

**MINUTES OF THE BRANTHAM PARISH COUNCIL MEETING HELD AT
BROOKLANDS PRIMARY SCHOOL, PALFREY HEIGHTS, BRANTHAM ON
WEDNESDAY 11TH APRIL 2012 STARTING AT 9.03PM FOLLOWING THE ANNUAL
PARISH MEETING STARTING AT 7.30PM**

PRESENT: Mr M Amoss
Mrs L Dunnett
Mr I Duncan
Mrs L Evans (Clerk)
Mr N Gray
Mr R Keeble
Mr P Kettle
Mr T Nobbs
Mr A McCraw

CHAIR: Mr P Revell

IN ATTENDANCE: 7 members of the public

The meeting started at 9.03pm and immediately closed for a public session. The meeting then re-adjourned at 9.04pm

04.12.01 APOLOGIES:
Mrs Heywood, Mr Ward and Mr Wood

04.12.02 DECLARATION OF INTEREST:
None

04.12.03 PARISH COUNCIL MINUTES:
The minutes from the Parish Council meeting held on 7th March 2012 were approved and signed as a true record of the meeting.

04.12.04 ACTION POINTS FROM PARISH COUNCIL MEETING:

Minute 05.11.19 – A Parish Council group photo for the website still needs to be taken. A camera will be taken to all meetings until such times as all Parish Councillors are present. Action ongoing.

Minute 10.11.22 – Discussed further under agenda item 04.12.07. Action dismissed.

Minute 01.12.11 – The Chairman had suggested that a quote to do any paintwork at the play areas should be obtained once the bad weather was over. Discussed further under agenda item 04.12.11. Action on-going.

Minute 01.12.11 – The Clerk had asked BML for a copy of the agreed 'indemnity' letter to be sent on headed paper but was still waiting for it. Action point on-going.

Minute 02.12.12 – The Clerk had been unable to obtain a quote for repairs to the map surround at Cattawade. Mr McCraw knew someone who might be able to carry out the repairs but had been unable to speak to them. Action point on-going.

Minute 03.12.14 – The Clerk confirmed that a letter had been sent to 1st Brantham Brownies giving them permission to use the lower playing field for their Sports Relief Fun mile on 1st May 2012. Action dismissed.

Minute 03.1.17 – The Clerk confirmed that an email had been sent to Andrew Dawes at East of England Co-operative and he would arrange for bollards to be installed along Birch Drive. Action dismissed.

Minute 03.12.18 – The Clerk and Chairman had met with Dave Wood and visited a number of problem areas in the village including: Wardle Storey site, kebab van at Cattawade Bridge, grit bins and the verges along School, Church and Factory Lane. Mr Wood is currently looking into the issues raised. Action point dismissed.

Minute 03.12.19 – The forms provided by Navigus Planning were discussed further under agenda item 04.12.17. Action point dismissed.

Minute 03.12.20 – A donation for cheque for Brantham Over 60's to be signed. Action point dismissed.

Minute 03.12.21 – The Clerk confirmed that an email had been sent to BDC asking for authority to place a dog bin in the cut through between Palfrey Heights and Brantham Hill. She was waiting for a reply. Action point ongoing.

Minute 03.12.22 – The Clerk confirmed that the Village Spring Clean which was due to take place on 14th April 2012 had been advertised in the Bugle. She hoped that Parish Councillors would find time to help. Action point dismissed.

04.12.05 FINANCE REPORT:

The Clerk reported the following balances:

Treasurer 1 Account at 31st March 2012 - £1000.00

Treasurer 2 Account at 31st March 2012 - £62660.22

04.12.06 TO RECEIVE REPORT FROM FINANCE COMMITTEE:

Mrs Dunnett reported that the Finance Committee had met on 22nd March 2012. A copy of the minutes is available from the Clerk.

- **To agree in principle to installation of new streetlights along Private Road**
Mrs Dunnett reported that the Clerk was in receipt of two quotes for the installation of streetlights along the Private Road. The Clerk went on to inform the Parish Council that the quote from SCC was £7810.60 to install lights exactly where they were needed. A second quote from Tony Hall for £5854.26 was for the installation lights just outside the main gate of BLC. The Clerk had also asked for another quote from Tony Hall for the installation of just one light outside the Bowls Club which was £4751.52. It had been suggested that one light could be installed by each contractor. Mrs Dunnett explained that although there is no money in the streetlight budget these lights could be funded by the money from Limecrest. The purpose of discussing the matter at this meeting was to determine whether or not the Parish Council should progress the request any further. Mr McCraw proposed that streetlights should be installed along this stretch of road subject

to the residents' agreement. This was seconded by Mr Duncan and agreed with a majority vote. Mr Keeble abstained.
The Clerk will write to all local residents to see if they have any objections.

- **To agree to revised version of P.C Financial Regulations:**

Following on from the recent audit, Mr McCraw had taken the time to amend NALC's version of Financial Regulations to bring it in line with Brantham Parish Council's Standing Orders. The main changes that were made were to the monetary values and the months with which the Parish Council works. Mr Duncan questioned some of the amounts that were listed and Mr McCraw agreed to double check that these were the same as those in the current Standing Orders. Mrs Dunnett proposed that the Parish Council agrees to this revised version and was seconded by Mr Keeble. The Parish Council unanimously agreed.

- **To agree to rental reviews of Braiswick, Pine Cottage and Scout and Guides:**

Mrs Dunnett reported that the Finance Committee had reviewed all rents paid to the Parish Council. As the Finance Committee was in agreement she proposed that the annual rent for the Scout and Guides should remain at £1.00. This was seconded by Mr Nobbs and unanimously agreed by the Parish Council.

Mrs Dunnett then went on to explain that the rents paid by Braiswick and Pine Cottage were really 'Deeds of Grant' which allowed access onto the Private Road. Braiswick Photographic should currently pay £75.00 and Pine Cottage £20.00. Some payments have been received but none for a couple of years. Mrs Dunnett proposed that rather than go through the legal system, a series of letters (if necessary) should be sent to see if we get the money owed. This was seconded by Mr Keeble and unanimously agreed by the Parish Council. The RFO will send the letters.

Others matters were also discussed:

- The rent paid by Highcliff Veterinary Practice which doesn't need to be reviewed at the moment.
- The Finance Committee is still awaiting the accounts from BML for year ending 2011. It has been decided that a rent review will be deferred until they have been received.
- Interviews for the Parish Clerk vacancy will take place on 17th April 2012. The Chairman was aware that some councillors thought it inappropriate for the Clerk to be involved. He is happy for another councillor to participate but thought there may be too many people involved. The Clerk was asked to seek guidance from SALC.

04.12.07 TO RECEIVE REPORT FROM MEETING BETWEEN BML AND BPC:

The Chairman reported that a meeting between representatives from BML and BPC had taken place on 20th March 2012 and gave a brief resume. A copy of the minutes is available from the Clerk.

04.12.08 TO CONSIDER BML RENT REVIEW WITH REFERENCE TO THE REQUIREMENTS OF THE LEASE AND SCHEDULE TWO:

A copy of the relevant parts of the lease between BPC and BML along with Schedule Two had been sent to all Parish Councillors prior to the meeting.

The Chairman advised the Parish Council that although the lease between the two parties could be changed at this moment in time this is the one which the Parish Council is bound by. He expressed his concerns that Parish Councillors are not fulfilling their obligations as councillors to ensure that the constraints of the lease are followed.

He asked for the views of Parish Councillors and explained that although the Parish Council was happy for BML to have the rent set at £1.00, the Finance Committee needed BML to provide the relevant information in order to review the rent.

Mr Keeble agreed with the Chairman and was keen to follow the terms of the lease in order to ensure that things didn't get out of line. He was keen to make sure that any problems could be addressed before they got out of hand.

Mr Gray thought that BML had already followed everything in the lease.

Mr Nobbs said that the Chairman should not have addressed any problems there might be within BML in his Chairman's report at the APM but the Chairman assured him that it was his report and his view.

Mr McCraw informed the Parish Council that he had read through the lease and believed that it was envisaged that after five years the club would be making a profit and that the £1.00 rent had merely been a set up charge. As Schedule Two states that the Parish Council is duty bound to find out all financial figures in order to determine the rent, the Parish Council needs to know where money is being made and where it is being lost.

Mr Gray didn't believe that the Parish Council needed a full breakdown in order to review the rent and thought that a set of audited accounts would suffice. He believed the accounts would show a deficit as improvements are still being made to the clubhouse with the help of funding.

Mr McCraw said that as landlords the Parish Council is dealing with the rent review on behalf of the community who should be aware of where the profit was made and where it was re-invested. From the accounts dated 2010 you can see where the money is being spent but not where it's being taken and the lease states that the Parish Council should be able to get this information.

Mr Nobbs believed the lease was a standard commercial lease which assumes that the rent should be increased after a set period of time. However even when the lease was initially drawn up it was assumed that the rent would remain at a £1.00. As a facility that is the envy of main local villages he believes that the Parish Council should think carefully about what it is asking for and should be supporting the club and the people who run it.

The Chairman agreed with the good that has been done but advised that as funding had come from mainly outside the club that the Parish Council was at liberty to ensure that it

was being managed properly and if BML have a set of accounts then they should have the relevant information to back them up.

Mr Keeble asked if the Parish Council was just concerned with the rent review or whether there were other problems. Mr Nobbs informed him that there were a number of rumours circulating which Mr Duncan hoped would be raised at BML's AGM on 10th May 2012. Mr Keeble thought that it was the Parish Council's duty to keep an eye on the lease and that if there are important issues then they should be discussed by the full Parish Council rather than just the sub-committees.

The Chairman confirmed that the BLC is in some part run by Parishioners as ten per cent of the precept is given to BML each year. Mr McCraw believed that the lease hadn't been properly looked at during its five year term and that BLC should no longer be a burden to the Parish. Although it is claimed to be an asset it will only becoming that once it is generating a profit.

Mrs Dunnett advised the Parish Council that the Finance Committee were not suggesting that the rent is increased but need the relevant information in order to make this decision. If BML had nothing to hide then information should be accessible and would make it much easier to come to a decision.

Mr McCraw proposed that this information as requested by the Chairman's letter dated 15th February 2012 is still pursued and this was seconded by Mrs Dunnett. The Chairman asked for a recorded vote: Mr McCraw, Mrs Dunnett, Mr Amoss, Mr Kettle, Mr Keeble and Mr Revell in favour. Mr Gray – against. Mr Nobbs and Mr Duncan – abstained.

The information will be requested again and Mr Keeble asked that a constructive decision is then made.

04.12.09 TO RECEIVE REPORT FROM BML REPRESENTATIVE:

Mr Nobbs reported that a routine monthly meeting took place. He was able to inform the Parish Council that new tills were being installed and the price of drinks/food was being increased.

BML are still currently pursuing Section 106 money for the re-surfacing of the tennis courts and a possible youth club.

A number of majorettes and bowls event are planned for the summer.

The netball section is concerned that they are unable to play at Brantham at the moment due to the state of the netball court.

- **To agree to request to extend BBQ cover at Bowls Club:**

A copy of a letter received from Brantham Bowl's club had been sent to all Parish Councillors prior to the meeting. Mr Nobbs explained that they hadn't specified why they wanted to have such a large covered area but as it would not be obvious to passers-by he did not foresee a problem.

Meeting closed at 10.15pm in order to ask Phil Lawler for his opinion. Meeting re-adjourned at 10.16pm.

Although Mr Gray was interested to know why the Bowls club needed another covered area he was happy not to pursue the issue as BML had no objections to the work being

done. Mr Nobbs proposed that permission was given and this was seconded by Mr Duncan. The Parish Council unanimously agreed providing the construction was under hedge height.

04.12.10 TO RECEIVE REPORT FROM RECREATION COMMITTEE:

Mr Kettle reported that he and the Clerk had met with Terry Percival and visited all the play areas to see what repainting work was required.
The Clerk had not yet received a quote.
Mr Kettle suggested that depending on cost that Mr Wood was asked to pay for this out of his locality budget.

04.12.11 TO RECEIVE REPORT FROM PUBLIC TRANSPORT OFFICER:

Nothing to report.

04.12.12 TO RECEIVE REPORT FROM SNT MEETING:

Mr Duncan reported that the SNT meeting had taken place on 21st March 2012.
Unfortunately Brantham was no longer on the priority list. WPC Philpott had written an article for the Bugle giving information on how to contact the police.
The next meeting will take place in Brantham on 16th May 2012.

04.12.12 MISCELLANEOUS CORRESPONDENCE:

All correspondence relating to agenda items had been sent to Parish Councillors prior the meeting.

The Clerk also brought the following to the Parish Council's attention:

- A number of SALC courses available to Parish Councillors
- An email from Suffolk ACRE re: Updating Parish Plan
- An email from SALC giving information on how Leiston Town Council dealt with a large planning application

Mr Keeble asked if an email from Suffolk Coastal could be discussed at the next Parish Council meeting and Mr Duncan would like to discuss as email regarding Broadband in more depth.

04.12.14 TO UPDATE AND DISCUSS CURRENT SITUATION WITH 42 NEW VILLAGE:

Mr Duncan had met with Richard Payne to discuss the boundary between 42 New Village and Brantham Village Hall. As far as he was concerned everything was above board and recommended that the Parish Council did not take any further action.
The Chairman said that the Parish Council had been duty bound to resolve the matter in the best interest of the Village Hall Management Committee. He went onto thank Mr Duncan for re-solving the issue.

04.12.15 UPDATE REGARDING PROPOSED CELEBRATIONS FOR QUEEN'S DIAMOND JUBILEE – JUNE 2012

Nothing to report.

04.12.16 TO DISCUSS AND COMPLETE SURVEY FORM PROVIDED BY NAVIGUS PLANNING RE: COMMUNITY FACILITIES:

Many Parish Councillors had already completed and returned their survey form as requested by Navigus Planning. The Chairman asked if the Parish Council wanted to complete one as a whole.

It was decided that as a number of ideas/issues had been raised at last month's meeting when Chris Bowden was in attendance that this was not necessary.

04.12.17 TO DISCUSS POSSIBLE DEVELOPMENT OF PATTLE'S FIELD:

As Mr Ward was unable to attend the meeting it was decided to defer this agenda item until the following month.

04.12.18 TO UPDATE AND DISCUSS PROPOSAL FOR YOUTH CLUB:

As the Chairman had been unable to attend the meeting on 9th April 2012, Mrs Dunnett gave a report on his behalf.

Following a meeting with Sue Longhurst from BDC it had been agreed that a community youth bus will visit BLC for a number of weeks in the summer to determine whether a youth club is wanted. BML have promised the use of the clubhouse from 5pm onwards on a Thursday evening if the club gets up and running.

It was proposed that a club should be held for 11-14years one week and another for 14+ years the following and run it alternately.

If there is a good response then a committee made up from representatives of BML and BPC along with youth club members, will look at obtaining funding for resources. Mrs Dunnett advised that there is still some money in the Parish Council budget.

Representatives will be meeting again in May to form a committee. The constitution from the last Youth Group will be used. BDC have agreed to have a youth worker run the group.

04.12.19 TO GIVE UPDATE REGARDING VILLAGE BINS

The Chairman had stated in his Annual Report that he and the Clerk had met with Dave Wood on 27th March 2012 to look at locations of village bins. Unfortunately he believed that it was very unlikely that it would be possible for a grit bin to put in the layby along the A137 as this area was the responsibility of SCC highways. He also thought it would be unlikely that SCC would agree to have a salt bin at the bottom of Western's End bearing in mind that there was one at the entrance of the road.

The Clerk confirmed that she had sent an email to BDC regarding the dog bin in the cut through between Palfrey Heights and Brantham Hill and waiting for authorisation.

04.12.20 TO DISCUSS STATE OF PHONEBOXES IN VILLAGE:

Mr Gray had taken the time to look at all four phone boxes in the village. The one along Cattawade Street and near The Bull were no longer working he considered them to be a health hazard.

The phone box along Slough Road was working and the phone box at Palfrey Heights was partially working.

Mr Gray proposed that BT payphones are contacted and asked to remove the phones and repair the ones which should be working. This was seconded by Mr Nobbs and unanimously agreed by the Parish Council.

04.12.21 TO NOMINATE CANDIDATE FOR PARISH CUP:

The Chairman explained that each year the Parish Cup is awarded to a Parishioner in recognition of the good work they do in the village. As Joanne King had been nominated earlier in the year for a Community Achievement Award but had not been successful he suggested that the Parish Cup was awarded to her for the work she does as editor of the Bugle.

Mrs Dunnett also suggested that Graham and Fiona Mower were considered for all their hard work with the Good Neighbour Scheme.

Meeting closed at 10.35pm in order to allow Graham Mower to speak. It re-adjourned at 10.36pm.

Mr Keeble noted that although there was no denying the good work that Graham and Fiona Mower were doing this was only a recent project and Mrs King had been editor of the Bugle for over five years.

Mr McCraw proposed that this year Joanne King is presented with the Parish Cup. This was seconded by Mr Amoss and unanimously agreed.

Graham and Fiona Mower will be considered in the next round of Community Achievement Awards.

04.12.22	ACCOUNTS FOR PAYMENT	£	Chq no.
	Parish Clerk – Salary	£576.04	2846
	Parish Clerk – Office	£10.00	2846
	Responsible Finance Officer	£106.26	2847
	Sue Butcher – Litter Picker	£129.26	2848
	Phil Wainwright – Litter Picker	£129.26	2849
	BML Ground Maintenance	£332.00	2850
	Colin Orman Ground Maintenance	£126.00	2851
	Status Office Services	£21.30	2852
	Bidwells	£164.68	2853
	Brantham Over 60's	£200.00	2854
	(Section 107 donation)		
	S.A.L.C	£696.00	2855
	(Annual subscription)		
	Brantham Village Hall	£94.50	2856
	(Hire of hall)		
	Babergh District Council	£167.50	2857
	(Planning application fee for lych-gate at St Michael's Churchyard)		
	Suffolk ACRE	£1607.43	2859
	(Clubhouse annual insurance premium)		

ACTIONS

04.12.23 The next Parish Council meeting will take place on Wednesday 2nd May 2012 at Brantham Village Hall and will be the Annual Parish Council Meeting.

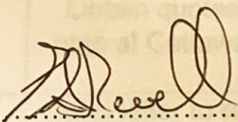
05.11.18 Have group photograph taken at APM for Minutes All Parish Councillors

The meeting closed at 10.40pm

01.12.11 reports at all play areas Clerk

02.12.11 Confirm 'indemnity' letter with GML as agreed by P.C. Clerk

03.12.12 Obtain quotes to repair road at Church Lane Clerk

SIGNED  DATED 25/12

04.12.08 New Village re: streetlights Clerk

04.12.08 Send letters to Bramwick and Pine Cottage re: ramps GPO

04.12.08 Seek guidance from SALLC re: Clerk interviews Clerk

04.12.08 Write to GML re: accounts Clerk

04.12.08 Read letter to Bowls Club re: extension of BBO Cover Clerk

04.12.08 include items on next agenda re: broadband and Suffolk Coastal Clerk

04.12.08 include development of Patten's Field in next month's meeting Clerk

04.12.08 Speak to BDC re: dog bin in car through Clerk

ACTIONS

MINUTE NUMBER	ACTIONS	BY
05.11.19	Have group photograph taken at APM for Website	All Parish Councillors
01.12.11	To get quote for paintwork repairs at all play areas	Clerk
02.12.11	Confirm 'Indemnity' letter with BML as agreed by P.C	Clerk
02.12.12	Obtain quotes to repair map at Cattawade Street	Clerk
04.12.06	Send letter to residents of New Village re: streetlights	Clerk
04.12.06	Send letters to Braiswick and Pine Cottage re: rents	RFO
04.12.06	Seek guidance from SALC re: Clerk interviews	Clerk
04.12.08	Write to BML re: accounts	Clerk
04.12.09	Send letter to Bowls Club re: extension of BBQ Cover	Clerk
04.12.13	Include items on next agenda re: broadband and Suffolk Coastal	Clerk
04.12.17	Include development of Pattle's Field in next month's meeting	Clerk
04.12.20	Speak to BDC re: dog bin in cut through	Clerk

MINUTE NUMBER	ACTIONS	BY
04.12.21	Contact BT re: state of phone boxes in village	Clerk
04.12.22	Write to Joanne King re: Parish Cup	Clerk