



BRANTHAM Parish Council

Brantham Parish Council
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The Parish Councillors of BRANTHAM PARISH COUNCIL are summoned to attend the Parish Council Meeting on Wednesday 03 September 2025 commencing at 7pm 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 09.25.01	OPENING INCLUDING STATEMENT	CHAIR
PC 09.25.02	APOLOGIES FOR ABSENCE a) Council to receive apologies for absence b) Council to consent to accept apologies received	CLERK
PC 09.25.03	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 09.25.04	MINUTES OF PREVIOUS MEETINGS a) To consider and approve the minutes of the previous Parish Council meeting held on 02 July 2025	CHAIR
PC 09.25.05	REPORTS FOR INFORMATION – to receive written reports for information only: a) County Councillor Simon Harley b) District Councillor Alastair McCraw	CHAIR
PC 09.25.06	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 09.25.07	CLERK'S REPORT (PAPER 1) - to receive and consider information from the Clerk and Assistant Clerk and in particular: a) To review actions from the previous meeting b) To receive the reports of items actioned under delegated powers c) To receive items of correspondence for noting only or for consideration/agreement of next steps	CLERK
PC 09.25.08	STATUTORY INFORMATION a) To consider the following matters relating to Proper Practices Annual Governance Statement for the year ending 31st March 2025 as per the paper circulated to the Finance Committee (PAPER 2) - Assertion 10 has now been added to clarify data compliance (previously covered under Assertion 3) b) To note the actions that need to have been taken in order to warrant a positive response	CHAIR

	<p>c) To note/approve the proposal from the Finance Committee to adopt an IT Policy as required by Assertion 10</p> <p>d) To confirm that the Parish Council meets the requirements outlined</p>	
PC 09.25.09	<p>FINANCE REPORT</p> <p>a) To review the minutes 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 minutes)</p> <p>c) 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 3)</p> <p>d) To note and approve the balance of accounts and Bank Reconciliation as at 31 August 2025 (PAPER 4)</p> <p>e) To receive the external audit completion letter following the annual review of the council's accounts for the year ending 31st March 2025. (PAPER 5)</p>	<p>EO</p> <p>RFO</p>
PC 09.25.10	<p>PLANNING MATTERS</p> <p>https://www.babergh.gov.uk/planning/</p> <p>a) To consider and approve response to the following planning matters relating to Brantham:</p> <p>DC/25/03441</p> <p>Brookland Farm, Brantham Hill, Brantham, CO11 1ST</p> <p>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 Conversion of 1no agricultural barn into 1no 3 bedroom dwelling with associated parking and amenity space.</p> <p>b) To note the following planning decisions relating to Brantham</p> <p>DC/25/02972</p> <p>2 Cedar Close, Brantham, Manningtree, Suffolk CO11 1TQ</p> <p>Change of use garage of existing garage for dog grooming.</p> <p>PLANNING PERMISSION GRANTED</p> <p>Application for Non Material Amendment relating to DC/24/03035</p> <p>for a minor revision to the wording on Condition 11 (Residential Development: Building Regulations Class M4(2)</p> <p>Land South Of, Brooklands Road, Brantham, Suffolk</p> <p>AMENDMENT DETAILS APPROVED</p>	CHAIR
PC 09.25.11	<p>BRANTHAM 2034 - to consider matters related to Brantham 2034 Strategic Vision and in particular:</p> <p>a) To receive any updates from Skate Park Working Group and consider/agree any next steps as necessary</p> <p>b) To review the first draft of Skate Park BDC CIL funding application and agree next steps (to be circulated by email)</p> <p>c) To receive correspondence from local resident ref. local interest in Allotments and consider/agree next steps (PAPER 6)</p> <p>d) To note the Council's duties under the Small Holdings and Allotments Act 1908 to provide allotments to local people if sufficient interest is demonstrated</p> <p>e) To receive an update on Affordable Housing Project and agree any next steps as appropriate</p> <p>f) To receive an update on A137 crossing points proposals and agree any next steps</p>	<p>AE</p> <p>CLERK</p> <p>MC</p> <p>MC</p> <p>EO</p> <p>EO</p>
PC 09.25.12	<p>BRANTHAM LEISURE CENTRE PADEL CLUB</p> <p>a) To review the email received ref. proposals for a Padel Club at Brantham Leisure Centre (PAPER 7)</p> <p>b) To consider/agree next steps as appropriate</p>	CHAIR
PC 09.25.13	CAR PARKING ISSUES IN BRANTHAM	CHAIR

	a) To review email from local resident re parking issues in Brantham and possible solutions (PAPER 8) b) To consider/agree next steps as appropriate	
PC 09.25.14	KISSING GATES AT SYCAMORE WAY a) To review the email received from Suffolk County Council ref. proposed changes to the Kissing Gates at Sycamore Way/Kettles Way (PAPER 9) b) To consider/agree next steps as appropriate	CHAIR
PC 09.25.15	REPORTS FROM COUNCILLORS – (PAPER 10) 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 consider/approve any proposals or next steps as appropriate	CHAIR CHAIR ALL
PC 09.25.16	DATES OF FORTHCOMING MEETINGS – all taking place at Brantham Village Hall a) Finance Committee meeting – Wednesday 24 September 2025, 7pm b) Parish Council meeting – Wednesday 01 October 2025, 7pm	CHAIR
PC 09.25.17	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) Review legal work and recommendations received ref. lease with BMCIC	CHAIR

Signed:



Sarah Keys Clerk to the Council