



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 09 February 2022, 7.30pm held at Brantham Methodist Church

PRESENT: Cllrs, M Bridgeman, L Cherry, C Couchman, E Osben, J Heywood

CHAIRPERSON: Cllr A McCraw

IN ATTENDANCE: S Keys (Clerk), 2 members of the public and Cllr Simon Harley

PC 02.22.01 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 02.22.02 APOLOGIES

Cllr M Aherne, S Markham, and P Seward

PC 02.22.03 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 02.22.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 05 January 2022. Cllr Osben proposed that the minutes were approved, this was seconded by Cllr Heywood and aif.

PC 02.22.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	Dismissed/ Ongoing
PC 01.22.08	Ask Dave Childs to re-lay the slabs in front of the memorial bench at the LPF <i>Completed. This will be done once the weather improves.</i>	Dismissed

PC 02.22.06 PUBLIC SESSION

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

- Council tax increase of 2.99%
- SCC are now producing a net zero carbon budget
- Roadside verge management – in future this will aim to leave verges more natural to support biodiversity



- Committed to replacing trees wherever possible when they have been taken down.

A written report had been submitted from Cllr McCraw (available as Appendix C). Cllr McCraw gave a verbal update on the following issues:

- 2% increase in the BDC element of council tax
- Gravel Pit Lane houses now complete
- BDC have received grant money of £1.9m to provide more energy efficient housing. They will use this to improve insulation on council-owned houses
- BDC are now managing their own housing stock
- They have been chosen for a pilot to ensure neighbourhoods have a say in planning. They will use this to fund an officer to encourage neighbourhood plans.
- A business grant is being offered to hospitality and leisure businesses in the area.

The following questions were received from the public:

- A local resident queried the marking of the layby on the A137 just past the Bull as a “protected verge” – it is unclear why these have been installed
- A local resident stated that the residents at Windy Ridge are experiencing issues with dog litter on the footpath next to their property.
ACTION – Clerk to ask BDC if a dog litter bin can be installed at the entrance to the footpath by this property
- A local resident queried why information he had received by email about the handover of the Brantham Open Space had not been included on the agenda. The Chair confirmed that since the queries had been answered it was not necessary to include them.
- The resident requested an update on the handover of the Public Open Space from SFG to BDC. The Chair stated that as per the email that had been sent this is in process and is for BDC to agree with SFG. The Chair and Cllr Osben pointed out that this is a District Council not a Parish Council matter and that future queries should be directed to the District Councillor.

PC 02.22.07 FINANCE REPORT

a) To note and approve the balance of accounts as at 31 January 2021 - The Clerk reported the following balances:

- Current account: £5000.00
- Deposit Account: £125,800.14
- Salaries Account: £119.84

Cllr Cherry proposed that the balance of accounts be approved by the Council, 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. Cllr Couchman proposed that Appendix A was approved by the Council, this was seconded by Cllr Osben and aif.

PC 02.22.08 CODE OF CONDUCT COMPLAINT

a) To note the outcome of the Code of Conduct complaint received from Babergh District Council – the Council noted the letter received from Babergh District Council. The Chair outlined that the Code of Conduct complaint had been upheld and that the Councillor had been found to be in breach of the Suffolk Code of Conduct. The Council noted the recommended actions outlined in the letter.

PC 02.22.09 SPECIAL MOTIONS SUBMITTED BY CLLRs McCRAW, BRIDGEMAN, CHERRY AND OSBEN



- a) Special Motion One – the Council reviewed the Special Motion (available at Appendix C) to add to and vary Standing Order 26 submitted by the Councillors named following discussion this motion was aif by the Council with immediate effect.
- b) Special Motion Two – the Council considered the Special Motion of No Confidence in Cllr M Aherne as Vice Chairman of Brantham Parish Council (available at Appendix C). Following discussion this motion was aif by the Council with immediate effect.
- c) Appointment of Vice Chair – Following discussion Cllr McCraw proposed that Cllr Osben be appointed as the Vice Chair of BPC until May 2022, this was seconded by Cllr Cherry and aif by the Council.

PC 02.22.10 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To update on any actions since the last meeting – Cllr Osben informed the Council that at the recent Finance Committee meeting the Committee had:
 - Approved the January 2022 payslips
 - Reviewed and approved the final version of the budget for 2022-23
 - Reviewed and approved the BPC precept request for 2022-23
 - Reviewed the Parish Council statutory documents and approved these with some minor amendments
 - Reviewed and approved the Budget-Actual Report
 - Agreed to cancel the BPC ZOOM subscription
 - Reviewed the CIL monies currently held by the Parish Council
 - Considered the benefits of a Neighbourhood Plan for Brantham

Cllr Osben noted that he had undertaken a Bank Reconciliation with the Clerk and no issues had been identified.

- b) To consider/agree proposals for contributions from the Finance Committee – Cllr Osben informed the Council that a request from Brantham Open Spaces for Lantra training had been considered and that DHyatt had been asked to source a second quote. This quote had now been received and circulated to the Council. The quote provides LANTRA training for 4 people on a 1 day course at a cost of £705 plus VAT. Cllr Harley confirmed that he could provide 50% of the cost of this training. Following discussion Cllr Osben proposed that this quote should be approved, this was seconded by Cllr McCraw and aif.

ACTION – Clerk to send details to Cllr Harley

- 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 – Councillor Heywood informed the Council that installation of the new play equipment at the LPF is now moving ahead and a pre-installation meeting has been scheduled for 23 Feb 2022. A grant has been submitted to the Simon Gibson Trust but an outcome has not yet been received.
- b) To consider/approve any other actions or expenditure needed – The clerk informed the Council that rough estimates for new Play area signs have been sourced and these look to be around £250 each. Following discussion it was agreed that these should be sought and purchased by the Clerk.

3. Planning Committee

- a) To note recommendations made by the Committee – Cllr Bridgeman informed the Council that there had been a planning meeting on 26 January 2022. For details of recommendations from the Committee please see the minutes of that meeting.
- 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 – Cllr Heywood informed the Council that there had been an issue with the heating in the hall which has now been fixed.
 - b) To consider/agree any actions/expenditure necessary – Cllr McCraw noted due to work commitments he did not have the time to act as one of the PC reps on the VHMC. Cllr McCraw proposed that Cllr Osben took on this role, this was seconded by Cllr Heywood and aif.
5. Footpaths & Services Sub Committee
- a) To consider/agree any proposals presented by the Footpaths Sub Committee – Cllr Osben confirmed that there is nothing to report.
 - b) To consider/agree any proposals presented by the Footpaths and Services Sub Committee – none.
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 no response had been received from BMCIC to date
 - b) To agree next steps re: review of the BMCIC – a meeting to be convened with the LC to discuss this.
 - c) 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 been held at which the first draft of the CEP had been presented. Advice had been received that this needed more information included. Cllr Couchman would begin this process over the coming weeks.

PC 02.22.11 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in January 2022 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- An email from Brantham Leisure Centre about proposals for installing cladding on the Leisure Centre building. The Council confirmed that it would like to see a visual picture of what this would look like. Following discussion Cllr McCraw proposed that following receipt of a visual image the decision to issue the letter requested could be delegated to the BPC Planning Committee, this was seconded by Cllr Heywood and aif.
- An email from BDC re: arrangements for emptying bins on the Brantham Open Space.
- An email from Brantham Leisure Centre re: a youth club for Brantham. The Parish Council queried what sort of support is requested from the Parish Council.
- Notification from BDC that the BPC precept request has been received.
- Details of a Traffic Regulation Order from SCC that will impact on Brooklands Rise
- An email from a local resident to Cllr McCraw highlighting concerns about anti-social behaviour occurring on the Lower Playing Field. Cllr McCraw confirmed that he had responded to the email and contacted the police about this issue who had agreed to make checks in the area.

PC 02.22.12 MISCELLANEOUS CORRESPONDENCE

All miscellaneous correspondence by email had been forwarded to Councillors during the month. The Clerk queried whether this should continue to be an agenda item since important items of miscellaneous correspondence were added to the agenda when necessary. Following discussion, the Council agreed to keep this agenda item.



PC 02.22.13 QUEEN’S JUBILEE CELEBRATIONS

- a) To consider any ideas for local jubilee celebrations – the Chair noted that the Leisure Centre have events planned and suggested that the Parish Council support these events in some way. The Clerk confirmed that she will be meeting with the Leisure Centre Manager to discuss this.
- b) To consider/agree next steps as necessary – the Council considered the purchase of coins or mugs for village primary school children to mark the occasion. **ACTION** – Clerk to get an idea of costs

PC 02.22.14 INDUSTRIAL SITE DEVELOPMENT UPDATE

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – concerns were raised about the footpath from Merriam Close to Factory Lane. **ACTION** – Cllr McCraw to discuss with the site manager. Cllr Bridgeman highlighted the work currently taking place at Chalkwell House and queried whether this was legal. Cllr McCraw stated that unless a company/resident moves in there is no reason that this can not take place but that there is no planning permission for this building.
- b) To agree any other next steps as necessary – none.

PC 02.22.15 MEETING DATES

- a) The council noted the date of the next Annual Parish Council meeting on Wednesday 04 May 2022
- b) The Council agreed the date of the next Annual Parish meeting for 18 May 2022, 7.30pm at Brantham Village Hall.

PC 02.22.16 DATE OF NEXT MEETING

Wednesday 02 March 2022, 7.30pm at Brantham Village Hall

The meeting closed to the public at 9.16pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 02.22.06	Ask BDC if a dog litter bin can be installed at the entrance to the footpath opposite Birch Drive	Clerk
PC 02.22.10	Send details of LANTRA training to Cllr Harley	Clerk
PC 02.22.13	Get quotes for jubilee mementos for primary school children	Clerk
PC 02.22.14	Discuss Merriam Close footpath with site manager	Cllr McCraw



APPENDIX A

PC 02.22.07 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Village Hall Brantham (Hall Hire Dec 2021 & Jan 2022)	003404	£80.00		£80.00	LGA 1972
Brantham Methodist Church (Hire of church 09.02.22)	003405	£18.00		£18.00	LGA 1972
ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	BACS	£1203.30		£1203.50	LGA 1972, s.112
Parish Clerk – Office	BACS	£20.00		£20.00	LGA 1972, s. 112
Parish Clerk – contribution to mobile phone	SO	£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) (England and Wales) Regulations 2020
Microsoft 365 Apps for Business	DD	£7.90	£1.58	£9.48	LGA 1972
East of England Co-op (Stamps)	DC	£10.20		£10.20	LGA 1972
Amazon (Stationary)	DC	£12.98		£12.98	LGA 1972
Amazon Serivces Europe (Clerk - Office Chair)	DC	£66.66	£13.33	£79.99	General Power of Competence, Localism Act 2011,



RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£1.15
BMCIC (Quarterly Rent)	£412.50



APPENDIX B



Report for February 2022 to the Parish Councils of Peninsula

Budget Scrutiny Meeting, 11th January

The Scrutiny Committee met on 11th January to discuss the Conservative's budget proposals for this year. Our Group believes the budget did not raise the Social Care Precept tax to the necessary amount. Suffolk GLI believes this needs to be raised to a 3% increase, to aid in Suffolk's social care crisis. This recommendation was rejected by the Conservatives.

Furthermore, the Conservative's failed to deliver on providing a Carbon Budget to work alongside the core budget. The Carbon Budget is aimed to help us understand the level of emissions the Council are responsible for and helps to achieve the Council's ambition of being carbon-neutral by 2030. It is important the Carbon Budget is scrutinised, as there are many issues with data collection and performance measures that haven't been addressed. Our Group raised concerns about this for next year.

Cabinet Meeting, 1st February

The Cabinet will meet to discuss the core budget, and vote on whether to pass the budget through to Full Council to be finalised on 17th February. The Cabinet are also voting on adopting the Carbon Budget, as well as the recommendations to enhance Suffolk Biodiversity – making this a key priority moving forward. After the Cabinet meeting, you will be updated on the decisions made.

Cabinet documents can be found here: [https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=\(01-02-2022\),%20The%20Cabinet](https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=(01-02-2022),%20The%20Cabinet)

Transport East

Suffolk County Council's regional transport body, Transport East, has drafted its new strategy for the future. It explains the investment and priorities Transport East aims to provide, to develop a leading transportation network.

Suffolk GLI are concerned with the emphasis on profit and growth. Instead, a strategy for the future should focus on improved public transportation, greener energy, and walking and cycling infrastructure. Suffolk GLI submitted their comments to Transport East, in the hope they reconsider their strategy. Visit the Suffolk GLI website for our response.

For more information, visit: <https://www.transporeast.org.uk/>

New Discovering Suffolk App

As part of the two year 'Discovering Suffolk' project, Discover Suffolk has launched a free mobile app to help access and enjoy the countryside. The app provides over 100 guided walking, cycling and riding trails to explore.

To download the app for free head over to the Discover Suffolk website <https://www.discoversuffolk.org.uk/discover-suffolk-app/> or search for 'Discover Suffolk' in the app catalogue on your phone.



Suffolk Libraries Day 2022

Suffolk Libraries Jumpstart January wellbeing campaign ran again throughout January. Working with Wellbeing Suffolk, Suffolk Libraries offered a programme of free online fitness activities and wellbeing drop-ins. Hundreds of people enjoyed the activities already which include yoga, pilates, and creative dance.

Suffolk Libraries is running an online book festival in March, as part of Suffolk Libraries Day 2022. Suffolk Libraries Day is a celebration of the county's library service and the organisation's main fundraising event. Libraries will also be confirming special events nearer the time.

For more information, visit: <https://www.suffolklibraries.co.uk/whats-on/festival/suffolk-libraries-day-book-festival>

SCC Press release: Warm Homes Suffolk Fund to heat up cold homes this winter

- Residents can cut energy costs and reduce their carbon

Suffolk residents who are struggling to keep their homes warm, can contact a new project which offers funding and free advice at www.warmhomessuffolk.org.

Suffolk's councils have joined together to establish Warm Homes Suffolk. The team will be on hand to offer expert advice on reducing energy bills, energy usage and identify benefits that residents may be entitled to, to help keep their homes warm.

The work of Warm Homes Suffolk will also help the county towards its target of Net Zero by 2030, as the project aims to better insulate homes and provide more efficient heating, meaning less carbon is released into the atmosphere.

A successful bid was made to the Department for Business, Energy & Industrial Strategy (BEIS) for £2.7 million pounds of funding to run Warm Homes Suffolk - The Warm Feeling Fund. This is part of the Government's (Local Authority Delivery phase two) LAD2 Scheme, designed to improve the energy efficiency of Britain's homes.

The bid was led by Suffolk County Council, on behalf of all councils in the county. Councillor Andy Drummond, Chair of the Suffolk Environment Cabinet Members group, said:

"With an imminent spike in energy costs for all households, Suffolk's authorities have joined together to offer valuable support and advice to residents. We want to assure people that help is out there, so that you don't have to live in a cold house, or become unwell, by worrying about your energy bills.

"If you, or anyone you know is having difficulty heating their home, or is concerned about their energy bills, please get in touch with Warm Homes Suffolk."

For eligible residents, the scheme can offer a range of home upgrades, including cavity, loft and external insulation, installation of solar photovoltaic systems and switching central heating to more efficient low carbon heat pumps.

The scheme is available to homeowners, those renting and landlords. There are some conditions to meet before being able to access funding, which is aimed at residents who are:

- earning under £30,000 per annum
- currently receiving benefits (or think you may be eligible)
- living in homes with a low energy rating



BRANTHAM

Parish Council

If you are a landlord with tenants and property that meet the above criteria, then you could receive a subsidy of up to two-thirds for work which improves the energy efficiency of your property, up to the value of £5,000.

More details and further information about eligibility can be found in the on the Warm Home Suffolk website www.warmhomessuffolk.org, or by calling 03456 037 686. Lines are open Monday to Friday between 9am and 4pm.

Warm Homes Suffolk - The Warm Feeling Fund is a partnership programme with Suffolk Councils (East Suffolk Council, Suffolk County Council, Ipswich Borough Council, Babergh and Mid Suffolk District Councils and West Suffolk Council).

It is funded by Department for Business, Energy & Industrial Strategy (BEIS).

COVID

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

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

Vaccination Appointments can be booked here: www.sneevaccine.org.uk

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Report to Peninsula Division from Simon Harley (SCC Councillor)



APPENDIX C

SPECIAL MOTION 1

Under Standing Order 26 b):

26. STANDING ORDERS GENERALLY

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.

We, the undersigned, propose a Special Motion to add to or vary the following Standing Orders of Brantham Parish Council as follows:

ADD:

26 e) MOTIONS OF NO CONFIDENCE IN THE CHAIRMAN OR VICE CHAIRMAN

A motion of no confidence in the Chairman or Vice Chairman may be proposed by a special motion, the written notice by at least four councillors to be given to the proper officer in accordance with standing order 9. Such motions may be proposed for any meeting of the Council apart from the Annual Meeting.

If the motion is passed, the current Chairman or Vice Chairman (whichever is applicable) is removed from the position and a new Chairman or Vice Chairman will be elected as at the Annual Meeting. Their period of office will continue until the next Annual Meeting of the Council.

VARY:

The current Standing Order 26 e) becomes 26 f)

The current Standing Order 5 f) is amended to include the wording below in red.

5 f) The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council **or until he loses a Vote of No Confidence.**

The current Standing Order 5 g) is amended to include the wording below in red.

5 g) The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council, **or until he loses a Vote of No Confidence.**

These changes to become effective immediately on resolution by vote.

Councillors Alastair McCraw, Eric Osben, Mal Bridgeman and Lesley Cherry

Rec'd: 1st February, 2022.



SPECIAL MOTION 2

If Special Motion 1 is passed, under Standing Order 26 e) (above) we, the undersigned propose a Special Motion of No Confidence in Councillor Mark Aherne as Vice Chairman.

Councillors Alastair McCraw, Eric Osben, Mal Bridgeman, Lesley Cherry

Rec'd: 1st February, 2022.