



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 04 March 2020, 7.30pm held at Brantham Village Hall

PRESENT: Cllrs V Abrahams, M Aherne, M Bridgeman, J Heywood, E Osben, C Philips, P Revell, P Seward

CHAIRPERSON: Cllr A McCraw

IN ATTENDANCE: S Keys (Clerk), 5 members of the public, County Councillor D Wood

PC 03.20.01 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 03.20.02 APOLOGIES

Cllrs C Elliott and G Rasch

PC 03.20.03 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 03.20.04 PARISH COUNCIL MEETING MINUTES

The Council considered the minutes of the Parish Council meeting held on 05 February 2020. Cllr Heywood proposed that the minutes were approved as a true and accurate record of the meeting, this was seconded by Cllr Revell and aif by the Council.

PC 03.20.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 07.19.07	Get quotes for repairs to GPL bus shelter <i>To be completed</i>	Ongoing
Public Session	Review the state of the A137 and discuss repairs necessary with SCC <i>To be completed</i>	Ongoing
Public session	Add a link to the SCC Highways reporting tool to the BPC FB page <i>Completed</i>	Dismissed
PC 02.20.10	Explore tree planting options further <i>The Clerk had reviewed the options and confirmed that the Parish Council is eligible for this project. Following discussion it was agreed</i>	Ongoing



	<i>that this would be progressed by the Recreation Sub-Committee who would bring a proposal to the May Parish Council meeting</i>	
PC 02.20.10	Chase up the repairs to defibrillator at Chloe's Café <i>This has been chased and a replacement option is being investigated.</i>	Dismissed
PC 02.20.13	All reports in relation to the VHMC to be submitted to the VHMC <i>Completed</i>	Dismissed

PC 03.20.06 PUBLIC SESSION

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

- School Transport Policy – now been reviewed by the Scrutiny Committee
- Northern Bypass proposals have now been abandoned
- Extension to the AONB is currently awaiting signature which will hopefully happen by summer 2020
- Work underway to review request for a reduction to the speed limit along Church Lane. DW confirmed that he would contact the Clerk for an on site meeting at some point in the near future.

Cllr McCraw gave a report on the following issues:

- Babergh DC has been nominated for a national award for technological advancement in 21st century planning
- The BDC budget was approved at the recent BDC Meeting. This includes an increase of £5 per annum on a Band D property.
- The Chairman of BDC is hosting a charity black tie ball at St Marys Church in Hadleigh. The event is open to the public and tickets will cost £55pp
- ITFC and BDC are working together on a "Active Schools Project"
- The Brantham Place planning application is expected to be considered at the April BDC Planning Committee meeting

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

- What is the work currently taking place on Church Farm Field? Cllr McCraw stated that this is part of an archaeological survey in preparation for the planning application for that area
- Query about working hours on the greenfield site and whether these should start at 7.30am or 8am. **ACTION:** Cllr McCraw to find out agreement currently in place and work with BDC and on site contractors to make sure that this is managed in the interests of local residents.

PC 03.20.07 FINANCE REPORT

a) To note and approve the balance of accounts as at 29 February 2020 - The Clerk reported the following balances:

- Current Account - £5000.00
- Deposit Account - £121,069.10
- Salaries Account - £159.61

Cllr Abraham proposed that the balance of accounts were approved by the Council. This was seconded by Cllr Osben 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 Heywood proposed that Appendix A was approved by the Council, this was seconded by Cllr Osben and aif.

PC 03.20.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To update on any actions since the last meeting – Cllr Aherne reviewed the meeting held recently and its activities (minutes had been previously circulated for information). Cllr Aherne informed the Council that the Committee had reviewed the proposed insurance documents for the Village Hall and the Leisure Centre and agreed that these should be paid. Cllr Aherne confirmed that a bank reconciliation is currently underway and that the contract for Grounds Maintenance will be discussed in terms of value for money at the next meeting.
- 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 – none
- b) To review the report received from the Recreation Committee re: proposed work at the LPF - Cllr Heywood informed the Council that the Sub-Committee had had a meeting with Action Play and Leisure who had agreed to quote for play equipment at the Lower Playing Field as it had been difficult to find alternative local companies to do so. The proposals received for the area include a cradle swing, teen shelter and a spider climbing frame with an overall cost of £20k (excluding VAT). Action Play and Leisure had stated that this could be installed in the next 4 weeks if agreed.
- c) To consider/agree next steps for LPF project - Councillor Aherne proposed that Brantham Parish Council should immediately request the release of the S.106 funds currently held by Babergh District Council for use in this area, and once agreed that the equipment should be purchased. This was seconded by Cllr Phillips and aif by the Council.
ACTION: Clerk and Chair to work with BDC to secure the release of these funds in a timely way.
- d) To consider/approve any actions or expenditure required – none

3. Planning Committee

- a) To note recommendations made by the Committee – Cllr Saward confirmed that the Planning Committee had met on 26 February 2020. Recommendations from the Committee can be found in the minutes of the meeting on the village website at www.brantham.onesuffolk.net.
- b) To note the planning decisions received – all decision notices received are available in the minutes of the meeting.
- c) Village Hall Management Committee
- a) To update on actions since the last meeting - The next Quiz night at the Village Hall will be held on 14 March 2020
- b) To consider/agree any actions/expenditure necessary – no general actions/expenditure highlighted
- c) To receive an update from the VH working Group – Cllr Heywood reported that the VH Working Group met on February 27th and undertook an initial review of the received reports and the actions so far completed or in hand. The immediate urgent repairs



(which should enable the facility to stay open and to service existing bookings, in the short to mid term) are well in hand. The extent of the subsequent programme of ongoing repairs and refurbishments to the Village Hall is starting to become evident and the affordability of any long term programme will need careful review by the VHMC in consultation with the Parish Council.

The Working Group has issued to the VHMC an initial summary of the five year repair programme and the possible costs as advised by the various Consultants Reports. This initial summary includes a list of possible options for consideration. The various commissioned Reports, and the Working Groups summary, will shortly be issued to all Parish Councillors. Going forward guidance from the Village Hall Management Committee is now required in order to inform future Working Group Meetings, and to assist the VHMC to decide their preferred long-term requirements and solution.

**Breakdown of costs to date
(Supplied by VHMC)**

Surveys/Reports	Invoice Total	VAT
Daniel B Connal – Building Survey	4,720.00	944.00
William * Holloway - M&E Survey	1,200.00	240.00
Ashbee Solutions Ltd – Asbestos Survey	750.00	
	Sub Total	6,670.00
	VAT	1,184.00
	Total	7,854.00

Anticipated Costs

Ashbee Solutions Ltd	4,900.00	980.00
Darren Hicks Periodic Inspection of Electrical System	1,200-2,000	240- 400
Oil Tanks Plus – Oil tank replacement (Already paid by VHMC)	1,875.00	375.00
	Sub Total	8,775.00
	VAT	1,755.00
	Total	10,530.00

- d) To consider/agree any proposals made by the VH Working Group – following discussion Cllr Aherne proposed that the Parish Council funds the required electrical system check with an anticipated cost of £1200 - £2000 (excluding VAT). This was seconded by Cllr Abrahams and aif by the Council. **ACTION:** Cllr Heywood to arrange for this test to take place.
 - e) To consider/agree next steps as necessary – **ACTION:** Cllr Aherne agreed to research alternative quotes for Asbestos removal and electrical testing.
4. Footpaths Sub Committee
- a) To consider/agree any proposals presented by the Footpaths Sub Committee – Cllr Phillips informed the Council that it had not been possible for the group to meet in person and therefore discussion had taken place by email. Cllr Phillips proposed that she should send a response to Coastal Path Consultation on behalf of Brantham Parish Council welcoming the fact that the Environment Agency's Sluice 'Dog Leg' path near the red bridge will become part of the official Coast Path but stating that as there was so much uncertainty regarding the former factory site and the future of the paths leading to



and from the level crossing that the Parish Council could not comment further on the proposal. This was seconded by Cllr Aherne and aif. Cllr Phillips added that other Councillors may wish to make their own personal representations as individuals by 18 March 2020.

Cllr McCraw confirmed that he would be meeting Martin Scambler from SFG on site on Thursday 05 March 2020 to discuss footpaths in the open space and around the Industrial site.

5. Services Sub Committee

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

6. Legal Sub Committee

- a) To consider/agree any proposals received from the Legal Sub Committee – nothing to report

7. SALC Representative – nothing to report

8. BLC Representative – nothing to report

9. SNT Representative – Cllr Phillips informed the Council that she had been approached by a member of the public with concerns about drug activity in the village. Cllr Phillips had suggested the resident noted incidents, kept a log and reported these to the police. CP highlighted that it was important to have Parish Council representation at these meetings to ensure that issues like this can be highlighted.

PC 03.20.09 CORRESPONDENCE TO NOTE/ACTION

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

- An email from a local resident dog walkers on local fields – the Clerk confirmed that she had commented on this on FB and would highlight this in the next edition of the Bugle
- An email from the Suffolk Neighbourhood Watch thanking the Parish Council for their donation
- An email from a local resident with concerns about work on the greenfield site – the Clerk confirmed that she had forwarded this to Cllr McCraw who would respond.

PC 03.20.10 MISCELLANEOUS CORRESPONDENCE

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

PC 03.20.11 BRANTHAM PARISH CUP

- a) To consider any nominations received for the Brantham Parish Cup – the Clerk highlighted the two nominations received from local residents for Ruth Clark, leader of the Brantham Cub Pack to receive the cup this year.
- b) To agree a recipient for the Brantham Parish Cup in 2020 – following discussion it was agreed that Ruth Clark should receive the cup. **ACTION** – Clerk to invite Ruth to the Annual Parish Meeting to receive the cup.

PC 03.20.12 INDUSTRIAL SITE DEVELOPMENT UPDATE

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – Cllr McCraw informed the meeting that a schedule for earth moving on the greenfield site has been received. He highlighted that this could be subject to change due to weather. A number of local residents have received an invitation to meeting with Taylor



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Wimpey to discuss boundary treatments for their properties. These meetings will take place at Brantham leisure Centre.

- b) To agree any other next steps as necessary – none.

PC 03.20.13 DATE OF NEXT MEETING

Wednesday 01 April 2020, 7.30pm or directly after the Annual Parish Meeting at Brantham Village Hall

The meeting closed to the public at 9.07pm

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



ACTIONS

MINUTE NO.	ACTION	Ongoing/ Dismissed
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 Wood
Public Session	Confirm on site start times for Greenfield site and inform public	Cllr McCraw
PC 03.20.08 (2)	Work with BDC to secure release of S.106 funds for use at LPF	Cllr McCraw and Clerk
PC 03.20.08 (3)	Source alternative quotes for Asbestos removal and electrical testing	Cllr Aherne
PC 03.20.08 (3)	Arrange for electrical test at VH to take place	Cllr Heywood
PC 03.20.11	Invite Ruth Clark to the Annual Parish Meeting to receive the Parish Cup	Clerk



APPENDIX A

PC 03.20.07 FINANCE REPORT

ACCOUNTS AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	BACS	£1002.41		£1002.41	LGA 1972, s.112
Parish Clerk – Office	BACS	£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
Community Action Suffolk (Village Hall Insurance 2020-21)		£2381.30		£2381.30	LGA 1972
Community Action Suffolk (BLC Insurance 2020-21)		£1938.52		£1938.52	LGA 1972
Suffolk County Council (Street lighting)		£1616.41		£1616.41	Parish councils Act 1957, s.3; Highways Act 1980, s.301
Babergh District Council (Litter and dog bin emptying service)		£1140.00	£228.00	£1368.00	Litter Act 1983, ss.5,6

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
O2 (Clerk’s mobile phone)	Direct Debit	£17.58	£3.52	£21.10	LGA 1972

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£5.50



APPENDIX B

Parish Report March 2020

Councillor

David Wood

Triangle
Ipswich Road
Tattingstone, Ipswich
IP9 2NN

Telephone: 07545423831 or 07889389443

Email: david.wood@suffolk.gov.uk



Review of school transport policy implementation highlights 19 failings

Suffolk County Council has undertaken an internal review of the implementation of its new school transport policy. The report from the review group identified nineteen failings and was discussed by the Scrutiny Committee on 12 February.

The report highlighted a number of concerns, including: the policy was implemented at the same time as a new IT system and staff restructure; there were insufficient staff numbers to cope with the increased workload; the policy was poorly communicated to parents and schools; the application and appeals processes were too complex; and the wellbeing of parents and children suffered as a result of the poor implementation.

The Scrutiny Committee has agreed to review the policy itself before the end of 2020.

2020-21 budget agreed

On 13 February, the Council agreed the budget for 2020-21. This included a council tax rise of 3.98%, a £3m "Suffolk 2020 Fund", and a £0.5m Highways Investment Fund.

Both opposition groups proposed amendments to the budget. Our amendment included additional funding for health visitors, increasing social worker salaries, investment in electric vehicle charging infrastructure and increasing funding to Citizens Advice. Unfortunately, these amendments were voted down by the Conservative administration.

Plans for Ipswich Northern Route are scrapped



The Cabinet at Suffolk County Council has officially voted to end any further work into an Ipswich Northern Route. This decision follows the withdrawal of support for the Northern Route from a number of district councils.

The Cabinet has instead agreed to set-up a taskforce to look at alternative measures for dealing with transport issues in Ipswich. It is not yet clear who will be on the taskforce, when it will be set up or what it's remit will be.

Streetlights to change to LED in bid to save money and carbon

The Cabinet has agreed to invest £9.8m into converting all council-owned streetlights in Suffolk to LED bulbs, with the capability for dimming by up to 50%.

This level of investment could potentially be returned through energy savings within 5.5 years of completed conversion, if no dimming was applied and assuming energy costs increase at a rate of 8%. If dimming is applied, there would be a return on investment within 4 years.

It is also expected to reduce carbon emissions by between 60-80%.

The council is hoping to begin the work in autumn 2020, and expects the project to be completed within two years.