



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 02 November 2022, 7.30pm held at Brantham Village Hall

A list of abbreviations used can be found at Appendix C

PRESENT: Cllrs L Cherry, C Couchman, E Osben, J Heywood

CHAIRPERSON: Cllr M Bridgeman

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

In the absence of Cllr McCraw Cllr Osben proposed that Cllr Bridgeman acted as Chair for the meeting, this was seconded by Cllr Cherry and aif.

PC 11.22.01 OPENING

The Chair declared the meeting open at 7.30pm 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 11.22.02 APOLOGIES

The Council noted and approved apologies from Cllrs Aherne, Lancaster, McCraw, Rowlinson and Seward. Cllr Bridgeman proposed that the apologies were approved, this was seconded Cllr Heywood and aif.

PC 11.22.03 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 11.22.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 05 October 2022 – Cllr Cherry proposed that the minutes were approved by the Council, this was seconded by Cllr Couchman. 4 Cllrs voted in favour of the motion. 1 Cllr abstained from the vote.

PC 11.22.05 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	ONGOING/ DISMISSED
PC 07.22.09 (3)	Ask Cllr Harley who should cut hedges along Church Farm Field	Dismissed



	<i>Completed. Cllr Lancaster has provided information on hedging legislation. This will be reviewed by Cllr Bridgeman.</i>	
PC 10.22.08 (1)	Inform BMCIC of the BPC contribution of £1000 towards the cost of new boilers and arrange payment <i>Completed</i>	Dismissed
PC 10.22.08 (1)	Finalise policy and procedure documents and add them to the BPC website <i>Completed</i>	Dismissed
PC 10.22.10	Liaise with BDC and arrange for signage work to be undertaken <i>Completed</i>	Dismissed

b) To receive an update from the Clerk on any other Council issues – none.

PC 11.22.06 PUBLIC SESSION

A written report had been submitted from Cllr. Harley (available as Appendix B). Cllr Harley gave a verbal update on:

- SCC Cost of Living budget survey – Cllr Harley asked those attendees to complete.
- SCC currently has a large deficit which is likely to mean cuts in services
- Further information is available on Suffolk Infolink
- SCC currently looking for household to host refugees from Ukraine
- An update on the results of the Development and Regulation Committee meeting re: Proposed creation of a bridleway and public footpath link and extinguishment of Restricted Byway 14 and part of Public Footpath 13 at Factory Lane, Brantham – Highways Act 1980 sections 26 and 118. Details of the decision can be found [here](#).
- Work scheduled to take place on A137 to repair pot holes

A written report had been submitted from Cllr McCraw and circulated to Councillors prior to the meeting.

There were no questions or comments received from the public.

PC 11.22.07 FINANCE REPORT

a) To note and approve the balance of accounts as at 33 September 2022 - The Clerk reported the following balances:

- Current account: £5000.00
- Deposit Account: £126,319.73
- Salaries Account: £84.72

The Council reviewed the balance of accounts, Cllr Osben proposed that these should be approved, this was seconded by Cllr Heywood 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 Cherry proposed that Appendix A was approved by the Council, this was seconded by Cllr Osben and aif.

c) The Council reviewed the Budget to Actual report to 30 September 2022, along with the Reserves Report and noted that this had been reviewed in details at the recent Finance Committee meeting. Cllr Osben proposed that the Council approved these reports. This was seconded by Cllr Couchman and aif.

PC 11.22.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

a) To receive a report and minutes from the recent Finance Committee [meeting](#) –Cllr Osben provided an overview of the meeting and informed the Council that at the recent meeting the Committee had:



- Confirmed that a bank reconciliation had taken place and all was in order
 - Approved the October 2022 payslips and approved online payment
 - Reviewed the Quarterly report and Reserves report
 - Reviewed progress on the updated Internal Audit Report
 - Reviewed the Internal Auditor recommendation that BPC complies with the Transparency Code by publishing relevant information on its website. The Committee agreed that this would be best practice and should be implemented from the beginning of the new Financial Year.
 - Reviewed the first draft of the budget for 2023-24
- b) To note any contribution requests approved by the Finance Committee – none received
- c) To note and approve proposals for 2023-24 Budget as presented by the Finance Committee – The Committee reviewed the first draft of the budget and the likely expenditure in 2023-24. Cllr Osben proposed that the Finance Committee continue to review the likely budget on the principle of a 5% increase in the precept in recognition of rising costs. This was seconded by Cllr Couchman. 4 Cllrs voted in favour of the motion, 1 Cllr abstained from the vote. The motion was therefore carried. Cllr Bridgeman noted that each time the Parish Council agreed a precept below the rate of inflation this represented a reduction in the Parish Council's spending power.
- d) To consider/agree any other proposals presented by the Finance Committee – Cllr Osben highlighted that it would be helpful for Committees and Sub-Committees to submit ideas for expenditure in the next 1, 2 and 5 years. Cllr Bridgeman proposed that a working group was established to identify spending priorities over the coming years. This was seconded by Cllr Osben and aif.
- Following discussion Cllr Bridgeman proposed that the working group should set up a survey that asked the local community what they felt the Parish Council's priorities for spending should be. This was seconded by Cllr Cherry and aif. **ACTION** – Clerk to set up a meeting with interested Parish Councillors for this purpose.
2. Recreation, Footpaths and Services Sub-Committee
- a) To receive a report from the RFS Committee – Cllr Heywood informed the Council that work on the football goal installation at Lower Playing Field has been suspended after the theft of part of the equipment. The theft has been reported to the police and replacement parts have been ordered.
A member of the public has raised concerns about the siting of the goal posts. Cllr Heywood pointed out that location had been agreed with the Football Club who use this area for youth games at the weekend.
Richard Keeble has confirmed that safety matting can be ordered for underneath the swings at the Gravel Pit Lane play area. This is on order.
- b) To consider/approve any other actions or expenditure as required – none.
3. Planning Committee
- a) To note recommendations made by the Committee – Committee members reviewed the recent Planning Committee [meeting](#) held on 26 October 2022
- b) To note the planning decisions received – see minutes of the meeting on 26 October 2022
4. Village Hall Management Committee
- a) Cllr Heywood informed the Council that due to member illness there had been no meeting of the Village Hall management Committee since the last Parish Council meeting, Cllr Heywood informed the Council that the Clerk had contacted Suffolk ProHelp to request an update on the support offered by Sean Jeffries. A response is currently awaited.
- b) To consider/agree any actions/expenditure necessary – none.
5. Legal Sub Committee
- a) Cllr Bridgeman informed the Council that he had attended the received BMCIC Executive meeting. Discussion had taken place about the proposals for the new lease as a result of meeting between Darren Smith and Cllr



Bridgeman. At the meeting Peter Crowhurst indicated that he is extremely uncomfortable with the proposed direction of travel.

- b) To agree next steps re: review of the BMCIC lease – Cllr Bridgeman to convene a meeting of the Legal Sub-Committee to agree next steps.
 - c) To consider/agree any proposals received from the Legal Sub Committee – none.
6. BMCIC Representative – At the recent Executive Meeting an update on the forthcoming Fireworks display was provided. Darren Smith confirmed that this year’s fire is smaller than last years. Heat retardant sheeting has been placed around the new goal posts and Darren Smith confirmed that any damage would be covered by the Fireworks Committee insurance.
- Proposals for the verge at the front of Brantham Leisure Centre were discussed but no agreement of funding was made by the Executive. Cllr Heywood confirmed that a quote of £1500 had been received from Dan Orman for this work. Cllr Bridgeman stated that a meeting between the Council, BMCIC and Dan Orman needed to be held to agree next steps. **ACTION** – Cllr Heywood to arrange this meeting.
- Cllr Bridgeman queried whether the BLC What’s On posters could be displayed on the Parish Council and VH noticeboards. **ACTION** – Clerk to discuss with Lou Madley.
7. SNT Representative - No Cllrs present at the meeting.
 8. CEP Representative – Cllr Couchman informed the Council that Community Centre Coordinators have now been identified for The Bull, Brantham Leisure Centre and Brantham Church. These individuals will need to receive training. A query has been received about accidents during use as emergency centres and whether this would be covered by SCC insurance. Cllr Couchman will discuss with SCC.

PC 11.22.09 CORRESPONDENCE TO NOTE/ACTION

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

- An email received from Babergh District Council re: recent CIL Payment
- An email chain with a local resident highlighting concerns about new play equipment on the Lower Playing Field.
- An email from a local resident re: Japanese Knotweed. The Clerk confirmed that she had forwarded this to Linsey Silvester at Corbally as the landowners with responsibility for this.
- An email from a local resident requesting that the Parish Council adopt a policy of requesting a Pedestrian Crossing on the A137 when responding to any planning application for more than 12 houses near or adjacent to the A137 – Following discussion the Parish Council agreed that it would not be appropriate to set a threshold of this kind or to make this a policy for every instance. The Council agreed that this request should be made based on relevance and when appropriate.

PC 11.22.10 MISCELLANEOUS CORRESPONDENCE

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

PC 11.22.11 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 11.22.12 DATE OF NEXT MEETING

Wednesday 07 December 2022, 7.30pm at Brantham Village Hall



The meeting closed to the public at 8.38pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 11.22.08	Set up a meeting amongst interested Parish Councillors to create a working group to identify future priorities and draw up a survey	Clerk
PC 11.22.08 (6)	Arrange a meeting with BPC, BMCIC and Dan Orman to agree next steps re: verge	Cllr Heywood



APPENDIX A

PC 11.22.07 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
D Childs (Grounds maintenance – inv. No. 1527)	003444	£320.00		£320.00	Open Spaces Act 1906, ss.9 and 10
Brantham Leisure Centre (Contribution towards boiler costs)	003445	£1000.00		£1000.00	General Power of Competence
ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk –salary	BACS	£1406.72		£1406.72	LGA 1972, s. 112
Parish Clerk – office costs	BACS	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	BACS	£450.74		£450.74	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 (July & August 2022)	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 July 2022	DD	£7.90	£1.58	£9.48	LGA 1972
NEST Clerk's pension – Month 7 to 31 Oct 22)	Debit Card	£77.47		£77.47	LGA 1972
East of England Co-op (Postage)	Debit card	£11.40		£11.40	LGA 1972
Kaur Navinder (Refund for unidentified payments received to Salaries Account)	BACS	£80.00		£80.00	General Power of Competence, Localism Act 2011, ss.1-8
RECEIPTS RECEIVED SINCE THE LAST MEETING				TOTAL	
Bank Interest				£5.12	
2x Jubilee mug purchase				£12.00	
Babergh District Council (CIL Payment)				£7747.54	
Brantham Scout & Guide Group (Scout Hut annual rent)				£1.00	
Paul Brackely (Private Road contribution)				£40.00	
Kaur Navinder (Unidentified payment to Salaries account)				£48.00	



APPENDIX B



Report for November 2022 to the Parish Councils of Peninsula

Cost of Living Budget Survey – SCC Open up for your thoughts

SCC has released a survey to local residents, asking for their thoughts on the upcoming 2023/24 budget. A summary of responses will be considered when deciding how to spend your money. With inflationary pressures, our Group expects government to seek spending cuts – meaning public services could be cut and council Reserves may have to be used.

I asked a question at Full Council in November as to whether services would have to be cut and the answer was that it was likely as the Council is expecting a significant deficit next year (well over this year's deficit of £12M).

Please share your thoughts on how the Council should spend their money, as well as highlighting issues in your communities.

For a link to the online survey, click here: <https://www.smartsurvey.co.uk/s/7BQY0J/>

Cost-of-Living Leaflet: Updated to Show Support

Over 85,000 leaflets, highlighting information and guidance during the crisis, were distributed amongst Suffolk communities. The leaflet shows all the help Suffolk offers with finances and household expenses, as well as how to stay warm this winter. Anyone vulnerable please have a look at how Suffolk can help.

For a link to the leaflet, click here: <https://suffolk.pagetiger.com/cost-of-living-support/scc1>

There is a lot of useful information on Suffolk Infolink: [Suffolk InfoLink | Cost of living support in Suffolk](#) and if you are in a position to help others (e.g. by donating food, clothing or furniture) there is a link here to organisations you can contact.

Suffolk County Council's Launch of 'Winter Matters' Campaign

SCC have launched their Winter Matters campaign, which aims to help ease the pressures of winter for Suffolk residents. This is a signposting campaign that centres around five key themes: Finances, Safety, Environment, Health and Wellbeing, and Highways.

For more information and advice on how SCC can support you during winter, visit: www.suffolk.gov.uk/wintermatters

Full Council – 20th October – GLI Motion

Suffolk GLI submitted a motion calling for Suffolk County Council to reject the idea of an "Anti-Growth Coalition". The term, coined by a former Prime Minister, suggested anyone who criticised the government's economic policy was part of a coordinated group against growing our economy.

Our Group wanted Suffolk County Council to denounce this term and acknowledge the importance in different opinions – including the view that growth should consider social responsibilities, community voices, sound financial policy, and environmental limits. Something we believed this government was not adhering to and should do.

The Conservatives voted against our motion, however we still feel it is important that our local authorities reject untruthful and divisive claims.



Cabinet Meeting – 11th October

The Cabinet met for the first time since the summer political recess. The Cabinet agreed to spend £2m on new care provision for Children and Young People in Felixstowe. In addition, SEND services received £10m to provide more specialist units in Suffolk. We are in support, as we want to remove the pattern of families travelling cross-county for support.

The Suffolk Local Access Forum submitted their annual report, which included their concerns about Sizewell C and its effect on green networks and Rights of Way. Our Group have strongly campaigned in support of the Forum's position, and we will continue to voice concerns over the effects of constructing new nuclear power facilities on our coastal landscape and the wildlife that lives there.

Follow us on:

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

Instagram - https://www.instagram.com/suffolkgli_group/

Facebook - Search 'Suffolk GLI - Green, Liberal Democrat & Independent Group'

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



APPENDIX C – List of common abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
APCM	Annual Parish Council Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BDC	Babergh District Council
BLC	Brantham Leisure Centre
BMCIC	Brantham Management Community Interest Company
BMSDC	Babergh & Mid Suffolk District Council
BPC	Brantham Parish Council
CEP	Community Emergency Plan
CAS	Community Action Suffolk
Chq	Cheque
Clr	Councillor
Cttee	Committee
DCLG	Department of Communities and Local Government
FC	Finance Committee
FOI	Freedom of Information
FR	Financial Regulations
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
LPA	Local Planning Authority
LPF	Lower Playing Field
LSC	Legal Sub Committee
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
PC	Parish Council
PCSO	Police Community Support Officer
RFO	Responsible Finance Officer
RFSC	Recreation, Footpaths and Services Committee
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	Safer Neighbourhood Team
SO	Standing Order
TPO	Tree Preservation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, Community and Social Enterprise Organisations
HMC	Village Hall Management Committee



BRANTHAM
Parish Council
