



**MINUTES**

**BRANTHAM PARISH COUNCIL MEETING**  
Wednesday 01 July 2020, 7.30pm held via ZOOM

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

**CHAIRPERSON:** Cllr A McCraw

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

**PC 07.20.01 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 07.20.02 APOLOGIES**

Cllrs C Elliott, E Osben, G Rasch and P Seward

**PC 07.20.03 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 07.20.04 PARISH COUNCIL MEETING MINUTES**

The Council considered the minutes of the Parish Council meeting held on 03 June 2020. Cllr Revell proposed that the minutes were approved as a true and accurate record of the meeting, this was seconded by Cllr Phillips and aif by the Council. The Council agreed that the minutes would be formally signed at the next available opportunity for the Council to meet in person.

**PC 07.20.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>Ongoing/ Dismissed</b>
PC 07.19.07	Get quotes for repairs to GPL bus shelter To be completed when social distancing regulations are relaxed	Ongoing
Public Session	Review the state of the A137 and discuss repairs necessary with SCC To be completed	Ongoing
PC 03.20.08 (3)	Arrange for electrical test at VH to take place To be completed	Ongoing
PC 06.20.08 (7)	Discuss legal advice on sale of Solar Panels by telephone with Birketts The Clerk confirmed that she had discussed this with Birketts by	Dismissed



	phone and received an email following this conversation	
PC 06.20.11	Find out if the barrier at the bottom of Cinder Path will be replaced Cllr McCraw confirmed that he is working with SCC and Breheny on this	Dismissed

**PC 07.20.06 PUBLIC SESSION**

A written report had been submitted from Cllr. Wood (available as Appendix B).

Cllr McCraw gave a report on the following issues:

- Discretionary grants from BDC have been well received
- A climate change statement has been made by all political groups at Babergh District Council
- Cabinet is currently considering measures to combat climate change and the aim is to become carbon neutral by 2030.
- The SIFCO business plan will be considered at the July meeting. This has already been considered by the Scrutiny Committee
- Plans for a hotel in Sudbury have collapsed.
- Village Halls and Community buildings are now able to re-open – this will be discussed later in the meeting
- CIL payments that were deferred due to COVID-19 will now be picked up again.

The following queries/issues were highlighted by members of the public:

- A query from a local resident about the emptying of bins around Decoy Pond and the Public Open Space. The Clerk confirmed that she had discussed this with SFG and BDC and an agreement had been made that BDC will empty the bins and SFG will be charged for this service.
- A query from a local resident about the cleaning plans for local play areas when they re-open.

**The meeting was adjourned at 8.20pm due to a power cut. The meeting was re-adjourned on Thursday 02 July 2020, 7.30pm via ZOOM. Cllr Osben joined the meeting.**

- A member of the public stated that the bins at Decoy Pond are still overflowing. Cllr McCraw stated that these bins are now part of the bin emptying schedule of Babergh District Council and will be emptied in the near future.
- A query from a local resident about the cleaning plans for local play areas when they re-open – Cllr McCraw confirmed that guidance had been received on this issue, this had been circulated to councillors and would be discussed during the meeting.
- A member of the public highlighted concerns about the safety of the footpath leading from the end of Factory Lane to Decoy Pond. Cllr McCraw outlined how this path had been agreed in his capacity as a District Councillor and that the voluntary agreement that had been put in place as an interim measure with the local companies in the area. Cllr McCraw stated that SCC are aware of this issue and are working to resolve it as soon as possible and although not ideal the current arrangement is preferable to having no path at all.
- A member of the public queried whether Cllr McCraw was confident that he had the authority to make this arrangement. Cllr McCraw confirmed that he felt that in the



circumstances this was the only option which had been assessed with the business owner and that members of the public had been advised to use their common sense when using the path. The member of the public stated that he was not satisfied with this answer and that he believed Cllr McCraw to have been acting outside of his remit.

- A member of the public raised concerns about the subsidence of the new cycle path alongside the A137 to Manningtree. **ACTION** – Cllr McCraw to have a look and take action as necessary.
- A member of the public raised concerns about drainage along Bergholt Road during heavy rain. **ACTION** – Clerk to make a report to SCC highlighting the problem

### PC 07.20.07 COVID-19 UPDATE

- a) To receive an update from the Chair re: COVID-19 developments and moving forward – Cllr McCraw confirmed that this is an ongoing situation and that a Suffolk-wide plan has been put in place to be followed when necessary
- b) To consider/agree any other COVID-19 decisions/proposals as necessary – none.

### PC 07.20.08 FINANCE REPORT

- a) To note and approve the balance of accounts as at 30 June 2020 - The Clerk reported the following balances:
  - Current Account - £5000.00
  - Deposit Account - £128,985.77
  - Salaries Account - £363.69Cllr Heywood proposed that the balance of accounts were approved, this was seconded by Cllr Aherne 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 McCraw proposed that Appendix A was approved by the Council, this was seconded by Cllr Aherne and aif.

### PC 07.20.09 REPORTS FROM COMMITTEES AND REPRESENTATIVES

#### 1. Finance Committee

- a) To update on any actions since the last meeting – No meeting held, the Clerk confirmed that documentation for internal audit has been submitted.
- b) To consider/agree proposals for contributions from the Finance Committee – The Council considered the request for funding from a local resident towards the cost of repair to the gate beside the Lychgate at Brantham Church. Following discussion Cllr Aherne proposed that a donation of £320 should be made towards the cost of repairs. This was seconded by Cllr Abrahams and aif. **ACTION** – Clerk to send confirmation in writing to the resident.
- c) To consider/agree proposals for contributions from the Finance Committee – none.
- d) 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 confirmed that she had been reviewing the guidance for the re-opening of play areas with Cllr McCraw and that play areas will be re-opening at the weekend once the following tasks have been completed:
  1. All equipment checked to ensure it is safe for use
  2. All equipment wiped down and cleaned



3. Signs put up at play areas advising users of rules and restrictions in place  
Following discussion it was agreed that Cllrs Heywood and Osben would risk assess and clean Merriam Close Play area whilst also reviewing overhanging branches whilst there. Cllr McCraw to risk assess and clean Lower Playing Field along with a volunteer from the community. Cllrs Bridgeman and McCraw to risk assess and clean equipment at Gravel Pit Lane Play area.

Going forward it was agreed that play areas would be given a visual check and a wipe down of surfaces by the following:

- Lower Playing Field – Cllr Abrahams and Heywood
- Merriam Close – Cllr Osben
- Gravel Pit Lane – Cllr Bridgeman and McCraw

Cllr Revell agreed to help on an ad hoc basis.

- b) To consider/agree next steps for LPF project – Cllr Heywood informed the Council that the bid for S.106 funding to Babergh District Council had been approved. **ACTION** - Cllr Heywood should order and schedule the new equipment for installation at the Lower Playing Field.
- c) To consider/approve any actions or expenditure required – Cllr Osben queried whether the Council would like to further explore the opportunity to plant trees on the Public Open Space. **ACTION** – Clerk to contact BDC to find out whether this would be a possibility

### 3. Planning Committee

- a) To note recommendations made by the Committee – Cllr McCraw confirmed that there had not been a Planning meeting this month. He updated the Council on the following issues; the Brantham Place application had been approved by Babergh District Council, a further application for the Land South of Church Farm has been submitted to Babergh District Council and that a new application at Slough Road was not supported by Babergh District Council and has been withdrawn by the applicant who is now awaiting the outcome of the appeal against refusal of their initial application.
- b) To note the planning decisions received – all decision notices received are available in 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 Committee had been approached by some hirers with questions about when the hall might re-open. Cllr Heywood confirmed that she, the Clerk and Cllr Bridgeman had reviewed the guidance from Government and agreed that at this point it was not feasible or possible to open the hall to hirers. This will be monitored going forward and when restrictions are relaxed this will be reviewed.
- b) To consider/agree any actions/expenditure necessary – no general actions/expenditure highlighted
- 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 – nothing to report.

### 5. Footpaths Sub Committee

- a) To consider/agree any proposals presented by the Footpaths Sub Committee – Cllr Phillips gave the following update:  
High Bridge Level Crossing - This crossing has been temporarily closed for at least 4 years. We are still awaiting a decision from the Transport Secretary on the level crossing closure programme following the public inquiry to which BPC contributed in detail. The only



alternative route for walkers is on the A137 with no pavement and a 60mph limit.

**ACTION** – following discussion it was agreed that an email would be sent to the local MP asking him to enquire with the Department of Transport to find out when a decision is likely to be made

Definitive Map – A local resident has asked whether the Parish Council can work towards getting a number of local paths added to the definitive map to have them made into official bridleways to allow cyclists to use them as well as pedestrians. The footpaths include; Cinder Path and the piece of land opposite the top of the Cinder Path which links through to the A137; the path from the bottom of Merriam Close play area to the Decoy Pond; the path that is now a 'dog leg' behind the newly built bungalow at Poppy Field; All of Mr Keeble's permissive paths particularly the one from the sewage works to Church Path; A field edge belonging to Mr Keeble between Newmill Lane and the bridleway at the railway bridge. Following discussion the Council agreed that since it was unlikely that any of these applications would be successful this was not a priority and should not be pursued at this time.

Village Footpaths working group - The Footpaths Sub Committee had previously discussed the possibility of setting up a "Footpaths working group" in the village to carry out small maintenance jobs on our paths such as cutting back excessive growth, overhanging brambles etc. Cllr Philips queried whether this was something that could be considered again. Cllr Osben pointed out that there is already an informal group that do some of this work. Cllr Phillips raised concerns about the informal nature of this group in terms of insurance etc and highlighted the more formal group at Shotley (Shotley Open Spaces). **ACTION** – Cllr Phillips to contact Shotley Open Spaces for advice and provide a report at the next meeting.

6. Services Sub Committee

- a) To consider/agree any proposals presented by the Services Sub Committee – nothing to report

7. Legal Sub Committee

- a) To consider/agree any proposals received from the Legal Sub Committee – the Council considered the further advice received from Imogen Grainger at Birketts Solicitors. Following discussion the Council agreed that there was no interest in the Parish Council purchasing the panels as suggested by the solicitor. Following discussion Cllr McCraw proposed that a meeting was held via ZOOM between BML, BPC and the 3<sup>rd</sup> party purchasing the panels so that a legal agreement can be set up to safeguard the interests of the Parish Council going forward. This was seconded by Cllr Heywood and aif.

8. SALC Representative – nothing to report

9. BLC Representative – Cllr Abrahams informed the Council that the centre would be re-opening on 04 July 2020. Cllr McCraw highlighted that the three month review period for the rent holiday is now due. Cllr McCraw proposed that the rent holiday is extended by another three months. This was seconded by Cllr Revell. 7 Councillors voted in favour, 1 Councillor abstained from the vote. The motion was carried.

10. SNT Representative – nothing to report

**PC 07.20.10 CORRESPONDENCE TO NOTE/ACTION**

The Clerk reviewed the correspondence that had been received in June 2020 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:



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- An email from Ipswich Building Society about an existing bank account. It was agreed that signatories for the account would be agreed at the next Finance Committee meeting.
- An email from a local resident with concerns about the removal of hedgerows at Brooklands Primary School. The Clerk confirmed that she had responded to the email.
- A email from an agent re: the planning application for Land South of Ipswich Road.

**PC 07.20.11 MISCELLANEOUS CORRESPONDENCE**

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

**PC 07.20.12 INDUSTRIAL SITE DEVELOPMENT UPDATE**

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – Cllr McCraw informed the meeting that concerns have been raised about dust and noise and these are being dealt with on an as and when basis.
- b) To agree any other next steps as necessary – none.

**PC 07.20.13 DATE OF NEXT MEETING**

Wednesday 02 September 2020, 7.30pm via Zoom or at Brantham Village Hall

The meeting closed to the public at 9.15pm

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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>Ongoing/ Dismissed</b>
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 D Wood
PC 03.20.08 (3)	Arrange for electrical test at VH to take place	Cllr Heywood
Public session – July 2020	Have a look at possible subsidence of cycle path alongside A137 and take action as necessary	Cllr McCraw
Public session – July 2020	Make a report to SCC about drainage problems on Bergholt Road	Clerk
PC 07.20.09 (1)	Send confirmation of contribution to repair of gate at Brantham Church	Clerk
PC 07.20.09 (2)	Order equipment for LPF and schedule installation	Cllr Heywood
PC 07.20.09 (2)	Contact BDC to find out whether more trees can be planted on the Public Open Space by Decoy Pond	Clerk
PC 07.20.09 (5)	Send an email asking local MP to enquire with the Department of Transport to find out when a decision is likely to be made on Level Crossing closures	Clerk
PC 07.20.09 (5)	Contact Shotley Open Spaces for advice on setting up footpath maintenance groups and feedback at the next meeting	Cllr Phillips



**APPENDIX A**

**PC 07.20.07 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	BACS	£1011.49		£1011.49	LGA 1972, s.112
Parish Clerk – Office	CHQ	£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
Clerk’s Pension (May 2020)	Debit card	£38.75		£38.75	LGA 1972
Clerk’s Pension (June 2020)	Debit Card	£38.75		£38.75	LGA 1972

<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>
O2 (Clerk’s mobile phone)	Direct Debit	£18.05	£3.61	£21.66	LGA 1972

<b>RECEIPTS RECEIVED SINCE THE LAST MEETING</b>	<b>TOTAL</b>
Bank Interest	£5.39
Ipswich Building Society (previously unknow BPC account)	£2,248.46





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## APPENDIX B

### Parish Report June 2020

**Councillor**

David Wood

Triangle  
Ipswich Road  
Tattingstone, Ipswich  
IP9 2NN

Telephone: 07545423831 or 07889389443

Email: [david.wood@suffolk.gov.uk](mailto:david.wood@suffolk.gov.uk)



### COVID-19 Update

Latest Government advice is available here: [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

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

#### Further opening of schools

From 1 June it is expected that school will gradually begin to reopen to more pupils, in addition to accommodating children of key workers and vulnerable pupils. The phased opening of schools will start with pupils in nurseries, reception, year one and year six. Secondary schools and other schools such as pupil referral units and special schools will also gradually increase the number of children and young people they can accommodate. For secondary schools this will start with year 10 and year 12.

Suffolk County Council has been supporting schools in preparing for the possibility of increased pupil numbers and have provided all schools with a risk assessment checklist.

**Important:** It is not compulsory for parents to send their children to school at this time and there will be no penalties for families who choose to keep children at home.

More information is available at: <https://www.suffolk.gov.uk/coronavirus-covid-19/parent-guidance-about-schools-during-covid-19-pandemic/>

#### Testing in Suffolk

A regional testing centre for Suffolk and surrounding areas can be found at the **London Road Park and Ride, Copdock, Ipswich**. It is open from 8am to 7pm, every day.

There are also various mobile testing units across Suffolk. In addition, home testing kits can be requested.



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More information on how to access a test in Suffolk is available at:

<https://www.suffolk.gov.uk/coronavirus-covid-19/covid-19-testing-in-suffolk/>

#### Changes to pavements/roads to aid social distancing

Suffolk County Council has confirmed that local councils and communities can make some small-scale temporary changes to pavements without needing to seek consent from the county council. These will be local safety measures on pavements that outline queuing areas, social distancing reminders or simple painted markings on pavement surfaces for pedestrians.

However, if the activity that the community wants to carry out requires working on or in the road, then the county council will need to be contacted first. If communities are unsure of where their proposed changes fit, they are encouraged to contact the county council at:

[transport.schemes@suffolk.gov.uk](mailto:transport.schemes@suffolk.gov.uk).

We have also been encouraging the county council to make more radical changes to the road layout to support cycling and walking. The Department for Transport has announced a £2bn package to boost cycling and walking capacity in the UK, and this is an opportunity for councils to tackle historic congestion problems by encouraging a change in the behaviours of their residents by giving a fairer share of road space to walkers and cyclists.

### **EDF submits application for Sizewell C DCO**

On 27 May, EDF submitted an application for a development consent order for Sizewell C to the Planning Inspectorate.

I am very concerned about EDF's decision to go ahead with an application during the current crisis, as it will be much more difficult for the public and stakeholders to fully scrutinise the plans and participate in the consultation process.

### **Domestic Abuse helpline available 24/7**

The existing Domestic Abuse Outreach Service, run by Suffolk County Council and Anglia Care Trust, has extended its **0800 977 5690** freephone number to be available 24 hours a day, seven days a week.

Anyone with concerns including professionals who may be supporting clients, as well as friends and families who are concerned for loved ones, can access this local support.

### **Recycling centres reopen with booking system**

Suffolk County Council have reopened household waste recycling centres, following weeks of closure due to the lockdown. They are operating on a booking system, to help reduce traffic disruption on roads around the sites and support social distancing on site for staff and members of the public.

Members of the public will need to book a 15-minute slot online at [www.suffolk.gov.uk/recyclingcentres](http://www.suffolk.gov.uk/recyclingcentres) or by calling 0345 606 6067. It is not possible to access the sites without a booking.



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The following temporary rules apply:

- No access to site without pre-booking
- Cars, car-derived vans, and pedestrians only – no larger vans, trailers or commercial-type vehicles
- One adult to unload, unless 2 adults needed for heavy items
- No staff assistance to unload vehicles
- Chargeable DIY waste (soil, rubble and hardcore) will be accepted, but payment must be made using contactless cards only
- No trade waste, textiles or re-use items accepted