

**MINUTES OF THE BRANTHAM PARISH COUNCIL MEETING
HELD AT BRANTHAM VILLAGE HALL ON WEDNESDAY 3RD
MARCH 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 T Nobbs

CHAIR:

Mr P Revell

IN ATTENDANCE:

Mr T Ward (District Councillor)
Mr S Elsey (RFO)
PCSO Ilona Turley
6 members of the public

The meeting started at 7.31pm for a public session. There was also a report from PCSO Ilona Turley. The Parish Council re-adjourned at 7.45pm.

03.10.01 APOLOGIES:

Mr Keeble and Mr Wood, District Councillor

03.10.02 DECLARATION OF INTEREST:

Mr Kettle declared an interest in agenda item 03.10.16.

03.10.03 PARISH COUNCIL MINUTES:

The minutes of the Parish Council meeting held on 3rd February 2010 were approved and signed as a true record of the meeting.

3.10.4 ACTION POINTS FROM PARISH COUNCIL MEETING:

Minute 02.10.08 – The Clerk confirmed that she had placed an order for four new grit bins. The Finance Committee had agreed that a grit spreader should be purchased for Mr Orman and she was now looking into which ones were suitable to use with the grit provided by SCC. Action point ongoing.

Minute 02.10.08 – The Clerk was now in receipt of some 'No Dog Fouling' signs and had asked Mr Orman to place them in suitable areas around the village. Action point dismissed.

Minute 02.10.08 – Drainage in the village was discussed further under agenda item 03.10.09. Action point dismissed.

Minute 02.10.08 – Proposed changes to the Local Plan V2 were discussed further under agenda item 03.10.09. Action point dismissed.

Minute 02.10.11 – The Clerk confirmed that C&W Fencing would start work at Merriam Close play area at the end of the week. She had met with Dave Keeble from SCC to discuss erecting safety barriers in Merriam Close and these had now been ordered. Action point dismissed.

Minute 02.10.11 – The Clerk still needs to send a letter to BML asking them to remove concrete posts on Lower Recreation play area. Action point ongoing.

Minute 02.10.12 – All Parish Councillors had been asked to consider suitable nominations for the Parish Cup. Discussed further under agenda item 03.10.17. Action point dismissed.

Minute 02.10.12 – A draft criteria for the Youth Achievement Award had been produced and circulated to all Parish Councillors prior to the meeting. Discussed further under agenda item 03.10.18. Action point dismissed.

Minute 02.10.15 – A letter had been sent to Birketts regarding the lease for Highcliff Veterinary Practice. Discussed further under agenda item 03.10.14. Action point dismissed.

Minute 02.10.17 – All Parish Councillors were requested to review the Parish Council's Standing Orders prior to the meeting in order to agree changes. Discussed further under agenda item 03.10.15. Action point dismissed.

Minute 02.10.18 – Donation cheques for Brantham Over 60's Club, Age Concern and Optua were ready to be signed at this month's meeting. Action point dismissed.

03.10.05 DISTRICT COUNCILLOR:

Mr Ward gave all Parish Councillors a copy of an email had received from Rich Cooke at Babergh District Council regarding the site at Wardle Storey.

Mr Ward was able to confirm that research had been carried out on the site by various different agencies but that pre-planning application discussions with the developer had not yet taken place. He also confirmed that the new owners of the Wardle Storey site now owned ICI. He was aware that a number of parishioners were already concerned about how the site could be redeveloped and that there were rumours of four hundred houses being built but as far as he was aware there were plans. He would endeavour to keep the Parish Council as up to date as possible.

There had also been concern raised about the lack of police attendance on the site especially as local residents were well aware of people entering the site illegally. Mr Ward confirmed that Wardle Storey was top priority on the police's response list and advised that anything suspicious should be reported immediately.

Mr Ward will be chairing the Safer Neighbourhood Team meetings in March and April and therefore acting as the Parish Council's representative. Mr Duncan took this opportunity to congratulate Mr Ward on being asked to Chair the monthly meetings.

3.10.6 COUNTY COUNCILLOR'S REPORT:

Unfortunately, Mr Wood was unable to attend the meeting but had sent the Clerk a copy of his report for her to circulate amongst the Parish Council.

03.10.07 FINANCE REPORT:

The Clerk reported the balance of accounts:

Treasurer 1 Account at 28th February 2010 -

£1000.00

Treasurer 2 Account at 28th February 2010 -

£62,417.17

03.10.08 FINANCE CHAIRMAN'S REPORT:

Mrs Dunnnett confirmed that the Finance Committee had met on 24th February 2010 for a brief meeting. Minor issues had been discussed including the purchasing of a new grit spreader which the clerk had in hand.

A more major concern of the Finance Committee was the impending extension to the clubhouse. Questions were raised as to whether it was necessary for the Parish Council to employ a Clerk of Works to ensure that all the work is done properly. It was agreed that a letter definitely needed to be sent to Brantham Management Limited advising them that they were not to start any work until all the funds needed were available.

The Clerk suggested that it would be a good idea to meet with Phil Lawler and Mark Hatley from Wilby Burnett who were co-ordinating the project to find out how they intended to manage the project.

As a meeting had already been arranged between the two above-mentioned parties, Mr Revell, Mrs Dunnnett and Mr Eley were invited attend on Tuesday 2nd March 2010. Mr Robbie Rothwell was also in attendance.

Mrs Dunnnett explained that they had been re-assured that the FA would not allow any building work to start without all the money. The work will cost in the region of £320k of which £160k is available from the FA. Mr Lawler is currently looking at ways of raising the balance.

The meeting closed at 7.55pm in order to allow Mr Eley to explain in more detail how a Clerk of Works would be involved in the project. The meeting re-adjourned at 8pm.

Mrs Dunnnett advised the Parish Council that it needed to be more involved in the project and keep on top of what is happening. She felt confident that Mark Hatley would ensure that the Parish Council is kept well informed.

03.10.09 PLANNING COMMITTEE REPORT:

There had been no planning meeting in February 2010 as no applications had been received.

Unfortunately Mr Keeble was unable to attend the meeting. The Clerk explained that Mr Keeble had concerns about drainage in the village and had asked if it would be possible for Mr Ward to find out from Babergh District Council if they ever look at whether the drainage system can cope with all the 'one off' new builds in the village. They agreed to send an email to Mr Ward.

At last month's meeting Mr Clark had agreed to look at the proposed changes to BDC's Draft Local Plan v2 and how they might affect Brantham.

Mr Clark explained that he had not had time to speak to the District Councillor, Mr Ward and stressed that he was no expert on planning law. However, it appeared that BDC were intending to get rid of sixty policies that are currently in the document and he had taken time to produce a pack for each Parish Councillor highlighting the ones relevant to Brantham.

He proposed that a letter is sent to Babergh District Council acknowledging that Parish Council has looked at the changes and asking for clarification on any changes that are relevant to Brantham. Once the Local Development Framework is put together, which will take up to three years, it will then be valid for fifteen years. Babergh is currently behind with its timing and the planning policy was last updated in 2009 but it is important that the Parish Council is aware of what is happening. He asked Mr Ward to find out why no one including the District Councillor had been consulted about the changes Babergh was proposing.

The Parish Council unanimously agreed that a letter should be sent and Mr Clark will liaise with the Clerk.

A copy of the Mr Clark's views will be included in the minutes.

03.10.10 PUBLIC TRANSPORT OFFICER'S REPORT:

Nothing to report.

03.10.11 RECREATION CHAIRMAN'S REPORT:

Mr Amoss confirmed that C & W Fencing would be undertaking the work at Merriam Close play area and that he and the Clerk had met with Mr L Mohammed prior to the work starting.

The Clerk had confirmed that the BDC were sending another copy of the ROSPA report which Mrs Dunnett had agreed to look at to see what repair work needed to be carried out.

3.10.12 B.L.C REPRESENTATIVE'S REPORT:

A copy of this month's report from Mr Crowhurst had been given to all Parish Councillors.

Unfortunately, Mr Nobbs had been unable to attend the most recent meeting. However, he had received an email from the Bowls Club via Mr Lawler asking

if the Parish Council would be happy for them to erect a collapsible shelter at the side of the Bowls Pavilion. Mr Nobbs did not think that planning permission was needed but suggested that this request is considered by the Planning Committee.

Mr Gray offered to look at the plans and do a site visit prior to the planning committee meeting at the end of the month.

3.10.13 MISCELLANEOUS CORRESPONDENCE:

Copies of all relevant correspondence had been sent to Parish Councillors prior to the meeting. A file containing all other correspondence was circulated at the meeting.

The Clerk brought to the Parish Council's attention three pieces of correspondence that she had received.

- Firstly an email from BT advising the Clerk that although the Parish Council did not wish to adopt the red telephone box along the A137 near to The Bull, it had no intention of removing it at the present time.
- She had also received a letter from Mr Graham Mower, Group Scout Leader for 1st Brantham Scout Group. Mr Mower had asked if it was possible to set up a meeting between the Parish Council and their sub-committee to discuss the future of the Scout and Guide Hut which was built in the 1940's and was now almost in a state of disrepair. Mr Revell, Mr Clark, Mrs Dunnett agreed to meet with representatives of the group.
- A letter had been received from Mr Jackson of The Bungalow, Cattawade Street regarding a mound of earth behind his property along the Private Road. Mr Orman had given a quote for this work last year. The Finance Committee agreed to re-consider the request.

3.10.14 TO AGREE AND SIGN LEASE BETWEEN BRANTHAM PARISH COUNCIL AND HIGHCLIFF VETERINARY PRACTICE:

Mr Daniel informed the Parish Council that it was very close to signing the lease with Highcliff Veterinary Practice and that there were just two points that had been raised with Douglas Turner at Birketts Solicitors – one is an additional paragraph that may need to be omitted (6.11) and the other is a reference made to a non-existing paragraph (6.10).

Although Mr Daniel suggested that perhaps the Parish Council should consider agreeing to allow the appropriate signatories to sign the lease before the next meeting, it was unanimously agreed that this was too important document to be signed without the whole Parish Council being involved and will be deferred until the Parish Council meeting on 7th April 2010.

3.10.15 TO AGREE TO CHANGES TO STANDING ORDERS:

All Parish Councillors had been asked to revisit the Parish Council's Standing Orders prior to the meeting.

At present the maximum length of term the Parish Council Chairman, Vice-Chairman and Sub-Committee Chairperson can serve is three years.

However, following the advice from SALC it had been suggested at last month's meeting that this is changed to four years and the Standing Orders amended.

Mr Duncan proposed that the changes are made and was seconded by Mr Gray. The Parish Council unanimously agreed.

3.10.16 TO DISCUSS AND AGREE TO NAME OF LOW COST HOUSING DEVELOPMENT:

In January the Parish Council had been asked by Babergh District Council for a preferred name for the new low cost housing development at Palfrey Heights.

At the time the Parish Council agreed it would be a good idea to ask parishioners for their suggestions. Suggestions received were: Orchard Close, Gammage Way, Double Way, Kettle Close and Palfrey Close.

Mr Amoss proposed that the development was named Orchard Close but was not seconded.

Mr Glen proposed that the development was called Kettle Way as many of the streets in Brantham are name after people in the village and the Kettle family have been resident in Brantham since at least 1745. As this is a small development with a pathway running through, 'Way' seemed more appropriate than close. This was seconded by Mrs Dunnett and agreed with a majority vote. Mr Kettle abstained.

The Clerk will write to BDC.

3.10.17 TO DISCUSS AND AGREE NOMINATIONS FOR PARISH CUP:

Each year at the Annual Parish Meeting, the Parish Cup is present to a parishioner in recognition of the work they have done in the village.

All Parish Councillors were asked to consider suitable nominees prior to the meeting.

Mrs Dunnett proposed that the Parish Cup is awarded to Karen Mason for her outstanding contribution to both St Michael's Church and Pre-School. This was seconded by Mr Glen and unanimously agreed by the Parish Council.

The Clerk will write to Mrs Mason.

3.10.18 TO AGREE CRITERIA FOR YOUTH ACHIEVEMENT AWARD:

It had been agreed at the Parish Council meeting in February 2010 that a Youth Achievement Award would be presented each year and the Clerk had produced a draft criteria which had been sent to all Parish Councillors prior to the meeting.

Mr Glen went through the draft criteria with the Parish Council and asked if there should be two categories one for Under 18's and one for Over 18's. Mr Duncan assumed that it had already been agreed that there would be just one award given to someone under 18. The remainder of the Parish Council was in agreement. The award should be a cup plus a trophy or shield that could be

retained. The award would be presented annually at July's meeting which would tie in with the end of the academic year. The successful candidate would need to be resident in Brantham.

The Clerk will arrange for something to be put in the next edition of the Bugle and send letters to East Bergholt and Holbrook High Schools and Brooklands Primary School.

3.10.19 TO AGREE TO A REQUEST TO SITE A MEMORIAL BENCH AT CATTAWADE PICNIC AREA:

The Clerk had received a letter from Mrs Sharon Adams asking if a bench in memory of her son who had died just before Christmas could be installed at Cattawade Picnic Area. She had offered to purchase the bench and keep up the maintenance.

The Clerk had spoken to Nick Dixon from SCC who had informed her that there would be no objections to this being done and would just need her contact details so that they could liaise with the family.

Mrs Dunnett raised the question of who would insure the bench. She suggested that the Parish Council adopt the bench as it had with other memorial benches in the village and take the responsibility of maintaining it.

The Clerk will speak to the deceased family to make the necessary arrangements.

3.10.20 TO AGREE TO DONATION TO IPSWICH DISABLED ADVICE BUREAU:

A request for financial assistance had been received from Ipswich Disabled Advice Bureau.

Mr Clark explained that the Parish Council had not previously given a donation to this charity and was not aware that it had helped anyone in the village. Therefore he proposed that no donation was given on this occasion. This was seconded by Mr Nobbs and unanimously agreed by the Parish Council.

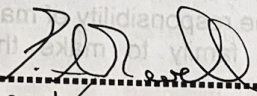
3.10.21 ACCOUNTS FOR PAYMENT:

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	£87.00	
(Village maintenance)		
Brantham Over 60's	£200.00	
(Section 137 donation)		
Age Concern	£50.00	
(Section 137 donation)		

Optua (Section 137 donation)	£50.00
H.M Land Registry	£50.00
Status Office Services	£82.99
Brantham Village Hall	£32.50
British Telecommunications PLC (Clerks Line)	£162.15
County Mulch	£190.35

3.10.22 The next Parish Council meeting will be held on Wednesday 7th April 2010 at Brantham Village Hall starting at 7.30pm and will be preceded by the Annual Parish Meeting.

The meeting closed at 9.23pm

SIGNED 
 DATE 21/4/10

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3.10.21 ACCOUNTS FOR PAYMENT:

ACCOUNTS DUE FOR PAYMENT:	£	Chd no.
BML Maintenance Payment	£87.00	
Collin Osman		
Joe Good - Litter Picker	£382.00	
Phil Wainwright - Litter Picker	£128.28	
Responsible Finance Officer	£84.47	
Parish Clerk - Mileage	£6.08	
Parish Clerk - Office	£10.00	
Parish Clerk - Salary	£578.04	
(Section 137 donation)		
Age Concern		
(Section 137 donation)		
Brantham Over 60s		
(Village maintenance)		
Collin Osman		

	Award	02.10.12
Clerk	Send letter to Birketts re lease to Highlife Veterinary Practice	02.10.12
All Parish Councillors	Discuss changes to Standing Orders	02.10.12
Clerk	Send donations to Over the Concern and	02.10.12

ACTIONS

MINUTE NUMBER	ACTIONS	BY
02.10.08	Buy new grit bins and grit spreader for Colin Orman	Clerk
02.10.08	Get 'No Dog Fouling' signs from BDC	Clerk
02.10.08	Add the problem of drainage in the village to next month's agenda	Clerk
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
02.10.11	Send letter to BML re: posts on lower recreation play area	Clerk
02.10.12	Consider suitable nominations for Parish Cup	All Parish Councillors
	Produce criteria for Youth Achievement	Clerk

02.10.12	Award	
02.10.15	Send letter to Birketts re: lease to Highcliff Veterinary Practice	Clerk
02.10.17	Discuss changes to Standing Orders	All Parish Councillors
02.10.18	Send donations to Over 60's, Age Concern and Optua	Clerk

BY	MINUTE NUMBER	ACTIONS
Clerk	02.10.08	Buy new gift bins and get spreader for Colin Oman
Clerk	02.10.08	Get 'No Dog Fouling' signs from BDC
Clerk	02.10.08	Add the problem of drainage in the village to next month's agenda
Mr Clark	02.10.08	Look at proposed changes to Local Plan VS that may affect Brantham
Clerk	02.10.11	Arrange fencing at Merrim Close play area to be carried out
Clerk	02.10.11	Send letter to BML re: posts on lower recreation play area
All Parish Councillors	02.10.12	Consider suitable nominations for Parish Cup
Clerk		Produce criteria for Youth Achievement