



## SUMMONS

The Parish Councillors of BRANTHAM PARISH COUNCIL are summoned to attend the Parish Council Meeting on Wednesday 03 June 2026 commencing at 7pm at Brantham Village Hall.

### Meetings and the Public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. The meeting is held in accessible premises. All agendas, reports, minutes and background papers in relation to this meeting can be viewed on the parish council's website: [Parish Council Meetings](#)

The agenda may be split into two parts. Most of the business will be dealt with in the first part of the meeting which is open to the public. The In Camera Section of the meeting (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before In Camera items are discussed.

### Recording at meetings

Members of the Council, the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming).

## AGENDA

PC 06.26.01	OPENING INCLUDING STATEMENT	CHAIR
PC 06.26.02	APOLOGIES FOR ABSENCE a) Council to receive apologies for absence b) Council to consent to accept apologies received	CLERK
PC 06.26.03	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 06.26.04	MINUTES OF PREVIOUS MEETINGS a) To consider and approve the <a href="#">minutes</a> of the previous Parish Council meeting held on 06 May 2026	CHAIR
PC 06.26.05	REPORTS FOR INFORMATION – to receive written reports for information only: <ul style="list-style-type: none"> <li>• County Councillor – Vicky Armstrong</li> <li>• District Councillors - Alastair McCraw</li> </ul>	CHAIR
PC 06.26.06	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 06.26.07	CLERK'S REPORT ( <b>PAPER 1</b> ) - 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 06.26.08	<p>STATUTORY BUSINESS</p> <p>a) To review and approve the FOI Publication Scheme as circulated by the Clerk <b>(PAPER 2)</b></p>	CLERK
PC 06.26.09	<p>FINANCE</p> <p>a) To review the <a href="#">minutes</a> of the Finance Committee and note any decisions made</p> <p>b) 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 <b>(PAPER 3)</b></p> <p>c) To note and approve the balance of accounts and Bank Reconciliation as at 31 May 2026 <b>(PAPER 4 – TO FOLLOW)</b></p> <p>d) To receive the <a href="#">Internal Audit Report</a> for the year ending 31st March 2026 as carried out by SALC Audit team</p> <p>e) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31st March 2026 as per the Annual Governance and Accountability Return (AGAR)</p> <p>f) To consider and approve the Accounting Statements for the year ending 31st March 2026 as transposed onto the AGAR <b>(PAPER 5 – TO FOLLOW)</b></p> <p>g) To review the request from Brantham 5 Mile and 1 Mile Junior Fun Run for a donation and to agree a donation as appropriate <b>(PAPER 12)</b></p>	<p>EO</p> <p>RFO</p>
PC 06.26.10	<p>PLANNING MATTERS</p> <p><a href="https://www.babergh.gov.uk/planning/">https://www.babergh.gov.uk/planning/</a></p> <p>a) To consider and approve response to the following planning matters relating to Brantham</p> <p><a href="#">DC/26/01751</a> Brookland Farm, Brantham Hill, Brantham, CO11 1ST Change of use of barn to 1No. self build/custom build dwelling following approval DC/25/05184, alteration to original approval to allow for a symmetrical roof design.</p> <p><a href="#">DC/26/02076</a> The Old School Church Lane Brantham Manningtree Suffolk CO11 1QA Application for works to Trees subject to Tree Preservation Order ES116/G1 - Cut back 1 No. mixed species group (G1) to create 1m clearance away from and over the aerial .</p> <p>b) To note the following planning decisions relating to Brantham:</p> <p>DC/26/01011 Full Planning Application - Change of use of land for the siting of up to 50 no. storage containers and provision of boundary fencing. Land North Of Factory Lane, Cattawade, Brantham, CO11 1Q PLANNING PERMISSION GRANTED</p> <p>Application for a Non-Material Amendment relating to DC/24/03035 - Amendments to materials to swap Redland rooftile to like for like substitute. Land South Of, Brooklands Road, Brantham, Suffolk APPROVED</p>	CHAIR
PC 06.26.11	<p>HIRE OF LOWER PLAYING FIELD</p> <p>a) To consider requests for hire of Lower Playing Field received from:</p> <ul style="list-style-type: none"> <li>• Brantham Fun Run – 10 July 2026 <b>(PAPER 6)</b></li> <li>• Marathon event – TBC <b>(PAPER 7 – TO FOLLOW)</b></li> </ul> <p>And to approve terms of hire as appropriate</p> <p>b) To review proposed Hire documents <b>(PAPER 8)</b> and to approve next steps as necessary</p> <p>c) To approve delegation of approval of appropriate hire rates to the Finance Committee</p> <p>d) To formally approve delegated authority for the Clerk to consider and approve hire requests going forward</p>	CHAIR
PC 06.26.12	<p>FILMING AND RECORDING OF PARISH COUNCIL MEETINGS</p> <p>a) To review the outcome of the Owl recording device</p> <p>b) To receive an update from the Assistant Clerk on the effectiveness of audio recording equipment</p>	CHAIR

	c) To consider and agree next steps as appropriate	
PC 06.26.13	BRANTHAM 2034 - to consider matters related to Brantham 2034 Strategic Vision and in particular: a) To review progress made towards objectives set in <a href="#">Brantham 2034 strategic plan</a> and to agree a process for updating as necessary b) OUTDOOR SPACES - To receive an update from Skate Park Working Group and consider/agree any next steps as necessary c) OUTDOOR SPACES - To consider/approve the proposal from the Chair to use the ESPO Framework for procurement and Tendering d) GREEN ISSUES – To receive an update in relation to green issues/biodiversity in Brantham e) GREEN ISSUES – To receive an update on Brantham In Bloom project and agree next steps as appropriate f) SAFETY - To receive an update following meeting of Legal Sub Committee ref. appointment of a PCSO g) SAFETY – To receive and other updates or reports on safety-related issues h) ROADS - To review email received from JWhite at SCC ( <b>PAPER 9</b> ) ref proposals for a crossing point on the A137 and agree any next steps as appropriate i) COMMUNITY & ENGAGEMENT – To review the proposal from local resident for a “Brantham Heritage Project” ( <b>PAPER 10</b> ) and to agree next steps as necessary j) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 plan	CHAIR AE CHAIR MCL MCL MB MCH EO ALL
PC 06.26.14	NEIGHBOURHOOD PLANNING a) To receive an update on <a href="#">Neighbourhood Plan</a> for Brantham b) To consider/agree next steps as appropriate	RC
PC 06.26.15	REPORTS FROM COUNCILLORS – ( <b>PAPER 11 - TO FOLLOW</b> ) a) To receive a report from the Parish Chairman and agree any actions as necessary b) To receive any other points to note from committees, sub-committees & working groups c) To receive update from Chair in relation to Dilapidations survey of Brantham Leisure Centre d) To consider/approve any proposals or next steps as appropriate	CHAIR ALL CHAIR
PC 06.26.16	DATES OF FORTHCOMING MEETINGS – all taking place at Brantham Village Hall a) Finance Committee meeting – Wednesday 24 June 2026, 7pm b) Parish Council meeting – Wednesday 01 July 2026, 7pm	CHAIR
PC 06.26.17	IN CAMERA ITEM a) To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed b) To note any changes to the Clerk’s salary as agreed by the Finance Committee	CHAIR

Signed:



**Sarah Keys** Clerk to the Council