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**MINUTES**

**BRANTHAM PARISH COUNCIL MEETING**

Wednesday 04 July 2018, 7.30pm held at Brantham Village Hall

**PRESENT:** Cllrs M Aherne, R Candy, J Heywood, L Laws, A McCraw, JPearce, C Phillips, J Richardson, P Seward, J Van Der Toorn

**CHAIRPERSON:** Cllr L Dunnett

**IN ATTENDANCE:** S Keys (Clerk), County Councillor D Wood, Gareth Thornton (SFG) and 6 members of the public.

**PC 07.18.01 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 07.18.02 APOLOGIES**

District Councillor H Steer

**PC 07.18.03 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

**The following item was moved on the agenda to enable an update from Gareth Thornton from St Francis Group:**

**PC 07.18.13 INDUSTRIAL SITE UPDATE**

Gareth Thornton from St Francis Group gave an update on work currently taking place on the Brantham Regeneration Area and activities planned for the coming months, issues discussed included:

- Topsoil moving and problems with dust for surrounding properties
- Plans for the mounds of top soil – these will be used on site
- Removal of trees - these will be replaced as part of the planting scheme on the plan
- Queries about the possibility of a train depot in this location – this is currently still under discussion
- Plans for the next stage or road infrastructure work. This work is due to start in December 2018 and end in June 2019



- Fencing around the site – this should be replaced once contractors are on site with additional security installed
- Plans for the War Memorial on the Industrial Site – this will be restored, an area around it cleared and access to it enabled for the public
- Brooklands Road access points – the work to create this access point will be done from the Greenfield side and should therefore not create too much disruption on Brooklands Road
- Could access to the peninsula be re-considered if the train depot does not go ahead? GT confirmed that this was unlikely due to the risks on this part of the site
- Concerns raised about working hours on the site. GT confirmed that sub-contractors were asked to keep within the constraints of the planning permission. When work begins there will be a site manager on site at all times who will be able to address issues more immediately.
- Queries about levels of contamination – GT confirmed that high levels of contamination had been found in some locations which is being bio-remediated on site

**LD thanked GThornton for his attendance and he left the meeting. AM left the meeting.**

**PC 07.18.04 PARISH COUNCIL MEETING MINUTES**

The Council considered the minutes of the Parish Council Meeting held on 06 June 2018. The minutes were amended at minute number PC 06.18.06 (page 3) to read “..individuals may undertake maintenance work at their own discretion and risk” The minutes were then approved as a true and accurate record of the meeting.

**PC 07.18.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>Who</b>
PC 04.18.09 (4)	Promote the “Plastic Straws Suck” campaign to local businesses <i>A letter has been compiled and will be sent to local businesses in the coming weeks</i>	Dismissed
PC 04.18.12	Speed Control Working Group to re-convene and discuss signage options for Church Lane <i>Completed, on agenda for discussion</i>	Dismissed
PC 05.18.12	Add the Doodoowatch map to the village website <i>To be completed and promoted in July 2018</i>	Dismissed
PC 05.18.12	Visit Bergholt Road, photograph the footpath encroachment and send to SCC <i>Report made to SCC, awaiting response</i>	Dismissed
PC 06.18.08 (2)	Ask Paul Brackley to use some weed killer on the weeds at the LPF <i>Completed</i>	Dismissed
PC 06.18.08 (2)	Look at orbiter at Merriam Close Play area to see if it can be fixed <i>Completed. This was fixed by a local resident.</i>	Dismissed
PC 06.18.12	Circulate commercial advert re: housing project to Councillors <i>Completed</i>	Dismissed



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**PC 07.18.06 PUBLIC SESSION**

A written report had been submitted from Cllr. Wood (available as Appendix B) and he commented on the following:

- HOME TO SCHOOL TRANSPORT CONSULTATION – the proposals have been passed by committee however this has now been called to scrutiny committee
- SCC HIGHWAYS WORK – a major review of highways operations is currently underway, however funds for highways work are limited

**At 8.05pm AM re-joined the meeting**

- LOCALITY FUNDS – there is still some funding available so applications would be welcome from local groups.

District Councillor AMcCraw gave the following update:

- STATEMENT OF COMMUNITY INVOLVEMENT – this is now out for consultation
- RURAL HOUSING WEEK – this initiative will be looking to address issues around rural housing
- MEMBERS REMUNERATION ALLOWANCES – This has increased from £4k p.a. to £5k p.a. This remains lower than remuneration in other areas.
- DISTRICT COUNCIL OFFICE BUILDINGS IN HADLEIGH – future options are still being considered, but the likeliest outcome is that the site will be used to create 54 units of housing. Some parts of the building will be demolished, the heritage sections will be retained

Members of the public raised the following points:

- LPF fence – when will this be fixed? Cllr Candy stated that BLC had confirmed that this would be completed by the end of the summer.

**PC 07.18.07 FINANCE REPORT**

- a) To note the balance of accounts - The Clerk reported the following balances as at 30 June 2018:
- Current Account - £5001.00
  - Deposit Account - £113,287.26
  - Salaries Account - £258.41
- 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 Pearce proposed that these should be approved by the Council; this was seconded Cllr McCraw and aif.

**PC 07.18.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

1. Finance Committee

- a) To update on any actions since the last meeting - The Committee held a meeting on 27 June 2018. The Committee reviewed the work being undertaken by the Clerk as part of the new GDPR, this will be an ongoing project.
- b) To review and agree proposals for contributions – a request for a contribution had been received from Brantham Over 60s group. The committee had agreed to make a donation of £100 to the group.



- c) To consider/agree any other proposals from the Finance Committee – The Committee had reviewed the updated quote from VERTAS for the cutting of Gravel Pit Lane play area. Due to an administrative error by Vertas the costs of this cut had increased by 235% per annum. The Clerk confirmed that she had requested a quote from Paul Brackley for this work which had been cheaper than the updated quote from VERTAS, and it was the recommendation of the Finance Committee that this quote should therefore be accepted and the contract with VERTAS should be cancelled.

The Committee had reviewed the email about the possibility of the Council funding a PCOS post in the future. It was agreed that the cost of this should be investigated further.

2. Recreation Sub-Committee

- a) To update on any general actions since the last meeting – the Orbiter at Merriam Close play area has now been fixed by a local resident and is working well.
- b) To provide an update on the parking issues at GPL Play area – the Clerk confirmed that the ordered signs had been received and that P.Brackley would be putting these up in this location as soon as possible.
- c) To consider/approve any actions or expenditure as required – CP confirmed that enquiries had been made about the hire of portable skate park equipment, but that this was only available free to Parish Councils in Mid Suffolk District Council. Following discussion it was agreed that the cost to hire this equipment should be investigated and if reasonable and within the expenditure limit of the Clerk this should be booked to enable this project to move forward.

3. Planning Committee

- a) To note recommendations made by the Committee - Cllr Saward confirmed that the BPC Planning Committee met on 27 June 2018. Recommendations from the Committee can be found in the minutes of the meeting on the village website at [www.brantham.onesuffolk.net](http://www.brantham.onesuffolk.net).
- b) To note the planning decisions received – see minutes.

4. Village Hall Management Committee

- a) To update on actions since the last meeting - Cllr Heywood confirmed that the recent film night at the Hall was “Darkest Hour”. The next film showing will be “The Post” on Wednesday 18 July 2018.

5. Footpaths Sub Committee

- a) To consider/agree any proposals presented by the Footpaths Sub-Committee - Cllr Philips informed the Council that the footpath approaching the Sea Wall crossing is blocked by a fallen tree. These have been reported to Suffolk County Council who have confirmed that they will visit this location in the near future.
- The Subcommittee is currently awaiting the report from the Inspector re: the proposed Network Rail crossing closures.

6. Legal Sub Committee

- a) To receive an update on discussions with UKPN – the Legal Sub Committee met in the last week and discussed the information received from UKPN. Cllr McCraw confirmed that the Subcommittee had some outstanding queries for UKPN. Cllr McCraw informed the Council that Gareth Thornton of SFG will be meeting UKPN on 05 July 2018, and Cllr McCraw confirmed that he would meet with him prior to that meeting. Following the outcome of these discussions Douglas Turner from Birketts would be instructed to take these discussions forward on behalf of the Parish Council.
- b) To consider/agree any proposals received from the Legal Sub Committee – none received.



7. CEP Representative
  - a) To receive an update on progress of the CEP – nothing to report
  - b) To consider/agree next steps as necessary – none highlighted.
8. BLC Representative - Nothing to report
9. Babergh Parish and Town Council Alliance Representative
  - a) To receive a report on recent activities of the Alliance – Nothing to report
10. SALC Representative – Cllr Dunnett confirmed that she had attended the recent meeting on behalf of the Parish Council which had been chaired by A.Osbourne. The meeting was lengthy and most discussion concerned Planning matters. Cllr Dunnett highlighted that she had not been impressed by the meeting and following discussion it was agreed that the Clerk should investigate the services offered by the LCPAS and the costs associated for a comparison. **ACTION** - Clerk to contact LCPAS and request a quote to be considered by the Finance Committee
11. SNT Representative – Cllr Pearce had been unable to attend the recent meeting but would endeavour to attend the next one.

#### **PC 07.18.09 CORRESPONDENCE TO NOTE/ACTION**

The Clerk reviewed the correspondence that had been received in June 2018 (copies had been circulated to Councillors prior to the meeting), Councillors noted the following:

1. An email from a local resident re: broken play equipment at Merriam Close Play area – this has now been fixed by a local resident
2. An email from Rev. Van Der Toorn about possible plans for Church Farm Field, asking BDC developers to bear in mind the need for parking in the area.
3. An email from a local resident about signs for erection on GPL. These have now been received and should be erected by P.Brackley in the near future.
4. An email from a local resident ref. war memorials in the village
5. An email from a local resident with a sound video highlighting excessive noise on the Multi-use surface at BLC . Cllr Candy confirmed that he had discussed this with representatives from BLC and this particular noise will not happen in the future.
6. An email from local residents with concerns about the location of the footpath on the Poppy Field development. Cllr McCraw confirmed that this area is currently being discussed as part of an application for an additional bungalow in this location and therefore further action cannot be taken at this time.

#### **PC 07.18.10 MISCELLANEOUS CORRESPONDENCE**

All miscellaneous correspondence by email had been forwarded to Councillors during the month. The Chair highlighted the details of the forthcoming Town and Parish Liaison meeting and the Stour and Orwell Forum, both of which she will be attending.

#### **PC 07.18.11 SPEED CONTROL MEASURES ON A137**

- a) An update from the working group - The Clerk confirmed that the Speed working group had met and considered three quotes for a Speed Indicator Device. Following consideration the group proposed that the Parish Council should purchase the following equipment from Westcotec (a company recommended by Suffolk County Council):



- a. Portable Speed Indicator Device with Thank you/Slow Down Legend beneath, battery powered complete with spare battery, "intelligent" charger, sign cover and clamps for a cost of £3,175.00 (excl. VAT)
- b. Data collection unit (USB lead to PC Download) for a cost of £250.00 excluding VAT
- c. 5 additional post brackets at £50.00 each (excl. VAT)

Total cost is therefore: **£3675.00**

- b) To consider/agree next steps – Cllr McCraw proposed that this recommendation should be approved and the equipment should be purchased, this was seconded by Cllr Heywood. 10 Councillors voted in favour, 1 Councillor voted against. The motion was carried. **ACTION** – Clerk to purchase equipment as detailed.

The Clerk informed the Council that the group had also discussed speed signage in Church Lane and agreed that a letter would be sent to households in this area advising them of where they can purchase speed signs if required.

**PC 07.18.12 GENERAL DATA PROTECTION REGULATIONS**

- a) To review action to date – the Clerk confirmed that she has made the payment to the Information Comissioners Office.
- b) Documentation submitted by the Clerk – the Clerk highlighted the documentation circulated to Councillors and reminded Councillors to inform her if there was any omissions or errors. Following discussion Cllr McCraw proposed that the two privacy notices were approved by the Council, this was seconded by Cllr Van Der Toorn and aif.
- c) To consider any next steps – the Clerk asked the Council to submit comments/thoughts on the circulated data audit.

**PC 07.18.14 DATE OF NEXT MEETING**

Wednesday 05 September 2018, 7.30pm at Brantham Village Hall

The meeting closed to the public at 9.05pm

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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>Who</b>
PC 07.18.08	Contact LCPAS and request a comparison quote	Clerk
PC 07.18.11	Purchase Speed Indicator Device equipment	Clerk



**APPENDIX A**

**PC 07.18.07 FINANCE REPORT**

<b>ACCOUNTS AGREED FOR PAYMENT</b>	<b>Chq/Debit Card/SO</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
Parish Clerk – Salary	SO	£1018.53		£1018.53	LGA 1972, s.112
Parish Clerk – Office	SO	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	SO	£183.20		£183.20	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	SO	£220.19		£220.19	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
P. Brackley	003261	£942.00		£942.00	Open Spaces Act 1906

<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>
Archer Safety Signs	Debit Card	£78.95	£15.79	£94.74	General Power of Competence
Tesco (Thank you card)	Debit card	£2.08	£0.42	£2.50	General Power of Competence
Post Office Ltd (Gift card)	Debit card	£25.00		£25.00	General Power of Competence
NEST (Clerk’s Pension – May and June 2018)	Debit card	£69.95		£69.95	LGA 1972
Information Commissioners Office	Debit card	£40.00		£40.00	Data Protection Act
O2	Direct Debit	£22.93	£4.59	£27.52	LGA 1972

<b>RECEIPTS RECEIVED SINCE THE LAST MEETING</b>	<b>TOTAL</b>
Bank interest	£5.24





**APPENDIX B**

**Parish Report July 2018**

**Councillor**  
David Wood

Triangle

Ipswich Road

Tattingstone, Ipswich



**Opposition successfully “call in” Suffolk County Council school transport cuts**

On Tuesday 19 June, Suffolk County Council’s Cabinet voted to change the Home to School Transport policy so that only children travelling to their nearest school would receive free transport. The changes are due to be phased in from September 2019.

As you may be aware, I and my colleagues within the Liberal Democrat, Green and Independent Group have been opposed to this policy change since it was announced in September 2018. There has also been very vocal opposition from schools, parents and carers across Suffolk.

Following the Cabinet meeting, opposition councillors from all parties united to “call-in” the decision. We have received confirmation from the Monitoring Officer that the concerns presented within our call-in are valid.

This means the decision has been put on hold until 9 July, when the council’s Scrutiny Committee will investigate further. If they determine that the Cabinet did not have enough information to make an appropriate and informed decision, the matter will be referred back to Cabinet to reconsider at a later date.

The “call-in” was successful on three fronts:

1. There is concern at the quality and reliability of the financial modelling;
2. Whether the Cabinet were fully informed of the role of the Consultation Institute;
3. Whether there was enough analysis of the experience of Essex County Council, who implemented a similar policy in 2013.



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## **Major review of Suffolk Highways announced**

The new Deputy Leader and Cabinet Member for Highways, Cllr Mary Evans, has launched a major review of the way highways in Suffolk are maintained.

Areas due to be reviewed include:

- Existing policy which determines how resources are deployed, known as the Suffolk Highway Maintenance Operational Plan (HMOP);
- How the location of potholes on the road is considered alongside the width and depth, recognising the impact they can have on cyclists and motorcyclists;
- How utility companies coordinate roadworks and are held to account for their actions;
- How residents, councillors and businesses are informed about road repairs and how they can access information;
- Financial control and contract management;
- How town and parish councils can work closer with Suffolk Highways to make the best use of their local knowledge, skills, money and time.

## **Lake Lothing Third Crossing will require an additional £8m**

Consent has been given by the Cabinet to finalise and submit development plans for the Lake Lothing Third Crossing to the Planning Inspectorate. There are high levels of public support for the project, with a recent public consultation showed that 96% agree there is a need for the bridge.

The latest budget predictions suggest a further £8 million may be needed to complete the project, due to the rising cost of land acquisitions. Suffolk County Council have stated that the project will be managed so as to contain this upward pressure on the budget as much as possible. However, the Cabinet have acknowledged the potential additional costs to give the Planning Inspectorate comfort that the bridge will be funded in all scenarios.

The further funding of £8m will be made available by the Cabinet if needed.

## **Consultation launched on future commissioning of specialist education services**

Suffolk County Council have launched a consultation into the commissioning strategy for the development of Suffolk's specialist educational provision.

Demand for specialist education places in Suffolk for children with SEND continues to grow, and currently the county council has a much lower number of specialist education places than other similar authorities. This means that many children in Suffolk are forced to travel out of county to access the education provision they need – and often Suffolk County Council foots the bill.



# BRANTHAM

Parish Council

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At a time when the Council is attempting to reduce the amount of free home to school transport it provides over fears of escalating costs, it is vital that we begin to provide more SEND provision within Suffolk.

The 6 week consultation will look at three options for meeting the additional demand for specialist provision. More information and a link to the consultation can be found online at: <http://www.suffolk.gov.uk/SENDSufficiencyeducation>