



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 02 September 2020, 7.30pm held via ZOOM

PRESENT: Cllrs M Bridgeman, E Osben, J Heywood, C Phillips, G Rasch

CHAIRPERSON: Cllr Phillips proposed that Cllr M Bridgeman chaired the meeting whilst Cllr McCraw experienced technical difficulties, this was seconded by Cllr Heywood and aif. Cllr A McCraw chaired the meeting from 7.50pm

IN ATTENDANCE: S Keys (Clerk), 5 members of the public

PC 09.20.01 OPENING

The Chair declared the meeting open at 7.30 pm 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 09.20.02 APOLOGIES

Cllrs V Abrahams, M Aherne, C Elliott, P Revell and P Saward

PC 09.20.03 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

PC 09.20.04 PARISH COUNCIL MEETING MINUTES

The Council considered the minutes of the Parish Council meeting held on 01 July 2020. Cllr Bridgeman proposed that the minutes were approved as a true and accurate record of the meeting, this was seconded by Cllr Heywood. 4 Councillors voted in favour. 1 Cllr abstained from the vote. The motion was carried. The Council agreed that the minutes would be formally signed at the next available opportunity for the Council to meet in person.

PC 09.20.05 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 07.19.07	Get quotes for repairs to GPL bus shelter <i>One quote has been received highlighting that the shelter needs a complete new roof. The Clerk confirmed that Cllr McCraw had agreed to source additional quotes</i>	Ongoing
Public Session	Review the state of the A137 and discuss repairs necessary with SCC	Dismissed



	<i>All scheduled work is detailed online. Work will be determined by budget available.</i>	
PC 03.20.08 (3)	Arrange for electrical test at VH to take place <i>Completed – will take place in next few days</i>	Dismissed
Public session – July 2020	Have a look at possible subsidence of cycle path alongside A137 and take action as necessary <i>Update to be provided by Cllr McCraw at a later date</i>	Ongoing
Public session – July 2020	Make a report to SCC about drainage problems on Bergholt Road <i>Completed</i>	Dismissed
PC 07.20.09 (1)	Send confirmation of contribution to repair of gate at Brantham Church <i>Completed</i>	Dismissed
PC 07.20.09 (2)	Order equipment for LPF and schedule installation <i>Completed</i>	Dismissed
PC 07.20.09 (2)	Contact BDC to find out whether more trees can be planted on the Public Open Space by Decoy Pond <i>Completed, initial response seemed positive. Clerk had emailed to query next steps but no response to date.</i>	Dismissed
PC 07.20.09 (5)	Send an email asking local MP to enquire with the Department of Transport to find out when a decision is likely to be made on Level Crossing closures <i>Completed</i>	Dismissed
PC 07.20.09 (5)	Contact Shotley Open Spaces for advice on setting up footpath maintenance groups and feedback at the next meeting <i>To be completed</i>	Ongoing

PC 09.20.06 PUBLIC SESSION

A written report had been submitted from Cllr. Wood (available as Appendix B). Cllr Wood expanded on the following issues:

- Children's centres
- School transport – will not be offering spare seats on school buses. May be reconsidered after October half term.
- Elections next year – therefore all locality funding must be spent before that period
- AONB now been formally extended

The Clerk queried whether there was still funding for a Speed Indicator Device. DW confirmed that there is £1500 available for this purpose. **ACTION:** Clerk to submit request for funding.

Church Lane speed limit request has been submitted but there is currently a long waiting list. Hopefully this will take place before the end of the year.

Cllr McCraw joined the meeting at 7.50pm and took over chairing of meeting

A written report had been submitted by Cllr McCraw (available as appendix C) and he gave an update on the following issues:

- COVID 19 continuously reviewed by BDC
- Urging people to be responsible in pubs and restaurants



- Money available for solar car ports
- Asking residents to spend at least £5 each week in local shops
- Leisure Centres re-opened
- New homes being built – work should start at GPL site in the near future
- Annual canvas process now taking place
- £2000 per year available from Cllr McCraw's locality budget. Forms available for requests.

The following queries/issues were highlighted by members of the public:

A local resident raised the following queries:

- Is Cinder path able to be used for cycling?
Cllr McCraw stated that although this path sometimes is used by cyclists it is not formally a cycle route, neither is it a footpath. Its status has not been fully established. The resident queried whether if it is able to be cycled on could we put up signs to say that this is possible? Cllr McCraw stated that it is currently difficult to get SCC to install signage and that enforcement of these rules would be difficult for the Parish Council. Cllr Phillips confirmed that the path is maintained by BDC and stated that she felt signs would create more problems than they would resolve. Cllr Wood confirmed that it is not illegal to cycle on a public footpath unless it is on private land where this would be trespassing.
- Who is responsible for looking after greenery around the village, i.e. Cinder path?
Cllr McCraw confirmed that this is a mixed responsibility; the property owner is responsible for margins of their land, some areas are maintained by SCC (particularly around highways) and some areas are maintained by Babergh District Council. Cllr McCraw confirmed that cutting should not take place during nesting season. BPC employ a grounds maintenance contractor for certain areas in the village.

Roger Dann queried when grass cutting by the BDC grounds maintenance contractor would recommence as the Scout and Guide group hope to return to the hut in the near future, grass is now getting very long. Cllr McCraw confirmed that this would take place in the near future as he hoped to meet with the BDC grounds maintenance contractor

A local resident requested that the hedge alongside Cinder path be trimmed back in the near future. **ACTION:** Cllr McCraw stated that staffing issues at BDC meant that this had not been possible however he agreed to raise this issue with BDC in the near future.

PC 09.20.07 FINANCE REPORT

- a) To note and approve the balance of accounts as at 31 August 2020 - The Clerk reported the following balances:
 - Current Account - £5000.00
 - Deposit Account - £125,514.29
 - Salaries Account - £456.15Cllr Osben proposed that the balance of accounts were approved, this was seconded by Cllr Heywood and aif.
- 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 Osben and aif.

PC 09.20.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee

- a) To update on any actions since the last meeting – Bank reconciliation was agreed to take place after the meeting – this has been completed. No requests for contributions received. Committee agreed the payment of salaries for the month. Considered the appointment of Internal Auditors for 2020-21 and agreed to consider options. Agreed the purchase of a second SID. An application for funding has been submitted to Cllr McCraw's Locality fund and a request will be submitted to Cllr Wood. Cannot order until these grants have been approved. Committee reviewed future of planters at Acacia Court and received a quote for their update and maintenance. Agreed that further quotes would be requested and considered at a later date.
- b) To consider/agree proposals for contributions from the Finance Committee – none received
- c) To consider/agree any other proposals presented by the Finance Committee – The Clerk highlighted that she had received an invoice for the annual rent of Gravel Pit Lane Play area. In a subsequent conversation with a farm representative a request had been made that BPC set up an annual standing order of £10 for this purpose. Cllr Bridgeman proposed that this standing order was created, this was seconded by Cllr Phillips and aif.
ACTION: Clerk to arrange standing order for annual GPL play area rent

2. Recreation Sub-Committee

- a) To update on any general actions since the last meeting - Cleaning of the play areas is still taking place but signs at the play areas keep getting taken down. Cllr Osben highlighted that there are issues with litter at the moment.
- b) To receive a report on LPP project - Cllr Heywood confirmed that work is due to begin on the update to the Lower Playing Field play area in the first week of October. Arrangements for COVID safety will be made accordingly.
- c) To consider/approve any actions or expenditure as required

3. Planning Committee

- a) To note recommendations made by the Committee – Cllr Phillips confirmed that the Planning Committee had met on 26 August 2020. Recommendations from the Committee can be found in the minutes of the meeting on the village website at www.brantham.onesuffolk.net.
- b) To note the planning decisions received – all decision notices received are available in the minutes of the meeting.

4. Village Hall Management Committee

- a) To update on actions since the last meeting – Cllr Heywood confirmed that she would be meeting an electrician at the hall in the next couple of days to get a quote for an electrical test. Other quotes will be sought.
- b) To consider/agree any actions/expenditure necessary – Cllr Heywood highlighted that since the hall was due to open in the near future the outdoor areas were looking very overgrown and could the BPC grounds maintenance contractor include this in his work? Cllr McCraw proposed that grounds maintenance around the Village Hall be added to the remit of the Grounds maintenance contractor, this was seconded by Cllr Heywood and aif. **ACTION:** Cllr McCraw to highlight this with Paul Brackley



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- c) To receive an update from the VH working Group – nothing to report. Group to begin work again in the near future.
 - d) To consider/agree any proposals made by the VH Working Group – nothing to report
 - e) To consider/agree next steps as necessary – nothing to report.
5. Footpaths Sub Committee
- a) To consider/agree any proposals presented by the Footpaths Sub Committee – nothing to report
6. Services Sub Committee
- a) To consider/agree any proposals presented by the Services Sub Committee – nothing to report
7. Legal Sub Committee
- a) To consider/agree any proposals received from the Legal Sub Committee – Cllr McCraw confirmed that he and Cllr Abrahams had discussed the lease arrangements for the solar panels with BLC and the purchasers of the panels. Cllr McCraw confirmed that the lease is solely for the air space above the panels. The panels will be owned by the company that they are sold to but current and future tenants will continue to receive free electricity. Maintenance and insurance of the panels will be the responsibility of the owners.
Following discussion Cllr McCraw proposed that the Clerk to the Parish Council signs the lease document with the proviso that they lease is changed to state that tenants will receive free electricity, this was seconded by Cllr Osben and aif by the Council.
- ACTION:** Clerk to sign the lease document provided
8. SALC Representative – Cllr Saward not present to update
9. BLC Representative – Cllr Abrahams not present to update.
10. SNT Representative – nothing to report

PC 09.20.09 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in June 2020 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- Email from Boxted Parish Council requesting feedback on the Brantham SID. Clerk confirmed that she would respond.
- Email from local resident re: rubbish near Merriam Close – Cllr McCraw updated that fencing from Merriam Close play area has been broken through and wooded area is being used as a meeting area and litter has accumulated. Cllr McCraw would like a group of volunteers meet to clear this. The Clerk agreed to contact SFG as the land owners to confirm that this is agreed by them following which a group of volunteers would be recruited to do this work.

PC 09.20.10 MISCELLANEOUS CORRESPONDENCE

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

PC 09.20.11 FUTURE MEETING ARRANGEMENTS

- a) To receive an update on proposals for future meetings – Cllr McCraw proposed that the next Finance and Planning meetings should take place in person in the Village Hall as a trial. If this is successful then the Parish Council will meet in person in October 2020, this was seconded by Cllr Bridgeman and aif.



PC 09.20.12 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 09.20.13 DATE OF NEXT MEETING

Wednesday 07 October 2020, 7.30pm via Zoom or at Brantham Village Hall

The meeting closed to the public at 9.04pm

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



ACTIONS

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 07.19.07	Get quotes for repairs to GPL bus shelter	Clerk
Public session – July 2020	Have a look at possible subsidence of cycle path alongside A137 and take action as necessary	Cllr McCraw
Public session – July 2020	Make a report to SCC about drainage problems on Bergholt Road	Clerk
PC 07.20.09 (5)	Contact Shotley Open Spaces for advice on setting up footpath maintenance groups and feedback at the next meeting	Cllr Phillips
Public session – Sept 2020	Submit request for funding for locality grant towards cost of SID	Clerk
Public session	Find out when hedge along Cinder path will be cut back by BDC	Cllr McCraw
PC 09.20.08 (1)	Arrange standing order for annual GPL play area rent	Clerk
PC 09.20.08 (4)	Discuss addition of VH to work of grounds maintenance contractor	Cllr McCraw
PC 09.20.08 (7)	Sign the lease documents for the sale of the BLC solar panels	Clerk



APPENDIX A

PC 09.20.07 FINANCE REPORT

ACCOUNTS AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	BACS	£1011.29		£1011.29	LGA 1972, s.112
Parish Clerk – Office	CHQ	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	BACS	£264.80		£264.80	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£318.48		£318.48	Open Spaces Act 1906, ss.9 and 10
B.M.L Maintenance Payment	SO	£332.00		£332.00	Local Government (miscellaneous Provisions) Act 1976, s.19
SALC (Internal Audit 2019-20)		£280.00	£56.00	£336.00	LGA 1972
Action Play and Leisure (25% deposit for the new play equipment)		£5000.00	£1000.00	£6000.00	General Power of Competence

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
O2 (Clerk's mobile phone)	Direct Debit	£18.05	£3.61	£21.66	LGA 1972
HRMC (PAYE Q3 2019/20)	Debit Card	£436.90		£436.90	LGA 1972
HMRC (PAYE Q1 2020-21)	Debit Card	£405.25		£405.25	LGA 1972
Amazon (Printer Cartridges)	Debit Card	£27.99		£27.99	LGA 1972
Amazon (Laminating Pouches)	Debit Card	£6.37	£1.27	£7.64	LGA 1972

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Bank Interest	£4.47
Highcliff Vets (Rent)	£1250.00
Brantham Scout and Guide Group (Rent)	£1.00
HMRC (VAT Claim)	£1068.62



APPENDIX B

Parish Report September 2020

Councillor

David Wood

Triangle
Ipswich Road
Tattingstone, Ipswich
IP9 2NN

Telephone: 07545423831 or 07889389443

Email: david.wood@suffolk.gov.uk



Changes to Children’s Centres challenged by opposition

On 25 August, the Cabinet agreed to reduce the number of Children’s Centres in Suffolk from 38 to 17 full-time and 11 part-time Family Hubs. 8 centres will be repurposed for nurseries or SEND provision, whilst 2 will close permanently (Chatterbox in Ipswich and Caterpillar in Woodbridge).

The council has said that this is not a cost-saving exercise and that any savings will be used to fund additional staff for outreach work. However, I am very concerned that the loss of so many centres will have a detrimental effect on families, particularly those in rural areas who may now find it more difficult to access support.

My group worked with the Labour group to collectively challenge the Cabinet’s decision. This challenge has been accepted as valid by the council’s Monitoring Officer, and so the decision will be suspended until it has been looked at by the Scrutiny Committee on 11 September. The Scrutiny Committee will either confirm the Cabinet’s decision or ask the Cabinet to reconsider the decision.

Update on school transport arrangements for September

Suffolk County Council has confirmed that it will initially not be offering spare seats on school transport. This is due to social distancing requirements, which have reduced the capacity on school buses. However, parents may be able to apply for a spare seat from October half term.

The council has also confirmed the arrangements for masks and social distancing on school transport. The rules vary depending on the type of transport used:

- Dedicated closed routes (vehicle only carries school children) – social distancing will not apply, face coverings are recommended for children aged 11+
- Shared routes (most passengers are pupils, but may be some members of the public) – pupils should observe social distancing guidelines with members of the public but they



can sit next to members of their family or school, face coverings are mandatory unless a child is exempt from wearing one

- Public transport – social distancing will apply, face coverings are mandatory unless a child is exempt from wearing one

Cabinet agrees to £65m loan to cover costs of Lowestoft Third Crossing

The Cabinet has given final approval for the Lowestoft Lake Lothing Third Crossing, and revealed that the name of the new bridge will be “Gull Wing Lowestoft”.

However, the cost of the bridge is now much higher than originally estimated. The report prepared for Cabinet estimated that the total cost of delivering the bridge is £126.75m, with an additional £19m allocated as a contingency for any unforeseen risks. The original estimate was £91.73m.

To fund the building of the bridge, Suffolk County Council will spend £6.9m of its own money, receive £73.39m of funding from the Department of Transport and borrow up to £64.96m.

It is expected that construction work will begin in Spring 2021.

Infrastructure Board established to oversee costs of large projects

It has emerged that Suffolk County Council established an Infrastructure Board in November 2019 to oversee large infrastructure projects and ensure they remain within budget. This is in response to a number of recent projects where costs have increased dramatically, including the Upper Orwell Crossings which was eventually abandoned after costs increased by £43m.

The board is currently only made up of officers.

Locality Fund Grants

If you know of any organisation that would appreciate a grant from my "Locality Fund" please ask them to contact me as I will be unable to carry any over to next financial year due to the local elections in 2021.