



MINUTES

BRANTHAM ANNUAL PARISH COUNCIL MEETING
Wednesday 19 May 2021, 7.30pm at Brantham Village Hall

PRESENT: Cllrs M Aherne, M Bridgeman, C Couchman, J Heywood, E Osben, G Rasch, P Revell, P Saward

CHAIRPERSON: Cllr A McCraw

IN ATTENDANCE: S Keys (Clerk) 3 members of the public and County Councillor Simon Harley

PC 05.21.05 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 05.21.06 ELECTION OF CHAIRPERSON 2021-22

Cllr McCraw was proposed as Chairman by Cllr Saward, this was seconded by Cllr Heywood. 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 05.21.07 ELECTION OF VICE CHAIRPERSON 2021-22

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

PC 05.21.08 APOLOGIES

None

PC 05.21.09 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 05.21.10 PARISH COUNCIL MEETING MINUTES

Cllr Bridgeman proposed that the minutes of the Parish Council Meeting held on 07 April 2021 were agreed as a true and accurate record, this was seconded by Cllr Osben, 1 Cllr abstained from the vote.



All other Councillors voted in favour of the motion. The motion was therefore carried and the minutes were signed by the Chair.

PC 05.21.11 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	Dismissed/ ongoing
PC 03.21.09 (5)	Request a footpath sign for the path to the railway crossing <i>Completed. The Clerk confirmed that she had received notification that this would be completed by SCC</i>	Dismissed
PC 04.21.06	Contact Paul Brackley to request key to Scout Hut gate <i>Completed, the key had not yet been received</i>	Ongoing
PC 04.21.07	Send email of thanks to Verity Abrahams and Chris Elliott <i>Completed</i>	Dismissed
PC 04.21.08	Inform candidates that co-option to the Council will take place on 19 th May <i>Completed</i>	Dismissed

PC 05.21.12 PUBLIC SESSION

County Councillor Simon Harley introduced himself to the Council and noted the report that had been received for the month by his predecessor Dave Wood.

District Councillor McCraw informed the Council that meetings had taken place at Babergh District Council but that there was little to report this month.

A member of the public noted that the footpath sign at New Mill Lane is missing. **ACTION** – Clerk to report on the Suffolk County Council reporting tool.

A member of the public highlighted concerns that the bollards at the Red Bridge are not being properly removed when access to the area is needed by contractors or the Environment Agency. **ACTION** - Cllr McCraw agreed to address this with the Environment Agency.

PC 05.20.09 STATUTORY BUSINESS

- a) To re-confirm the appointment of the Clerk as RFO – Cllr Bridgeman proposed that the Council approved this appointment for the forthcoming year, this was seconded by Cllr Heywood 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. A number of changes were discussed, as per Appendix C below. Cllr Osben proposed that these changes should be approved, this was seconded by Cllr Aherne and aif. Cllr McCraw suggested that all other changes should be formally agreed at the next Parish Council meeting to ensure that new Councillors could highlight areas of interest.



- d) To confirm the appointment of representatives on Committees, Sub-Committees and working groups. A number of changes were discussed, as per Appendix C below. Cllr Osben proposed that these changes should be approved, this was seconded by Cllr Aherne and aif. Cllr McCraw suggested that all other changes should be formally agreed at the next Parish Council meeting to ensure that new Councillors could highlight areas of interest.

PC 05.21.14 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 2021:
- Current Account - £5000.00
 - Deposit Account - £143,276.15
 - Salaries Account - £30.85
- Cllr Bridgeman proposed that the balance of accounts were approved, this was seconded by Cllr Revell. 1 Cllr abstained from the vote, all other Cllrs voted in favour. The motion was carried.
- b) The Council noted the accounts awaiting payment, the accounts paid since the last meeting and the receipts allocated since the last meeting detailed in Appendix A. Cllr Osben proposed that Appendix A should be approved by the Council, this was seconded by Cllr Heywood, 1 Cllr abstained from the vote. All other Cllrs voted in favour. The motion was carried.
- c) The Council noted the Statement of Accounts as at 31 March 2021 as circulated by the Clerk. Cllr Heywood proposed that these accounts should be approved, this was seconded by Cllr Osben. One Cllr abstained from the vote. All other Cllrs voted in favour. The motion was carried. The chair signed the Statement of Accounts.

PC 05.20.12 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee
 - a) To update on any actions since the last meeting – Cllr McCraw confirmed that the Finance Committee had met on 28 April 2021.
 - b) To review and agree proposals for contributions – none received.
 - c) To consider/agree any other proposals from the Finance Committee – The Committee had approved the salary payments for April 2021, received an update on the progress of the Internal Audit and begun to investigate options for making online payments.
2. Recreation Sub-Committee
 - a) To update on any general actions since the last meeting – Cllr Heywood confirmed that there has not been a meeting of the recreation sub-committee but work has continued to improve the play areas. Following installation of new fencing at GPL play area there has been some vandalism to the fence. The Clerk has asked Ady Garnham to have a look at repairing this.
 - b) To consider/approve any actions or expenditure as required – none.
3. Planning Committee
 - a) To note recommendations made by the Committee – Cllr Bridgeman confirmed that the Committee had met on 28 April 2021. Recommendations from the Committee can be found in the minutes of the meeting on the village website at www.brantham.onesuffolk.net.
 - b) To note the planning decisions received – details of the planning decisions received can be found in the minutes of the meeting on the village website at www.brantham.onesuffolk.net.
4. Village Hall Management Committee
 - a) To update on actions since the last meeting – Cllr Heywood confirmed that there has not been a Village Hall Management Committee meeting since early last year but a meeting will take place



in the near future. We also hope to have a meeting of the Village Hall Working Group, as soon as one can be arranged, to discuss the future of the Village Hall. Since April some children's groups have been able to use the hall again, alongside the Post master who remains open on a Wednesday as an essential service. Darren Hicks, the electrical contractor, has carried out a full electrical survey in the hall. His report will be submitted shortly. The Clerk confirmed that a re-start grant has recently been received for the Hall.

- b) To receive an update from the VH Working Group – nothing to report
- 5. Footpaths Sub Committee
 - a) To consider/agree any proposals presented by the Footpaths Sub-Committee – Cllr Osben informed the Council that work to improve the permissive path alongside the Poppy Field development hopes to begin soon. The group is currently awaiting confirmation from SCC that this can go ahead.
- 6. Legal Sub Committee
 - a) To consider/agree any proposals received from the Legal SC – nothing to report.
- 7. BLC Representative – nothing to report
- 8. SALC Representative – nothing to report
- 9. SNT Representative – nothing to report

PC 05.21.16 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in April and May 2021 (copies had been circulated to Councillors prior to the meeting), Councillors noted the following:

- 1. An email from Cub Scout leader re: litter picking equipment. **ACTION** – Clerk to thank the cubs for their work in the area.
- 2. An email from local resident re: confederate flag. The Clerk confirmed that she had directed the resident to the police in this matter.
- 3. A letter from SARS re: thanks for donation
- 4. An email from Good Neighbour Scheme re: certificate
- 5. An email from Suffolk County Council re: footpath consultation. A member of the public queried what response had been sent by the Parish Council. Cllr McCraw confirmed that the Council had responded that it had no comment to make on this issue.
- 6. Email from local resident highlighting broken gate at footpath 13. The Clerk confirmed that she had raised this with SFG who had asked the site owners to arrange for this to be repaired.
- 7. Email requesting review of response to FOI request.
- 8. Email from local resident with concerns about bollards by red bridge. Discussed in the public session.

PC 05.21.17 MISCELLANEOUS CORRESPONDENCE

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

PC 05.21.18 INDUSTRIAL SITE DEVELOPMENT

- a) To receive an update on activity in the last month - Cllr McCraw confirmed that SFG had indicated that they are keen to resolve outstanding issues in Brantham. Negotiations between SFG and BDC re: the open space are currently ongoing.
The ownership of the industrial site has now transferred to Corbally who will take over the current leases and management of the site.



b) To agree any other next steps as necessary – none.

PC 05.21.19 DATE OF NEXT MEETING

Wednesday 02 June 2021, 7.30pm, Brantham Village Hall.

PC 05.21.20 IN CAMERA ITEM

Cllr McCraw 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 Bridgeman and aif.

The meeting closed to the public at 8.57pm

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



ACTIONS

MINUTE NO.	ACTION	Who
PC 04.21.06	Contact Paul Brackley to request key to Scout Hut gate	Cllr McCraw
PC 05.21.12	Report missing footpath sign at New Mill Lane to SCC	Clerk
PC 05.21.12	Discuss bollards at Red Bridge site with Environment Agency	Cllr McCraw
PC 05.21.16	Thank cub scout group for the litter picking in Brantham	Clerk



APPENDIX A

PC 05.20.11 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Dave Childs (Grounds Maintenance – April 2021)	003369	£310.00		£310.00	Open Spaces Act 1906, ss.9 and 10
Community Heartbeat Trust (Defibrillator Pads)	003370	£43.00	£8.60	£51.60	General Power of Competence, Localism Act 2011, ss.1-8
SALC (Councillor training – April, May & June 2021)	003371	£25.00	£5.00	£30.00	LGA 1972
SALC (Provision of 6 months payroll to 31.03.21)	003372	£96.00	£19.20	£115.20	LGA 1972
SALC (Planning Webinar – 26.08.20)	003373	£25.00	£5.00	£30.00	LGA 1972
Babergh District Council (Litter and dog bin emptying 01.04.21 – 31.03.22)	003374	£1376.90	£275.38	£1652.28	Litter Act 1983, ss.5,6

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	BACS	£1203.50		£1203.50	LGA 1972, s.112
Parish Clerk – Office	BACS	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	BACS	£210.76		£210.76	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£253.23		£253.23	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	Local Government (Miscellaneous Provisions) Act 1976 s.19
O2 (Clerk’s mobile phone – April 2021)	DD	£18.30	£3.66	£21.96	LGA 1972
ZOOM Video Communications Inc (Online Meetings package)	DD	£11.99	£2.40	£14.39	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police



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					and Crime Panel Meetings) (England and Wales) Regulations 2020
Amazon (Stationery)	DC	£27.66	£6.42	£34.08	LGA 1972
East of England Co-op (12 x 1 st class stamps)	DC	£10.20		£10.20	LGA 1972

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£1.21
Babergh District Council (Precept 2021-22 instalment 1)	£24,292.50
Babergh District Council (Parish Grant 2021-22)	£924.00



APPENDIX B

Parish Report May 2021

Councillor
David Wood

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Elections to take place on May 6th

Local elections will take place on Friday May 6th for SCC's 75 county councillor seats, as well as several district councillor seats and the Police & Crime Commissioner. Suffolk County Council's annual general meeting will take place on May 27th.

COVID-19 Home testing kits available from libraries and pharmacies

The public can now obtain free Lateral Flow Devices (LFD) from any library in the county, along with 130 NHS pharmacies, subject to stock availability and opening times. Regular testing is seen as key in controlling the spread of the virus as the UK's vaccination programme continues.

For more information see the link below:

<https://www.suffolk.gov.uk/council-and-democracy/council-news/show/home-testing-now-available-from-libraries-and-pharmacies>

95% of Suffolk children receive a place at their first preference school

School places for the coming year have been confirmed, and 95% of children have been offered a place at their first preference school. 99.15% of children were offered a place at one of their top three preferred schools. SCC received 7207 applications from parents indicating which primary school they would prefer their child to join in September 2021.

Parents will now need to consider school transport. If children are eligible for Suffolk County Council funded school travel parents will receive an email by 14 May 2021 with details of how to opt-in.



Suffolk Waste Partnership composting campaign launches

To celebrate International Compost Awareness Week in the first week of May, Suffolk Waste Partnership are launching several initiatives to support residents to begin composting. Free bagged compost will be handed out at several events (see link below for details), and cheap composting equipment can be ordered through the Partnership.

On average, more than a third of the contents of Suffolk's rubbish bins could easily be composted at home. Theoretically each household in Suffolk could compost 150kg of organic material a year, turning waste into free soil improver.

See link below for more details:

<https://www.suffolk.gov.uk/council-and-democracy/council-news/show/free-compost-a-hot-competition-and-cheap-bins-to-help-green-fingered-residents>

'Our Parks' fitness classes to begin in East Suffolk

Working with East Suffolk Council and Suffolk County Council, 'Our Parks' will be running free workouts on Britten Field and Normanston Park in Lowestoft as well as at Leiston Recreation Ground and King George's Park in Leiston. The programme of weekly classes being offered will be suitable for all fitness levels and will start on May 1st. All classes will be Covid secure and are bookable at www.ourparks.org.uk



APPENDIX C

Brantham Parish Council Committee Structure 2021-22

Type	Name	Chairperson	Date Appointed	Committee members	Meeting schedule
Committee	Finance	Mark Aherne	19 May 2021	1. Alastair McCraw 2. RFO (Non Voting) 3. Eric Osben 4. Mal Bridgeman	Monthly
Committee	Planning	Paul Seward	19 May 2021	1. Eric Osben 2. Mark Aherne 3. Mal Bridgeman	Monthly
Sub Committee	Legal	Alastair McCraw	19 May 2021	1. Paul Seward 2. Pippa Revell 3. VACANCY	Ad hoc
Sub Committee	Recreation	Jackie Heywood	19 May 2021	1. VACANCY 2. Pippa Revell 3. Eric Osben	Ad hoc
Sub Committee	Footpaths	VACANCY	19 May 2021	1. Mark Aherne 2. VACANCY 3. Gary Rasch	Ad hoc
Sub Committee	Services	VACANCY	19 May 2021	1. VACANCY 2. Gary Rasch	Ad hoc
Representative	SALC	Mark Aherne	19 May 2021		
Representative	Village Hall Management Committee		19 May 2021	1. Jackie Heywood 2. Mal Bridgeman	Bi-monthly
Representative	Safer Neighbourhood Team	Gary Rasch	19 May 2021		Bi- monthly
Representative	Brantham Leisure Centre	VACANCY	19 May 2021		Monthly
Representative	Community Emergency Planning	Chris Couchman	19 May 2021	Alastair McCraw supporting	Ad hoc