

#### **MINUTES**

# BRANTHAM PARISH COUNCIL MEETING Wednesday 06 October 2021, 7.30pm held at Brantham Village Hall

PRESENT: Cllrs M Aherne, M Bridgeman, C Couchman, J Heywood, S Markham and P Saward

CHAIRPERSON: Cllr A McCraw

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

#### **PC 10.21.01 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 10.21.02 APOLOGIES

Apologies were received from Cllrs L Cherry and E Osben. The Clerk informed the Council that she had received a resignation from the Council from Cllr Revell. The chair noted thanks to Cllr Revell for her contribution to the work of the Parish Council. The Clerk informed the Council that she would inform Babergh District Council of the resignation and begin the process of recruiting a new Councillor.

#### PC 10.21.03 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 10.21.04 PARISH COUNCIL MEETING MINUTES

a) To consider and approve the minutes of the previous Parish Council meeting on 01 September 2021 - Cllr Aherne proposed that the minutes were approved, this was seconded by Cllr Heywood. 6 Councillors voted in favour of the motion. Cllr Saward abstained from the vote. The motion was carried and the Council noted the signing of the minutes by the Chair.

## PC 10.21.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 04.21.06	Contact Paul Brackley to request key to Scout Hut gate	Dismissed
	The Clerk informed the Council that she had received an email from Mr Brackley stating that	
	he had undertaken a thorough search for this key but had been unable to find it. The Clerk	
	noted that she would let the Scout and Guide Group know	



PC 07.21.08	Purchase two SIDs from Westcotec. Forward invoices to Simon Harley	Dismissed
	The Clerk informed the Council that an order for two SIDS had been placed. Once a final	
	invoice was received she would forward this to Cllr Harley	
PC 07.21.11	Request quotes from builders to move the cycle barriers at the end of Cinder Path	Dismissed
	This is no longer necessary as the cycle barriers have been moved into the correct position by St Francis Group	
PC 09.21.07	Inform BDC of Cllr Rasch's resignation and ask previous applicants if they would still be interested in being co-opted Completed	Dismissed
PC 09.21.09	Review funding options and begin process of writing funding applications for new equipment at the LPF  Cllr Heywood informed the Council that a bid for funding had been made to the National Lottery fund.	
PC 09.21.09	Purchase benches for Lower Playing Field  The Clerk informed the Council that as per the email circulated prior to the meeting the cost of the benches has now increased to £1050 for three benches and queried whether the Council would like to proceed with purchase. Following discussion Cllr McCraw proposed that the three benches were purchased for the new price. This was seconded by Cllr Markham and aif.	Ongoing
PC 09.21.10	Respond to developer for Brantham Place of the road name Brantham Place Court Completed	Dismissed
PC 09.21.13	Update BPC ToR Completed	Dismissed

#### PC 10.21.06 PUBLIC SESSION

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

• Publication of the report into SEN Provision in Suffolk which had provided evidence of significant failings in the education provision for young people with SEND

Cllr McCraw gave a verbal report which included discussion on the following issues:

- Bus Back Better scheme
- Recent successes and awards for Babergh and Mid Suffolk District Council
- Solar car port plan approved in two leisure centres
- Public examination of the JLP continues and the Brantham Parish Council submission re: Church Farm Field will be reviewed in the near future
- Stage Five of the The Women's cycle tour 2021 will pass through Mistley, Manningtree and Lawford on 05 October 2021.
- Babergh and Mid Suffolk District Council are developing their first parking strategy and are asking for members of the public to complete a questionnaire available on their website here.
- Proposed changes to parking in Hadleigh and Sudbury have been postponed until January 2022 to minimise impact on businesses after Covid.

The following questions/comments were received from members of the public:



- A member of the public queried what the structure installed along the A137 is and whether it is permanent? Cllr McCraw stated that he did not know what it is but suggested that it might be monitoring emissions.
- A member of the public queried whether the current paths made of hogging on the Brantham Country Path
  would be re-laid and if so, when? Cllr McCraw stated that BDC will not adopt the area until they are satisfied
  that the conditions outlined in the planning permission have been met and that these paths form one of these
  conditions. If Babergh District Council deem that these paths meet those conditions then SFG will not have to
  do further works.
- The Clerk informed Cllr Harley that she had received concerns from a local resident about flooding along the B1070 by the Cattawade and asked if he would investigate this further with SCC.

#### PC 10.21.07 PARISH COUNCILLOR CO-OPTION

- a) To consider any nominations for co-option to the Parish Council the Council noted the nomination received from Sian McConnell.
- b) To approve the new Councillor if appropriate Cllr Bridgeman proposed that Sian McConnell should be co-opted as a Councillor for Brantham Parish Council, this was seconded by Cllr Couchman. 6 Councillors voted in favour of the proposal, 1 Councillor abstained from the vote. The motion was carried. **ACTION** Clerk to contact SMcConnell and ask her to sign her Declaration of Acceptance of Office.

#### PC 10.21.08 FINANCE REPORT

a) To note and approve the balance of accounts as at 30 September 2021 - The Clerk reported the following balances:

Current account: £5000.00
Deposit Account: £145,958.14
Salaries Account: £94.00

Cllr Aherne proposed that the balance of accounts were approved, this was seconded by Cllr Heywood and aif.

- b) The Council noted 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 Couchman and aif.
- c) To note and approve the Q2 Budget to Actual Statement as circulated by the RFO the RFO reviewed the Q2 Budget to Actual report and highlighted areas of over/underspend. The Council noted that the budget is mostly in line with anticipated expenditure and agreed that the Finance Committee would review any virement necessary.
- d) To receive and note the completion of the limited assurance review for the year ended 31<sup>st</sup> March 2021 for Brantham Parish Council the Council noted the documents received and the RFO informed the Council that this had now been published on the Parish Council section of the Village website. Cllr McCraw proposed that the Council formally noted completion of the limited assurance review, this was seconded by Cllr Couchman and aif.
- e) To receive confirmation that in accordance with legislation the Clerk has advertised the conclusion of audit for the year ending 31<sup>st</sup> March 2021 the Council noted that the Clerk had circulated the Conclusion of audit and that this had been published on the Parish Council section of the Village website.

#### PC 10.21.09 REPORTS FROM COMMITTEES AND REPRESENTATIVES

- 1. Finance Committee
  - a) To update on any actions since the last meeting Cllr Aherne confirmed that a meeting had been held on 22 September 2021. The Committee had approved the salaries for payment, reviewed arrangements to allow the Clerk to make online payments and agreed that full delegate access to the accounts should be granted to the Clerk with a spending limit of £800, reviewed the Parish Council insurance schedule and appointed SALC as the 2021-22 Internal Auditor for Brantham Parish Council.



- b) To consider/agree proposals for contributions from the Finance Committee none received.
- c) To consider/agree the proposal from the Finance Committee to approve the Parish Council insurance premium Cllr Aherne reviewed the updated PC Insurance renewal premium that had been issued by Community Action Suffolk. As per recommendations from the Internal Audit the Fidelity Insurance amount had been increased and the insurers had confirmed that village groups were covered by the Parish Council insurance. Cllr Aherne proposed that the Parish Council Insurance premium of £851.20 should be approved by the Council and included on payments made this month, this was seconded by Cllr McCraw and aif.
- d) To consider/agree any other proposals presented by the Finance Committee The Clerk reminded the Council that the Finance Committee will soon begin budget setting for 2022-23 and therefore any projects or proposals for future expenditure should be sent to the Finance Committee.

#### 2. Recreation Sub-Committee

- a) To update on any general actions since the last meeting Cllr Heywood informed the Council that the Recreation Sub-Committee had had a meeting to review the quote from Wicksteed and any next steps necessary.
- b) To review the email circulated by Cllr Heywood re: play equipment the Council reviewed the email received from Cllr Heywood on this issue which outlined the work that has taken place to date and detailed the necessity for the Council to make a decision to purchase this equipment as soon as possible to ensure that the Lower Playing Field remains safe for use by children. Cllr Aherne queried whether alternative quotes had been sought for this equipment since this is a large piece of expenditure. Cllr Heywood stated that other play equipment companies had been contacted but one had not responded and another had stated that Brantham was too far for them to travel to make it financially viable.
- c) To consider/agree next steps re: play equipment at the LPF Cllr McCraw proposed that the Parish Council orders the replacement play equipment as outlined in the Wicksteed quote. Alternative funding sources should be sought for this purchase, however if these funding sources are not successful the Parish Council will fund the full cost of the equipment. 6 Councillors voted in favour of the proposal, 1 councillor abstained from the vote. The motion was therefore carried. **ACTION** Cllr Heywood to order replacement play equipment.
- d) To consider/approve any other actions or expenditure as required Cllr Heywood noted that the Annual Play inspections had been received from Babergh District Council but informed the Council that the report for the Lower Playing Field had not been completed. This has been queried with BDC and a response is currently awaited. Following discussion Cllr McCraw agreed to chase at Babergh District Council. **ACTION:** Clerk to forward emails sent to BDC to Cllr McCraw and Cllr McCraw to follow up with Christine McSloy.

#### At 8.40pm Cllr Bridgeman left the meeting

Cllr Heywood informed the Council that it appears that there may be a badger creating problems around the edge on the surface of the Lower Playing Field. Following discussion it was agreed that this should be monitored and further action taken if necessary.

#### At 8.43pm Cllr Bridgeman rejoined the meeting

#### 3. Planning Committee

- a) To note recommendations made by the Committee Cllr Bridgeman reviewed the meeting held in September 2021. For details of recommendations from the Committee please see the minutes of that meeting: www.brantham.onesuffolk.net.
- b) To note the planning decisions received See the minutes of the meeting.

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#### 4. <u>Village Hall Management Committee</u>

a) To update on actions since the last meeting – Cllr Heywood informed the Council that the VHMC had met in September 2021. Since the last Parish Council meeting Cllr Heywood had requested quotes for the removal of the asbestos in the boiler room. One company had quoted and another had not responded. Alternative quotes are now being sought.

Cllr Heywood informed the Council she had attended a 1 to 1 lottery funding information session which had given advice on writing bids and had emphasised the need for community involvement/consultation in projects. At the VHMC meeting Cllr McCraw had agreed to lead on progressing quotes and funding applications for the repair work needed at the hall.

Cllr Heywood informed the Council that the post of VH Manager had been advertised. Four candidates were interviewed and a suitable candidate has been appointed and the handover process will begin in the next few weeks.

- b) To consider/agree any actions/expenditure necessary None
- 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 see above.
- 5. Footpaths & Services Sub Committee
  - a) To consider/agree any proposals presented by the Footpaths Sub Committee Nothing to report
- 6. Legal Sub Committee
  - a) To receive an update from ClIr Bridgeman on the review of the current lease held with BML ClIr Bridgeman informed the Council that a letter had been sent to BMCIC to begin the lease renewal process. BMCIC had confirmed receipt of the letter and informed the Legal Sub-Committee that they would be responding in the near future.
  - b) To consider/agree any proposals received from the Legal Sub Committee none. in due course.
- 7. <u>SALC Representative</u> nothing to report
- 8. BLC Representative nothing to report
- 9. <u>SNT Representative</u> Cllrs Aherne and Couchman confirmed that they had attended the recent Police Forum. Discussion had taken place around the reporting of incidents which can now be done on a website. The meeting had reviewed police numbers which have remained the same despite a growing population.
- 10. <u>CEP Representative</u> Cllr Couchman confirmed that she had reviewed the Community Emergency Plan currently in place which needs to be updated. A representative from BDC had confirmed that they would be happy to come and meet a local CEP group to help with developing the plan. Following discussion the following volunteers for this work were nominated; Cllrs Couchman, Heywood, Markham and McCraw. A representative from the Brantham Leisure Centre to be invited. Cllr Couchman informed the Council that this group would meet, along with the rep from BDC and agree next steps.

#### PC 10.21.10 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in September 2021 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

 An email from a local resident re: bushes along the Cattawade Bridge – the Clerk confirmed that these had now been cleared.



- An email from a local resident re: overhanging bushes along the cut through from the main road to Palfrey
  Heights Cllr McCraw confirmed that he had visited the house with the bushes and asked them to cut these
  back
- An email from Darren Smith at BMCIC requesting use of the Lower Playing Field for the fireworks night Cllr Bridgeman queried whether the fireworks committee has its own insurance or if this event is covered by the Parish Council funding. Following discussion Cllr Bridgeman proposed that this request should be approved, subject to clarification of the insurance query, this was seconded by Cllr Markham and aif.
- An email from the Environment Agency re: bollards by the A137 informing the Council that they are not responsible for these bollards. Cllr McCraw informed the Council that this work is now being done by St Francis Group who have replaced the bollard.
- An email from Brantham Scout and Guide Group re: the standing order for the Scout Hut the Clerk confirmed that she had responded to this email providing the details requested.
- A letter from Taylor Wimpey requesting permission to undertake works at Merriam Close Play area the Clerk informed the Council that she had responded and granted Taylor Wimpey permission to undertake this work.

#### PC 10.21.11 MISCELLANEOUS CORRESPONDENCE

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

#### PC 10.21.12 INDUSTRIAL SITE DEVELOPMENT UPDATE

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site Cllr McCraw informed the Council that some of the new houses on the Taylor Wimpey site are now occupied. Cllr Bridgeman queried whether there had been any developments with the Industrial Site. Cllr McCraw confirmed that there had not.
- b) To agree any other next steps as necessary none.

#### PC 10.21.13 DATE OF NEXT MEETING

Wednesday 03 November 2021, 7.30pm at Brantham Village Hall

The meeting closed to the public at 9.11pm.

SIGNED	DATED	



# **ACTIONS**

MINUTE NO.	ACTION	WHO
PC 09.21.09	Purchase benches for Lower Playing Field	Clerk
PC 10.21.07	Contact SMcConnell and ask her to sign her Declaration of Acceptance of Office.	Clerk
PC 10.21.09	Order replacement play equipment for LPF	Cllr Heywood
PC 10.21.09	Forward emails sent to BDC by the Clerk re: the play inspection reports to Cllr	Clerk
	McCraw and Cllr McCraw to follow up with Christine McSloy	Cllr McCraw



# **APPENDIX A**

# PC 10.21.08 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR	Chq/Debit	NET	VAT	TOTAL	Powers Used
PAYMENT	Card/SO				
HMRC		£820.56		£820.56	LGA 1972
(PAYE Q2)					
D. Childs	003382	£410.00		£410.00	Public Health Act 1875,
(Grounds Maintenance – Sept 2021)					s.164
PKF Littlejohn LLP	003383	£340.00	£68.00	£408.00	LGA 1972
(External Audit 2020-21)					
1st Brantham Cub Scouts	003384	£13.49		£13.49	General Power of
(Bulb planting on A137)					Competence
Brantham Leisure Centre	003385	£250.00		£250.00	General Power of
(Contribution as per FC 08.21.05)					Competence
Community Action Suffolk	003386				
(Parish Council Insurance 2021-22)					
SALC	003387	£96.00	£19.20	£115.20	LGA 1972
(6 months of payroll)					

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	BACS	£1203.30		£1203.50	LGA 1972, s.112
Parish Clerk – Office	BACS	£20.00		£20.00	LGA 1972, s. 112
Parish Clerk – contribution to mobile phone	BACS	£25.00		£25.00	LGA 1972, s.112
Phil Wainwright – Litter Picker	BACS	£210.56		£210.56	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£253.23		£253.23	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
ZOOM Video Communications Inc (Online Meetings package)	DD	£11.99	£2.40	£14.39	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and



					Wales) Regulations 2020
Microsoft 365 Apps for Business	DD	£7.90	£1.58	£9.48	LGA 1972
Parish Clerk Pensions	DC	£119.18		£119.18	LGA 1972
(August & September 2021)					
Community Action Suffolk	DC	£35.00	£7.00	£42.00	Local Government Act
(Onesuffolk subscription)					1972, s.142
East of England CO-Op	DC	£10.20		£10.20	LGA 1972
(First class stamps)					

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£1.05
Babergh District Council	£182.12
(Recycling credit)	
Suffolk County Council	£500.00
(Donation from SHarley re: SID)	
Babergh District Council	£24,292.50
(Precept 2 of 2)	
Babergh District Council	£250.00
(Locality Award for SID)	
Highcliff Vets	£1250.00
(Car Park Rent)	
02	£3.01
(Mobile phone – end of contract credit)	



## **APPENDIX B**



#### Report for October 2021 to Parish Councils Peninsula Division from Simon Harley (SCC Councillor)

# Council apologises after SEND report finds big failings

The county council's leadership has apologised to families after an independent report into the county's care of special needs children (SEND) has come up with a lengthy list of serious failings.

The report found that the education service had been poor at communicating with parents, was slow to respond to calls and emails, had placed some pupils in inappropriate schools, had failed to identify caseworkers for children, failed to record requests from parents, failed to routinely track the Care Plans for children and had faced high numbers of appeals when they had refused to provide assessments.

The authors – a team from Lincolnshire County Council made a series of recommendations which the council has agreed. These include hiring specialist consultants (Impower) to help review all their case work and ensure that better health and care plans for children are drawn up. Also to ensure that they share information with health service colleagues.

But opposition councillors have argued that there are issues which need discussing now.

Committee member and education spokesperson for the Green, Liberal Democrat and Independent group, Caroline Topping, said: "One of the functions of scrutiny is to look at items in a timely manner.

"I believe there is no more a timely manner than now, when a report has been put together and an action plan to address the report is now being implemented.

"Having read the review and action plan there are issues which need answering now, not in two-and-a-half months time, with more learning time lost for some young people who can't afford more lost time."

The next meeting of the committee will take place on December 9, with documents published a week beforehand.

#### Cycling and walking motion

The Conservative administration said in its election literature this spring that it had identified £20m of cycle path upgrades. In line with this the Green Liberal and Independent group, proposed a motion at the September Council Meeting that the Council set specific benchmarks and targets each year to spend the £20m up to 2030 in order to double cycling and walking by then. Unfortunately, the administration voted this motion down and admitted that what they meant was that they had identified cycle routes for prioritising and calculated the cost as £20m but there was no commitment to spend any of it over any timescale.

#### Suffolk Biodiversity policy development panel

Our group is on this panel and Robert Lindsay has attended the first 3 of 8 meetings. He will try to ensure that goals and a strict timeframe are set so that progress can be checked. So far summary of recommendations seem a little vague.



They have discussed so far a different regime for verge management as well as moving towards a phase out of the use of glyphosate on pavements in Suffolk towns. Also working with landowners and our own county farms to "rewild" significant proportions.

## Road closures and signage

At full council earlier in September one of my group colleagues asked what the council was doing about "sloppy signage" when roads are closed with a report to council showing there were 20% of closures where the signage had not been up to standard. Cabinet member Paul West stressed that it was the sloppy behaviour of the utility companies (rather than Highways Network Assurance) and said he was making efforts to improve this behaviour. Though he gave no details about how. He said that last year there 65,000 applications for closure – over 200 a day – and that because of the volume highways can only do a "sample" of them to check that signage was being done correctly.

#### 'Bus Back Better'

From a workshop attended by my colleague Keith Welham on 15<sup>th</sup> September -there is some progress on this Government initiative:

Timescale:

12 October – Cabinet to consider BSIP (Bus Service Improvement Plan)

By 31 October - BSIP submitted to Government

October 2021 to April 2022 – develop Enhanced Partnership (EP); enter into EP with bus operators. Must cover how Suffolk bus fleets will decarbonise

BSIP will need to be updated every 12 months.

EP will cover all local bus services.

BSIP will consider voluntary and community services

BSIP will set targets for reliability and passenger numbers.

In view of the favourable response to my asking Peninsula Parish Councils whether they would be interested in a similar scheme to the 'Katch' electric bus pilot scheme in Framlingham I wrote to Richard Smith (Cabinet Member for Transport Strategy) to ask whether we could have such a scheme for Peninsula I received the reply:

Dear Simon

I am afraid I can make no future commitments yet about bus services across Suffolk. Our share of the £3billion will not be announced by the Government until well into next year; the second of three Cabinet papers moving towards our 'ask' will be presented to the October Cabinet meeting.

The Katch experiment continues until the end of the year and it is too early to make any judgements.

Thank you for your interest; you will be aware that there are 74 other County Councillors all of whom want more bus services in their area (including the area I represent!)

Regards

**Richard Smith** 



From recent SCC Press Releases:

#### New Suffolk Recycling Centres online booking system improvements to deliver greater customer experience

Following the use of online booking services across Suffolk's Recycling Centres during the last 16 months of the Covid pandemic, Suffolk County Council has developed a new, more user-friendly booking system which enables residents to book slots for recycling and disposing of household waste safely and securely.

For bookings from 27 September, people can view all available time slots in real time, to see which booking slots are free at any given moment. The system allows you to book up to seven days in advance. If circumstances change, you can easily cancel your slot up to one hour beforehand or equally, you can click to amend your booking if required.

Book at: Welcome to the Suffolk Recycling Centres booking page - Suffolk Recycling

# Work begins to replace street lights in Suffolk and save energy in the County

Suffolk County Council (SCC) and Bouygues Energies & Services (Bouygues E&S) have started work replacing 43,400 street lighting lanterns in Suffolk with LED lanterns.

SCC and Bouygues E&S joined forces to create a flagship partnership with the aim of reducing energy, minimising light pollution, bringing down ongoing maintenance costs for the Authority and providing the best value to residents. SCC expects to reduce its annual electricity costs on these assets by around 76 percent, saving more than 1.7 million pounds a year.

The upgrade of the lighting system will include a further rollout of SCC's central management system which will allow lights to be switched on or off and dim individual or groups of lights. This smart technology will increase the control the Authority has over its power consumption which will further reduce costs. The system will also automatically flag any lights that are not working which reduces the need for night-time inspections.

Further details at: LED Streetlighting upgrade project | Suffolk County Council

Simon Harley
County Councillor for Peninsula Division
Green, Liberal Democrat, and Independent Group Spokesperson for Public Health & Biodiversity