



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 05 February 2020, 7.30pm held at Brantham Leisure Centre

PRESENT: Cllrs V Abrahams, M Aherne, J Heywood, C Philips, P Revell, P Seward

CHAIRPERSON: Cllr A McCraw

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

PC 02.20.01 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 02.20.02 APOLOGIES

Cllr G Rasch

PC 02.20.03 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 02.20.04 PARISH COUNCILLOR CO-OPTION

- a) To consider the applications received for the position of vacant Parish Councillor – the Council noted and reviewed the application received from local resident Mal Bridgeman.
- b) To take a vote to appoint a new Parish Councillor – Cllr Seward proposed that Mal Bridgeman should be appointed to the vacant position, this was seconded by Cllr Heywood and aif.
- c) To note the signing of the Declaration of Acceptance of Office – Cllr Bridgeman signed the Declaration of Acceptance of Office and joined the meeting.

PC 02.20.05 PARISH COUNCIL MEETING MINUTES

The Council considered the minutes of the Parish Council meeting held on 08 January 2020. Cllr Abrahams proposed that the minutes were approved as a true and accurate record of the meeting, this was seconded by Cllr Seward and aif by the Council.

PC 02.20.06 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 07.19.07	Ask bus users to highlight issues to the Council	Dismissed



	<i>Completed</i> Get quotes for repairs to GPL bus shelter <i>In progress</i>	Ongoing
Public Session	Review the state of the A137 and discuss repairs necessary with SCC <i>To be carried over</i>	Ongoing
PC 12.19.07	Formulate a job description and advertise the vacancy in the Bugle, via SALC and BDC. <i>Following the withdrawal of the Clerk's resignation this had not been necessary</i>	Dismissed
PC 12.19.09	Provide an update on the skate ramp to the next edition of the Bugle <i>Completed</i>	Dismissed
PC 01.20.08	Arrange contribution to Neighbourhood Watch scheme <i>Completed</i>	Dismissed
PC 01.20.08	Review and update Contributions Policy <i>Completed</i>	Dismissed
PC 01.20.08	Discuss cutting back overhanging branches on Church Lane with relevant landowners <i>Completed</i>	Dismissed

PC 02.20.07 PUBLIC SESSION

An update from Cllr Wood had not been received and therefore an update from the County Council was not made at the meeting. This report was received following the Parish Council meeting and has been added to the minutes at Appendix B for information.

Cllr McCraw gave a report on the following issues:

- Adoption of the BDC budget
- Regeneration of the Sudbury area
- Adoption of the Housing Assistance Policy
- Funding for Citizens Advice Bureau has now been agreed
- Hadleigh swimming pool – work is now underway. The pool will be closed between 20 March – July 2020
- Joint Area Parking Plan – this will come into effect shortly. The work has been sub-contracted to Ipswich Borough Council

The following issues were highlighted by members of the public:

- An issue with drainage on Brooklands Road. Cllr McCraw highlighted that this is the responsibility of Suffolk County Council and should be reported via their online reporting tool
- Potholes in the village and along the A137 are becoming dangerous. **ACTION:** Clerk to highlight the online reporting tool on the SCC website.

PC 02.20.08 FINANCE REPORT



- a) To note and approve the balance of accounts as at 31 January 2020 - The Clerk reported the following balances:
- Current Account - £5000.00
 - Deposit Account - £125,570.70
 - Salaries Account - £4.00
- Cllr Revell proposed that the balance of accounts were approved by the Council. This was seconded by Cllr McCraw and aif.
- 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 Appendix A was approved by the Council, this was seconded by Cllr Aherne and aif.

PC 02.20.09 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To update on any actions since the last meeting – Cllr Aherne reviewed the meeting held recently and its activities (minutes had been previously circulated for information). Cllr Aherne informed the Council that the Committee had reviewed the Internal Controls document and updated the amount that the Clerk could spend before full Council approval was necessary from £500 to £800. Cllr Aherne stated that on reflection after the meeting he would have preferred this amount to have been limited to £600. Following discussion Cllr McCraw proposed that the increase to £800 should be approved. This was seconded by Cllr Saward. Cllr Aherne made a counter motion that this amount should be increased to £600, there was no seconder for this motion and therefore the motion was dropped. The Council considered the original proposal. 7 Councillors voted in favour of this proposal, 1 Councillor voted against. The motion was therefore carried.
- Cllr Aherne informed the Council that the meeting had reviewed the Risk Register, Finance Regulations and Standing Orders. Some minor amendments had been made to layout and these were then adopted.
- Cllr Aherne informed the Council that the meeting had reviewed the Contributions Policy and had removed some wording and made some minor amendments and this had then been approved by the Committee.
- b) To consider/agree proposals for contributions from the Finance Committee – none.
- c) To consider/agree any other proposals presented by the Finance Committee – None.

2. Recreation Sub-Committee

- a) To update on any general actions since the last meeting – Cllr Heywood informed the Council that the Sub-Committee had held a meeting to review proposed updates to the Lower Playing Field. The Sub-Committee is currently awaiting information from the supplier. Following discussion it was agreed that final quotes should be sourced from suppliers and these would then be considered at the next Parish Council meeting.
- b) To consider/approve any actions or expenditure required – none

3. Planning Committee

- a) To note recommendations made by the Committee – Cllr Saward confirmed that the Planning Committee had met on 26 January 2020. 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.



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- c) Village Hall Management Committee
- a) To update on actions since the last meeting – Cllr Heywood informed the Council that the Brantham Box Office nights have now been suspended due to poor attendance and lack of volunteers. The next Quiz night at the Village Hall will be held on 14 March 2020
4. Footpaths Sub Committee
- a) To receive a brief report on England Coast Path Consultation for Brantham – Cllr Phillips informed the Council that the Harwich to Shotley section of the England Coast Path is now being considered. Comments can be submitted up to 18 March following which a decision on this stretch of path will be agreed by central Government.
- b) To consider/agree any proposals presented by the Footpaths Sub-Committee – Cllr Phillips informed the Council that the Footpaths Sub Committee will hold a meeting before the next Parish Council meeting and that they are currently considering setting up a working group to keep local footpaths clear.
5. Services Sub Committee
- a) To consider/agree any proposals presented by the Services Sub Committee – nothing to report.
6. Legal Sub Committee
- a) To consider/agree any proposals received from the Legal Sub Committee – Cllr McCraw confirmed that a replacement map has been received from UKPN via Birketts and this is now due to be agreed and signed by Brantham Parish Council.
7. SALC Representative – nothing to report
8. BLC Representative – nothing to report
9. SNT Representative – nothing to report

PC 02.20.10 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in December 2019 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- An email from a local resident about tree planting proposals from the woodland trust.
ACTION: Clerk to investigate the options further.
- An email from a local resident highlighting that the Defibrillator outside Chloe's Café is no longer working – for information
- An email from Community Heartbeat Trust providing an update on the defibrillator at Chloe's Café – **ACTION:** Clerk to chase up what is happening with this
- An email on behalf of Hopkins Homes highlighting some archaeological work due to take place at Church Farm Field shortly
- An email from a local resident with comments about improvements to village play areas
- An email from the Bookings Clerk at Brantham Village Hall querying whether users can park cars at the front of the hall for loading/unloading purposes. Following discussion it was agreed that this was not an appropriate use of this space and any loading/unloading should take place by the steps at the side of the hall.

PC 02.20.11 MISCELLANEOUS CORRESPONDENCE

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

PC 02.20.12 BRANTHAM VILLAGE HALL

- a) To review the asbestos refurbishment and demolition survey report from Ashbee Ltd – the Council reviewed the report received and noted the existence of asbestos in the



Boiler room and the need for this to be stripped back. A member of the public queried whether items stored in this room should be cleared. It was agreed that they should.

- b) To review any other reports/information received – the Council reviewed the Mechanical and electrical surveys and note the contents of these reports.
- c) To review the email received from the VH Bookings Clerk re: heating – Beverley Rudge the VH Bookings Clerk gave a comprehensive update on issues to do with the heating at the village hall and the Council noted that although the oil tank is currently full and the heating is currently working this cannot be re-filled due to the fact that the tank is broken and is sited too close to a drain.
- d) Following discussion the Council agreed that a VH working group would be set up. This group will review the reports received, instruct any other urgent works to be undertaken including a full electrical test of the building, request quotes for work as appropriate and prepare a report and proposals for the next meeting of the Parish Council. The working group members will be: Cllrs Saward, Heywood, Bridgeman and Abrahams and VH Bookings Clerk Beverley Rudge. **ACTION:** All reports and other documents to be forwarded to the VHMC

PC 02.20.13 INDUSTRIAL SITE DEVELOPMENT UPDATE

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – Cllr McCraw reviewed the discussion from the meeting between Taylor Wimpey and Brantham Parish Council:
 - a. TW will use Breheny to begin work on the road network in the next few weeks. All works traffic will go via Factory Lane
 - b. Works to the road will continue until the summer
 - c. The first show house is likely to be open in January 2021
 - d. Working hours on site will be 7.30am – 6pm
- b) To agree any other next steps as necessary – none.

PC 02.20.14 ANNUAL PARISH MEETING AND ANNUAL PARISH COUNCIL MEETING

- a) To agree the date and format for the 2020 Annual Parish meeting – the APM will take place before the Parish Council meeting on 01 April 2020 at 6.30pm
- b) To note date of Annual Parish Council meeting – this will take place on 06 May 2020

PC 02.20.15 DATE OF NEXT MEETING

Wednesday 04 March 2020, 7.30pm at Brantham Village Hall

The meeting closed to the public at 9.08pm

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



ACTIONS

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 07.19.07	Get quotes for repairs to GPL bus shelter	Clerk
Public Session	Review the state of the A137 and discuss repairs necessary with SCC	Cllr Wood
Public session	Add a link to the SCC Highways reporting tool to the BPC FB page	Clerk
PC 02.20.10	Explore tree planting options further	Clerk
PC 02.20.10	Chase up the repairs to defibrillator at Chloe's Café	Clerk
PC 02.20.13	All reports in relation to the VHMC to be submitted to the VHMC	Clerk



APPENDIX A

PC 02.20.08 FINANCE REPORT

ACCOUNTS AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
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
Ashbee Surveying Ltd (VH refurbishment and demolition survey)	003319	£750.00		£750.00	General Power of Competence
Suffolk Neighbourhood Watch Assn (As per PC 01.20.09)	003320	£50.00		£50.00	General Power of Competence
Williams Holloway Associates Ltd (Completion of Building Services Survey and Report for VH)	003321	£1200.00	£240.00	£1440.00	General Power of Competence

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Tesco (Stamps)	Debit card	£8.40		£8.40	LGA 1972
Tesco (White Paper)	Debit Card	£5.90		£5.90	LGA 1972
O2 (Clerk's mobile phone bill)	Direct Debit	£17.58	£3.52	£21.10	LGA 1972
NEST (Clerk's pension)	Debit card	£39.32		£39.32	LGA 1972

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£5.47



APPENDIX B

Parish Report February 2020

Councillor

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Ipswich Northern Route project recommended to cease

The Leader of Suffolk County Council has announced that he will be recommending to his Cabinet that the Ipswich Northern Route should not proceed to the next phase of development.

This follows an Interim Study, a Strategic Outline Business Case and a public consultation into the proposed bypass to the north of Ipswich. The public consultation found that 70% of respondents were against the bypass, and there has been a prominent anti-bypass campaign organised by local residents. Following the publication of the Strategic Outline Business Case on 28 January, Babergh District Council, Mid Suffolk District Council and East Suffolk District Council all withdrew their support.

The Cabinet are due to make a final decision on the future of the INR project on Tuesday 25 February.

Children's Centres consultation launched

On 10 January, Suffolk County Council launched a consultation looking at the future of Children's Centres in the county.

Currently there are 38 Children's Centres in Suffolk, and the council is proposing to convert 16 of them into full-time Family Hubs and 11 into part-time Family Hubs. A Family Hub will provide a wider range of services for families with children aged 0-19.

A further nine centres will be repurposed for nursery or SEND provision, and the remaining two centres will be closed permanently.

The proposals also include greater investment in outreach, with any savings from the closures or reduction in hours of centres being reinvested back into the outreach service.

More details about the proposals and a link to the consultation are available at:

www.suffolk.gov.uk/ccconsultation



The consultation will close at 5pm on Sunday 1 March.

Phase 3 of Superfast Broadband Programme

The Cabinet has approved the roll-out of the third phase of Suffolk's superfast broadband programme with BT Openreach.

Currently, 96% of properties in Suffolk have access to superfast broadband. Phase 3 will aim to reach a further 2% of properties, who are amongst the hardest to reach. In order to fund this, the council will reinvest the £10m of 'gainshare funding' that it has received from the first two contracts with BT Openreach.

Introduction of permit scheme for roadworks

The Cabinet has also approved the introduction of a permit scheme, which will require utility companies to apply for a permit from Suffolk Highways before digging up roads in Suffolk.

Currently, utility companies only have to inform Suffolk County Council of their intention to conduct work on the highways. The introduction of a permit scheme will ensure that motorists have more notice of planned roadworks and will provide the council with more powers: the council can approve or refuse a request for a permit, and can also place conditions over the work carried out.

It is expected that a permit scheme will also result in less disruption for road users, as the council will be able to coordinate and plan works to ensure there are minimal road closures.

Any costs incurred by the council for running the scheme will be recovered through fee income from permit applications, so the scheme will be cost neutral.