



**MINUTES**

**BRANTHAM PARISH COUNCIL MEETING**

Wednesday 06 November 2019, 7.30pm held at Brantham Village Hall

**PRESENT:** Cllrs V Abrahams, M Aherne, C Elliott, J Heywood, E Osben, C Philips, P Revell, P Seward

**CHAIRPERSON:** Cllr A McCraw

**IN ATTENDANCE:** County Councillor D Wood, S Keys (Clerk), 3 members of the public.

**PC 12.19.01 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 12.19.02 APOLOGIES**

Cllr G Rasch

**PC 12.19.03 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 12.19.04 PARISH COUNCIL MEETING MINUTES**

The Council considered the minutes of the Parish Council meeting held on 04 December 2019. The minutes were amended to with a corrected date and Cllr Osben then proposed that the minutes were approved as a true and accurate record of the meeting, this was seconded by Cllr Seward and aif.

**PC 12.19.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING**

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 07.19.07	Review Brantham bus shelters and present a report on repairs necessary at next parish council meeting. <i>Cllr McCraw informed the Council that this job had been divided between members of the Services Committee and repairs had been identified as necessary for the GPL bus shelter. Following discussion it was agreed that the Clerk should ask bus users to let the Council know if repairs are</i>	Ongoing



	<p><i>necessary.</i></p> <p><b>ACTION:</b> Clerk to add request to FB</p> <p><i>CP proposed that the Clerk should get quotes for repairs to the GPL bus shelter, this was aif by the Council.</i></p> <p><b>ACTION:</b> Clerk to request quotes</p>	
Public Session	<p>Formally write to Councillor Wood with request to reduce speed limit along Church Lane from 30mph to 20mph</p> <p><i>Completed</i></p>	Dismissed
Pubic session	<p>Highlight need to trim back hedges along Cinder Path with BDC Public Realm Dept</p> <p><i>The Chair confirmed that he had reviewed the path and felt that it did not need cutting back. A member of the public highlighted that the area that needed to be cut back was by the Scout Hut</i></p> <p><b>ACTION:</b> Clerk to ask PBrackley to cut this part of the path back</p>	Ongoing
Public Session	<p>Discuss footpath on the ECC side of the Manningtree Railway with Lawford Parish Council to see if they can influence ECC to improve the path</p> <p><i>To be carried over</i></p>	Ongoing
PC 11.19.07	<p>Advertise the Parish Councillor Vacancy in the next edition of the Brantham Bugle</p> <p><i>Completed</i></p>	Dismissed
PC 11.19.09	<p>Draft a letter to the bank to establish a monthly payment for the Village Hall</p> <p><i>Completed</i></p>	Dismissed
PC 11.19.09	<p>Proceed with purchase of a teen shelter</p> <p><i>On agenda for discussion</i></p>	Dismissed
PC 11.19.09 (6)	<p>Instruct works for Village Hall</p> <p><i>Completed</i></p>	Dismissed
PC 11.19.10	<p>Inform DSmith that the Parish Council agree the use of the LPF for Fireworks night next year</p> <p><i>Completed</i></p>	Dismissed

**PC 12.19.06 PUBLIC SESSION**

A written report had been submitted from Cllr. Wood (available as Appendix B). Cllr Wood informed the Council that SCC had paused major work during the election period and therefore there was little else to report.

Cllr McCraw informed the Council that BDC had stopped new work during the election period although day to day business such as planning and licensing etc continued.

A member of the public queried how the traffic lights at the underpass at Manningtree would be laid out. Cllr McCraw confirmed that this was unknown at the moment.



**PC 12.19.07 RESIGNATION OF PARISH CLERK**

- a) To note the resignation of the Parish Clerk/RFO  
The Chair informed the Council that he had received a notice of resignation from the Parish Clerk. He informed the Council that the Clerk had agreed a handover period of up to 6 months.
- b) To agree arrangements for recruitment of new Clerk/RFO  
Following discussion the Council agreed that the vacancy should be advertised in the Feb/March edition of the Bugle, via SALC and via BDC.  
The Council agreed that recruitment should aim to have a crossover of 3 months between the existing and new Clerk to ensure a smooth transition (this would include a probationary period)  
**ACTION:** Clerk to formulate a job description and advertise the vacancy in the Bugle, via SALC and BDC.

**PC 12.19.08 FINANCE REPORT**

- a) To note and approve the balance of accounts as at 30 November 2019 - The Clerk reported the following balances:
- Current Account - £5000.00
  - Deposit Account - £132,001.27
  - Salaries Account - £73.18
- b) The Council noted Appendix A; the accounts awaiting payment, the accounts paid since the last meeting and the receipts allocated since the last meeting. Cllr Abrahams proposed that the balance of accounts and Appendix A were approved by the Council, this was seconded by Cllr Heywood and aif.
- c) To approve the increase of the Standing Order from the Current Account to the Salaries account from £1400 to £1500. Cllr Aherned proposed that this should be approved, this was seconded by Cllr Osben and aif.

**PC 12.19.09 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

1. Finance Committee
- a) To update on any actions since the last meeting – Cllr Aherne reviewed the recent meeting held on 27 November 2019 which had mainly focussed on agreeing the Parish Council budget for 2020-2021
- b) To review the second draft of the budget and proposed precept request as circulated by the Clerk – the Council reviewed the proposed budget and precept request as circulated by the Finance Committee. Following discussion it was agreed that the £10 per annum payment from the Church as a contribution to grounds maintenance should be removed completely. Cllr Aherne then proposed that following this amendment the budget and precept request should be approved. This was seconded by Cllr Osben and aif.
- c) To consider/agree any other proposals presented by the Finance Committee – none received.
2. Recreation Sub-Committee
- a) To update on any general actions since the last meeting – Cllr Heywood informed the Council that the Recreation Inspection Reports had been received and that these did not identify any urgent work to be done. Cllr Heywood informed the Council that there had been some disappointment expressed that the Council was unable to go ahead with the



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installation of a skateboard ramp and concern about the purchase of a teen shelter and cradle swing instead. Following discussion the Chair reminded the Council that the principle for these purchases had been discussed and agreed by the Council in previous meetings.

Cllr Heywood confirmed that she was continuing to negotiate on price for these items as delivery and installation costs had increased the anticipated costs greatly.

**ACTION:** An update on the skate ramp to be added to the next edition of the Bugle.

- b) To consider/approve any actions or expenditure required – see the earlier discussion
3. Planning Committee
- a) To note recommendations made by the Committee – Cllr Saward confirmed that the Planning Committee had met on 27 November 2019. Recommendations from the Committee can be found in the minutes of the meeting on the village website at [www.brantham.onesuffolk.net](http://www.brantham.onesuffolk.net).
- Cllr McCraw informed the Council that he had been contacted by Hopkins Homes re: Church Farm Field who had confirmed that they are currently finalising their proposals and would like to have a meeting with the Council to present these in the near future. Following discussion it was agreed that they should be invited to meet with the Council prior to the next Planning and Finance Meetings.
- b) To note the planning decisions received – all decision notices received are available in the minutes of the meeting.
4. Village Hall Management Committee
- a) To update on actions since the last meeting – Cllr Heywood informed the Council that she had contacted the Daniel Connal Partnership (a firm of Colchester surveyors) to invite them for a meeting at the Village Hall. Following this meeting a quote to carry out a full survey which will provide a 5 year planned maintenance programme has been received. The fee for this is £4720 plus VAT. The Surveyor recommended that a full electrical survey should be completed as well and he recommended Williams Holloway, mechanical and electrical consultants to carry out this work. **ACTION:** Following discussion the Council agreed that Cllr Heywood should request a quote for this work. Cllr Heywood has contracted Ashbee Surveying Limited and has received a quote from them for a full asbestos survey of £750. These surveys will be carried out on 7<sup>th</sup> January 2020.
- The last film night, Rocket Man, was quite well attended with about 25 people in the hall. The next film will be Aladdin on Wednesday 18 December.
5. Footpaths Sub Committee
- a) To consider/agree any proposals presented by the Footpaths Sub-Committee – Cllr Phillips agreed that she will review Church Lane Footpath to see what works need to be completed in this area. Cllr Phillips confirmed that the Footpath sign at the bottom of Sandy Lane has been lost and this has been reported to SCC. Cllr Phillips informed the Council that there has been no work on the public enquiry to date.
6. Services Sub Committee
- a) To consider/agree any proposals presented by the Services Sub Committee – nothing to report.
7. Legal Sub Committee
- a) To consider/agree any proposals received from the Legal Sub Committee – Cllr McCraw confirmed that he is currently trying to arrange a meeting with Birketts to review the legal paperwork held on the Council's behalf.



- 8. SALC Representative – nothing to report
- 9. BLC Representative - nothing to report.
- 10. SNT Representative – nothing to report

**PC 12.19.10 CORRESPONDENCE TO NOTE/ACTION**

No correspondence received in December 2019.

**PC 12.19.11 MISCELLANEOUS CORRESPONDENCE**

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

**PC 12.19.12 INDUSTRIAL SITE DEVELOPMENT UPDATE**

- A) To receive an update on recent/forthcoming activity on Industrial Site – the Clerk confirmed that SFG had not provided an update this month. Cllr McCraw informed the Council that the new Factory Lane is now open. Discussions re: street lighting area currently ongoing but these are not yet the responsibility of SCC/.
- B) To agree any other next steps as necessary – none.

**PC 12.19.13 DATE OF NEXT MEETING**

Wednesday 08 January 2020, 7.30pm at Brantham Leisure Centre

The meeting closed to the public at 8.40pm

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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>Ongoing/ Dismissed</b>
PC 07.19.07	Ask bus users to highlight issues to the Council Get quotes for repairs to GPL bus shelter	Clerk
Public Session	Formally write to Councillor Wood with request to reduce speed limit along Church Lane from 30mph to 20mph	Clerk
Public session	Ask Paul Brackley to cut back the hedge by the Scout Hut	Clerk
Public Session	Review the state of the A137 and discuss repairs necessary with SCC	Cllr Wood
Public Session	Discuss footpath on the ECC side of the Manningtree Railway with Lawford Parish Council to see if they can influence ECC to improve the path	Clerk
PC 12.19.07	Formulate a job description and advertise the vacancy in the Bugle, via SALC and BDC.	Clerk
PC 12.19.09	Provide an update on the skate ramp to the next edition of the Bugle	Clerk
PC 12.19.09	Request a quote for a full electrical survey from Williams Holloway	Cllr Heywood



**APPENDIX A**

**PC 12.19.08 FINANCE REPORT**

<b>ACCOUNTS AGREED FOR PAYMENT</b>	<b>Chq/Debit Card/SO</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
Parish Clerk – Salary	BACS	£1002.41		£1002.41	LGA 1972, s.112
Parish Clerk – Office	BACS	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	BACS	£191.70		£191.70	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£230.48		£230.48	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

<b>ACCOUNTS PAID SINCE THE LAST MEETING</b>	<b>Chq/Debit Card/SO</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
O2 (Clerk's mobile phone)	Direct Debit	£21.10		£21.10	LGA 1972

<b>RECEIPTS RECEIVED SINCE THE LAST MEETING</b>	<b>TOTAL</b>
Bank Interest	£6.08



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**APPENDIX B**

**Parish Report December 2019**

**Councillor**  
David Wood

Triangle

Ipswich Road

Tattingstone, Ipswich



**Please note:** I will be away visiting my daughter in New Zealand from 27 December – 11 February but will still be contactable by email and in an emergency by my mobile (07889389443).

**Impact of general election moratorium**

The election moratorium started on 6 November, and consequently a number of decisions and meetings at Suffolk County Council have been delayed.

The 2020/21 budget proposals would normally have been scrutinised in early December, but this has now been postponed to a meeting of the Scrutiny Committee on 7 January. Following this, the budget proposals will go to Cabinet on 28 January and finally to Council on 13 February.

The Council is unable to launch consultations during the moratorium, so the long-awaited children's centre consultation will need to wait until the new year. We still don't have any information about when exactly this consultation will be ready. Similarly, the council will not be able to publish the first draft of the Ipswich Northern Bypass business case until after the election.

Finally, the Council has made the decision to postpone any meetings of the Climate Emergency Policy Development Panel until the new year.

**2019/20 budget monitoring – quarter 2 report**

Based on Quarter 1 spending, it was forecast that the Base Budget would be overspent by £1.3m (0.2%). At Quarter 2, it is now expected to only be overspent by £0.2m (0.04%).

The expected overspend on the Dedicated Schools Grant budget has also reduced, from £6.7m at Quarter 1 to £6.3m at Quarter 2.

The main areas of budget pressure are still within Adult and Community Services, Children and Young People, and Growth, Highways and Infrastructure.





#### Adult and Community Services

ACS is forecast to overspend by £0.7m against its 2019-20 Revenue Budget of £242.6m – a reduction of £0.4m from the projected £1.1m overspend reported at Q1. This change reflects a £0.3m improvement in the position for Care Purchasing and a £0.4m increase in the underspend for area social work teams. It is offset by a £0.3m increase in forecast spend in various other areas of ACS primarily within the Emergency Duty Service.

#### Children and Young People

CYP is forecasting an overspend of £0.5m against Base Budget (reduction of £0.6m since Q1), and an overspend of £6.3m on budgets funded from the Dedicated Schools Grant (reduction of £0.4m since Q1).

The Home-to-School Transport budget forecast has increased from Quarter 1 to show an overspend of £1.2m. This increase of £0.4m is due to costs associated with additional temporary staff, and the potential implications nationally of a legal case currently ongoing between a complainant and North Yorkshire County Council regarding the ability to sell surplus seats on buses which are not compliant with Public Services Vehicle Accessibility Regulations.

#### Growth, Highways and Infrastructure

GHI is forecasting an overspend of £1.7m, equating to 3.7% of the net budget. This is an increase of £0.1m from the position at Q1.

The overspend is still mostly within Operational Highways, due to an overspend within the street lighting budget.

### **Plans for civil parking enforcement across Suffolk**

Civil parking enforcement is expected to be rolled out across Suffolk from 31 January 2020. Currently Ipswich Borough Council is already responsible for parking enforcement, however across the rest of the county it is the police who are responsible.

Under the new plans, West Suffolk Council and East Suffolk Council will take on the responsibility of parking enforcement in their own areas. IBC and WSC will also cover the Mid-Suffolk and Babergh area on an agreed operational split: WSC will operate in the northern two-thirds of Mid Suffolk and the western half of Babergh, and IBC will operate in the remaining areas.

A consistent approach is being planned, to ensure that fines are the same across the whole county

### **Rights of Way Improvement Plan published**

Suffolk County Council's Rights of Way Improvement Plan (2020-30) was agreed by the Cabinet on 6 November.



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The delivery plan focuses on four key areas: managing green access infrastructure; improving green access infrastructure; promoting green access; and developing healthy and sustainable communities.

Measures proposed by the plan include creating a digital map of the county's footpaths and bridleways and a new system to prioritise maintenance of highly-used routes. The plan also focuses on sustainable travel choices and the health benefits of walking a