



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 01 December 2021, 7.30pm held at Brantham Village Hall

PRESENT: Cllrs M Aherne, M Bridgeman, L Cherry, C Couchman, E Osben, J Heywood, and P Saward

CHAIRPERSON: Cllr A McCraw

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

PC 12.21.01 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 12.21.02 APOLOGIES

Cllr S Markham

PC 12.21.03 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 12.21.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 03 November 2021 - Cllr Saward proposed that the minutes were approved, this was seconded by Cllr Cherry and aif.

PC 12.21.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 11.21.08	Contact Tattingstone Parish Clerk and find out the process and cost of getting fencing installed around Village Signs <i>Completed. Tattingstone Clerk directed the Clerk to SHarley who had provided further information. ACTION – Clerk to forward the information to the Services and Footpath Sub-Committee for consideration</i>	Ongoing
PC 11.21.11	Draw up a response on behalf of Brantham PC to the Lorry Route Map Review <i>Cllr Bridgeman confirmed that this is underway</i>	Ongoing

PC 12.21.06 PUBLIC SESSION



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

- A move towards carbon neutral Council buildings
- A12 improvements at Woodbridge
- Council meeting on 02 December 2021
- Taxis to vaccination centres for those families without transport
- Supply issues with flu vaccination
- Terror threat level increase from substantial to severe

A written report had been submitted from Cllr McCraw. Cllr McCraw gave an overview on the following issues:

- COVID
- Draft 5 year housing supply statement published
- Parking charges in Hadleigh and Sudbury postponed
- New measures to protect poultry from Bird Flu have been introduced

The following questions were received from the public:

- When will Cinder Path be cut back by Grounds Maintenance Contractor, especially section by Scout Hut? Cllr McCraw confirmed that Dave Childs would be asked to do this and to add it to his regular schedule.
- Is work done by public on paths etc covered by the Parish Council insurance? Cllr McCraw stated that work undertaken by accredited groups is covered by the Parish Council insurance.

PC 12.21.07 FINANCE REPORT

- a) To note and approve the balance of accounts as at 30 November 2021 - The Clerk reported the following balances:
- Current account: £5000.00
 - Deposit Account: £134,639.81
 - Salaries Account: £94.42
- b) The Council noted 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.
- c) The Council noted the Q2 Budget to Actual Statement and supporting report as circulated by the RFO. Cllr Heywood proposed that items a, b & c were approved by the Council, this was seconded by Cllr Couchman and aif.

PC 12.21.08 MOTION ON NOTICE

- a) To review the Motion on notice received from Cllr McCraw – Cllr McCraw provided and circulated a written report for the Parish Council which was then verbally delivered verbatim to the meeting by Cllr McCraw. The Council reviewed the following motion received from Cllr McCraw and seconded by Cllr Osben:
- 1.1 Brantham Parish Council confirm and ratify the Vote of No Confidence in the appointed Chairman of the Finance Committee
 - 1.2 If the Full Council meeting confirms the No Confidence Motion, the current membership of the committee be voted upon by the Council at this meeting and a new Chairman of BPC Finance Committee then be appointed as described in Standing Orders 4 d) iv & vi
- Cllr McCraw invited comment from Cllr Aherne who confirmed that he enjoyed the role and would like to continue.
- b) To confirm and ratify the motion received by vote – following review of the report and the motion 6 Councillors voted in favour of the motion, 1 Councillor voted against the motion and 1 Councillor abstained from the vote. The motion was therefore carried.



- c) To consider/agree the Chairman and membership of the Finance Committee going forward – Cllrs McCraw, Osben and Bridgeman confirmed that they would like to remain members of the Committee. Cllrs Cherry and Aherne stated that they would like to be members of the Committee. Councillors submitted proposals for Committee membership via closed ballot. Following review of the votes received Cllrs Bridgeman, Cherry, McCraw and Osben were appointed to the Committee. Cllr McCraw proposed that Cllr Osben be appointed as the Chair of the Committee, this was seconded by Cllr Bridgeman and aif.

PC 12.21.09 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To update on any actions since the last meeting – Cllr McCraw confirmed that a meeting had taken place on 24 November 2021. The meeting had reviewed the Motion on Notice received from Cllr McCraw, the Contributions requests from Brantham Baby and Toddler Group and Citizens Advice Ipswich, approved the second draft of the Asset Register, and reviewed the next draft of the proposed budget for 2022-23.
- b) To consider/agree proposals for contributions from the Finance Committee – Cllr McCraw informed the Council that a contribution of £600 had been agreed for Brantham Baby & Toddler Group and £500 for Citizens Advice Ipswich. These payments would be made this month.
- c) To consider/agree any other proposals presented by the Finance Committee – Cllr McCraw proposed that the Council accepted the Finance Committee recommendation of a 2% increase in the Parish Council precept request. This was seconded by Cllr Osben aif.

ACTION: Clerk to circulate the Budget to Cllrs for the next Parish Council meeting.

2. Recreation Sub-Committee

- a) To update on any general actions since the last meeting – Councillor Heywood informed the Council that the Sub-committee had met at the Lower Playing Field two weeks ago to have a look at and discuss the findings of the recent inspection. The Sub-Committee agreed to address the following issues:
1. Damaged basketball net – Cllr Osben ordered two heavy-duty basketball nets from Amazon (£8.99). One has been fitted the other will be held as a spare.
 2. Missing end caps for fencing posts beside the teen shelter. Cllr Osben to purchase some from B&Q (30p each)
 3. Missing end caps for the high level horizontal poles at each end of the teen shelter – replacements have been requested from Action Play and Leisure.
 4. Damaged cradle swing seats. A quote for replacements has been requested from Wicksteed
 5. Bench – to be replaced by memorial bench in the next few weeks. The current bench will be restored and placed at Palfrey Heights to replace the broken one there.
- b) To consider/approve any other actions or expenditure as required – signs at all three play areas are out of date. Clerk to source quotes for new signs.

3. Planning Committee

- a) To note recommendations made by the Committee – Cllr Bridgeman reviewed the meeting held in November 2021. For details of recommendations from the Committee please see the minutes of that meeting: www.brantham.onesuffolk.net.
- b) To note the planning decisions received – See the minutes of the meeting.

4. Village Hall Management Committee

- a) To update on actions since the last meeting – Next meeting of the VHMC to take place on 06 December 2021. Delivery of oil recently received. New VH Manager is settling in well. A new asbestos removal quote has been received. The Committee will therefore review the quotes received:
- o Advanced Asbestos Contractors Ltd £2750.00 Incl. £450 for air testing)



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- Ashbee Solutions Ltd. £4,900.00
 - Cambridge Asbestos Removal Ltd. £3,985.00
 - TLC Environmental Services Ltd. £4,895.00.

All of the above quotations are exclusive of VAT. Cllr Heywood will be recommending to the VHMC that the quote from AA Contractors Ltd is approved.

- 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 – see above.
5. Footpaths & Services Sub Committee
a) To consider/agree any proposals presented by the Footpaths Sub Committee – nothing to report
6. Legal Sub Committee
a) To receive an update from Cllr Bridgeman on the review of the current lease held with BMCIC – Cllr Bridgeman informed the Council that BMCIC had been chased for a response but this had not yet been received.
b) To agree next steps re: review of the BMCIC – response awaited from BMCIC
c) To note the receive of a Notice of an application to register a deed – B1 – following discussion it was agreed that clarification was needed that this document related only to the airspace above the panels/building.
d) To consider/agree signing the consent form and any other steps necessary – await clarification around the wording of the document. Once satisfactorily received this document should be signed.
e) To consider/agree any proposals received from the Legal Sub Committee – none.
7. SALC Representative – nothing to report
8. BLC Representative – nothing to report
9. SNT Representative – nothing to report
10. CEP Representative – Cllr Couchman informed the Council that a meeting had taken place on 08 November 2021 and a draft plan had been drawn up which will be brought to Parish Council at the next meeting.

PC 12.21.10 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in November 2021 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- An email from a local resident with concerns about proposals from County Broadband. It was agreed that it was not the role of the Parish Council to become involved in the activities of a private company.
- An email from the Brantham Fireworks Committee requesting use of the LPF for next year's event. Cllr Heywood highlighted concerns about the damage done to the playing field and noted that the size of this year's fire seemed excessive. **ACTION** – Clerk to raise concerns with DSmith. Cllr Heywood proposed that the request to use the LPF for next year's event should be approved, this was seconded by Cllr Couchman and aif.
- An email from a local resident with a proposal to place a wildflower meadow at the end of the Merriam Close play area. Following discussion Cllr Cherry proposed that this request should be approved, subject to review in two years. This was seconded by Cllr Couchman and aif.
- An email from a local resident requesting permission for her daughter and a friend to undertake some litter picking in the village as part of their Duke of Edinburgh Award. The Council agreed that the request should be approved subject to clarification on the arrangements for safeguarding.
- An email from a local resident with some historical paintings for information.
- An email from Brantham Catholic Church highlighting a broken street light – the Clerk confirmed that she had reported this to SCC
- A notification from SCC for a temporary footpath closure – Brantham FP13 on 08 February 2022 for two days.



- An email from Tony Hall at Brantham Leisure Centre requesting financial support from Brantham Parish Council towards the cost of updating the electrics at the centre. It was agreed that this should be discussed as part of the lease renewal arrangements.
- An email from James Cartlidge asking Councils to respond to the Copdock Interchange Consultation.
- An email from a local resident highlighting a broken bench at Palfrey Heights. As per minute number PC 12.21.09 (2a) this will be replaced in the near future.

PC 12.21.11 MISCELLANEOUS CORRESPONDENCE

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

PC 12.21.12 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 12.21.13 DATE OF NEXT MEETING

Wednesday 05 January 2021, 7.30pm at Brantham Village Hall

The meeting closed to the public at 9.06pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 11.21.11	Draw up a response on behalf of Brantham PC to the Lorry Route Map Review	Cllrs MB, CC, MA
PC 12.21.09	Circulate the proposed 2022-23 budget for the next Parish Council meeting	Clerk
PC 12.21.10	Highlight concerns re: size of this year's bonfire and damage to the LPF with Darren Smith	Clerk



APPENDIX A

PC 12.21.08 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
D. Childs (Grounds Maintenance –inv. No. 1383)	003391	£425.00		£425.00	Public Health Act 1875, s.164
S.Keys (Mobile phone contribution)	003392	£25.00		£25.00	LGA 1972
Brantham Baby & Toddler Group (Donation as per FC 11.21.06)	003393	£600.00		£600.00	General Power of Competence
Ipswich Citizens Advice (Donation as per FC 11.21.06)	003394	£500.00		£500.00	General Power of Competence
SALC (Councillor training during Dec 2020, Jan & Feb 2021)	003395	£100.00	£20.00	£120.00	LGA 1972
Business Services at CAS Ltd (Replacement cheque for 003386 signed incorrectly – PC Insurance)	003396	£851.20		£851.20	LGA 1972
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
Parish Clerk – contribution to mobile phone	BACS	£25.00		£25.00	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	General Power of Competence, Localism Act 2011, ss.1-8
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 and Crime Panel Meetings)



BRANTHAM
Parish Council

					(England and Wales) Regulations 2020
Microsoft 365 Apps for Business	DD	£7.90	£1.58	£9.48	LGA 1972
Babergh District Council (Annual Playground Inspection 2021 for 3 sites)	DC	£151.62	£30.32	£181.94	Local Government (Miscellaneous Provisions) Act 1976, s.19

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£1.11
BMCIC (Quarterly rent)	£415.00
HMRC (VAT Reclaim)	£1357.59
Brantham Scout & Guide Group (Annual Scout Hut Rent)	£1.00
Paul Brackley (Deed of Grant – Pine Cottage)	£40.00



APPENDIX B

Report for December 2021 to the Parish Councils of Peninsula

COVID-19

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

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

Cabinet Meeting 9th November

Climate Change Property Investment Strategy:

The Cabinet met on the 9th November, and unanimously voted in favour of a £12.8m Investment into ensuring Council buildings become carbon neutral. This is in response to the Council's climate emergency, that was declared back in 2019, and includes offices, fire stations, libraries, and others that are owned by Suffolk County Council. The Administration has said schools are not a part of this investment, as many are academies, and only a few are owned by the Council.

A12 improvements:

The Cabinet voted unanimously in favour of the recommendations outlined for the A12 Major Network Project. The Cabinet agreed a total investment of £57.46m, of which the Department for Transport are to confirm its contribution of £45.19m, in line with the Government's national scheme to improve highways. The balance of about £12m (plus any cost over runs) will have to come from a mix of the county council and any contributions it can negotiate from developers. The project aims to reduce congestion by widening roads and improving public transport along the A12 at Woodbridge and along East of England. The project also aims to incentivise walking and cycling as more practical options to driving short distances. Our Group have brought up concerns that large areas of natural beauty, including mature trees, are being cut down to facilitate more personal vehicle use and money would be better spent on public transport.

Full Council Meeting 2nd December

Our Group are able to submit two motions to council, as Labour failed to submit a motion of their own. This gives our Group a fantastic opportunity to submit two motions that bring about important attention to road safety in Suffolk. The purpose of our first motion is to ensure that the County Council commits to enforcing 20mph zones, in light of the newly amended Highway Code, making it clear that all speed limits within a red circle are obligatory – including a 20mph limit.

Our second motion asks the County Council to confirm its responsibility to making our roads safer for Suffolk residents and visitors, by committing to further education, enforcement, and engineering. Further commitments include expanding the Bikeability scheme, meaningful engagement via a visit from a Road Safety Specialist to every school at least once every academic year, and more coordinated between services.

The results of these motions are to be decided on the 2nd December.



Meeting with Director of Public Health – Brief on COVID Enhanced Response Area Strategy & Countywide Shortage of Flu Jabs

On the 26th November, the Group met with Stuart Keeble, the Director of Public Health at Suffolk County Council. This was to discuss recent shortages of flu jabs reported in Suffolk, as well as a brief on Suffolk's Enhanced Response Area Strategy tackling the rising COVID rates.

It was confirmed by the Director of Public Health that there is a regional issue with the supply of flu jabs, and that the entire East of England is experiencing this. Our Group was concerned that Suffolk's agencies would not be able to provide the flu vaccine to all that fit the Government's new broadening of criteria for those who are now eligible for a free flu jab. For further details on the new criteria for a flu jab, please see here: [National flu immunisation programme 2021 to 2022 letter - GOV.UK \(www.gov.uk\)](#)

The Director of Public Health confirmed to our Group that the Enhanced Response Area program will be announced as completed, due to the falling COVID rates across Suffolk – stating that the work produced during the period can be replicated by Suffolk officials without being a part of the national strategy.

One step towards vaccinating rural communities and isolated families is through the 'Vaxi Taxi' service, funded by through the Control Outbreak Management Fund. The Council will use approved taxi contractors to provide direct transportation for eligible teenagers and parent/carers to be driven to a vaccination site, and brought back home.

Lorry Route Map Review in Suffolk

Suffolk County Council is undertaking a review of recommended lorry routes across the county, the first major review of the network since 2011. Suffolk County Council has invited parish and town councils for their views, and to provide up to three routes where they believe HGV traffic has the highest impact on their communities. For further information, please contact lorry.routes@suffolk.gov.uk, or visit <https://www.suffolk.gov.uk/roads-and-transport/lorry-management/lorry-route-plan-review-in-suffolk/>

National Threat Level Changes: Stay Alert

Following the recent bombing incident in Liverpool and the murder of Sir David Amess MP, the Joint Terrorism Analysis Centre (JTAC), took the decision to raise the UK National Threat Level from SUBSTANTIAL, meaning an attack is likely, to SEVERE, meaning an attack is highly likely.

If you've seen or heard something that could potentially be related to terrorism, trust your instincts and report it. Your actions could save lives. Report via <https://act.campaign.gov.uk/> or call 0800 789 321. In an emergency always call 999.

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