAM VILLAGE HALL ON WEDNESDAY 2ND MAY 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 R Keeble
Mr P Kettle
Mr A McCraw
Mr T Nobbs
Mr T Ward

CHAIR: Mr P Revell

IN ATTENDANCE: 11 members of the public
Mrs P Smith – RFO
Mr D Wood – County Councillor

05.12.01 APPOINTMENT OF PARISH COUNCIL CHAIRMAN 2012/13:

As this was the Annual Parish Council meeting the Parish Clerk explained that the first agenda item was to elect the Parish Council Chairman for the forthcoming year. She had been advised that Mr Revell would be happy to be considered for re-election but asked if there was any other member of the Parish Council who would be interested in taking on the role. However the Clerk stressed that as Sarah Keys had recently been appointed as the new Parish Clerk it would be unfair to expect her to work with someone who had little or no experience. Mr McCraw proposed that Mr Revell was elected as Chairman for the forthcoming year and this was seconded by Mr Amoss. The majority of the Parish Council voted in favour. Mr Duncan abstained.

05.12.02 APOLOGIES:

None

05.12.03 APPOINTMENT OF PARISH COUNCIL VICE-CHAIRMAN:

Mrs Dunnett had informed the Clerk that she would be happy to continue as Vice-Chairman. Mr Ward proposed that Mrs Dunnett was re-elected and this was seconded by Mr Kettle. The Parish Council unanimously agreed.

05.12.04 APPOINTMENT OF RESPONSIBLE FINANCE OFFICER:

The Chairman said that Mrs Smith had only recently been appointed as RFO but said that she had settled well into the role. Mr Gray proposed that Mrs Smith was re-elected

as RFO for Brantham Parish Council and this was seconded by Mrs Dunnett. The Parish Council unanimously agreed.

05.12.05 APPOINTMENT OF CHAIRPERSONS AND SUB-COMMITTEE MEMBERS FOR 2012/13:

The Chairpersons and sub-committee members for 2012/13 were elected as follows:

Finance Committee Chair: **Mrs Dunnett** – proposed by Mr Ward and seconded by Mr Keeble. Committee members: **Mr Nobbs, Mr McCraw and Mr Revell** – proposed by Mr Amoss and seconded by Mr Ward.

Planning Committee Chair: **Mr Keeble** – proposed by Mr Nobbs and seconded by Mrs Dunnett. Committee members: **Mr Duncan, Mr Gray and Mr Kettle** – proposed by Mr Nobbs and seconded by Mrs Dunnett.

Recreation Committee Chair: **Mr Kettle** – proposed by Mr Duncan and seconded by Mr Nobbs. Committee members: **Mr Amoss, Mrs Dunnett, and Mrs Heywood** – proposed by Mr Duncan and seconded by Mr Nobbs

Legal Committee Chair: **Mr Duncan** – proposed by Mr Keeble and seconded by Mr Gray. Committee members: **Mr Nobbs, Mr McCraw and Mr Ward** – proposed by Mr Keeble and seconded by Mr Gray.

Services Committee Chair: **Mr Gray** – proposed by Mr Amoss and seconded by Mr Ward. Committee members: Mrs Dunnett and Mr Kettle – proposed by Mr Amoss and seconded by Mr Ward.

Contributions Chair: Mr Nobbs – proposed by Mr Keeble and seconded by Mr Kettle. Mrs Dunnett proposed that there were a further two committee members: **Mr Gray and Mr Ward**. This was seconded by Mr Keeble.

SALC Representative: **Mr McCraw** – proposed by Mr Keeble and seconded by Mr Duncan.

VHMC Representatives: **Mr Amoss and Mrs Heywood** – proposed by Mrs Dunnett and seconded by Mr Gray

Public Transport Officer: **Mr Ward** – proposed by Mr Nobbs and seconded by Mr Duncan

SNT Representative: **Mr Duncan** – proposed by Mr Ward and seconded by Mr Keeble.

BLC Representative: **Mr Nobbs** – proposed by Mr Ward and seconded by Mr Duncan. All proposals were passed with a majority vote with elected Chairman and sub-committee members choosing to abstain.

05.12.06 DECLARATION OF INTEREST:

Nothing to declare

05.12.07 PARISH COUNCIL MINUTES:

Parish Councillors were advised that the Annual Parish Minutes were not ready to be signed off as the Clerk did not have copies of all reports. The minutes would be ready for the next Parish Council meeting.

Mr Duncan felt that the minutes from the meeting held on 11th April 2012 were invalid as Parish Councillors had been asked to vote on an agenda item which they had no knowledge of. There was some debate by Parish Councillors but it was felt that the minutes were purely a record of the meeting itself. The Clerk was asked to seek clarification from SALC.

The minutes from the Parish Council meeting held on 11th April 2012 were then approved and signed as a true record of the meeting.

05.11.08 ACTION POINTS FROM PARISH COUNCIL MEETING:

Minute 05.11.19 – As all members of the Parish Council were in attendance including the new Clerk, Sarah Keys, it was possible to take a photograph for the village website at this meeting. Action point dismissed.

Minute 01.12.11 – The Clerk had one quote from Terry Percival and was meeting with Playquip on 3rd May to discuss painting the play equipment.

Minute 01.12.11 – The Clerk had asked Phil Lawler of BML once again for a copy of the agreed 'indemnity' letter to be sent on headed paper but was still waiting for it. Action point on-going.

Minute 02.12.12 – Mr McCraw had taken a look at the map opposite Braiswick and confirmed that some repair work was required. This included both the frame and the actual map which had been water damaged. He had approached Braiswick to see if they still had a copy of the map which could be used and was hopeful that they might pay for the repair work. Action point on-going.

Minute 04.12.06 – The Clerk informed the Parish Council that she had not yet sent letters to residents of New Village re: streetlight. However she was able to advise that the cost of all maintenance and energy for all streetlights in Brantham last year was £1444.71. Action point 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 04.12.06 – Advice had been taken from SALC re: Clerk interviews. The interviews had taken place on 16th April and the Clerk had been involved. Action point dismissed.

Minute 04.12.08 – A letter had not been sent to BML re: accounts. Discussed further under agenda item 05.12.13. Action point dismissed.

Minute 04.12.09 – The Clerk informed the Parish Council that she still needed to send a letter to the Bowls Club re: extension BBQ cover. Action point ongoing

Minute 04.12.13 – Broadband and Suffolk Coastal had been included as agenda items. Action point dismissed.

Minute 04.12.14 – Possible development of Pattle's Field was discussed under agenda item 05.12.21. Action point dismissed.

Minute 04.12.20 – The Clerk had sent another email to BDC about the dog bin in the cut-through between Palfrey Heights and Brantham Hill but had still not heard anything. She asked Mr Ward if he would be able to speak to someone at BDC next time he was there. Mr Ward agreed to do this. Action point ongoing.

Minute 04.12.21 – The Clerk reported that she had been in contact with BT payphones about the state of the village payphones. She had been advised that BT will send engineers out to repair or remove the boxes. Action point dismissed.

Minute 04.12.22 – A letter had been sent to Joanne King re: Parish Cup and she was in attendance tonight to receive it. Action point dismissed.

05.12.09 PRESENTATION OF PARISH CUP:

Each year the Parish Cup is presented to someone in Brantham who the Parish Council believes has made some contribution to the village. This year it was unanimously agreed to present it to Joanne King, the editor of The Bugle. Joanne had been nominated for one of Babergh's Community Achievement Awards in November but unfortunately was not successful. The Chairman was pleased to present her with the Parish Cup.

05.11.10 DISTRICT COUNCILLOR'S REPORT:

Mr Ward took the opportunity to thank Joanne King for all the work she did on The Bugle.

He then went onto report that most of the streetlights in Brantham had been fitted with a timer at a cost of £45.00 which meant that the lights were turned off between 12am and 5.30pm. He had not had any complaints but informed the Parish Council that if there were any problem areas, then SCC would be happy to reconsider putting the lights back on. The Clerk advised the Parish Council that she had had one complaint from a resident in Sycamore Way and had already reported this to SCC. Mr Gray was concerned that it was very dark along the Cinder Path with no lighting. This will also be reported to SCC.

Mr Ward was pleased to announce that BDC and Mid-Suffolk District continue to work well together.

A treasure hunt is due to be held at BLC on 1st June 2012. Mr Ward has received money from Mr Woods' locality budget to purchase commemorative mugs to give to children in the village participating in the event.

05.11.11 COUNTY COUNCILLOR'S REPORT:

Mr Wood informed the Parish Council that it is hoped that 'Suffolk Circle' will extend to Brantham. This is a scheme for elderly people to join who can purchase tokens for people to help them. He is concerned that those who cannot afford to buy these tokens will not benefit from the scheme.

As from May the Buzabout service will cease to run in the evening. The service will continue during the day for the next three years. Suffolk ACRE will continue to take bookings but SCC can no longer afford to pay for the fuel. Mr Wood informed the Parish

Council that if there is any money left over from the scheme then it would be returned to the Parish Councils which had given financial support.

Mr Wood went on to report that he had visited the village with representatives from SCC Highways and looked at the issues raised at a meeting with the Chairman and Clerk. It was unlikely that the speed limit along Church Lane would be reduced to 20mph due to the narrowness of the lane which is already regulating enough, the lack of people using the road and the double yellow lines which are already there. He confirmed that the verges along these roads had been cutback recently although Mr McCraw believed that they were still encroaching, making the road narrower than it should be.

The cable running from the kebab van on Cattawade Bridge to Bridge Garage is still there but was now being dealt with by SCC's legal department. He promised to keep the Parish Council updated.

Mr Wood had recently met with residents of Brantham Court and SCC highways regarding the speeding along Stutton Road. Unfortunately there are a number of legal issues but SCC is still looking at trying to get the speed limit reduced to 30mph near to Brantham Court.

Mr Kettle took this opportunity to ask if there was money available from Mr Woods' Locality Budget for painting of the play equipment in the village. Mr Woods asked if the Clerk could send an email including the costs.

05.12.12 FINANCE REPORT:

The Clerk reported the following balances:

Treasurer 1 Account at 30th April 2012 - £1000.00

Treasurer 2 Account at 30th April 2012 - £817258.10

05.12.13 FINANCE COMMITTEE REPORT:

Mrs Dunnett reported that the Finance Committee met on 26th April 2012 and two issues had been raised from this meeting:

- **To agree to painting of village play equipment:**

Mrs Dunnett reported that a quote from Terry Percival had been received and although it was much more reasonable than had been anticipated (£1720.00) it was still more than that stated in the Standing Orders. Therefore it was necessary to get two more quotes in order for the Parish Council to follow the correct procedure. In order to prevent a delay in the work being done she asked if the Parish Council would agree to allow the Finance Committee to make a decision once all the quotes had been received. The Clerk was meeting with Playquip on 3rd May 2012. Mr Kettle proposed that once all the quotes are received then the Finance Committee should make the decision on behalf of the Parish Council. This was seconded by Mr Amoss and unanimously agreed by the Parish Council.

- **To discuss review of five year lease with BML:**

Prior to the Parish Council meeting all Parish Councillors had been sent a report from the Finance Committee detailing how the review of the lease between BML and BPC would be reviewed.

Mr Duncan felt that the second paragraph did not make sense and asked what obligation the Parish Council had in asking for such detailed financial records from BML. The Clerk was asked to read out the advice given by SALC which was that as ten per cent of the annual precept is given to BML (which is public money), if the Parish Council made a decision about the annual rent without taking into account all the facts and financial information required and if at some time BML failed then Parishioners would have the right to challenge the Parish Council's decision and ask why this had not been looked at more closely.

The Chairman explained that the Finance Committee had now been provided with much of the financial information requested along with a copy of the final accounts and hoped that it could make a recommendation in June. He hoped that BML and BPC could work together to negotiate an amount that was beneficial to both parties.

05.12.14 REPORT FROM MEETING BETWEEN BML AND BPC:

The Chairman reported that representatives from BML and BPC had met on 24th April 2012 and gave a brief resume of the meeting. All Parish Councillors had been given a copy of the draft minutes prior to the meeting.

He was pleased to report that another Youth Club meeting will take place on 22nd May 2012 to push the project forward and that Section 106 money had been achieved for the re-surfacing of the tennis court. He had received an email from Peter Crowhurst thanking the Parish Council for all their work.

05.12.15 TO RECEIVE REPORT FROM BML REPRESENTATIVE:

Mr Nobbs had nothing to report as there had been no meeting.

05.12.16 RECREATION COMMITTEE REPORT:

Mr Kettle said that he had nothing more to report about the play areas.

He added that the church footpath near the churchyard was very overgrown and muddy. He asked if it was possible for this to be cleared. It was suggested that Colin Orman is asked to do this. The Clerk will contact Mr Orman.

05.12.17 PUBLIC TRANSPORT OFFICER'S REPORT:

Mr Ward confirmed that Buzabout's evening service will stop in May and that he had already been contacted by Mrs G Adshead-Grant who said that there was also a problem with the connection at Ipswich Station into the town centre. Mr Ward offered to look into this more closely.

Meeting closed at 8.30pm for the public session which had not taken place at the beginning of the meeting. It re-adjourned at 8.32pm.

05.11.18 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 had been received from Val Goodchild asking if it was possible for more dog bins to be installed in the village along Slough Road and near to the Bull, public house. Mr Ward agreed to speak to Daniel Whymark at BDC to find out if it would be possible for bins to be located in these areas.
- Mr McCraw highlighted an email from SALC re: The Power of Competence. The CiLCA course may be something the new clerk is interested in doing.

Mr Keeble asked if it was possible to have a list of all correspondence at the front of the folder so it would be easier to see items of interest.

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

The Chairman explained that when solar panels were installed on the clubhouse, the ten year guarantee from Schofield and Lait had expired. However, Mr Hall had agreed to carry on the guarantee for the remaining period. Tony Hall had drafted a letter but these did not include any dates. The Clerk had been able to confirm that the original guarantee was due to expire on 27th November 2016.

It was proposed by Mr Ward that we accept Mr Hall's offer to continue with the guarantee and this was seconded Mr McCraw. The Parish Council unanimously agreed. The Clerk will confirm with Mr Hall.

05.12.20 UPDATE REGARDING RELOCATION OF VILLAGE SIGN:

The Chairman informed the Parish Council that the restoration of the village sign was now being done. It had already been taken down from its current place in the Catholic Church's car park and is due to be relocated on the corner of Palfrey Heights. He asked if the Clerk could find out exactly when it would be re-constructed in its new location.

05.12.21 TO DISCUSS POSSIBLE DEVELOPMENT OF PATTLES FIELD:

Mr Keeble advised the Parish Council that the field along the A137 was known as Church Field and not Pattle's Field.

The Chairman explained that in 1993 there had been plans to build 38 houses on this field and for the remainder of the land to be used by the village for sports facilities. Unfortunately local residents had objected to this land being used.

Mr Revell went onto add that although there is a need for low cost housing in the village, because of the possible re-development of the Wardle Storey site there is no immediate pressure. However, the St Michaels Church is in desperate need of additional burial space and a car park. He believes that this land would be ideally used for both these

facilities along with a small low cost housing development and additional sports facilities such as a cricket pitch and pavilion. He asked the Parish Council for their views.

Mr McCraw thought that local residents would object but was happy to second Mr Duncan's proposal for Mr Ward to look into the possibility of the land being used for these purposes. This item was passed with a majority vote. Mr Keeble abstained.

05.12.22 TO DISCUSS SUPPORT FOR BETTER BROADBAND IN SUFFOLK:

The Parish Council had missed the deadline in which to include their comments, however Mr Duncan informed the Parish Council that better broadband in Suffolk would definitely be happening.

The scheme is supported by both public and government funding and it is anticipated that it will happen later on in 2012.

More information can be found on the SCC home page.

05.12.23 TO DISCUSS SUFFOLK COASTAL NEWSLETTER:

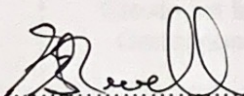
Mr Keeble explained that rather than discuss he just wanted to make the Parish Council aware of the good work that Suffolk Coastal does and thinks they should be given more credit. He believed that in order to sort out the ongoing problem with the railway footpath the Parish Council should ask for their help as they had already done a lot of work to keep footpaths in Shotley open.

The Parish Council currently has no footpath committee. Mr Duncan proposed that it should be reinstated and this was seconded by Mr Ward. This was passed with a majority vote. Mrs Dunnett, Mr Keeble, Mr McCraw and Mr Revell offered to be committee members. The Clerk will contact Suffolk Coastal in order to set up a meeting.

05.11.24	ACCOUNTS FOR PAYMENT	£	Chq no.
	Parish Clerk – Salary	£576.04	2860
	Parish Clerk – Office	£10.00	2860
	Responsible Finance Officer	£84.47	2861
	Phil Wainwright – Litter Picker	£129.26	2862
	Sue Butcher – Litter Picker	£124.02	2863
	B.M.L Maintenance Payment	£332.00	2864
	Colin Orman Ground Maintenance	£470.00	2865
	Status Office Services	£85.95	2866

05.11.25 The next Parish Council meeting will be held on Wednesday 6th June 2012 at Brantham Village Hall starting at 7.30pm

The meeting closed at 9.00pm

SIGNED..........DATED...6/12.....

ACTIONS

MINUTE NUMBER	ACTIONS	BY
01.12.11	To get quote for paintwork repairs at all play areas	Clerk
02.12.11	Confirm 'Indemnity' letter with BML as agreed by P.C	Clerk
02.12.12	Obtain quotes to repair map at Cattawade Street	Clerk
04.12.06	Send letter to residents of New Village re: streetlights	Clerk
04.12.06	Send letters to Braiswick and Pine Cottage re: rents	RFO
04.12.09	Send letter to Bowls Club re: extension of BBQ Cover	Clerk
04.12.20	Speak to BDC re: dog bin in cut through	Clerk
05.12.07	Seek advice from SALC re: minutes	Clerk
05.12.11	Send email to Dave Wood re: donation from locality budget	Clerk
05.12.13	Make a decision on quotes for painting play equipment	Finance Committee
05.12.16	Arrange for Church Path to be cleared	Clerk
05.12.18	Contact BDC re: New dog bins	Clerk
05.12.18	Create list for Misc. Correspondence	Clerk

MINUTE NO.	ACTIONS	BY
05.12.19	Send/request from Tony Hall re: solar panels	Clerk
05.12.20	Get update on re-location of Village Sign	Clerk
05.12.23	Arrange meeting with Suffolk Coastal	Clerk