



The Parish Councillors of BRANTHAM PARISH COUNCIL are summoned to attend the Parish Council Meeting on Wednesday 03 December 2025 commencing at 6.30pm at Brantham Village Hall.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

The meeting is open to members of the public to attend in person. Members of the public not wishing to attend in person may submit written representations on issues to be covered in the agenda or items in general which will be noted for further consideration.

All associated papers for the meeting can be found [here](#).

AGENDA

PC 12.25.01	OPENING INCLUDING STATEMENT	CHAIR
PC 12.25.02	COMMUNITY SAFETY a) To welcome PCC Tim Passmore and T/Inspector Naomi Lofthouse to the meeting b) To provide an overview of community concerns around safety c) To receive questions or comments from the Council or the Public in relation to safety in Brantham d) To consider the possibility and costs of a community PCSO for Brantham and potentially neighbouring villages	CHAIR/ PCC TIM PASSMORE/ T/I NAOMI LOFTHOUSE
PC 12.25.03	APOLOGIES FOR ABSENCE a) Council to receive apologies for absence b) Council to consent to accept apologies received	CLERK
PC 12.25.04	DECLARATIONS OF INTERESTS: a) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct b) To receive notification of gifts of hospitality exceeding £50 c) To receive requests for dispensations	ALL
PC 12.25.05	MINUTES OF PREVIOUS MEETINGS a) To consider and approve the minutes of the previous Parish Council meeting held on 05 November 2025	CHAIR
PC 12.25.06	REPORTS FOR INFORMATION – to receive written reports for information only: a) County Councillor Simon Harley b) District Councillor Alastair McCraw	CHAIR
PC 12.25.07	PUBLIC FORUM - <i>at the direction of the Chair matters will either be responded to or deferred for further discussion and/or debate</i> a) To receive any questions or comments from members of the public	CHAIR
PC 12.25.08	CLERK'S REPORT (PAPER 1) - to receive and consider information from the Clerk in particular: a) To review actions from the previous meeting b) To receive the reports of items actioned under delegated powers and correspondence to note	CLERK
PC 12.25.09	STATUTORY INFORMATION a) To receive nominations for the vacant posts of Councillor (1) – none received	CHAIR

	b) To note the recommendation from the Finance Committee to adopt a Memorials Policy (PAPER 2) and a CIL Funding awards Policy (PAPER 3) c) To review and approve 2026 meeting dates (PAPER 4)	
PC 12.25.10	FINANCE REPORT a) To review the minutes of the Finance Committee and note any decisions made b) To consider/review any proposals received from the Finance Committee (noted in the minutes) c) To receive Draft of the Budget for the year 2026-2027 (PAPER 5) alongside the narrative budget report (PAPER 6) as reviewed at the Finance Committee meeting of 26 November 2025 d) To receive a recommendation from the Finance Committee and confirm the principle for setting of the precept for the year 2025 -2026 – to be ratified in January 2026 when Final Tax Base figures are received e) To approve the accounts awaiting payment including those coming forth, the accounts paid since the last meeting and the receipts allocated since the last meeting (PAPER 7) f) To note and approve the balance of accounts and Bank Reconciliation as at 30 November 2025 (PAPER 8 – TO FOLLOW)	EO EO EO EO RFO RFO
PC 12.25.11	PLANNING MATTERS https://www.babergh.gov.uk/planning/ a) To consider and approve response to the following planning matters relating to Brantham: DC/25/04982 1 Broughton Villa, Cattawade Street, Brantham, Manningtree Suffolk CO11 1SA Erection of a Single storey ground floor rear extension. Front extension to the existing outhouse. A new roof to the existing rear extension. Upgrades to the front porch including new insulation and windows. DC/25/04176 The Bungalow, Brantham Hill, Brantham, CO11 1ST Erection of Single storey, pitched rear extension following the removal of flat roof extension, and internal replan DC/25/05184 Brookland Farm, Brantham Hill, Brantham, Manningtree Suffolk CO11 1ST Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of an existing agricultural barn to form 1no. dwelling with associated parking and amenity space b) To note the following planning decisions relating to Brantham DC/25/02778 Rivers End, Bergholt Road, Brantham, Manningtree, Suffolk, CO11 1QR Application under S73a for the Removal or Variation of a Condition following grant of DC/18/03053 dated 01/03/2019 Town and Country Planning Act 1991 (as amended) - Variation of Conditions 18 (Ongoing Requirement of Development: Restricted Water-Based Activity Times), 27 (Ongoing Requirement of Development: Time Restriction on Holiday Dwelling/s) and 28 (Ongoing Requirement of Development: Occupation Restriction of Camping Field) as per accompanying Planning Statement (3790 VOC-PS Constable Park) PLANNING PERMISSION REFUSED	CHAIR
PC 12.25.12	BRANTHAM 2034 - to consider matters related to Brantham 2034 Strategic Vision and in particular: a) To note the updated areas of responsibility	ALL

	b) To receive any updates from Skate Park Working Group and consider/agree any next steps as necessary c) To receive an update on proposals for allotments in Brantham d) To note loan of Thermal Imaging equipment for use by Brantham households e) To receive an update on Affordable Housing Project and agree any next steps as appropriate f) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 plan g) To receive an update from the Clerk ref. site meeting with SCC Highways to consider potential crossing points on the A137 h) To consider/review the proposals from SCC Highways and agree next steps as necessary (PAPER 9)	AE MC MC EO ALL CLERK ALL
PC 12.25.13	NEIGHBOURHOOD PLANNING a) To receive an update on Neighbourhood Plan for Brantham b) To note the minutes of the first Neighbourhood Plan Working group meeting c) To review/approve the first draft of the Terms of Reference for the Neighbourhood Plan Working Group – (PAPER 10 – TO FOLLOW) d) To consider/agree next steps as appropriate	RC
PC 12.25.14	REPORTS FROM COUNCILLORS – (PAPER 11 – TO FOLLOW) a) To receive a report from the Parish Chairman and agree any actions as necessary b) To receive an update ref. BMCIC and Dilapidations Report c) To receive any other points to note from committees, sub-committees & working groups d) To consider/approve any proposals or next steps as appropriate	CHAIR CHAIR ALL
PC 12.25.15	DATES OF FORTHCOMING MEETINGS – all taking place at Brantham Village Hall a) Extraordinary Parish Council meeting – Wednesday 10 December 2025, 6-7pm b) Parish Council meeting – Wednesday 07 January 2026, 6.30pm c) Finance Committee meeting – Wednesday 28 January 2026, 7pm	CHAIR

Signed:



Sarah Keys Clerk to the Council