



MINUTES

BRANTHAM ANNUAL PARISH COUNCIL MEETING
Wednesday 06 May 2020, 7.30pm via ZOOM

PRESENT: Cllrs V Abrahams, M Aherne, M Bridgeman, J Heywood, E Osben, C Philips, G Rasch, P Revell

CHAIRPERSON: Cllr A McCraw

IN ATTENDANCE: S Keys (Clerk) and 2 members of the public.

PC 05.20.01 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 Councillors 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 05.20.02 ELECTION OF CHAIRPERSON 2020-21

Cllr McCraw was proposed as Chairman by Cllr Heywood, this was seconded by Cllr Aherne. Councillors approved this nomination unanimously. Cllr McCraw was therefore duly elected. Having been elected to the office of Chairperson, Cllr McCraw agreed to sign the Declaration of Acceptance of Office of Chairperson after the meeting and in the presence of the Clerk whilst adhering to social distancing rules.

PC 05.20.03 ELECTION OF VICE CHAIRPERSON 2019-20

Cllr Aherne was proposed as Vice Chairperson by Cllr McCraw, this was seconded by Cllr Osben. There being no other nominations, Councillors approved this nomination unanimously. Having been elected to the office of Vice Chairperson, Cllr Aherne agreed to sign the Declaration of Acceptance of Office of Vice Chairperson after the meeting and in the presence of the Clerk whilst adhering to social distancing rules.

PC 05.20.04 APOLOGIES

Cllr P Seward

PC 05.20.05 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 05.20.06 PARISH COUNCIL MEETING MINUTES

Cllr Aherne proposed that the minutes of the Parish Council Meeting held on 04 March 2020 were agreed as a true and accurate record, this was seconded by Cllr Abrahams and aif. The Chair agreed to



sign the minutes after the meeting and in the presence of the Clerk whilst adhering to social distancing rules.

PC 05.19.07 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 07.19.07	Get quotes for repairs to GPL bus shelter <i>To be completed when social distancing rules are relaxed</i>	Ongoing
Public Session	Review the state of the A137 and discuss repairs necessary with SCC <i>To be carried over</i>	Ongoing
Public Session	Confirm on site start times for Greenfield site and inform public <i>Complete</i>	Dismissed
PC 03.20.08 (2)	Work with BDC to secure release of S.106 funds for use at LPF <i>An application for the release of funds has been completed and submitted</i>	Dismissed
PC 03.20.08 (3)	Source alternative quotes for Asbestos removal and electrical testing <i>Completed</i>	Dismissed
PC 03.20.08 (3)	Arrange for electrical test at VH to take place <i>To be completed</i>	Ongoing
PC 03.20.11	Invite Ruth Clark to the Annual Parish Meeting to receive the Parish Cup <i>Completed. This award will be made at the next possible opportunity. A member of the public queried whether this might be possible to do at a Scout meeting to fit in with Ruth's work commitments. This will be investigated after Lockdown</i>	Dismissed

PC 05.20.08 PUBLIC SESSION

The Chair highlighted the report that had been received from Cllr Wood (available at Appendix B).

Cllr McCraw gave the following report:

- Babergh District Council Ward Members are being send regular updates re: the COVID-19 situation
- Cllr Ward confirmed that he was maintaining a regular Facebook presence to keep making information available to residents
- Brown bin collections will resume from next week
- Grant funding of £10k or £25k (dependent on rateable value) has been made available to local businesses. This is also available to some community groups. Cllr McCraw confirmed that the Brantham Good Neighbour Scheme and the Village Hall have both received a grant.
- All local authorities are being encouraged to work to find space for the county's homeless population. To aid this a new provision has been opened in Bury St Edmunds.
- Cllr McCraw informed the Council that Cllr Nick Ridley has died (not COVID-19 related)



Roger Dann confirmed that the local Scout and Guide group had also been successful in securing a grant.

PC 05.20.09 STATUTORY BUSINESS

- a) To re-confirm the appointment of the Clerk as RFO – Cllr Heywood proposed that the Council approved this appointment for the forthcoming year, this was seconded by Cllr Aherne and aif.
- b) To re-confirm that the Parish Council fulfils the eligibility criteria to use the General Power of Competence – it was confirmed that the Council still fulfilled the eligibility criteria set by the Secretary of State (Localism Act 2011, s8) and as such it was enabled to use the General Power of Competence.
- c) To confirm the appointment of Chairs of Parish Council Committees, Sub-Committees and working groups as detailed in the table below. Cllr Revell proposed that Chairs of Committees, Sub-Committees and Working Groups was approved as per the table at **Appendix C**. This was seconded by Cllr Abrahams and aif.
- d) To confirm the appointment of representatives on Committees, Sub-Committees and working groups as per the table below. Cllr Phillips proposed the membership of Committees, Sub-Committees and Working Groups was approved as per the table at **Appendix C**. This was seconded by Cllr Heywood and aif.

PC 05.20.10 COVID-19 UPDATE

- a) To receive an update/recommendations from the Chair in proceeding with Parish Council business during COVID-19 emergency – Cllr McCraw confirmed that local play areas had been closed and signs erected informing the public of this closure in line with the government guidance. Cllr McCraw confirmed that the Parish Council does not have enforcement powers in this respect. Cllr McCraw confirmed that a large number of comments were being received from the public about an increase in dog fouling in the village and walking areas. This is being highlighted on social media and the public are being asked to be mindful.
- b) To review and note decisions made by the Council since the last meeting during COVID19 emergency – Cllr McCraw confirmed that prior to the publication of the Coronavirus Bill the Council had agreed to make emergency decisions via email voting. It is now necessary to ratify those decisions formally:
 - a. A request was received from Brantham Management Ltd for a rent holiday during the crisis to help them to manage financially. This was unanimously agreed via email. Cllr McCraw proposed that this request should be formally granted subject to review in three months' time (approximately July 2020), this was seconded by Cllr Abrahams, 7 Councillors voted in favour, 1 Councillor abstained from the vote. The motion was carried.

At 8.17pm Cllr Rasch joined the meeting.

PC 05.20.11 FINANCE REPORT (for financial details see **Appendix A** at the end of the minutes)

- a) To note the balance of accounts - The Clerk reported the following balances as at 30 April 2020:
 - Current Account - £5000.00
 - Deposit Account - £145,535.88
 - Salaries Account - £79.33
- b) The Council noted the accounts awaiting payment
- c) The Council noted the accounts paid since the last meeting



- d) The Council noted the receipts allocated since the last meeting. . Cllr Heywood proposed that following the correction of the typo to the SCC payment Appendix A should be approved by the Council, this was seconded by Cllr Aherne and aif.
- e) The Council noted the Statement of Accounts as at 31 March 2020 as circulated by the Clerk. Cllr McCraw proposed that these accounts should be approved, this was seconded by Cllr Aherne and aif.

PC 05.20.12 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To update on any actions since the last meeting – Cllr Aherne confirmed that there had not been a meeting since the last Parish Council meeting. The Audit is currently underway and following new guidance this will be an electronic process this year and has been delayed by approximately a month. The Bank Reconciliation is in hand.
- b) To review and agree proposals for contributions – none received.
- c) To consider/agree any other proposals from the Finance Committee – none.

2. Recreation Sub-Committee

- a) To update on any general actions since the last meeting – Cllr Heywood informed the Council that there has been no meeting of the Recreation Sub-Committee since the last PC meeting. Cllr Heywood informed the Council that she and Cllr McCraw had a meeting with officers from the BMSDC Grants and Funding department at the LPF to discuss the update project. Three quotes have now been received for this project and an application for S106 funding has been submitted to Babergh District Council. The Council is currently awaiting their decision.
Cllr Heywood confirmed that at the moment the sub-committee has not yet met to put together a proposal in regard to tree planting in the village and this will be considered further after lockdown. Following discussion it was agreed that the Clerk and Cllr Osben should be included in the discussion on possible locations.
- b) To consider/approve any actions or expenditure as required – nothing to report

3. Planning Committee

- a) To note recommendations made by the Committee - Cllr Aherne confirmed that the BPC Planning Committee had not met since March 2020. Recommendations from the Committee can be found in the minutes of the meeting on the village website at www.brantham.onesuffolk.net. Cllr McCraw confirmed that an updated application has been received for the previously rejected application at Slough Road. This will be discussed via a Zoom meeting on 27 May 2020.
- b) To note the planning decisions received – none.

4. Village Hall Management Committee

- a) To update on actions since the last meeting – Cllr Heywood informed the Council that there has not been a Village Hall Management meeting since the last PC meeting. The electrical system check discussed at the last PC meeting has not yet been arranged, but this will be looked at again when lockdown is over. The new oil tank was fitted in the yard behind the Hall by Oil Tanks Plus in March, and the old tank taken away, at a cost of £2.250 including VAT. When it became apparent that Covid-19 virus was becoming a national emergency the hall was closed down completely until the pandemic is over. An application to the Government's Business Support Grant Scheme was made and the Hall received a grant of £10,000.
- b) To receive an update from the VH Working Group – nothing to report



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5. Footpaths Sub Committee
- a) To consider/agree any proposals presented by the Footpaths Sub-Committee – Cllr Phillips confirmed that she had received an informal request from a member of the public that the hedging at the bottom of Sandy Lane was cut back. The Clerk agreed to discuss this with SCC. Cllr Phillips confirmed that the consultation of the Coastal Path is now delayed.
 - b) Cllr Phillips highlighted that since lockdown there had been an increase in the number of cyclists using footpaths. She queried if signage should be erected to stop this? Following discussion it was agreed that this was not currently a priority and that it was more important for the public to be able to enjoy outdoor spaces during Lockdown.
6. Legal Sub Committee
- a) To consider the email received from Brantham Leisure Centre re: the sale of solar panels at BLC and to receive/agree a proposal from the Legal Sub Committee on the next steps – following discussion Cllr McCraw proposed that Brantham Parish Council Legal Sub-Committee should review the proposed lease and unless significant changes are highlighted to the current arrangements this should be signed. This was seconded by Cllr Abrahams. 4 Councillors voted in favour of this proposal and 5 Councillors abstained from voting. Cllr McCraw withdrew his proposal.
Cllr Aherne stated that he felt this lease should only be signed following review by legal professionals.
Following further discussion Cllr McCraw proposed that the documentation received from Brantham Leisure Centre should be sent to Birketts Solicitors at a cost to Brantham Parish Council to ensure that the legal position of BPC is not compromised by these new arrangements. Once this confirmation was received from Birketts the lease should be signed as soon as possible. This was seconded by Cllr Revell and aif. **ACTION:** Clerk to send documentation to Birketts Solicitors for review and advice.
 - b) To consider/agree any other proposals received from the Legal Sub-Committee – none received.
7. BLC Representative – Cllr Abrahams highlighted that a number of kids had been climbing on the fence at the LPF and causing damage.
8. SALC Representative – nothing to report
9. SNT Representative – nothing to report

PC 05.20.13 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in March and April 2020 (copies had been circulated to Councillors prior to the meeting), Councillors noted the following:

1. Letter from Brantham Over 60s thanking the Council for their donation.
2. Email from East Bergholt PC requesting advice on support during COVID-19 crisis. Cllr McCraw had responded to this email.
3. Email from local resident re: allotments.
4. Email from local resident re: support in local area during COVID-19
5. A letter from SARS thanking the Parish Council for their donation and providing report of activities
6. An email from local resident requesting advice on support for family member
7. An email from local resident re: toxic loads near to footpath by Decoy Pond. Cllr McCraw confirmed that he had responded to this email and worked with the local companies to ensure the safety of walkers. Signs have been put up along the route asking walkers to keep to the



paths and keep dogs on leads. Cllr McCraw confirmed that this was mostly ill-informed information from the lorry driver detailed in the correspondence and the loads taken to this location are not highly toxic.

- 8. An email from local resident re: footpaths around Decoy Pond. **ACTION** - Following discussion it was agreed that Cllr McCraw would respond to this email on behalf of the Parish Council.
- 9. An email from THall at BLC re weed killer on Lower Playing Field
- 10. Two emails and map from local resident requesting a memorial bench in the local area. The Council reviewed the possible locations suggested by the resident and agreed that a new memorial bench at the Lower Playing Field would be the most appropriate. **ACTION:** Clerk to respond to the resident
- 11. An email from a local resident re: dog litter bins around Decoy Pond. The Clerk confirmed that she had responded to this resident about the litter bins in this area and that she and Cllr McCraw are currently working with SFG and BDC to agree arrangements for emptying these bins during lockdown.
- 12. A message via FB from a local resident re: dog litter around Decoy Pond and country park. See comments above.
- 13. An email from local resident about skip for the village during COVID-19. Cllr McCraw informed the Council that BDC had actually seen a drop in fly-tipping during lockdown and that the BDC fly-tipping team are very good at clearing litter quickly. Taking this into account, and considering the fact that it was likely that dumps would open in the near future it was agreed that this would not be pursued.

PC 05.20.14 MISCELLANEOUS CORRESPONDENCE

All miscellaneous correspondence by email had been forwarded to Councillors during the month.

PC 05.20.15 DATE OF NEXT MEETING

Wednesday 03 June 2020, 7.30pm via Zoom, unless lockdown restrictions are lifted in the interim.

The meeting closed to the public at 9.37pm

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



ACTIONS

MINUTE NO.	ACTION	Who
PC 05.20.12	Send legal documentation re: sale of BLC solar panels to Birketts solicitors for review	Clerk
PC 05.20.12	Respond to local residents comments about Decoy Pond and paths	Cllr McCraw
PC 05.20.12	Respond to local resident re: memorial bench at LPF	Clerk



APPENDIX A

PC 05.20.11 FINANCE REPORT

ACCOUNTS AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	SO	£1011.49		£1011.49	LGA 1972, s.112
Parish Clerk – Office	SO	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	SO	£191.90		£191.90	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	SO	£230.48		£230.48	Open Spaces Act 1906, ss.9 and 10
NEST (Clerk’s Pension: earnings period 1 – 29 February 2020)	Debit Card	£39.32		£39.32	LGA 1972
NEST (Clerk’s Pension earnings period 1 – 31 March 2020)	Debit Card	£39.32		£39.32	LGA 1972
B.M.L Maintenance Payment (April 2020)	SO	£332.00		£332.00	Local Government (miscellaneous Provisions) Act 1976, s.19
Daniel Connal Partnership (VH Maintenance report and plan)	003326	£4720.00	£944.00	£5664.00	General Power of Competence
SALC (Membership Subscription 2020-21 - £860.02 and 6 Months Payroll provision to 31.03.20 - £115.20)	003327	£956.02	£19.20	£975.22	LGA 1972
Simon Fisher (6 months Mailbox usage)	003328	£130.00		£130.00	LGA 1972
Suffolk County Council (Street lighting Energy and Maintenance costs 2019-20 - replacement for chq. no. 003324 written in error)	003329	£883.61	£176.73	£1060.34	Parish councils Act 1957, s.3; Highways Act 1980, s.301

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Amazon.co.uk (Stationary – incl. ring binders and external hard drive)	Debit card	£83.01	£16.63	£95.15 (£4.49 less due to promotion)	LGA 1972
Amazon.co.uk (printer paper)	Debit card	£23.46	£4.69	£28.15	LGA 1972
Information Commissioners Office (Data Protection Fee 2020-21)	Debit Card	£40.00		£40.00	Data Protection Act 2018



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Post Office Ltd (Stamps)	Debit card	£9.12		£9.12	LGA 1972
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RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Babergh District Council (Neighbourhood CIL Payment – April 2020)	£3258.67
Babergh District Council (Recycling credit – 06.03.20)	£170.34
Bank Interest – March 2020	£4.64
Bank Interest – April 2020	£5.05
Babergh District Council (CIL April 2020)	£3258.67
Babergh District Council (Precept 2020-21 payment 1 of 2)	£24,673.00

APPENDIX B

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Initial Date.....

Parish Report 2020

Councillor
David Wood



COVID-19 Update

Latest Government advice is available here: www.gov.uk/coronavirus

Latest SCC information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

Virtual SCC meetings

SCC will be holding some meetings virtually. If they are public meetings, they can still be attended by members of the public. The link to the virtual meeting will be included on the agenda for the meeting.

If meetings are cancelled, the Chief Executive will use her emergency powers to make any necessary decisions on behalf of the Cabinet/Council through the delegated decision-making process. Details of any decisions made will be published on the SCC website.

Supply of PPE

Suffolk County Council are supplying emergency PPE to all primary care providers who are unable or struggling to source their own supplies.

More information on who is eligible to order PPE, and how to make an order, is available at: <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolks-response/personal-protective-equipment-for-frontline-workers/>

Questions about ordering PPE should be sent to PPE@suffolk.gov.uk

Funding from Government

Suffolk County Council has received £34.7m from the government to help with the council's coronavirus response.



However, the council is currently forecasting that the financial impact of the crisis will be at least £56m (due to both extra expenditure and lost income) by the end of March 2021, and so more support from the government will be needed.

Street closures to protect walkers/cyclists exercising outdoors

My group are encouraging Suffolk County Council to close roads that are used by residents to get their daily exercise, to ensure that walkers/cyclists can exercise safely and maintain social distancing.

The county council have indicated that they are willing to consider these closures and have already closed Ipswich Waterfront to through-traffic for 3 weeks.

If you have suggestions for roads that could benefit from a temporary closure, please let me know and I will pass it on to the Cabinet Member.

Delay to review of Suffolk County Council boundaries

The Boundary Commission have announced that they will be delaying their review of Suffolk County Council's electoral arrangements and division boundaries. The Commission was due to publish their draft recommendations and consult on them in May-July 2020, with the intention of implementing the new electoral arrangements (including a reduction in councillor numbers) at the 2021 local elections.

Given the delay to the consultation on draft recommendations, the new arrangements will now not be implemented until 2025.

Cost of post-16 Home to School transport increases by £90

Plans to increase post-16 school transport were approved by the Chief Executive using delegated decision-making powers, because the Cabinet were unable to meet.

The cost of mainstream post-16 school transport has been increased by £90, whilst the cost of post-16 transport for SEND students has increased by £30. This is despite the fact that a consultation on the proposed increase indicated that 75% of parents who responded felt that the increase would have an impact on them.

If families are concerned about their ability to pay for school transport, they can apply for the 16-19 Bursary Fund which is managed by post-16 provisions and can support eligible disadvantaged young people by up to £1,200.

Increase in social worker pay

Suffolk County Council has agreed to increase the pay of children's social workers to match the remuneration offered by neighbouring councils, in order to attract and retain skilled social workers in Suffolk. It is estimated that the pay increase will cost £1.4m and will be funded from council reserves.

I am pleased that the council has taken this step, because my group proposed this exact policy as part of our budget amendment in February.



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APPENDIX C

Brantham Parish Council Committee Structure 2020-21

Type	Name	Chairperson	Date Appointed	Committee members	Meeting schedule
Committee	Finance	Mark Aherne	06 May 2020	1. Alastair McCraw 2. RFO (Non Voting) 3. Eric Osben 4. Chris Elliott	Monthly
Committee	Planning	Paul Saward	06 May 2020	1. Clare Phillips 2. Mark Aherne 3. Mal Bridgeman	Monthly
Sub Committee	Legal	Alastair McCraw	06 May 2020	1. Paul Saward 2. Pippa Revell 3. Chris Elliott	Ad hoc
Sub Committee	Recreation	Jackie Heywood	06 May 2020	1. Verity Abrahams 2. Pippa Revell 3. Eric Osben	Ad hoc
Sub Committee	Footpaths	Clare Phillips	06 May 2020	1. Mark Aherne 2. Eric Osben 3. Gary Rasch	Ad hoc
Sub Committee	Services	Clare Phillips	06 May 2020	1. Verity Abrahams 2. Gary Rasch	Ad hoc
Representative	SALC	Mark Aherne	06 May 2020		
Representative	Village Hall Management Committee		06 May 2020	1. Jackie Heywood 2. Mal Bridgeman	Bi-monthly
Representative	Safer Neighbourhood Team	Gary Rasch	06 May 2020		Bi- monthly
Representative	Brantham Leisure Centre	Verity Abrahams	06 May 2020		Monthly
Representative	Community Emergency Planning	Chris Elliott	06 May 2020	Alastair McCraw supporting	Ad hoc



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