



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 04 April 2018, 7.30pm held at Brantham Village Hall

PRESENT: Cllrs M Aherne, R Candy, J Heywood, A McCraw, JPearce, C Phillips, P Seward, J Van Der Toorn

CHAIRPERSON: Cllr L Dunnett

IN ATTENDANCE: S Keys (Clerk), County Councillor D Wood and 8 members of the public.

PC 04.18.01 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 04.18.02 APOLOGIES

Councillor L Laws.

PC 04.18.03 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

There were no local non-pecuniary interests declared for the Agenda under discussion.
There were no gifts of hospitality exceeding £25 declared.
There were no requests for dispensations for the Agenda under discussion

PC 04.18.04 PARISH COUNCIL MEETING MINUTES

The minutes of the Parish Council meeting on 07 March 2018 were approved and signed as a true record of the meeting.

PC 04.18.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	DISMISSED/ ONGOING
PC 03.18.06	Add additional grit bin to the agenda of the Finance Committee meeting.	Dismissed



	<i>Completed</i>	
PC 03.18.07 (2)	Ask P.Garrett at BDC whether an additional dog litter bin could be installed near the Highcliff Vets <i>Completed, no response received to date</i>	Dismissed
PC 03.18.13	Contact Post Office Ltd to request a mobile Post Office service again <i>Completed</i>	Dismissed

PC 04.18.06 PUBLIC SESSION

The public session included:

- a) A report from County Councillor DWood (a report from Cllr Wood had been circulated prior to the meeting and will be published with the minutes of the meeting on the village website) on the following issues:
 - o School transport – A motion for an extraordinary meeting to give Councillors the chance to vote on the final school transport proposals have been voted against
 - o The appointment of a new Chief Executive (Nicola Beach)
 - o Interviews had been held for the post of Director of Highways but it had not been possible to appoint
 - o Cllr Wood urged the Council and public to respond positively to the AONB consultation
- b) A report from District Councillor AMcCraw on the following issues:
 - o A recent meeting held in Brantham re: the Manningtree Rail Crossing and the impact on the proposed rail depot at Brantham Regeneration Area. The meeting had discussed the issues and agreed to investigate the options
 - o The proposed merger of Babergh and Mid Suffolk District Council. A business plan for the proposals is likely to be brought forward soon following which a decision about whether to hold a referendum will be made.
 - o The proposed extension to the AONB. Cllr McCraw confirmed that BDC will respond and recommend additional areas to include in the proposals some of which will include Brantham and other local areas.
 - o Proposals from the Leader of SCC for a Unitary Council. Cllr McCraw confirmed that all District Councils had requested that this is discussed before any further plans are made.

The Chair queried what the current position is with the empty premises at Hadleigh and Needham Market. Cllr McCraw confirmed that the building in Hadleigh is currently being used for dog training. The future plans for the buildings is to convert them into housing. Cllr McCraw confirmed that it was unlikely that the District Councils will make a profit from this.

- c) Comments from the public:



- A query was received about whether the Parish Council had received notification from BLC about when the fence along the LPF would be repaired. The Clerk confirmed that she had not received notification of this.
ACTION: Cllr Candy to chase with BLC
- A query was received about when the debris left by the cutting down of trees on the LPF would be completed. Paul Brackley confirmed that this is in hand, but that the ground has been too wet to get a vehicle on to the field in recent weeks.
- A query was received about when the bonfire patch would be re-seeded. Cllr Candy confirmed that this would be done in the near future. This has been postponed during the recent cold weather.
- Concerns were raised about recent tree clearance works undertaken on the Greenfield site. These had begun at 6.30am on a Saturday morning which had been extremely disruptive to residents and was outside of the time constraints previously placed on work in this area.
ACTION: Clerk to write to SFG (Andy Plant and Site Manager) highlighting this and asking them to ensure that contractors work within the agreed regulations in the future.
ACTION: Clerk to invite Andy Plant or the site manager to attend a Parish Council meeting.

PC 04.18.07 FINANCE REPORT (for financial details see Appendix A at the end of the minutes)

The Clerk reported the following balances as at 31 December 2018:

- Current Account - £5028.95
- Deposit Account - £105,876.17
- Salaries Account - £153.98

The Chair asked the Council to note and approve Appendix A to the agenda which included:

- The schedule of accounts awaiting payment
- The accounts paid since the last meeting
- Details of income received since the last meeting

Cllr Pearce proposed that the financial information at Appendix A should be approved by the Council, this was seconded Cllr Heywood and unanimously agreed by the Council.

PC 04.18.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

The Committee met on 28 March 2018 and discussed the following:

- a) The Insurance renewal documents for the Village Hall and the Clubhouse. The Committee had reviewed the quotations agreed that it would be most cost effective to approve the 5 year long term undertaking for both policies. This would mean annual premiums as follows:
 - Village Hall - £1859.19 (2017-18 premium was £1916.20, therefore a reduction of £57.01, or 3%)



- Clubhouse - £2284.19 (2017-18 premium was £2684.65, therefore a reduction of £400.46 or 15%)

Cllr Pearce proposed that the 5 year long term undertakings are approved for both policies, this was seconded by Cllr Van Der Toorn and unanimously agreed by the Council.

ACTION: Clerk to arrange payment

- b) The offer from The DPO Centre (details circulated prior to the meeting) to act as the Council's DPO and work with the Council to ensure its processes met the requirements of the regulations. The Committee agreed that The DPO Centre should be appointed by Brantham Parish Council, at a category 3 level which would mean a cost of £600 in the first year and £300 in year two. Cllr Van Der Toorn proposed that this recommendation is accepted, this proposal was seconded by Cllr Pearce and unanimously agreed by the Council.

ACTION: Clerk to respond accordingly to The DPO Centre. A query should be made about whether the company's insurance will protect the Council should incorrect advice be given.

- c) The Committee reviewed the new NMW rate that will be effective from 01 April 2018, and the agreement of the Council as per PC 03.17.08 (1) that the Litter Pickers should always be paid at £0.30 more than the NMW rate. It was agreed that this level should be maintained and therefore the new Litter Picker salary as from 01 April 2018 will be £8.13 per hour.
- d) The Committee discussed the proposed additional grit bin at Cattawade Street and agreed that if SCC agree to the installation of an additional grit bin this should be purchased. It was also agreed that a new bin should be purchased to replace the bin at School Lane which is in a bad state of repair.

2. Recreation Sub Committee

Cllr Phillips highlighted the email received from a local resident with concerns about people parking on the private road when using the play area at Gravel Pit Lane.

Following discussion the following actions were agreed:

- Ask the school to send a message to parents asking them to use the Methodist Church car park when they use the play area
- Add a comment to this effect on FB, the village website and in the Bugle
- Ask the resident to monitor how often cars are parked at this location.

Cllr Phillips confirmed that she and the Clerk had visited Brooklands Primary School to get feedback from the students about plans for the LPF play area. Feedback had shown that most young people would like to see some form of skate park in this area. The next step is now to begin an online survey.

Other feedback from students had also shown that they felt that the current equipment needed to be brightened up. Following discussion it was agreed that quotes should be sought to get the equipment painted, these would then be presented to the Finance Committee for consideration.



3. Planning Committee

Cllr Saward confirmed that the BPC Planning Committee met on 28 March 2018. The full minutes of the meeting can be found on the village website at www.brantham.onesuffolk.net.

4. Village Hall Management Committee

Cllr Heywood confirmed that the recent quiz night had been a great success and raised approximately £700 for Village Hall funds. This would be used to help with improving the hall heating and maintenance costs of the hall. Cllr Heywood thanked Cllr McCraw and Aherne for their contributions on the night.

The next fundraising event at the hall will be a beetle drive on 12 May 2018, 6.30pm, following by a jigsaw competition in September.

The next film at the Hall was due to be "Darkest Hour", however due to its popularity at the cinema the release date for the film has been delayed, therefore the next film will be "Paddington 2" on 18 May 2018, and Darkest Hour will be shown on 20 June 2018.

5. Footpaths Sub Committee

Cllr Philips confirmed that the Parish Council have been granted permission to attend the visit to the local rail crossings by the Inspector. The date for this is not yet available.

6. Legal Sub Committee

Cllr McCraw confirmed that a letter has been sent to UKPN with some queries about the proposals to divert the power cables underground.

7. CEP Representative

Nothing to report

8. BLC Representative

Nothing to report

9. Babergh Parish and Town Council Alliance Representative

Cllr Van Der Toorn confirmed that three meetings have taken place between the Alliance and Arthur Charvonia (BDC). Cllr Van Der Toorn attended the first meeting which had asked some searching questions and showed a productive relationship between the two groups.

10. Public Transport Representative - nothing to report

11. SALC Representative

The Chair confirmed that she will attend the meeting on behalf of the Parish Council.

12. SNT Representative

The next meeting is due to take place on 11 April 2018

PC 04.18.09 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in March 2018 (copies had been circulated to Councillors prior to the meeting), Councillors noted the following:

1. An email from Network Rail re: the proposed closure of Level crossings S01 and S02.
2. An email from Headway Suffolk thanking the Parish Council for its contribution.



3. An email from BLC confirming that they have replaced the training lights at the centre for more economic lights.
4. An email from EB Parish Council highlighting the plastic straws campaign. Following discussion AM proposed the the Parish Council should adopt and promote the campaign to local businesses. This was seconded by JVDT and unanimously agreed by the Council.
ACTION: Clerk to promote the initiative locally.
5. A letter from JCartlidge re: a meeting about housing development in South Suffolk with a focus on the importance of constructing neighbourhood plans. Following discussion it was agreed that Cllrs McCraw and Van Der Toorn would attend the meeting.

PC 04.18.10 MISCELLANEOUS CORRESPONDENCE

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

PC 04.18.11 INDUSTRIAL SITE UPDATE

The Chair reviewed the email received from a local resident raising concerns about the removal of trees on the Greenfield site and the rubble left on site by Greater Anglia, and urging the Parish Council to take control. Cllr McCraw highlighted that information on what had happened in this location had been published widely on FB groups and in the Bugle, however it seems that this message did not reach all local residents. Following discussion it was agreed that a detailed response should be sent to the resident outlining what had taken place, what had been done and the Power (or lack of) that the Parish Council has.

ACTION: Clerk to respond to resident

The Council also agreed that it would be useful to include an “Industrial Site” article in the Bugle instead of including it as part of current reports.

ACTION: Clerk to contribute accordingly to the Bugle.

PC 04.18.12 SPEED CONTROL MEASURES ON A137

The Clerk confirmed that the Memorandum of Understanding has now been signed by Brantham Parish Council and Suffolk County Council. To date the Clerk has been awaiting guidance from SCC or County Councillor Dave Wood on the next steps.

Cllr Wood confirmed that this work had been delayed because the contractors responsible for it had been removed and the activity has been brought back to the responsibility of SCC. Cllr Wood confirmed that he will chase the installation of the posts at SCC, and will send information to the Clerk to enable her to purchase a SID device. Cllr Wood confirmed that the device should be purchased by the Parish Council and then a 50% contribution would be made from his locality budget.

In terms of the 20mph limit for Church Lane Cllr Wood confirmed that he had not yet submitted a formal request for this, however this will be done in the near future.

The Council discussed the possibility of putting a “CAUTION – School” sign along the lane on private land, and purchasing some signs for wheelie bins.



ACTION: Speed Control Working group to re-convene and look at possible options to then feedback at the next meeting.

PC 04.18.13 CLOSURE OF BRANTHAM POST OFFICE

The Clerk confirmed that no further update has been received from the Post Office for other options for a post office in the village.

Cllrs McCraw and Phillips stated that they believed that the Council had taken all action possible to progress this issue and that this should now be dropped by the Council.

Cllr Aherne stated that given that the correspondence received from the two organisations involved (Co-op and Post Office) states that these organisations work closely together, that there is an opportunity to ask them to re-consider their decision and the processes that were taken to arrive at that decision.

Cllr Aherne proposed that the Parish Council should try to get the Post Office and Co-op to discuss and review the decision that was made, this process could include a survey of local residents to provide evidence of local need. This was seconded by JVDT. 5 Councillors voted in favour of the proposal, 4 Councillors voted against. The motion was therefore carried.

Cllr Van Der Toorn and the Chair agreed to work with Cllr Aherne on this project and update Councillors at the next meeting.

PC 04.18.14 GENERAL DATA PROTECTION REGULATION

No further update. See PC 04.18.08 (1).

PC 04.18.15 PARISH CUP

Councillors reviewed the nomination of Peter Crowhurst and Phil Lawler for the award of the Brantham Parish Cup for 2018 received from Darren Smith. AM proposed that this nomination should be supported, this was seconded by CP and unanimously agreed by the Council.

ACTION: Clerk to inform PCrowhurst and PLawler of their nomination and invite them to attend the Annual Parish Meeting on 17 April 2017.

PC 04.18.16 PARISH COUNCILLOR VACANCY

The Parish Council reviewed the two applications to fill the Parish Council Vacancy. A written vote on the applications was undertaken. As a result John Richardson was voted to fill the casual vacancy with seven votes. The Council noted that both applicants were excellent candidates and that the other candidate should be contacted if a casual vacancy were to arise in the future.

ACTION: Clerk to inform JRichardson of this decision, and invite him to attend the next meeting of the Parish Council.

PC 04.18.17 DATE OF ANNUAL PARISH COUNCIL MEETING

Wednesday 02 May 2018, 7.30pm at Brantham Village Hall.



BRANTHAM
Parish Council

The meeting closed to the public at 9.11pm

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



ACTIONS

MINUTE NO.	ACTION	Who
PC 04.18.06 (c)	Query with BLC when work to the LPF fence would commence	Cllr Candy
PC 04.18.06 (c)	Write to SFG (Andy Plant and Site Manager) highlighting concerns about subcontracted work taking place outside of agreed times	Clerk
PC 04.18.06 (c)	invite Andy Plant or the site manager to attend a Parish Council meeting	Clerk
PC 04.18.08 (1.a)	Arrange payment of Insurance premiums	Clerk
PC 04.18.08 (1.b)	Accept the offer of services from The DPO Centre. Query their insurance arrangements should incorrect advice be given	Clerk
PC 04.18.08 (2)	Ask the school to send a message to parents asking them to use the Methodist Church car park when they use the GPL play area Add a comment to this effect on FB, the village website and in the Bugle Ask the resident to monitor how often cars are parked at this location.	Clerk
PC 04.18.09 (4)	Promote the "Plastic Straws Suck" campaign to local businesses	Clerk
PC 04.18.11	Respond to email from local resident re: issues on BRA	Clerk
PC 04.18.11	Include an "Industrial Site Report" in the next Bugle	Clerk
PC 04.18.12	Speed Control Working Group to re-convene and discuss signage options for Church Lane	Cllrs MA, LL, JVDT & Clerk
PC 04.18.15	Inform PCrowhurst and PLawler of their nomination and invite them to attend the Annual Parish Meeting on 17 April 2017	Clerk
PC 04.18.16	Inform JRichardson of his appointment as Parish Councillor and invite him to attend the next meeting of the Parish Council.	Clerk



APPENDIX A

PC 04.18.07 FINANCE REPORT

ACCOUNTS AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	Bank transfer	£910.09		£910.09	LGA 1972, s.112
Parish Clerk – Office	Bank Transfer	£20.00		£20.00	LGA 1972, s. 112
Parish Clerk Pension contribution	DC	£33.11		£33.11	LGA 1972
Phil Wainwright – Litter Picker	Bank Transfer	£175.70		£175.70	Open Spaces Act 1906
Tina Bird – Litter Picker	Bank Transfer	£211.22		£211.22	Open Spaces Act 1906
B.M.L Maintenance Payment	SO	£332.00		£332.00	Local Government (miscellaneous Provisions) Act 1976, s.19
Brantham Village Hall (Hall hire Jan-Feb 2018)	003246	£54.00		£54.00	LGA 1972, s.111
Townes Mobile Locksmiths (Repair of door at BLC as per insurance claim)	003247	£485.00		£485.00	General Power of Competence
SALC (Provision of 6 months of payroll)	003248	£96.00	£19.20	£115.20	LGA 1972
P. Brackley (Grounds Maintenance)	003249	£470.00		£470.00	LGA 1972, s.111

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
O2 (Clerk’s mobile phone)	DD	£22.05	£4.41	£26.46	LGA 1972
Wybone (Replacement dog litter bin for Factory Lane)	DC	£177.58	£10.20	£187.78	Litter Act 1983, ss.5-6
Do it Wiser (via Amazon) (Replacement ink for printer)	DC	£27.95		£27.95	LGA 1972, s.111
Babergh District Council (Litter and Dog bin emptying 2017)	DC	£1082.55	£216.51	£1299.06	Litter Act 1983, ss.5-6
Suffolk County Council (Street light costs 01 April 2017-3 March 2018)	DC	£1446.78	£289.36	£1736.14	Parish Council Act 1957, s.3 Highways Act 1980, s.301
HMRC (Tax and NI contributions)	DC	£350.80		£350.80	LGA 1972, s.111

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£4.13
Highcliff Veterinary Practice	£1250.00