



## SUMMONS

The Parish Councillors of BRANTHAM PARISH COUNCIL are summoned to attend the Parish Council Meeting on Wednesday 04 March 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 03.26.01	OPENING INCLUDING STATEMENT	CHAIR
PC 03.26.02	APOLOGIES FOR ABSENCE a) Council to receive apologies for absence b) Council to consent to accept apologies received	CLERK
PC 03.26.03	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 03.26.04	MINUTES OF PREVIOUS MEETINGS a) To consider and approve the <a href="#">minutes</a> of the previous Parish Council meeting held on 04 February 2026	CHAIR
PC 03.26.05	REPORTS FOR INFORMATION – to receive written reports for information only: a) County Councillor Simon Harley b) District Councillor Alastair McCraw	CHAIR
PC 03.26.06	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 03.26.07	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 03.26.08	<p>STATUTORY INFORMATION</p> <p>a) To receive nominations for the vacant posts of Councillor (1) – Lucy Shadrake</p> <p>b) To review and approve the following statutory documents: <a href="#">Standing Orders</a>, <a href="#">Finance Regulations</a>, <a href="#">Internal Controls</a>, <a href="#">Risk Register</a> and Asset Register (TO FOLLOW)</p>	CHAIR
PC 03.26.09	<p>FINANCE REPORT</p> <p>a) To review the <a href="#">minutes</a> of the Finance Committee and note any decisions made</p> <p>b) To consider/review any proposals received from the Finance Committee (noted in the <a href="#">minutes</a>)</p> <p>c) To note the completion of a Financial Control spot check</p> <p>d) 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 2</b>)</p> <p>e) To note and approve the balance of accounts and Bank Reconciliation as at 28 February 2026 (<b>PAPER 3</b>)</p>	<p>EO</p> <p>RFO</p>
PC 03.26.10	<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: DC/26/00378 1 Bailey Gardens, Brantham, Manningtree, Suffolk CO11 1GH Erection of a single storey flat roof side &amp; rear extension, and a two storey rear extension with balcony</p> <p>b) To note the following planning decisions relating to Brantham - DC/25/04586 Braham Hall, Brantham Hill, Brantham, CO11 1NN Change of use and redevelopment of agricultural buildings to create a wedding venue and community hire space with ancillary parking, open space and provision of 5no. accommodation units; Demolition of 4no. redundant agricultural buildings PLANNING PERMISSION GRANTED SUBJECT TO CONDITIONS</p>	RC
PC 03.26.11	<p>BRANTHAM 2034 - to consider matters related to <a href="#">Brantham 2034</a> Strategic Vision and in particular:</p> <p>a) OUTDOOR SPACES - To receive an update from Skate Park Working Group and consider/agree any next steps as necessary</p> <p>b) GREEN ISSUES – To receive an update in relation to green issues/biodiversity in Brantham</p> <p>c) GREEN ISSUES – To consider/agree proposal to submit Brantham to the “Anglia In Bloom 2026” competition and to agree a budget for this purpose</p> <p>d) SAFETY - To receive an update on proposals for the appointment of a shared PCSO for Brantham and East Bergholt</p> <p>e) SAFETY – To receive and other updates or reports on safety-related issues</p> <p>f) AFFORDABLE HOUSING - To receive an update on Affordable Housing Project and agree any next steps as appropriate</p> <p>g) ROADS - To receive an update on proposals for a crossing point on the A137 and agree any next steps as appropriate</p> <p>h) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 plan</p>	<p>AE</p> <p>MCI</p> <p>MCI</p> <p>MB</p> <p>MC</p> <p>EO</p> <p>CLERK</p> <p>ALL</p>
PC 03.26.12	<p>NEIGHBOURHOOD PLANNING</p> <p>a) To receive an update on Neighbourhood Plan for Brantham</p> <p>b) To consider/agree next steps as appropriate</p>	RC
PC 03.26.13	<p>SPRING LITTER PICK</p> <p>a) To note the dates of the <a href="#">2026 Great British Spring Clean</a>, running from 13-29 March 2026</p> <p>b) To consider/approve proposal to hold a Brantham “Spring Clean” in 2026</p>	CHAIR

	c) If appropriate, to agree a possible date for this from the following dates; 11 , 18 April or 25 April 2026	
PC 03.26.14	<p>REPORTS FROM COUNCILLORS – (PAPER 7- TO FOLLOW)</p> <p>a) To receive a report from the Parish Chairman and agree any actions as necessary</p> <p>b) To receive any other points to note from committees, sub-committees &amp; working groups</p> <p>c) To receive update from Chair in relation to Dilapidations survey of Brantham Leisure Centre</p> <p>d) To consider/approve any proposals or next steps as appropriate</p>	<p>CHAIR ALL</p> <p>CHAIR</p> <p>ALL</p>
PC 03.26.15	<p>DATES OF FORTHCOMING MEETINGS – all taking place at Brantham Village Hall</p> <p>a) Finance Committee meeting – Wednesday 25 March 2026, 7pm</p> <p>b) Parish Council meeting – Tuesday 14 April 2026, 7pm in VH Committee Room (use Entrance at side of Hall)</p> <p>c) Annual Parish meeting – Wednesday 29 April, 6.30pm</p>	CHAIR
PC 03.26.16	<p>IN CAMERA ITEM</p> <p>a) To note changes to the Parish Clerk hours and agreement to recruit an Assistant Parish Clerk for 8 hours per week (as per Finance Committee Minutes)</p> <p>b) To agree selection process and Interview Panel members</p>	CHAIR

Signed:



**Sarah Keys** Clerk to the Council