

**MINUTES OF THE BRANTHAM PARISH COUNCIL MEETING HELD AT
BRANTHAM VILLAGE HALL, BRANTHAM ON WEDNESDAY 7TH MARCH 2012
STARTING AT 7.30PM**

PRESENT: Mrs L Dunnett
Mr I Duncan
Mrs L Evans (Clerk)
Mr N Gray
Mrs J Heywood
Mr P Kettle
Mr T Nobbs
Mr A McCraw
Mr T Ward

CHAIR: Mr P Revell

IN ATTENDANCE: 11 members of the public
Police
Chris Bowden – Navigus Planning

The meeting started at 7.30pm and closed immediately in order to receive a report from Suffolk Police. The meeting re-adjourned at 7.31pm before closing at 7.34pm for a public session and a presentation from Chris Bowden of Navigus Planning. It re-adjourned at 7.58pm

03.12.01 APOLOGIES:
Mr Amoss, Mr Keeble and Mr D Wood – County Councillor.

03.12.02 DECLARATION OF INTEREST:
Mr McCraw declared an interest in agenda item 03.12.18 when the Parish Council was discussing maintenance work along Church, School and Rectory Lanes.

03.12.03 PARISH COUNCIL MINUTES:
The minutes from the Parish Council meeting held on 1st February 2012 were approved and signed as a true record of the meeting.

03.12.04 ACTION POINTS FROM PARISH COUNCIL MEETING:
Minute 03.11.08 – Actions from the Internal Audit have been discussed at the recent Finance meeting. Action point dismissed.
Minute 05.11.19 – A Parish Council group photo for the website still needs to be taken. It was suggested that this is taken at the Annual Parish Meeting and all Parish Councillors are advised as such. Action point on-going.
Minute 10.11.22 – The Clerk spoke to SCC regarding the installation of two new streetlights along the Private Road. The more expensive one is the one outside the Bowls Pavilion. Tony Hall has offered to also give a quote to install two lights along this

road and once these have been received the Finance Committee will consider all options. Action on-going.

Minute 11.11.14 – Richard Payne will be meeting with Mr Duncan on 11th March 2012 to look at the boundary between 42 New Village and Brantham Village Hall. Action dismissed.

Minute 12.11.07 – The Finance Committee had reviewed the comments made by BDO Stoy Hayward at the last Finance Meeting. Discussed further under agenda item 03.12.07.

Action point dismissed.

Minute 12.11.11 – The Clerk confirmed that the hedge around Gravel Pit Lane play area had been trimmed. BDC had agreed to send a letter to all residents regarding fly-tipping. Action point dismissed.

Minute 01.12.07 – The Finance Committee had reviewed annual rents at the last Finance Meeting. Action point 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. 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 – A second quote to cut the hedge at Gravel Pit Lane play area had been obtained and the Chairman/Vice-Chairman had agreed to give the work to Colin Orman as the quote was much cheaper. Action point dismissed.

Minute 02.12.12 – The Clerk had been unable to obtain a quote for repairs to the map surround at Cattawade. Action point on-going.

Minute 02.12.13 – The Clerk had written to the Reverend of St Michaels Church who was happy to have either one or both of the memorial benches relocated to the Churchyards. The Clerk had spoken to Mr Keeble to find out if it would be possible to have a look at the benches before making a final decision. Action point dismissed.

Minute 02.12.21 – The Clerk had been advised that the Church had received some compensation for the damage to the Rectory wall. A letter will be sent from the Parish Council asking for drivers to take more care along that road. Action point dismissed.

Minute 02.12.21 – As the quote from Colin Orman was under £500.00 to cut the churchyard hedge and the St Michaels Church was keen for him to do the work, the Chairman and Vice-Chair agreed that he should under the job. Action point dismissed.

03.12.05 TO RECEIVE DISTRICT COUNCILLORS REPORT:

Mr Ward reported that the SCC intends to start switching all their streetlights off between 12am and 5.30am. He asked if the Clerk could advise him of how many lights in the village belong to either SCC or Brantham Parish Council. If the Parish Council feels that an area of the village is unsafe without street lighting then it can appeal to SCC to turn them back on.

He went onto report that he had received a copy of the planning application to install solar panels at Brooklands School.

Further to St Michaels Church request to help find additional burial space, he had spoken to Mr Keeble who had two areas of land that could be used in Ash Ground and Rectory Field. However neither of these pieces of land was very accessible. Mr Ward asked if this could be discussed further at next month's meeting but he suggested that

Church Farm would be an ideal site for burial land, a church car park and additional sports facilities. However it would probably mean that the land would have to be sold for some development.

03.12.06 FINANCE REPORT:

The Clerk reported the following balances:

Treasurer 1 Account at 29th February 2012 - £1000.00

Treasurer 2 Account at 29th February 2012 - £69508.07

03.12.07 TO RECEIVE REPORT FROM FINANCE COMMITTEE:

Mrs Dunnett reported that the Finance Committee had met on 23rd February 2012. At the meeting the report from the Internal auditor for the 2010/11 had been discussed. Two issues had been raised:

1. The paperwork had not been approved before 30th June but the Parish Council would ensure this target date was met this year in order to comply with regulations.
2. It was suggested that the fidelity guarantee is increased to £100k. Mrs Smith, RFO had agreed to find out how much it would cost prior to the next finance meeting.

The Finance Committee looked at Brantham Parish Council's financial regulations as agreed by NALC. However, some amendments are required to bring them in line with the Parish Council's Standing Orders.

A review of all the rents received by the Parish Council was done. It was agreed that the peppercorn rent of £1.00 by the Scout and Guide Committee should remain the same. Highcliff Veterinary Practice's rent is not due to be reviewed yet. Pine Cottage and Braiswick Photographic who pay for access on to the Private Road pay a minimum rent of £75.00 and £20.00 but these have not been paid for a number of years. It was agreed by the Finance Committee that letters should be sent by the RFO to advise that rents are being reviewed and asking for back dated payments.

The Finance Committee will meet again on 22nd March 2012.

03.12.08 TO RECEIVE REPORT FROM PLANNING COMMITTEE:

Mr Keeble was unable to attend the meeting. Mr Duncan confirmed that the Planning Committee had met on 25th February 2012 when one planning application had been considered.

03.12.09 TO RECEIVE REPORT FROM BML REPRESENTATIVE:

Mr Nobbs reported that the BML Executive Committee had met on 29th February 2012. The accounts for the year end had still not been received.

There have been a number of problems at the club and BML are currently looking at trying to make the building more secure and locking the gates at night. The Bowls Club are also looking at replacing their gate with a new one in honour of Dennis Alden.

Smokers are being discouraged from going outside the front of the building
Now there is a new general manager it is hoped that bookings will increase.

03.12.10 TO REPORT FROM MEETING BETWEEN BML AND BPC:

The Chairman reported that a meeting had taken place between representatives from BML and Brantham Parish Council on 28th February 2012 and gave a brief resume of the meeting.

A copy of the minutes from this meeting is available from the Clerk.

03.12.11 TO RECEIVE REPORT FROM RECREATION COMMITTEE:

Mr Keettle reported that the hedge around Gravel Pit play area had been cut back and as advised by the Parish Clerk a letter will be sent to all residents whose properties back on the field advising them not to fly-tip in this area.

He had been advised by Mr Keeble that a bench to replace the one at Gravel Pit Lane play area had been repaired and will be installed shortly.

Mr Kettle suggested that members of the Recreation Committee and the Parish Clerk meet to look at all play areas to decide what needs painting and then get the quotes. They will meet on 19th March 2012.

03.12.12 TO RECEIVE REPORT FROM PUBLIC TRANSPORT OFFICER:

Nothing to report.

03.12.13 TO RECEIVE REPORT FROM SNT MEETING:

Nothing to report as the next meeting will take place on 21st March 2012.

03.12.14 MISCELLANEOUS CORRESPONDENCE:

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

- 2nd Brantham Brownies had asked if it was possible to use the lower playing field to take part in the Sports Relief from 6pm on Tuesday 1st May 2012. It was unanimously agreed that this was not a problem.

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

Mr Duncan reported that he was meeting with a surveyor on 11th March 2012 to look at the boundary between the Village Hall and 42 New Village and would report back at the next meeting.

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

Mr McCraw reported that he had received a courtesy email from Barbara Brodie of Cedar Close advising of a street party on 2nd June.

- To agree to submit planning application for commemorative Lych-Gate on behalf of St Michaels Church:

The PCC had filled in a planning application for the erection a Jubilee Lych -Gate at the Lower Churchyard. They were keen for the Parish Council to submit the

application on their behalf as the application fee would be greatly reduced. Mr McCraw proposed that the Parish Council put the application in Parish Council's name and pay the application fee. This was seconded by Mr Ward and unanimously agreed by the Parish Council.

He was also able to report that that Church had organised a village picnic on Sunday 3rd June starting at 11am and finishing at 2pm which would be open to everyone in the village.

03.12.17 TO DECIDE AND AGREE ON TYPE OF BOLLARDS TO INSTALL ALONG BIRCH DRIVE AT ACACIA COURT:

Mr Ward explained that he and the Clerk had met with Andrew Dawes on 2nd March 2012 to discuss the type of bollards which could be installed along Birch Drive outside Acacia Court. The police were also present and it was suggested to them that double yellow lines are painted around the corners into Sycamore Way and Blenheim Close. The preferred option would be black bollards with a reflective yellow strip around the top. It was felt that these would be the least obtrusive but would be seen in the dark. Mr Ward proposed that we proceed with having this type of bollard installed and this was seconded by Mr Gray. It was passed with an majority vote. Mrs Dunnett voted against and Mr Nobbs abstained.

03.12.18 TO CONSIDER ACTION TO BE TAKEN IN RESPECT OF CABLE RUNNING UNDER RED BRIDGE:

The Chairman said that nothing had been done regarding this item but that the Clerk had written to Mr Wood, County Councillor. As there were a number of issues that had been referred to SCC, Mr Wood had suggested meeting with the Chairman, Mr Ward and the Clerk to discuss.

The matter concerning the verges and speed limit along Church Lane, Rectory Lane and School Lane were also raised and this was briefly discussed. Mr McCraw declared an interest as a resident of School Lane.

The Clerk will arrange a meeting.

03.12.19 TO DISCUSS PRESENTATION BY NAVIGUS PLANNING:

Chris Bowden from Navigus Planning had attended the meeting to give a presentation on the survey he had been asked to carry out on behalf of Babergh District Council relating to the requirement of community facilities in the area. The survey is being carried prior the re-development of the Wardle Storey site.

Mrs Dunnett expressed her concerns about the short timescale given to carry out such an important survey. The results would only show a limited amount of information although it was clear that Mr Bowden has tried to approach all groups in the village. Mr Ward was annoyed that he had been given no information bearing in mind that he had frequently asked Rich Cooke at BDC what is happening with the site. He has agreed to invite him to the next Parish Council meeting in April.

All Parish Councillors were given a survey to complete and return to Navigus Planning by the end of March.

03.12.20 TO AGREE TO DONATION TO OVER 60'S

Mr Nobbs had received the annual letter from Brantham Over 60's asking for a donation.

He proposed that the same amount is given as last year which is £200.00. This was seconded by Mr Ward and unanimously agreed by the Parish Council.

03.12.21 TO AGREE TO RELOCATION OF VILLAGE DOG BINS:

A request for a dog bin to be located in the cut through from Palfrey Heights to Brantham Hill had been made over six months ago. The Clerk reported that she had now had a response from Daniel Whymark who had suggested that as there were a number of bins already in this area that some of them should be located.

The Parish Council unanimously agreed that as it was paying the installation and emptying of the bin then we should be allowed to have the bin where we want it. Clerk to contact BDC.

03.12.22 TO AGREE TO VILLAGE SPRING CLEAN:

Suffolk's Village Spring Clean takes place between 26th March – 8th April 2012, although an event can be organised for anytime.

Mrs Dunnett proposed that the Parish Council participates. Although both litter pickers are doing a good job there are some areas of the village which need extra attention. She suggested that a Spring Clean event is planned for some time in April and that it is advertised in the Bugle. The Parish Council unanimously agreed.

03.12.23 TO DISCUSS RECRUITMENT OF POPPY APPEAL ORGANISER:

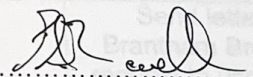
An email had been received from Tony Rush asking for the Parish Council's help in recruiting a new Poppy Appeal organiser for Brantham. It was agreed that an article should appear in the Bugle. Clerk to arrange.

03.12.24 ACCOUNTS FOR PAYMENT

	£	Chq no.
Parish Clerk – Salary	£576.04	2833
Parish Clerk – Office	£10.00	2833
Parish Clerk- Postage costs	£61.00	2833
Responsible Finance Officer	£106.26	2834
Sue Butcher – Litter Picker	£129.26	2835
Phil Wainwright – Litter Picker	£129.26	2836
BML Ground Maintenance	£332.00	2837
Colin Orman Ground Maintenance	£974.00	2838
SALC	£14.34	2839
(Photocopying and postage of Localism Act)		
BDC	£183.90	2840
(Annual Playground Inspection)		
BDC	£1849.93	2841
(Election costs for Parish Council election 2011)		

	ACTIONS	£	
BDC	(Emptying of dog and litter bins)	£974.81	2842
Suffolk County Council	(Annual maintenance and energy cost for streetlight)	£1733.66	2843
Suffolk ACRE	(Annual membership)	£25.00	2844

02.12.25 The next Parish Council meeting will take place on Wednesday 11th April 2012 at Brooklands Primary School and will be preceded by the Annual Parish Meeting starting at 7.30pm

01.12.11	To get quote for maintenance repairs at all play areas		Clerk
The meeting closed at 8.58pm			
02.12.11	Confirm 'indemnity' letter with BML, as agreed by P.C		Clerk
02.12.12	Obtain quotes to repair map at Catwade Street		Clerk
03.12.14	Send letter to 2 nd Brownies re on 2 nd May 2012		Clerk
SIGNED.....  DATED..... 11/4/12			
03.12.17	Send email to Andrew Dawes re bollards at Birch Drive		Clerk
03.12.18	Arrange meeting with David Wood to discuss problems in and around the village		Clerk
03.12.19	Complete and return form to Navigus Planning by 31/03/12 re: Community Facilities		Clerk
03.12.20	Send donation to Over 60's		Clerk
03.12.21	Send email to BDC re: dog bin		Clerk

ACTIONS

MINUTE NUMBER	ACTIONS	BY
05.11.19	Have group photograph taken at APM for Website	All Parish Councillors
10.11.22	Discuss quote provided by SCC for installation of new streetlights in New Village	Finance Committee
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
03.12.14	Send letter to 2 nd Brantham Brownies re: request to use lower field on 2 nd May 2012	Clerk
03.12.17	Send email to Andrew Dawes re: bollards at Birch Drive	Clerk
03.12.18	Arrange meeting with David Wood to discuss problems in and around the village	Clerk
03.12.19	Complete and return form to Navigus Planning by 31/03/12 re: Community Facilities	Clerk
03.12.20	Send donation to Over 60's	Clerk
03.12.21	Send email to BDC re: dog bin	Clerk

MINUTE NUMBER	ACTIONS	BY
03.12.22	Advertise Village Spring Clean	Clerk
03.12.23	Advertise for Poppy Appeal Organiser in Bugle	Clerk