

**MINUTES OF THE BRANTHAM PARISH COUNCIL MEETING HELD AT
BRANTHAM VILLAGE HALL ON WEDNESDAY 3RD FEBRUARY 2010
AT 7.30PM**

PRESENT: Mr M Amoss
Mr M Clark
Mr M Daniel
Mr I Duncan
Mrs L Dunnett
Mrs L Evans (Clerk)
Mr K Glen
Mr N Gray
Mr P Kettle
Mr R Keeble
Mr T Nobbs

CHAIR: Mr P Revell

IN ATTENDANCE: Mr T Ward (District Councillor)
Mr S Eley (RFO)
2 members of the public

The meeting started at 7.31pm for a public session and the Parish Council re-adjourned at 7.37pm.

02.10.01 APOLOGIES:
Mr Wood

02.10.02 DECLARATION OF INTEREST:
None

02.10.03 PARISH COUNCIL MINUTES:
The minutes of the Parish Council meeting held on 6th January 2010 were amended. Under minute 01.10.06 the word 'report' was added. Under minute 01.10.14 the word 'bills' was added and the sentence 'in particular the Landlord and Tenant Act 1954' and the word 'are' was changed to 'have' under minute 01.10.19. They were then approved and signed as a true record of the meeting.

02.10.04 ACTION POINTS FROM PARISH COUNCIL MEETING:
Minute 11.09.15 - Brantham Community Award was on the agenda under item 02.10.16. Action point dismissed.
Minute 12.09.08 - A letter was ready to be sent to Danny Goswell and Jill Adshead-Grant re: youth group. Action point dismissed.
Minute 12.09.16 - The Clerk reported that she has received a response from BT regarding the red telephone box along the A137. She had been informed that BT would not do any work to move the box from its base and had been recommended not to move the box. The Parish Council unanimously agreed not to adopt the telephone kiosk as it would not be cost effective. Action point dismissed.

Minute 01.10.12 - A letter had been sent to BML regarding the paving outside the clubhouse and the proposal of gates to the Bowls Club car park. Action point dismissed.

Minute 01.10.13 - The Clerk confirmed that she had spoken to BDC who are prepared to wait until after the Parish Council's meeting in March for a suggestion on what to call the new development at Palfrey Heights. Put on agenda for next month. Action point dismissed.

Minute 01.01.14 - A letter had been sent to Douglas Turner and the lease between the Parish Council and Highcliff Veterinary Practice was discussed further under agenda item 02.10.13. Action point dismissed.

Minute 01.10.16 - A cheque for SARS was ready to be signed at this month's meeting. Action point dismissed.

Minute 01.10.19 - A new cheque and covering letter had been sent to Wicksteeds. Action point dismissed.

02.10.05 DISTRICT COUNCILLOR:

Mr Ward reported that a group called DSM have bought ICI and the land surrounding it has been surveyed. One of the smaller companies working on the Wardle Storey site has been asked if it would like to move into the ICI building. This had led to speculation that the ICI site may remain industrial whilst plans may be submitted for residential development on the old site of Wardle Storey. Mr Ward had spoken to Rich Cooke at Babergh District Council who informed him that although no plans had yet been submitted he was expecting something later in the year. He was aware that surveys had been done on flood risk and highways.

Mr Ward went on to inform the Parish Council that he had recently attended a Safer Neighbourhood Team meeting in Hadleigh, which he was pleased to say wasn't as bad as previous ones. Mr Ward has been asked to join the panel and chair the meetings in February and March. He has agreed to take on this role.

On behalf of Mr Wood, Mr Ward reported that the Boundary Committee had still not made a decision regarding Suffolk County Council's Unitary status which was still ongoing but it was hoped that a final decision would be made by 10th March 2010. Mr Revell asked Mr Ward to keep the Parish Council updated.

02.10.06 FINANCE REPORT:

The Clerk reported the balance of accounts:

Treasurer 1 Account at 31st January 2010 - £1000.00

Treasurer 2 Account at 31st January 2010 - £76203.41

02.10.07 QUARTERLY FINANCE REPORT:

A copy of the quarterly finance report had been given to all Parish Councillors prior to the meeting.

Mr Elsey gave a more detailed report to explain the figures.

In summary the Parish Council is currently under spent on budget. However, there are a number of small maintenance jobs, which have been carried out around the village including the purchase of mulch for the three play areas that will probably mean that the Parish Council will be on budget at the end of this quarter.

02.10.08 FINANCE CHAIRMAN'S REPORT:
Mrs Dunnett confirmed that the Finance Committee had met on 27th January 2010 to discuss a number of issues.

At last month's meeting the Parish Council had discussed the purchasing of some new grit bins. Mr Orman had been asked to survey the bins we currently have in the village and had informed the Clerk of where there was a need for newer or larger bins. In total four new bins were needed. The Clerk had obtained quotes from three suppliers:

She had also spoken to Suffolk County Council who had confirmed that there was no need to get authority to replace small/broken bins with new larger bins. It was also permissible to put two bins together side by side. However, permission would need to be granted before installing any bins in new locations around the village. Mr Duncan had previously suggested that a bin was located at the bottom of Brantham Hill and the Clerk advised him that the police had also requested this. Although SCC did not seem to keen on, the Parish Council unanimously agreed that a letter should be sent to SCC asking if a bin could be situated in the lay-by at the bottom of Brantham Hill.

Mrs Dunnett proposed that four new bins are purchased and was seconded by Mr Glen. The Parish Council unanimously agreed.

Mr Gray suggested that it might also prove beneficial to have one of the new bins installed near to Mr Orman's property and to buy a small grit spreader which would enable him to spread grit more evenly around the village. The Clerk will liaise with Mr Orman.

Mrs Dunnett then went onto report that the Finance Committee had also looked at the cost of erecting 'No dog fouling' signs around various hotspots in the village. There is an ongoing problem around the village with dog owners not cleaning up after their animals. The cost of each sign is £38.72 plus VAT. Mr Orman had quoted £20.00 to erect each sign. The Clerk had been in contact with Babergh District Council who although unable to cover the cost of premium signs had A5 vinyl signs which they could let the Parish Council have free of charge. These can be stuck to lampposts. After some discussion the Parish Council unanimously agreed to get the free signs and see if this encouraged dog owners to be more conscientious.

A copy of the Finance Committee minutes is available from the Clerk.

02.10.09 PLANNING COMMITTEE REPORT:

Mr Keeble confirmed that the Planning Committee had met on 27th January 2010.

The plans for extension work to the Clubhouse had been received and the Planning Committee was happy to support the application. One local resident had attended the meeting and the Planning Committee had agreed to support the observations made and send them to BDC.

The Parish Council meeting closed at 8.12pm to allow Mr Ward to speak about 45 Cedar Close and whether the local authorities consider drainage as part of the planning process. It re-adjourned at 8.16pm.

Mr Keeble asked the Chairman if drainage within in the village could be put on next month's agenda.

He then reported that a letter had been received from BDC regarding changes to the Local Plan Version 2 and asked Mr Clark to give a report. Mr Clark explained that the plan is in place for the whole of Babergh. It is the District Council's intention to remove sixty-three policies unless there is strong objection. His concern is what will replace these policies- there are currently a total number of one hundred and forty of which fifty are very specific to particular sites. Mr Clark offered to look at the last draft of the plan and list the policies, which are relevant to Brantham. He will liaise with Mr Ward and report back at the next Parish Council meeting.

02.10.19 PUBLIC TRANSPORT OFFICER'S REPORT:
Nothing to report.

2.10.11 RECREATION CHAIRMAN'S REPORT:
The Clerk confirmed that she was now in receipt of three quotes to replace the fencing at Merriam Close play area. These were:

C & W Fencing	-	£1870.00
Mark Cornock	-	£1698.85
K & B Landscapes	-	£1960.00

All quotes are subject to VAT.

The Finance Committee had previously considered the quotes. Mr Amoss proposed that the work is given to C & W Fencing and was seconded by Mr Glen. The Parish Council unanimously agreed. A site meeting between Mr Amoss and C&W Fencing will be arranged prior to the work commencing.

Mrs Dunnnett explained that the ROSPA report had been discussed at the last Finance Committee and said that it needed to be reviewed by the Recreation Committee. There are a number of small but fairly expensive repairs that need to be carried out to some of the play equipment at Merriam Close.

* Mr Gray asked why the posts and gate along the Lower Recreation play area had not been removed. The Clerk will write to Brantham Management Limited.

02.10.12 TO AGREE PARISH CUP AND YOUTH ACHIEVEMENT AWARD NOMINATIONS:

The Clerk explained that it was customary to present the Parish Cup at the Annual Parish Meeting and she asked if Parish Councillors could suggest suitable nominees. Mrs Dunnnett proposed that Karen Mason from St Michael's Pre-School would be a suitable nominee. It was agreed that all Parish Councillors would consider other possible candidates and a decision would be made at March's Parish Council meeting.

At November's meeting, Mr Glen had proposed that the Parish Council introduce an additional award for youth in the village. This proposal was discussed further. Mr Duncan seconded Mr Glen's proposal and the Parish Council was unanimously in favour. However, before anyone is presented with the award, more thought needs to go into the criteria for being given the award. The criteria will be discussed further at next month's meeting and then something will be put in the Bugle asking for nominations.

02.10.13 BLC REPRESENTATIVE'S REPORT:

Although a copy of Mr Crowhurst's report had apparently been emailed to the Clerk, she had not received it.

Mr Nobbs gave a resume of the report and promised to email it to the Clerk for her to forward to all Parish Councillors.

A copy of the report is available from the Clerk.

02.10.14 MISCELLANEOUS CORRESPONDENCE:

All correspondence relevant to the meeting had been sent to Parish Councillors prior to the meeting. A folder containing all other correspondence received during January was circulated around the Parish Council.

The Clerk brought to the Parish Council's attention a letter received from Inspector Rupert Weeks in response to a letter sent regarding the new format of the Safer Neighbourhood Team Meetings.

02.10.15 TO AGREE THE TERMS OF THE LEASE BETWEEN BRANTHAM PARISH COUNCIL AND HIGHCLIFF VETERINARY PRACTICE:

All Parish Councillors had been given copies of all recent correspondence between Brantham Parish Council and Birketts Solicitors regarding the lease, prior to the meeting.

Mr Daniel reported that the Parish Council was very near to finalising the lease but that it needs to decide whether or not the lease will be 'excluded' or not. He explained that the Parish Council had initially wanted the lease to be 'excluded' from the Landlord and Tenant Act 1954 whilst Highcliff Veterinary Practice wanted it 'included'. In order to get things moving he proposed that the lease be 'included' but that the car park remains a car park for the sole usage of a veterinary practice.

As the veterinary practice only has eight months remaining on its planning permission for the car park, it is very keen to finalise the lease as soon as possible. In addition the Parish Council is losing revenue from the rental.

Douglas Turner has given the Parish Council a number of options and how they would affect the Parish Council. Mr Daniel proposed that the Parish Council go ahead and agree with the lease being 'protected' and with the proviso that the land remains a car park for the sole use of a veterinary practice. This was seconded by Mrs Dunnett and agreed by a majority vote (Mr Daniel, Mr Duncan, Mrs Dunnett, Mr Keeble and Mr Nobbs). Against were Mr Clark and Mr Gray. Mr Kettle abstained.

02.10.19 ACCOUNTS DUE FOR
Phil Wainwright - Litter Pickett £120.26
Responsible Finance Officer £84.47
Parish Clerk - Mileage £6.08
Parish Clerk - Office £10.00
Parish Clerk - Salary £278.04

2.10.16 TO AGREE THE DATES OF ANNUAL PARISH MEETING, ANNUAL PARISH COUNCIL MEETING AND SUMMER BREAK:

The Clerk explained that the Annual Parish Meeting needs to be held sometime between March and June and that it was customary for Brantham to hold its meeting on the first Wednesday of April. This year that would be 7th April 2010. The Parish Council unanimously agreed to hold the APM on this date.

The Annual Parish Council Meeting needs to take place in May. The Clerk asked if the Parish Council would be happy for it to take place on 5th May 2010. The Parish Council unanimously agreed.

The Parish Council does not normally meet during the month of August. The Clerk asked if the Parish Council would be happy for this meeting not to take place unless there was urgent business to be discussed. The Parish Council unanimously agreed not to have a meeting on 4th August 2010.

02.10.17 PARISH COUNCIL CHAIRMANSHIPS:

A few years ago, the Parish Council's Standing Orders had been changed to ensure that no one person should be allowed to remain as either Parish Council Chairman or Chairperson of any committee for more than three years.

However, SALC had recently informed the Clerk that it was normal practice for a Chairman/person to be allowed to stay in this role for four years which would tie in with the re-election period.

Mr Duncan proposed that Brantham Parish Council's Standing Orders are amended and was seconded by Mrs Dunnett. The Parish Council's Standing Orders will be discussed at the next Parish Council meeting.

02.10.18 DONATIONS:

Mr Clark reported that a number of donations had been received this month.

Firstly, the annual request from Brantham Over 60's Club for financial assistance. Previously the Parish Council has given a donation of £200.00 and Mr Clark proposed that the same amount is given this year. This proposal was seconded by Mr Daniel and was unanimously agreed by the Parish Council.

Mr Clark also proposed that donations of £50.00 are given to Age Concern and Optua. Both proposals were seconded by Mr Nobbs and were unanimously agreed by the Parish Council.

A request from Victim Support was not supported by the Parish Council.

02.10.19 ACCOUNTS DUE FOR PAYMENT:	£	Chq no.
Parish Clerk – Salary	£576.04	
Parish Clerk – Office	£10.00	
Parish Clerk – Mileage	£6.06	
Responsible Finance Officer	£84.47	
Phil Wainwright – Litter Picker	£129.26	

Joe Clodd – Litter Picker £124.02
 BML Maintenance Payment £332.00
 Colin Orman £520.00

BY	(Village maintenance)	
	Country Mulch Limited	£499.38
	Suffolk County Council	£134.23
Clerk	(Grass cutting at Gravel Pit Lane)	
	SARS	£50.00
	(Section 137 donation)	

02.10.20 MEETING:
 The next Parish Council meeting will be held on Wednesday 3rd March 2010 at
 Brantham Village Hall starting at 7.30pm

The meeting closed at 9.23pm

SIGNED [Signature]
 DATE 23/3/10

Clerk	Look at proposed changes to local Plan	02.10.08
Mr Clark	Look at proposed changes to local Plan	02.10.08
Clerk	Arrange fencing at Merism Close play area to be carried out	02.10.11
Clerk	Send letter to BML re: posts on lower recreation play area	02.10.11
All Parish Councillors	Consider suitable nominations for Parish Cup	02.10.12
Clerk	Produce criteria for Youth Achievement Award	02.10.12
Clerk	Send letter to Birkers re: lease to Highlife Veterinary Practice	02.10.15
All Parish Councillors	Discuss changes to Standing Orders	02.10.17
Clerk	Send donations to Over 60's Age Concern and Optus	02.10.18

ACTIONS

MINUTE NUMBER	ACTIONS	BY
02.10.08	Buy new grit bins and grit spreader for Colin Orman	Clerk <i>covered</i>
02.10.08	Get 'No Dog Fouling' signs from BDC	Clerk <i>Colin Orman To put up.</i>
02.10.08	Add the problem of drainage in the village to next month's agenda	Clerk <i>4/10/08 3.10.09</i>
02.10.08	Look at proposed changes to Local Plan V2 that may affect Brantham	Mr Clark
02.10.11	Arrange fencing at Merriam Close play area to be carried out	Clerk <i>In Hand</i>
02.10.11	Send letter to BML re: posts on lower recreation play area	Clerk <i>To send letter</i>
02.10.12	Consider suitable nominations for Parish Cup	<i>as agenda 2</i> All Parish Councillors
02.10.12	Produce criteria for Youth Achievement Award	Clerk <i>See draft on agenda 2</i>
02.10.15	Send letter to Birketts re: lease to Highcliff Veterinary Practice	Clerk <i>3.10.14</i>
02.10.17	Discuss changes to Standing Orders	<i>3.10.15</i> All Parish Councillors
02.10.18	Send donations to Over 60's, Age Concern and Optua	Clerk <i>To be signed</i>