



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 07 September 2022, 7.45pm held at Brantham Village Hall

PRESENT: Cllrs M Aherne, LCherry, C Couchman, T Lancaster, J Heywood

CHAIRPERSON: Cllr E Osben

IN ATTENDANCE: S Keys (Clerk), SCC Councillor Harley and 6 members of the public

PC 09.22.01 OPENING

In the absence of Cllr McCraw Cllr Cherry proposed that Cllr Osben Chair the meeting. This was seconded by Cllr Couchman and aif.

Cllr Osben welcomed Cllr Lancaster to the Council.

The Chair declared the meeting open at 7.30pm 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 09.22.02 APOLOGIES

The Council noted and approved apologies from Cllrs Bridgeman, McCraw, Rowlinson and Saward.

PC 09.22.03 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

The Chair asked Cllr Aherne if he was willing to undertake the sanctions outlined by the BDC Monitoring Officer in the outcome of the Code of Conduct complaint against him on 02 Feb 2022 by formally apologising to the Clerk and agreed to attend training. Cllr Aherne informed the Council that he would not apologise or attend training. Cllrs Cherry, Couchman, Osben and Heywood stated that they would not remain in a meeting with Cllr Aherne. The Chair asked Cllr Aherne to leave the meeting since his presence disrupted the ability of the Council to carry out its business.

At 7.34pm Cllr Aherne left the meeting.

PC 09.22.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 06 July 2022 – Cllr Heywood proposed that the minutes were approved by the Council, this was seconded by Cllr Couchman. 3 Cllrs voted in favour of the motion. 2 Cllrs abstained from the vote.



PC 09.22.05 CLERK'S REPORT

a) To review actions from the previous meeting – the Clerk provided an update on the outstanding actions as detailed below:

MINUTE NO.	ACTION	Dismissed/ Ongoing
PC 07.22.09 (1)	Query with SALC whether discussions about staff pay, T&Cs etc should be held in closed session <i>Completed – SALC confirmed that this should be done in closed session</i>	Dismissed
PC 07.22.09 (2)	Inform BOS that a brushcutter can be purchased once a new storage location is identified. Once confirmed purchase a new dog litter bin <i>Completed</i>	Dismissed
PC 07.22.09 (2)	Purchase additional dog litter bin and arrange installation <i>Completed. Awaiting delivery of the new bin</i>	Dismissed
PC 07.22.09 (3)	Ask Cllr Harley who should cut hedges along Church Farm Field <i>Completed. Cllr Harley to review</i>	Ongoing
PC 07.22.09 (7)	Add details of neighbourhood watch and Speedwatch to PC Facebook page <i>Completed</i>	Dismissed

b) To receive an update from the Clerk on any other Council issues – The Clerk informed the Council that the Jubilee mugs have now been received and that Cllrs should contact the Clerk if they would like to purchase one. Mugs will be priced at £6 per mug.

PC 09.22.06 PUBLIC SESSION

A written report had been submitted from Cllr. Harley (available as Appendix B). Cllr Harley gave a verbal update on:

- Gear Change – a plan to improve conditions for walking and cycling. This is currently a trial.
- Pop-up library in Shotley – due to close as a result of deficit
- Plans for a new cycle path from Freston Hill to The Boot Pub
- Diversions along the A137 – these should end at the end of September 2022
- Plan to install EV charging points in local areas. Applications need to be received in the near future.

A written report had been submitted from Cllr McCraw and circulated to Councillors prior to the meeting. Cllr Osben pointed out that work is currently underway to close the sea wall breach.

The following questions were raised by members of the public:

- Why are the repairs to the Merriam Close footpath taking so long? Cllr Osben informed the resident that Cllr McCraw had been informed that there were issues with supplies and materials which had delayed the work
- Issues highlighted around the bridleway along Factory Lane – Cllr Harley confirmed that a legal process is underway to establish the new route and that this would take time
- Concerns about the Cinder Path hedge which is now very overgrown – the Clerk confirmed that Cllr McCraw had raised this issue with BDC and that this would be cut back in October 2022
- A member of Brantham Open Spaces Group queried whether the Parish Council could purchase a new hedge trimmer to replace the one that was stolen. The Clerk confirmed that the insurance money had not yet been received but that the insurers had agreed that this would be sent in the near future. Cllr Osben proposed that



the hedge trimmer should be purchased, this was seconded by Cllr Cherry and aif. **ACTION** – Clerk to purchase hedge trimmer.

PC 09.22.10 (6) CORRESPONDENCE TO NOTE (item bought forward for member of the public)

6. Email received from local resident re: grass verge at BLC/New Village – local resident has highlighted concerns about cars parking on the verge opposite properties in New Village and the issues this causes with vehicles accessing the road. This piece of land is owned by the Parish Council and forms part of the tenancy agreement between the Parish Council and BLC. Cllrs Bridgeman and Heywood met with Darren Smith at Brantham Leisure Centre to discuss this issue.

Following that meeting it was agreed that parking along that stretch be prevented and that the Leisure Centre consider a parking permit arrangement for the residents to use the car park when it is not required on match days or events.

Cllr Heywood will approach the groundsman to put in some sort of hedging which tapers close to the bowls club so allowing lorries to get around the corner but that prevents parking. It is proposed that costs are shared between BPC and BMCIC.

Cllr Heywood proposed that this course of action was approved by the Council. This was seconded by Cllr Cherry and aif. DSmith has agreed to request approval from BMCIC for this. **ACTION** – Cllr Heywood to source quotes for the work

PC 09.22.07 UPDATE ON STANDARDS COMMITTEE MEETING AT BABERGH DISTRICT COUNCIL

a) To receive an update from District Councillor McCraw on the Standards Committee meeting due to take place at BDC ref. a BPC Councillors non-compliance with sanctions imposed – the Clerk informed the Council that Cllr McCraw had informed her that this meeting had been due to take place on 08 September 2022 but had been delayed since one of the panel members had been unavailable. The rescheduled date is currently unknown.

PC 09.22.08 FINANCE REPORT

a) To note and approve the balance of accounts as at 31 August 2022 - The Clerk reported the following balances:

- Current account: £5000.00
- Deposit Account: £95,828.24
- Salaries Account: £6.46

The Council reviewed the balance of accounts and agreed that these should be approved.

b) The Council noted the updated 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 Heywood proposed that Appendix A was approved by the Council, this was seconded by Cllr Couchman and aif.

PC 09.22.09 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To receive a report and [minutes](#) from the recent Finance Committee meeting –Cllr Osben informed the Council that at the recent meeting the Committee had:
- Confirmed that a bank reconciliation had taken place and all was in order
 - Approved the August 2022 payslips
 - Reviewed progress on the updated Internal Audit Report
 - Reviewed the General Reserves Policy and agreed to propose its adoption to full Parish Council
 - Confirmed the appointment of SALC for Internal Audit in 2022-23



- Reviewed proposals for repairs to surfaces at the Gravel Pit Lane Play area and agreed that before going ahead these should be agreed with the landowner.
 - b) To review and approve the General Reserves Policy as proposed by the Finance Committee – Cllr Cherry proposed that the Council approve and adopt the circulated General Reserves Policy, this was seconded by Cllr Couchman and aif. **ACTION** – Clerk to add the Policy to the Parish Council website.
 - c) To consider/agree any other proposals presented by the Finance Committee – none.
2. Recreation, Footpaths and Services Sub-Committee
- a) To receive a report from the RFS Committee – Cllr Heywood informed the Council that the Goundsman had highlighted concerns about the play surface beneath the swings at GPL play area which has developed large cracks between the tiles. Wicksteed have provided a quote for options to resolve the issues that range from £2594 up to £8828 plus VAT. The Sub-Committee agreed that the most durable option would be £8828 which has been presented to the Finance Committee.
During the summer obscene graffiti was scrawled on to the new play equipment at the LPF. Cllr Heywood cleaned the graffiti off. The Chair thanked Cllr Heywood for taking on this task.
Cllr Heywood informed the Council that the local litter picker has reported that the latch on the gate at Merriam Close is missing. The Clerk has asked Dave Childs to repair this. TBird has also reported that there is an issue with rats on site. The Clerk confirmed that she had asked Dave to keep an eye on this and further action would be taken if necessary.
 - b) To note the email received from RParmee at BDC re: proposed tree planting scheme in Brantham and agree next steps as necessary – The Chair reviewed the email received from RParmee and gave an overview of their visit on site. The Clerk confirmed that she would ensure full approval from the landowner and liaised with RParmee as appropriate.
 - c) To consider/approve any other actions or expenditure as required – none.
3. Planning Committee
- a) To note recommendations made by the Committee – Committee members reviewed the recent Planning Committee [meeting](#) held on 24 August 2022
 - b) To note the planning decisions received – see [minutes](#) of the meeting on 24 August 2022
4. Village Hall Management Committee
- a) To update on actions since the last meeting – Cllr Heywood informed the Council that the next VHMC meeting would take place on Wednesday 21st September 2022 at 7.30pm
Cllr Heywood informed the Council that one of the VH store rooms had become very damp due to a blocked drain. This had been cleared by the VH Manager and a Committee member and is now drying out.
The Committee is still awaiting a report from architect Sean Jeffries which will inform next steps for the hall.
 - b) To consider/agree any actions/expenditure necessary – none.
5. Legal Sub Committee
- a) To receive an update from Cllr Bridgeman on the review of the current lease held with BMCIC – to be reviewed at the next meeting
 - b) To agree next steps re: review of the BMCIC – see above.
 - c) To consider/agree any proposals received from the Legal Sub Committee – none.
6. BLC Representative – report to be received at the next meeting
7. SNT Representative No Cllrs present at the meeting.
8. CEP Representative – Cllr Couchman informed the Council that following recent events it is now necessary to add fire risk to the CEP. Once this is added an updated copy will be printed.



The Clerk reviewed the correspondence that had been received in July and August 2022 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- An email with details of a bequest from a local resident – the Clerk confirmed that she had thanked the family this and they had confirmed that the Parish Council could spend the money as it wished.
- An email from a local resident about the possibility of a crossing on the A137 – the Clerk confirmed that Cllrs McCraw and Harley had responded to this email. The Chair stated that due to the high costs associated it was unlikely that this would be a possibility
- A request from UKPN to cut down Willow trees that are currently dangerously close to power lines – Cllr Cherry proposed that this request was approved, this was seconded by Cllr Heywood and aif.
- An email from the local litter picker highlighting a number of concerns – these had been reviewed in the earlier report from the RFS Sub-Committee
- A letter from Babergh District Council confirming the decision on road names for the new development at Slough Road.
- An email from a local resident raising concerns about the grass verge in New Village – this had been reviewed in the earlier report from the RFS Sub-Committee
- An email from the insurance company re: issues related to the insurance claim at Merriam Close – the Clerk confirmed that she had responded on behalf of the Parish Council
- A copy of an email to Cllr Harley re: drainage issues on the B1070 including confirmation that work would be undertaken to improve the situation in the near future.
- An email from a local resident querying whether BOS could cut some footpaths along the scrubland at the side of Factory Lane. The Clerk confirmed that she had discussed this with the landowner who would review the land in question and respond in the near future.

PC 09.22.11 MISCELLANEOUS CORRESPONDENCE

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

PC 09.22.12 COST OF LIVING CRISIS PROPOSALS

- a) To review paper received from Cllr Osben re: PC Support during the Cost of Living Crisis – the Council reviewed the paper circulated by Cllr Osben and discussed the groups that should be involved and possible locations for the meetings. The Council agreed that it was supportive of the scheme but that quotes should be sought before final approval was made.
- b) To agree next steps as necessary – Cllr Osben and the Clerk to work together to set up a meeting with groups and businesses who may want to become involved.

PC 09.22.13 INDUSTRIAL SITE DEVELOPMENT UPDATE

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – nothing to report
- b) To agree any other next steps as necessary – none.

PC 09.22.14 DATE OF NEXT MEETING

Wednesday 05 October 2022, 7.30pm at Brantham Village Hall

The meeting closed to the public at 8.50pm.



PC 07.22.15 IN CAMERA ITEM

To approve In Camera Minutes PC 07.22.15 – Cllr Couchman proposed that PC 07.22.15 be approved, this was seconded by Cllr Osben and aif.

The meeting closed at 9.01pm.

SIGNED.....DATED.....



ACTIONS

MINUTE NO.	ACTION	WHO
PC 07.22.09 (3)	Ask Cllr Harley who should cut hedges along Church Farm Field	Clerk
Public Session	Purchase Hedge trimmer for BOS	Clerk
PC 09.22.09 (6)	Request quotes for hedging along verge in New Village	Cllr Heywood
PC 09.22.09	Add the General Reserves to the Parish Council website	Clerk



APPENDIX A

PC 09.22.08 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
S.Keys (Cheque payments due to insufficient funds in accounts: July 22 -additional salary and office - £26.72 Aug 22 – Office costs - £20.00)	003432	£46.72		£46.72	LGA 1972
D Childs (Grounds maintenance – July & Aug 2022)	003433	£430.00		£430.00	Open Spaces Act 1906, ss.9 and 10
Community Heartbeat Trust (Defibrillator pads)	003434	£53.00	£10.60	£63.60	General Power of Competence
Community Action Suffolk (Website Accessibility Review and Fix)	003435	£90.00	£18.00	£108.00	Local Government Act 1972, s.111
ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – July Salary	BACS	£1400.00		£1400.00	LGA 1972, s.112
Parish Clerk – August salary	BACS	£1406.52		£1406.52	LGA 1972, s. 112
Phil Wainwright – Litter Picker (July 2022- £225.47 & August 2022 - £225.27)	BACS	£450.74		£450.74	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker (July 2022 – £270.83 & August 2022 - £270.83)	BACS	£541.66		£541.66	Open Spaces Act 1906, ss.9 and 10
B.M.L Maintenance Payment (July & August 2022)	SO	£664.00		£664.00	Local Government (miscellaneous Provisions) Act 1976, s.19
Brantham Village Hall Maintenance Payment (July & August 2022)	SO	£500.00		£500.00	General Power of Competence, Localism Act 2011, ss.1-8
Microsoft 365 Apps for Business July 2022	DD	£7.90	£1.58	£9.48	LGA 1972
Microsoft 365 Apps for Business August 2022	DD	£7.90	£1.58	£9.48	LGA 1972
NEST Clerk’s pension – Month 4 end July 22)	Debit Card	£77.47		£77.47	LGA 1972
NEST (Clerk’s pension – Month 5, end Aug 22)	Debit Card	£77.47		£77.47	LGA 1972
Radmore & Tucker (Replacement Brushcutter for BOS)	Debit Card	£562.50	£112.50	£675.00	General Power of Competence
J Keeble & Sons (GPL Play area rent)	SO	£10.00		£10.00	Public Health Act 1875, s.164



BRANTHAM
Parish Council

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest (August)	£3.31
Bank Interest (July)	£0.91
Suffolk County Council (Cllr Harley locality donation for LANTRA training)	£423.00
Braiswick (Annual Rent)	£150.00
BMCIC (Quarterly Rent)	£412.50
Bequeath to Parish Council	£1000.00



APPENDIX B

Report for July 2022 to the Parish Councils of Peninsula

For information on local support during the Cost-of-Living Crisis, visit: <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolk-advice-and-support-service/>

Latest SCC COVID information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

For information on supporting Ukrainian refugees in Suffolk, please send an email to: refugeesupport@suffolk.gov.uk

County Council

August has been a quiet month at County Council. They released a Press release about the initiative to allow GPs to prescribe cycling and other exercise:

“Walking and cycling to improve mental and physical health is to be offered by GPs in Suffolk as part of a nationwide trial.

The county is one of just 11 areas in England to take part in the £12.7 million scheme announced by the government.

The pilots, part of the government’s [Gear Change plan](#) published in 2020, aim to evaluate the impact of physical activity through cycling and walking on a person’s health, such as reduced GP appointments and reliance on medication.

The scheme in Suffolk will receive £1.5 million and will focus on Ipswich and Lowestoft.

The funding will go towards several pilot projects including adult cycle training, free bike loans and walking groups.”

It is regrettable that the Peninsula doesn’t appear to be included in this pilot and I have asked the Cabinet member concerned for the reasons why and pressed for this Division to also be included in the scheme.

Pop up Library at Shotley on Monday afternoons - planned closure in November.

As you know, that due to a deficit of £400,000 this year Suffolk Libraries are looking to make cuts and one of the proposed is the Pop up Library at Shotley. This will save about £8,500 a year.

The Libraries are indirectly funded by Suffolk County Council and I am meeting with the Cabinet member Bobby Bennett, and the head of Suffolk Libraries to try to stop or at least delay this until other sources of funding can be found.

Shotley Peninsula Cycling News



I recently met with officers of Babergh District Council and Suffolk County Council who are working to identify suitable areas to improve access for cycling and walking. The B1456 has been identified as a road that would especially benefit from a cycle path from Wherstead, and especially up Freston Hill and designs are being prepared to bid for funds to do this (from central government). We walked the route and discussed the details.

Shotley Peninsula Cycling Campaign sent representatives to the above meeting as well. *A reminder that they are organising a publicity ride on the Bridleway from Holbrook towards Wherstead and back again on Sunday 18th September at 10.00, if you would like to join the ride please contact Cathy on chair@spcc.info so that she knows likely numbers and for insurance purposes.*

We are trying to get Highways to improve that particular Bridleway (especially the section beside Cutlers Wood) as well as developing safe routes for cycling on the Peninsula (particularly up Freston Hill).

Highways news:

I attended an on line meeting run by National Highways about the A12 roadworks and diversions along the A137. These should be completed by 27th September. The mitigation measures of speed indicator devices along the A137 and speed detector vans will continue till then.

The B1456 is to be closed at Woolverstone with diversions on 8th and 9th September and many residents are unhappy about this (and have contacted me) as it will cause problems for commuting traffic especially. I have asked Highways for more details about this and asked why there cannot be traffic lights and partial closure instead, but am still awaiting answers. Hopefully the disruption can be kept to a minimum. The B1456 will also be closed on Sunday 11/9/22 from 8.30 till 13.15 from Wherstead to Freston (junction with B1080) for the Half Marathon.

For news on roadworks in Suffolk you can look at the SCC webpage: [Roadworks in Suffolk | Suffolk County Council](#) and use webchat or email customer.services@suffolk.co.uk

Follow us on:

Twitter - [Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

Instagram - https://www.instagram.com/suffolkgli_group/

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

Simon Harley

Suffolk County Councillor for Peninsula Division