



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 02 December 2020, 7.30pm held via ZOOM

PRESENT: CllrsV Abrahams, M Aherne, M Bridgeman, J Heywood, E Osben

CHAIRPERSON: Cllr A McCraw

IN ATTENDANCE: S Keys (Clerk), 6 members of the public, Cllr Wood

PC 12.20.01 OPENING

The Chair declared the meeting open at 7.45 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 12.20.02 APOLOGIES

Cllrs C Elliott, P Revell and P Seward

PC 12.20.03 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 12.20.04 PARISH COUNCIL MEETING MINUTES

The Council considered the minutes of the Parish Council meeting held on 04 November 2020. Cllr Heywood proposed that the minutes were approved as a true and accurate record of the meeting, this was seconded by Cllr Bridgeman and aif by the Council. The Council agreed that the minutes would be formally signed at the next available opportunity for the Council to meet in person.

PC 12.20.05 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>One additional quote received</i>	Dismissed
PC 09.20.08 (4)	Discuss addition of VH to work of grounds maintenance contractor <i>This had not been possible. The Clerk confirmed that PBrackley had been notified that an alternative contractor will now be sought</i>	Dismissed
PC 09.20.08 (7)	Sign the lease documents for the sale of the BLC solar panels <i>Documents received this week for signing</i>	Dismissed



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PC 11.20.08 (1)	Consider possible projects for funding in 2021-22 and send to Clerk for inclusion in the budget <i>None received</i>	Dismissed
PC 11.20.08 (2)	Ask D Orman to cut grass and weeds at GPL play area <i>Completed</i>	Dismissed
PC 11.20.08 (6)	Advertise via social media to see if anyone would be willing to do this work. <i>Completed, response had not been positive so far</i>	Dismissed
PC 11.20.08 (10)	Send date of next SNT meeting to Cllr Rasch <i>Completed</i>	Dismissed
PC 11.20.09	Send congratulations email to BLC for their food parcels project <i>Completed</i>	Dismissed

PC 12.20.06 PUBLIC SESSION

A written report had been submitted from Cllr. Wood (available as Appendix B). Cllr Wood gave an update on the following issues:

- Elections will take place in May 2021
- The BPC request for a 20mph limit on Church Lane will be submitted this month

Cllr McCraw gave a report on the following issues:

- District Council has been working on its COVID-19 response which included dealing with grants for organisations
- Biodiversity action plan
- Finalised JLP now out for consultation
- BDC been successful in winning an innovation award
- The District Council has purchased 3 more properties to generate income

The following queries/issues were highlighted by members of the public:

- Queried how the Parish Council had been notified about the Railway crossing staying open
- A member of the public highlighted that previous District and Parish Councillor Trot Ward and his wife are currently both unwell. The Council agreed that the best wishes of the Council should be sent to them both. **ACTION** – Clerk to email Trot Ward

PC 12.20.07 FINANCE REPORT

a) To note and approve the balance of accounts as at 30 November 2020 - The Clerk reported the following balances:

- Current Account - £5000.00
- Deposit Account - £141,869.46
- Salaries Account - £369.64

Cllr Abrahams proposed that the balance of accounts were approved, this was seconded by Cllr HEywood and aif.

b) The Council noted the updated Appendix A circulated by the Clerk which detailed the accounts awaiting payment, the accounts paid since the last meeting and the receipts allocated since the last meeting. The Clerk highlighted that an additional payment of £4110.00 to Westcotec for the purchase of the new SID will be added to the Appendix A



published with the agenda. Cllr Aherne proposed that Appendix A was approved by the Council, this was seconded by Cllr McCraw and aif.

PC 12.20.08 COUNCILLOR PHILLIPS RESIGNATION

- a) To note the resignation of Cllr Phillips from the Parish Council – the Council noted the resignation of Cllr Phillips effective from 30 November 2020. The Chair paid tribute to Cllr Phillips and her excellent work on behalf of the Council for the years that she has served. The Chair noted that Cllr Phillips will be sadly missed.
- b) To consider/agree next steps for filling this post – following discussion it was agreed that the post should be advertised with an application submission date of 28 February 2021 with the aim that the post will be filled at the March 2021 Parish Council meeting. **ACTION** – Clerk to advertise the post.
- c) To consider/agree any necessary changes to Committee and sub-committee roles and responsibilities – Cllr McCraw proposed that Cllr Osben replace Cllr Phillips as Chair of the Footpaths and Services sub-committee, this was seconded by Cllr Aherne and aif. Following discussion it was agreed that Cllr Osben would also replace Cllr Phillips on the Planning Committee.

PC 12.20.09 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To update on any actions since the last meeting – Cllr McCraw confirmed that a bank reconciliation had not been completed due to the second lockdown. This would be done at the next feasible opportunity.
Cllr McCraw highlighted the Finance Committee minutes that had been circulated to Councillors prior to the meeting.
Cllr McCraw informed the Council that the annual payment for Parish Council insurance had been approved by the Committee.
The Committee had approved the appointment of SALC as Internal Auditors for the 2020-21 financial year. The RFO would inform SALC of this decision.
The Committee reviewed the second draft of the 2021-22 BPC Budget and were currently considering proposing adoption of a budget with a 0% increase in the precept request. This would be reviewed in the new year when final tax base figures become available.
BPC documentation was amended by the RFO to reflect the new arrangements for approving salary payments following recommendations from the 2019-20 Internal Audit. These documents were approved by the Finance Committee.
- b) To consider/agree proposals for contributions from the Finance Committee – none received.
- c) To consider/agree any other proposals presented by the Finance Committee – Cllr McCraw highlighted the quote received from Adrian Cherry for repairs to the Gravel Pit Lane bus shelter. Cllr McCraw noted that this is the second quote received for this work and is approximately £400 cheaper than the first quote. Cllr McCraw informed the Council that it was the recommendation of the Finance Committee that this quote be accepted to enable this work to begin in the near future. Cllr McCraw proposed that this recommendation was accepted. This was seconded by Cllr Bridgeman and aif. **ACTION** – Clerk to notify Mr Cherry.
Cllr McCraw highlighted the correspondence received from BML requesting a further extension to their rent holiday following the second national Lockdown and the impact of



the Tiers system. The Finance Committee recommended that a further 3 month's rent holiday should be awarded. This can then be reviewed and a further 3 months considered. Cllr McCraw proposed that this recommendation was approved by the Council. This was seconded by Cllr Osben and aif. **ACTION** – Clerk to inform BML

2. Recreation Sub-Committee

- a) To update on any general actions since the last meeting –Installation of the new play equipment at the LPF is now complete. The new safety surface has been installed beneath the two pieces of equipment at Gravel Pit Lane and adjustments have been made to the zip wire and its seat.

Following a meeting at GPL Play area with Cllrs McCraw, Osben, Bridgeman and Heywood damaged equipment highlighted in the Inspection report was reviewed and Cllr Heywood agreed to source quotes for repairs and replacements.

Rotten picnic tables have now been removed,

Cllr Osben has researched the cost of replacing the fence at GPL Play area. Likely cost is approximately £3,000. Following discussion it was agreed that Mr Keeble should be contacted to see if he can source materials cheaper for the Council to install. **ACTION** – Clerk to contact Mr Keeble.

- b) To consider/approve any actions or expenditure as required – Cllr Osben has researched replacements benches for installation at GPL and LPF play areas. Best quote was for three benches at £945 including free delivery. Cllr Heywood proposed that these benches were purchased following a request for a donation of £500 to District Cllr McCraw's locality budget. The Parish Council funding the remaining cost. Cllr McCraw amended this proposal as his donation may only be £250 which would mean that the Council would actually fund £695. This proposal was seconded by Cllr Abrahams and aif. **ACTION** – Clerk to submit request to Cllr McCraw's locality fund. Once confirmation received proceed to purchase benches.

3. Planning Committee

- a) To note recommendations made by the Committee –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 – all decision notices received are available in the minutes of the meeting.
- c) To consider/agree the BOC Planning Committee's proposed response to the following Planning Applications:
- DC/20/05329, Hillcroft, Stutton Road, Brantham, CO11 1PP
Erection of two storey side and rear extension, single storey rear extension and front porch (following demolition of existing front porch)
 - DC/20/05184, 18 Valley Close, Brantham, CO11 1QG
Erection of front porch
Cllr Bridgeman proposed that the Council made no comment to these applications. This was seconded by Cllr Aherne and aif.
- d) To consider/approve the proposed wording from the BPC planning Committee to the BDC Joint Local Plan Consultation – Cllr Bridgeman highlighted the proposed response that had been previously circulated by email. This response was approved by the Council. **ACTION** – Cllr Bridgeman to submit response on behalf of BPC

4. Village Hall Management Committee

- a) To update on actions since the last meeting – nothing to report.



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- b) To consider/agree any actions/expenditure necessary – None
 - c) To receive an update from the VH working Group – nothing to report.
 - d) To consider/agree any proposals made by the VH Working Group – nothing to report
 - e) To consider/agree next steps as necessary – nothing to report.
5. Footpaths Sub Committee
- a) To consider/agree any proposals presented by the Footpaths Sub Committee – The Council reviewed the report received from previous Chair of this Sub-Committee Clare Phillips; confirmation has been received that the Secretary of State has published a report into the proposed closure of a number of public rights of way over railway foot crossings in the County. The Secretary of State has ordered the two crossings in Brantham S01 Sea Wall and S02 High Bridge to be removed from the order. S02 remains temporarily closed on safety grounds. In order to make this closure permanent a suitable alternative route will have to be found.
An article has been submitted to the Bugle about the proposed footpaths maintenance Group - interested parties have been advised to contact the Clerk.
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 – nothing to report
8. SALC Representative – Nothing to report
9. BLC Representative – Cllr Abrahams offered thanks from BML/BLC to the Council for their support during recent months. The Centre is still not able to open to the public.
10. SNT Representative – nothing to report

PC 12.20.10 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in November 2020 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- Note from local resident querying whether it would be possible to have a snooker club at the old Bexford Site. Cllr McCraw confirmed that this is a matter for the landowner not the Parish Council. **ACTION** – Clerk to respond accordingly
- Email from The Sicon Foundation re: local tree planting initiative. Cllr McCraw informed the Council that he would shortly be meeting with the new Public Realm representative at Babergh District Council and would discuss local tree planting at that meeting.
- A Freedom of Information request – Cllr McCraw confirmed that he and the Clerk had taken advice on this matter and will be responding to the requester within the deadline parameters of the Freedom of Information Act.
- Letter from Savills informing the Council of compensation due for work on the Factory Lane S98 Sewer. Following discussion Cllr McCraw proposed that this offer of compensation was approved. This was seconded by Cllr Aherne. Five Councillors voted in favour of the proposal. One Cllr abstained from the vote. The motion was carried. **ACTION** – Clerk to respond to Savills with this confirmation.
- Email from Design Out Crime Officer with concerns about incidents at Former Wardle Stores, Factory Lane. Cllr McCraw confirmed that he had discussed this with the DOCO.

PC 12.20.11 MISCELLANEOUS CORRESPONDENCE



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

PC 12.20.12 INDUSTRIAL SITE DEVELOPMENT UPDATE

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – nothing to report
- b) To agree any other next steps as necessary – none.

PC 11.20.12 DATE OF NEXT MEETING

Wednesday 06 January 2020, 7.30pm via Zoom or at Brantham Village Hall

The meeting closed at 9:11pm

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 12.20.06	Email Trot Ward and send best wishes	Clerk
PC 12.20.08	Advertise Parish Council vacancy	Clerk
PC 12.20.09 (1)	Inform Mr Cherry that his quote has been accepted	Clerk
PC 12.20.09 (1)	Inform BML of extension to their rent holiday until 28.02.20	Clerk
PC 12.20.09 (2)	Contact Mr Keeble to see if he is able to source replacement fencing for GPL Play area	Clerk
PC 12.20.09 (2)	Submit funding request for picnic benches to Cllr McCraw	Clerk
PC 12.20.09 (2)	Arrange purchase of benches when outcome of funding request is known	Clerk
PC 12.20.09 (3)	Submit BPC response to JLP consultation	Cllr Bridgeman
PC 12.20.10	Inform local resident that a request for a snooker club should be made to the landowner	Clerk
PC 12.20.10	Respond to Savills accepting their offer of compensation for work to the sewer	Clerk



APPENDIX A

PC 12.20.07 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Business Services at CAS (Parish Council insurance 2020-21)	003337	£857.85		£857.85	LGA 1972
Simon Fisher (6 months email mailbox usage)	003338	£130.00		£130.00	LGA 1972
Babergh District Council (Litter and Dog Bin Emptying service 2020-2021)	003339	£1336.94	£267.39	£1604.33	Open Spaces Act 1906, ss.9 and 10
Action Play and Leisure (Final instalment for Play equipment at LPF)	003340	£16,340.00	£3268.00	£19,608.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
Babergh District Council (Playground Inspections)	003341	£226.59	£45.32	£271.91	Local Government (Miscellaneous Provisions) Act 1976, s.19
Brantham Methodist Church (Donation towards cost of heating improvements)	003342	£500.00		£500.00	General Power of Competence
Brantham Court Community Project (Donation towards cost of Acacia Court improvements)	003343	£250.00		£250.00	General Power of Competence
Westcotec (Speed Indicator Device)	003346	£3425.00	£685.00	£4110.00	General Power of Competence

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	BACS	£1011.49		£1011.49	LGA 1972, s.112
Parish Clerk – Office	BACS	£20.00		£20.00	LGA 1972, s. 112
Parish Clerk – Backdated pay	003345	£1521.52		£1521.52	LGA 1972, s. 112
Phil Wainwright – Litter Picker	BACS	£206.40		£206.40	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£248.08		£248.08	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	General Power of Competence
O2 (Clerk's mobile phone)	Direct Debit	£18.05	£3.61	£21.66	LGA 1972



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ZOOM Video Communications Inc (Online Meetings package)	Direct Debit	£11.99	£2.40	£14.39	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
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RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£1.22

APPENDIX B

Parish Report December 2020

Councillor
David Wood

Triangle
Ipswich Road





Proposed biodiversity motion

At Full Council on the 3rd December, the LDGI Group proposed a biodiversity motion. If voted through, this motion will ensure:

- Delivery of an SCC biodiversity strategy.
- Assessment of how SCC can lead partner organisations in this field.
- Adoption of biodiverse land management options on SCC land.
- A letter to the Secretary of State calling for a clear and ambitious national biodiversity strategy.

Submitted response to Pavement Parking Consultation

Following the Government's announcement of a consultation on potential reforms to the law on pavement parking, my group has submitted a response supporting Option 3: a nationwide roll-out of a London-style ban on pavement parking.

Cllr Lindsay, the group's Spokesperson for Highways, Transport and Rural Issues, commented: "For too long the rules about parking on pavements have been an unnecessary grey area. People looking to park are confused whether it is better to block the roadway or the pavement and end up parking half on and half off pavements – the worst of both worlds."

Submitted response to Local Government Boundary Commission consultation on draft recommendations

My Group submitted a response to the LGBC consultation. The Group objected to the proposed reduction in councillor numbers, which makes little sense given Suffolk's growing population and the increase in councillor workload.

The Group also registered concern that the proposals from the boundary commission adhered too closely to suggestions received from the Conservative administration at the County Council. Some of the proposed division boundaries appear to divide traditionally non-Conservative communities and attach them to strongly Conservative areas. This means that the five council



seats lost will largely impact non-Conservative councillors and increase the hegemony of the Conservative administration even further.

The proposed divisions will also destroy previous efforts in multiple areas to align County Council divisions with those of the District Councils.

Finally, the Group objected to multiple instances of cohesive communities are being divided and lumped into divisions with other towns and villages with which they are not closely connected.

OFSTED initial report on SCC's SEND services released

An initial report has been published by Ofsted and the Care Quality Commission (CQC) looking into the support for children and young people with Special Educational Needs and Disabilities (SEND) during the COVID-19 pandemic. Suffolk was one of eighteen local authorities taking part in the study to gather evidence to inform future national improvements for children and young people with SEND across Education, Health and Care.

The initial findings of the report suggest that SEND services were maintained during lockdown in Suffolk, and workers have increased collaboration and co-production. The stress level of young people and families had risen, but the County Council has established dedicated services to provide support, including distributing family support boxes to over 2000 families, and running a campaign called Back to School, aimed at helping SEND children transition back into school life.

Councillor Penny Otton, my Group's Spokesperson for Education, Children and Young People commented:

"I know that many families in Suffolk found the lockdown restrictions extremely difficult to cope with and struggled with isolation. Suffolk County Council's officers and social workers have done great work to improve the lives of children with special needs, especially during the lockdown period when those children and families were in the greatest need of support."

The findings of the initial report can be read here:

<https://www.suffolk.gov.uk/assets/council-and-democracy/council-news/Area-SEND-Interim-visit-summary-note.pdf>

May I take this opportunity to wish you and your families best wishes for the festive season in these very strange times.