



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 01 June 2022, 7.30pm held at Brantham Village Hall

PRESENT: Cllrs, , M Bridgeman L Cherry, CCouchman, E Osben, J Heywood, T Rowlinson

CHAIRPERSON: Cllr A McCraw

IN ATTENDANCE: S Keys (Clerk), 3 members of the public and Cllr Simon Harley

PC 06.22.01 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 06.22.02 APOLOGIES

Cllrs M Aherne and P Seward.

PC 06.22.03 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 06.22.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 02 March 2022 - Cllr Heywood proposed that the minutes were approved, this was seconded by Cllr Couchman and aif. (Cllr Cherry abstained from the vote).

PC 06.22.05 CLERK'S REPORT

- a) To review actions from the previous meeting – the Clerk provided an update on the outstanding actions as detailed below:

MINUTE NO.	ACTION	Dismissed/ Ongoing
PC 04.22.10	Ask local residents if parking signs could be put up on verges by their properties on Grove Road <i>Letter compiled. No response to date</i>	Dismissed
PC 05.22.12	Instruct Wicksteed to order and install goal posts at the Lower Playing Field <i>Completed</i>	Dismissed



- b) To receive an update from the Clerk on any other Council issues – the Clerk informed the Council that some concerns had been raised by a local resident about weed killing at Gravel Pit Lane Play area. The Clerk confirmed that she would be working with the resident concerned and the BPC Grounds Maintenance Contractor.

PC 06.22.06 PUBLIC SESSION

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

- SCC commitment to working with the Environment Agency to improve the cleanliness of rivers in Suffolk
- A petition to SCC to bring Suffolk Highways work in-house. If the petition receives 375 signatures it will be presented to full Council.

Cllr Rowlinson queried whether SCC had a strategy to reduce speeding along the A137. Cllr Harley stated that speeding is a police matter and this should be raised with them via the online reporting tool.

A written report had been submitted from Cllr McCraw and circulated to Councillors prior to the meeting. Cllr McCraw gave an overview on the following issues:

- Preparations for the annual meeting
- Committee structure at Babergh District Council
- CIL funding
- Women's cycle tour

There were no questions raised by members of the public.

PC 06.22.07 FINANCE REPORT

- a) To note and approve the balance of accounts as at 31 May 2022 - The Clerk reported the following balances:
- Current account: £5000.00
 - Deposit Account: £137,986.81
 - Salaries Account: £144.50
- 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 Heywood proposed that Appendix A was approved by the Council, this was seconded by Cllr Rowlinson and aif.
- c) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31st March 2022 as per the Annual Governance and Accountability Return (AGAR) – the Clerk informed the Council that this could not be circulated to date as the Internal Audit by SALC was not yet complete.
- d) To consider and approve the Accounting Statements for the year ending 31st March 2022 as transposed onto the AGAR – see above
- e) To note that the RFO/Clerk has set the period for the Public Rights of the Unaudited Annual Governance and Accountability Return and advertised them along with the associated documentation – this had not been possible since the Internal Audit had not yet been completed by SALC.

PC 06.22.08 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:
- Confirmed that a bank reconciliation had taken place and all was in order
 - Approved the May 2022 payslips



- Reviewed the hours worked by the Clerk/RFO
 - b) To consider/agree proposals for contributions from the Finance Committee – None
 - c) To consider/agree any other proposals presented by the Finance Committee – Following discussion Cllr Osben proposed that the Clerk/RFO's hours were increased from 22 to 24 per week with a review every three months. This was seconded by Cllr Bridgeman and aif. **ACTION** – Clerk to inform the SALC Payroll department.
2. Recreation, Footpaths and Services Sub-Committee
- a) To update on any general actions since the last meeting – Cllr Heywood thanked the BOD group for cutting back the area around the Cattawade bus shelter and trimming the weeds along the footpath to the river by the railway crossing.
Cllr Heywood confirmed that the goal posts had been ordered from Wicksteed and that she, Cllr Osben and Bridgeman had worked with representatives from the Brantham Leisure Centre to identify the best placement for these goals. Delivery of the goals is likely to take around 18 weeks.
Cllr Heywood informed the Council that the fire damaged area had been fenced off, levelled and re-seeded. The grass is growing well.
The Sub-Committee will meet in the near future at the Merriam Close play area to inspect the equipment and begin to consider improvements.
Cllr Heywood reviewed a recent incident at the Gravel Pit Lane play area and noted that the police had contacted those involved. New bolts have been fitted to the gates at GPL play area to ensure that further antisocial behaviour in this area is deterred.
 - b) To consider/approve any other actions or expenditure needed – none.
3. Planning Committee
- a) To note recommendations made by the Committee – Cllr Bridgeman informed the Council that there had been no planning applications received since the last meeting and therefore there had been no BPC Planning Committee meeting. Cllr Bridgeman informed the Council that Historic England have now visited Church Field and have submitted an objection to the proposed development in this area.
 - b) To note the planning decisions received – none.
4. Village Hall Management Committee
- a) To update on actions since the last meeting – Cllr Heywood informed the Council that Sean Jeffries has now completed his survey of the Village Hall and is working on a report for consideration by the VH Management Committee.
The recent quiz night on 14 May 2022 was a busy night and raised around £700 for the hall.
Cllr Heywood informed the Council that new planters had been placed on the front of the Hall and extended her thanks to the VH Manager Stacey Duffett for this work.
The next meeting of the VHMC will take place on 15 July 2022.
 - b) To consider/agree any actions/expenditure necessary – none.
5. 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 he had agreed to meet with BMCIC to begin a review of the current lease at the end of June 2022.
 - b) To agree next steps re: review of the BMCIC – see above.
 - c) To consider/agree any proposals received from the Legal Sub Committee – Cllr Bridgeman confirmed that a FOI response has been submitted to the ICO.
6. BLC Representative – nothing to report
7. SNT Representative – Cllr McCraw informed the Council that the next meeting would take place on 15 June 2022 at Stutton Village Hall.



8. CEP Representative – Cllr Couchman informed the Council that the first draft of the CEP is now available for review. Cllr Couchman confirmed that the planning group will meet in the near future and she will receive feedback from Freddie Gulliver. Cllr Couchman confirmed that she hoped the plan would be adopted at the July or September 2022 meeting.

PC 06.22.09 CORRESPONDENCE TO NOTE/ACTION

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

- An email from a local resident highlighting antisocial behaviour on the GPL Pay area and an email from local police confirming the action taken.
- An email from a member of the public re: a broken manhole cover on the foot/cycleway towards Manningtree and a response from SCC highlighting next steps. A member of the public present confirmed that this work has now been completed.
- An email from SCC ref. the proposed creation of a bridleway and footpath link and extinguishment of restricted byway 14 at Factory Lane, Brantham. Councillor Harley stated that this meeting had now been postponed following comments and concerns raised by local residents.

PC 06.22.10 MISCELLANEOUS CORRESPONDENCE

All miscellaneous correspondence by email had been forwarded to Councillors during the month. Cllr Couchman queried whether the Parish Council should make a response to the consultation on the proposals for the national gridline that will run across the Dedham Vale. Cllr McCraw informed the Council that Babergh District Council had responded on this issue. **ACTION** – Cllr McCraw to forward copies of the response from BDC to Cllr Couchman.

PC 06.22.11 ROAD NAMES FOR LAND SOUTH OF SLOUGH ROAD

- a) To note the consultation from Babergh District Council – the Council reviewed the documentation from Babergh District Council and the map provided.
- b) To consider/agree six road names for the new development on Land South of Slough Road – Cllr Osben presented six possible road names based on hedgerows; Elderberry Drive, Hawthorn Crescent, Hedgerows, Crabapple Way, Holly Close and Blackthorn Close. Cllr McCraw suggested that any other road names should be sent to the Clerk and an extension to the deadline for submission of names should be requested until after the next Parish Council meeting. **ACTION** – Cllrs to consider possible road names and send options to the Clerk. Clerk to request an extension to the deadline for responses.

PC 06.22.12 COUNCILLOR CODE OF CONDUCT

- a) To consider and adopt the Model Councillor Code of Conduct 2020 as produced by the Local Government Association – Cllr Bridgeman proposed that the Model Cllr Code of Conduct 2020 should be adopted by Brantham Parish Council, this was seconded by Cllr Osben and aif. **ACTION** – Clerk to add the updated Code of Conduct to the BPC Standing Orders.

PC 06.22.13 QUEEN'S JUBILEE CELEBRATIONS

- a) To review progress of plans for local Jubilee celebrations – Cllr Bridgeman extended his congratulations to all Cllrs involved in handing out Jubilee mugs at Brooklands Primary School. The Clerk confirmed that this had been very well received and there had been lots of positive feedback received on social media. The Clerk confirmed that arrangements at Brantham Leisure Centre were going well and reminded Parish Councillors that there would be an historical exhibition in the village hall from 10am – 1pm with tea and coffee provided.



- b) To consider/agree next steps as necessary - Following discussion it was agreed that a quote for an additional 50-100 mugs should be requested so that replacements can be given and others can be sold if necessary. **ACTION** – Clerk to get a quote for additional mugs.

PC 06.22.14 INDUSTRIAL SITE DEVELOPMENT UPDATE

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – Cllr McCraw informed the Council that he had received a phone call from an engineer on the Taylor Wimpey site who had confirmed that it was hoped that work would begin on the Merriam Close footpath in June with a possible finish date of the end of June 2022.
- b) To agree any other next steps as necessary – none.

PC 06.22.15 DATE OF NEXT MEETING

Wednesday 04 May 2022, 7.30pm at Brantham Village Hall

PC 06.22.16 IN CAMERA ITEM

Cllr Bridgeman proposed that as per section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the meeting should be closed to the public due to the confidential nature of the business to be transacted. This was seconded by Cllr Cherry and aif.

The meeting closed to the public at 8.45pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 06.22.08	Inform SALC Payroll department of change to Clerk/RFO hours	Clerk
PC 06.22.10	Send details of BDC response to the National Gridlines consultation to Cllr Couchman	Cllr McCraw
PC 06.22.11	Send possible road names for Land South of Slough Road to the Clerk by email	Cllrs
PC 06.22.11	Request an extension to the deadline for submission of road names until after next Parish Council meeting	Clerk
PC 06.22.12	Add the updated Code of Conduct to the BPC Standing Orders	Clerk
PC 06.22.13	Get quote for additional Jubilee mugs	Clerk



APPENDIX A

PC 06.22.07 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Eric Osben (Re-imburement for tool hire for BOS training)	003418	£32.90	£6.58	£39.48	General Power of Competence
Wicksteed (Play equipment for LPF)	003419	£21,184.04	£4236.81	£25,420.85	Public Health Act 1875, s.164
SALC (Councillor Training – T Rowlinson)	003420	£78.00	£15.60	£93.60	LGA s.111 (Subsidiary powers of local authorities)
Lou Madley (Jubilee event purchases)	003421	£1689.24		£1689.24	General Power of Competence, Localism Act 2011, ss.1-8
Morton Training (LANTRA training for BOS)	003422	£705.00	£141.00	£846.00	General Power of Competence, Localism Act 2011, ss.1-8
Babergh District Council (Litter and dog bin emptying 22-23)	03423	£1420.39	£284.08	£1704.47	Litter Act 1983, ss.5,6
D Childs (Grounds maintenance – May 2022)	003424	£508.00		£508.00	Open Spaces Act 1906, ss.9 and 10
ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	BACS	£1242.32		£1242.32	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	£225.27		£225.27	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£270.83		£270.83	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
Microsoft 365 Apps for Business	DD	£7.90	£1.58	£9.48	LGA 1972
Amazon.co.uk (Printer Paper)	DC	£27.94	£5.60	£33.54	LGA 1972



BRANTHAM
Parish Council

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£1.11



APPENDIX B



Report for May 2022 to the Parish Councils of Peninsula

1) Motion Passed, Further Commitment to Suffolk Rivers

Full Council convened on the 19th May. Our Group proposed a motion for greater commitment towards improving rivers in Suffolk. Currently, all Suffolk rivers have been reported by the Environment Agency to have failed government standards. Increased pollution comes from a rise in sewage discharges, as well as chemicals used in agriculture that run off into waterways.

Our motion committed SCC to improving rivers, investigating what more can be done to enhance waterways, and increase engagement and support with farmers and environmental groups in any future strategies. Our motion was passed unanimously.

Below is a picture of our Group campaigning a successful protest outside Endeavour House:



2) Current petition for in-house Suffolk Highways maintenance contract

Our Group has started a petition, demanding that SCC produces an in-house bid for the new Suffolk Highways contract. The contract, which will have been held by Kier for 10 years, is up for renewal next year.



Since Kier's arrival, our Group has seen astronomical prices for the maintenance of Suffolk's highways. Some of these prices include £5,000 for a pair of dropped kerbs, £7,500 to cut down a single tree, and £10,000 to design (not build) four humps in a road.

Our Group believes an in-house bid from SCC to take back control of Suffolk Highways is needed to get things done. The bid would also provide a necessary benchmark for any competitive bid coming from external companies, making sure Suffolk taxpayers money is not exploited.

We need 3,675 signatures to bring this to debate at the Council. Please sign here (ensure you make you name public, or it won't count!): https://www.petitions.net/for_suffolk_county_council_to_develop_an_in-house_bid_for_suffolk_highways_maintenance

3) Suffolk GLI AGM Meeting

Our Group had our annual group meeting in May. This was a time to discuss all the success we've had representing our divisions, as well as assigning the roles and allocations within the Group for 2022/23.

The Group has decided to keep all leadership and spokesperson roles the same. With the pandemic causing disruptions, we felt it was important to keep the roles the same for next year to make sure we are best prepared to be as effective as an opposition as possible.

4) National Grid consultation

National Grid have released proposals to increase pylon networks across Suffolk's countryside, in light of the Government's strategy to grow the East of England's offshore electricity generation. Our Group are strongly against the development of more pylon networks impacting Suffolk's rural landscape and cultural heritage. The proposals are even criticised by Conservative MPs Dan Poulter and James Cartlidge.

Our Group will put pressure on this Council to respond to the consultation, in collaboration with Essex and Norfolk, stressing the significant need for sea-level cables that reduce the community impacts of National Grid's proposals. Our Group will respond ourselves if the Conservative fail to address our concerns.

If you would like to voice your opinion on the matter, click here (Deadline is the 16th June):
<https://eastangliagreen.participatr.io/index.php?contentid=13>

5) Suffolk Show

The Suffolk Show is on between the 31st May-1st June. For more information, visit: <https://suffolkshow.co.uk/suffolk-show/>

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

Simon Harley

Suffolk County Councillor for Peninsula Division