



**MINUTES**

**BRANTHAM PARISH COUNCIL MEETING**

Wednesday 05 January 2022, 7.30pm held at Brantham Village Hall

**PRESENT:** Cllrs M Aherne, 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 01.22.01 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 01.22.02 APOLOGIES**

Cllr S Markham, S McConnell and P Seward

**PC 01.22.03 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 01.22.04 PARISH COUNCIL MEETING MINUTES**

- a) To consider and approve the minutes of the previous Parish Council meeting on 01 December 2021 – the minutes were amended at PC 12.21.13 to read 05 January 2022. Cllr Osben then proposed that the minutes were approved, this was seconded by Cllr Heywood and aif.

**PC 01.22.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING**

MINUTE NO.	ACTION	Dismissed/ Ongoing
PC 11.21.11	Draw up a response on behalf of Brantham PC to the Lorry Route Map Review <i>Completed and submitted to Cllr Harley</i>	Dismissed
PC 12.21.09	Circulate the proposed 2022-23 budget for the next Parish Council meeting <i>Finalised Council Tax Base figures have been awaited. These were received today and the proposed budget was circulated to Cllrs</i>	Dismissed
PC 12.21.10	Highlight concerns re: size of this year's bonfire and damage to the LPF with Darren Smith <i>Completed</i>	Dismissed



**PC 01.22.06 PUBLIC SESSION**

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

- New homes provision from SCC

A written report had been submitted from Cllr McCraw.

The following questions were received from the public:

- Are the volunteers undertaking grounds maintenance at the Brantham Church covered by insurance? Cllr McCraw confirmed that any work undertaken on the Lower Graveyard was covered by the Parish Council insurance but any other work would be covered by the Church insurance.
- Would the Council consider funding training of volunteers on the use of equipment for Grounds Maintenance – Cllr McCraw suggested that a request is submitted to the Finance Committee for consideration.

**PC 01.22.07 FINANCE REPORT**

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

- Current account: £5000.00
- Deposit Account: £131,981.92
- Salaries Account: £107.13

Cllr Cherry proposed that the balance of accounts be approved by the Council, this was seconded by Cllr Couchman. 6 Cllrs voted in favour of the motion, 1 Cllr abstained from the vote. The motion was carried.

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 Aherne queried whether the Council should continue to pay for ZOOM. Cllr McCraw stated that this had been agreed by the Finance Committee considering the changing COVID situation.

Cllr McCraw proposed that Appendix A was approved by the Council, this was seconded by Cllr Osben. 6 Cllrs voted in favour of the motion; 1 Cllr abstained from the vote. The motion was therefore carried.

**PC 01.22.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

1. Finance Committee

- a) To update on any actions since the last meeting – No meeting in December therefore nothing to report. Cllr McCraw confirmed that the Finance Committee would now be reviewing the proposed budget based on the finalised Council Tax Base figures from Babergh District Council and the agreed principle of a 2% increase in the precept request.
- 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 – Councillor Heywood informed the Council that the new memorial bench has now been installed at the Lower Playing Field however the slabs in front of the bench are laying towards the bench causing a build up of mud under the bench in wet weather. **ACTION** – Clerk to contact Dave Childs and ask him to re-lay these slabs.
- b) To consider/approve any other actions or expenditure needed – Cllr Heywood informed the Council that Wicksteed would be installing the new equipment at the LPF in the Spring. They had agreed to install two new cradle swing seats for an additional £100.

3. Planning Committee



- a) To note recommendations made by the Committee – Cllr Bridgeman informed the Council that there had been no planning meeting in December 2021 however the committee had responded to consultation documents in relation to the Slough Road development. Since submitting these comments an updated set of documents had been received and these would be considered at the next Planning Committee 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 the VHMC had met on 06 December 2021. The Asbestos quote received via the VH Manager had been approved, subject to confirmation the company met the necessary professional standards. Once confirmed the work to remove this would be scheduled.

A date for the next VH quiz night has been set for 14 May 2022.

Cllr Aherne queried whether a VH Risk Assessment for use of the hall had been undertaken considering the presence of asbestos in the hall. Cllr Heywood stated that, as per the report commissioned by the Parish Council the asbestos is identified as limited to the paint in the boiler room. This room is now locked to hall users and the Rainbows unit no longer stores equipment in this space until this situation is resolved. Cllr Heywood confirmed that a formal Risk Assessment document has not been drawn up. Cllr McCraw stated that this is a matter for the VHMC not the Parish Council.
  - 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 – Cllr Osben confirmed that there is nothing to report.

Cllr Aherne highlighted concerns about the surface of the paths on the new Open Space which are currently very slippery after wet weather and queried whether a new surface will be laid in this space. Cllr McCraw informed the Council that this is a discussion for Babergh District Council (who will be managing the space once it is adopted) and St Francis Group as part of the conditions of the Planning Permission.
  - 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 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 consider/agree any proposals received from the Legal Sub Committee – none.
7. SALC Representative – Cllr Aherne confirmed that SALC would be offering Cllrs training over the coming year but that no dates for this had been circulated to date.
8. BLC Representative – nothing to report
9. SNT Representative – nothing to report
10. CEP Representative – Cllr Couchman informed the Council that the group would be meeting again soon and hope to bring a draft document to the Parish Council in the near future.

**PC 01.22.09 CORRESPONDENCE TO NOTE/ACTION**

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



- An email from SCC re: LED upgrade project in Brantham – the Clerk informed the Council that she had asked SCC to provide a quote to upgrade the lights that had not yet been converted to LED. Once received this would be considered by the Finance Committee.
- An email from BDC re: properties at Gravel Pit Lane – the Clerk confirmed that this had been promoted on Facebook and interested parties had been given the information they need to apply for these homes. Cllr Aherne queried whether these houses should have had solar panels installed given the pitch of the roof. Cllr McCraw stated this was a matter for the Planning process and although Babergh have installed solar panels wherever possible, these properties have been built by a Housing Association in conjunction with BDC. Cllr McCraw agreed to make enquiries.
- An email from Darren Smith re: repair of the LPF following the Fireworks event at the Leisure Centre. Cllr Heywood confirmed that she had discussed this with Dave Childs and he would be working to resolve the damage when the weather improved.
- An email from Babergh District Council asking for 4 new road names for the development at Brantham Place. Following discussion it was agreed that no response was necessary.
- An email with details of a project for a “hedgehog highway” in the UK – following discussion it was agreed that as this is a private company this is not something that Parish Council would support.
- An email from BDC confirming that the costs of emptying litter and dog bins would not increase in the 2022-23 Financial year.

**PC 01.22.10 MISCELLANEOUS CORRESPONDENCE**

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

**PC 01.22.11 SPEED INDICATOR DEVICES**

- a) To note changes to the maintenance and management of the local SIDs – Cllr McCraw informed the Council that as per the email circulated prior to the meeting Cllr Aherne would like to hand over responsibility for managing and maintaining the SIDs going forward.
- b) To consider/agree arrangements for maintaining and charging the SIDs going forward – Cllr Cherry informed the Council that her husband Adrian Cherry would be willing to do this. Cllr McCraw highlighted that the Council would be willing to reimburse the cost of charging the SIDs. Cllr Cherry confirmed that this would not be necessary. Cllr Aherne agreed to meet with Mr Cherry to provide a handover/overview of the work involved.

**PC 01.22.12 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 01.22.13 DATE OF NEXT MEETING**

Wednesday 02 February 2022, 7.30pm at Brantham Village Hall

**The meeting closed to the public at 8.30pm.**



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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
PC 01.22.08	Ask Dave Childs to re-lay the slabs in front of the memorial bench at the LPF	Clerk



**APPENDIX A**

**PC 01.22.07 FINANCE REPORT**

<b>ACCOUNTS TO BE AGREED FOR PAYMENT</b>	<b>Chq/Debit Card/SO</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
D. Childs (Grounds Maintenance –TBC)	003397	£75.00		£75.00	Public Health Act 1875, s.164
S.Keys (Mobile phone contribution)	003398	£25.00		£25.00	LGA 1972
S. Fisher (12 months email usage and domain renewal)	003399	£284.00		£284.00	LGA 1972
Brantham Village Hall (Hall hire – Nov 2021 inv. No. 791)	003400	£40.00		£40.00	LGA 1972
Westcotec (2 x SIDs)	003401	£6850.00	£1370	£8220.00	General Power of Competence, Localism Act 2011, ss.1-8
HMRC (Employers Payslip – Q3)	003402	£820.36		£820.36	LGA 1972
EACH (c/o Mark Aherne) Padlocks for SIDs	003403	£32.40		£32.40	General Power of Competence, Localism Act 2011, ss.1-8
<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>
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



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					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
Aldi (Drinks and nibbles for December 2021 meeting)	DC	£74.50		£74.50	General Power of Competence, Localism Act 2011, ss.1-8

<b>RECEIPTS RECEIVED SINCE THE LAST MEETING</b>	<b>TOTAL</b>
Bank Interest	£1.12
Highcliff Veterinary Practice (Car Park rent)	£1250.00





## **APPENDIX B**

### **Report for January 2022 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](http://www.gov.uk/coronavirus)

Vaccination Appointments can be booked here: [www.sneevaccine.org.uk](http://www.sneevaccine.org.uk)

#### **Cabinet Meeting**

The Cabinet met on the 7<sup>th</sup> December and voted unanimously to approve additional investment in highway drainage and footway infrastructure. £10m has been approved to replace broken pipes, as well as new installations, and £10m has been approved to increase the maintenance of selected footways. The Cabinet also voted to approve Suffolk County Council's new Housing Joint Venture. The Council wish to enter a contractual agreement with a private developer, aiming to deliver up to 3,000 new homes across Suffolk.

#### **Scrutiny Meeting on SEND Report**

The Education and Children's Services Scrutiny Committee met to discuss the damning SEND report, which outlined the various failings of the local service in dealing with children with special needs and disabilities. A new report from the SEND services was presented, which included the progress of improving the service. This included extended training, newly appointed managerial posts, and new accountability structures to help deal with the issues outlined in the previous report. Our Group brought up issues of a lack of representation in their ideas, and asked for a wider pool of representatives.

#### **Significant Investment in Firefighting Equipment**

Suffolk Fire and Rescue Service has recently added to its lifesaving kit – cementing the service's commitment to protecting its staff and Suffolk residents. A significant investment has enabled improved digital radios, smoke hoods and smoke curtains to be provided to every crew in the county.

This equipment can be used in a range of incidents, with it already proving invaluable in Lowestoft, when two occupants were rescued after a kitchen fire. Although crews are ready to attend emergencies with this new kit, it's important that every home has its own lifesaving equipment – smoke alarms, which should be fitted and tested regularly.

For more information, visit: <https://www.suffolk.gov.uk/council-and-democracy/council-news/show/significant-investment-in-firefighting-equipment-secures-safer-future-for-suffolk>

#### **Free Bus and Taxi Services for All Travelling for a Vaccination**



Stuart Keeble, the Director of Public Health at Suffolk County Council, expanded the 'Vaxi Taxi' service to all members of the public. The original campaign was for those who were strictly eligible, but the Council has opened up the offer to anyone who needs it, in order to get to their appointment for a first, second or booster vaccination.

For a list of the taxi companies who have signed up to the scheme, please visit [www.suffolk.gov.uk/GetVaccinated](http://www.suffolk.gov.uk/GetVaccinated) - or for further information, go to <https://sneevaccine.org.uk/>

### **'Support Social Care' Campaign**

A new campaign was released in December aimed to help the public understand more about the Social Care sector in Suffolk. The campaign wants to celebrate the care professionals, and asks the public for a little patience and flexibility whilst the Council navigates through another tough winter.

Every day, Suffolk receives 551 calls from people on adult social care, and on Christmas there will be around 1,200 care home staff working to ensure Residential and Nursing Homes have a good Christmas.

You can support for Social Care on social media by using the hashtag #SupportSocialCare, or by offering to collect a neighbour-in-need's prescription, or simply paying them a visit.

### **Councillor's Locality Budget**

Most of you will be aware that I can recommend local small projects for part funding from the SCC Locality budget. Recent examples are benches, video equipment for village halls, play equipment, and speed indicator devices. I still have some funds available for this year but they must be committed to by the beginning of February so let me know as soon as possible if there are any other local projects that need help with funding!

### **Follow us on:**

**Twitter** - [Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

**Website** - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

## **Report to Peninsula Division from Simon Harley (SCC Councillor)**