



MINUTES

BRANTHAM PARISH COUNCIL MEETING

Wednesday 01 February 2023, 7.30pm held at Brantham Village Hall

A list of abbreviations used can be found at Appendix D

PRESENT: Cllrs M Bridgeman, L Cherry, C Couchman, E Osben, J Heywood and T Lancaster

CHAIRPERSON: Cllr McCraw

IN ATTENDANCE: S Keys (Clerk), SCC Councillor Harley and 2 members of the public

PC 02.23.01 OPENING

The Chair declared the meeting open at 7.30pm 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 02.23.02 APOLOGIES

The Council noted apologies from Cllr Aherne, T Rowlinson and P Seward.

PC 02.23.03 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 02.23.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 07 December 2022 – Cllr Bridgeman proposed that the minutes were approved by the Council, this was seconded by Cllr Osben and aif. The Council considered the minutes of the Parish Council meeting on 04 January 2023, Cllr Bridgeman proposed that the minutes were approved by the Council, this was seconded by Cllr Heywood and aif.

PC 02.23.05 CLERK'S REPORT

- a) To review actions from the previous meeting – the Clerk provided an update on the outstanding actions as detailed below:

MINUTE NO.	ACTION	ONGOING/ DISMISSED
PC 12.22.08 (2)	Ask DChilds to top up bark at Merriam Close play area <i>Completed</i>	Dismissed
PC 12.22.08 (5)	Prepare overview of BMCIC lease and proposed changes and circulate to Cllrs <i>Completed</i>	Dismissed
PC 12.22.12	Respond to resident re: extension of 30mph speed limit to beyond Brantham Court <i>Completed</i>	Dismissed



- b) To receive an update from the Clerk on any other Council issues – the Clerk informed the council that she had requested that the Brantham grit bins were topped up by SCC. SCC had confirmed that this had been done, however comments had been received from the public that some bins had not been filled. The Clerk asked Councillors to check bins when possible and report if any were not topped up.

PC 12.22.06 PUBLIC SESSION

A written report had been submitted from Cllr. Harley (available as Appendix C). Cllr Harley gave a verbal update on issues in the report and welcomed questions.

A written report had been submitted from Cllr McCraw and circulated to Councillors prior to the meeting. Cllr McCraw provided an update on the following:

- Housing updates necessary due to regulatory checks
- Sudbury medical centre lease
- Forthcoming elections – photo ID will be required to vote

The following questions were received from members of the public:

- When will Cinder Path hedging be cut back – Cllr McCraw stated he had been informed that this would take place in the next few weeks.
- Who is currently responsible for Brantham Open Space – Cllr McCraw confirmed this is currently the responsibility of Taylor Wimpey and that Babergh district Council are liaising with Taylor Wimpey for the handover
- Lawford Refuse Centre now requires booking to use but residents in Brantham cannot do so because they are across the border – **ACTION** – Clerk to test the system and check this. Cllr McCraw to raise with a colleague to find out more.
- Potholes along the A137 are currently very bad – Cllr McCraw stated that this is the responsibility of SCC and can be reported on their online system.

PC 12.22.07 FINANCE REPORT

- a) To note and approve the balance of accounts as at 31 January 2023 - The Clerk reported the following balances:
- Current account: £5000.00
 - Deposit Account: £120,597.19
 - Salaries Account: £0.46

The Council reviewed the balance of accounts, Cllr Osben proposed that these should be approved, this was seconded by Cllr Couchman and aif.

- b) The Council noted Appendix A (January 2023 Finance Report) which detailed the accounts paid since the December 2022 meeting and the receipts allocated since that meeting. Cllr Osben proposed that Appendix A was approved by the Council, this was seconded by Cllr Couchman and aif.
- c) The Council noted Appendix b (February 2023 Finance Report) which detailed the accounts awaiting payment, the accounts paid since the last meeting and the receipts allocated since the last meeting. Cllr McCraw proposed that Appendix B was approved by the Council, this was seconded by Cllr Osben and aif.
- d) The Council noted the Bank Reconciliation document up to 31 January 2023. Cllr Cherry proposed that this document was approved, this was seconded by Cllr Osben and aif. The Chair duly signed the Bank Reconciliation.

PC 02.23.08 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee



- a) To receive a report and minutes from the recent Finance Committee meeting – Cllr Osben provided an overview of the meeting and confirmed that he had undertaken a bank reconciliation for November and December 2022. No issues had been identified. The Committee approved the payslips due for payment, reviewed the quarterly budget, the bank reconciliation and the Parish Council's reserves position.
- b) To consider/agree any other proposals presented by the Finance Committee – Cllr Osben informed the Council that the Committee had considered the possibility of future meetings beginning at 7pm for the Planning Committee followed directly by the Finance Committee. Cllr Osben proposed that this change should be approved by the Council, this was seconded by Cllr Bridgeman and aif.
- c) To formally note and approve the Persistent and Vexatious Correspondence Policy – Cllr Osben presented this policy to the Council and proposed that this should be approved, this was seconded by Cllr Cherry and aif.

ACTION – Clerk to finalise the document and add to the Parish Council's website.

2. Recreation, Footpaths and Services Sub-Committee

- a) To receive a report from the RFS Committee – Cllr Heywood informed the Council that the Committee had reviewed the three play areas in the village to see if any updating was necessary. The Committee concluded the following:
LPF – currently adequate
Merriam Close – needs an additional item of play equipment and for some of the current equipment to be painted. A local handyman has agreed to undertake the painting on behalf of the Council.
GPL – would benefit from some equipment for younger children.
Cllr Heywood has been sourcing quotes from Wicksteed, Proludic and Kompan. The Sub-Committee will meet to discuss the quotes received and will present a project overview to the Finance Committee at their next meeting.
Bark chippings have been updated at Merriam Close Play area.
Goal posts at the Lower Playing Field have now been completed and the surplus bags of gravel have been removed.
An email has been received from Darren Smith at Brantham Leisure Centre about the dog fouling on the Lower Playing Field requesting signs asking people to pick up after their dogs. **ACTION** – Clerk to respond informing DSmith that new signs will be installed at the play areas and these will include a request to clear up after dogs.
- b) To consider/approve any other actions or expenditure as required – none.

3. Planning Committee

- a) To note recommendations made by the Committee – Committee members reviewed the recent Planning Committee [meeting](#) held on 25 January 2023
- b) To note the planning decisions received – see minutes of the meeting on 30 November 2022

4. Village Hall Management Committee

- a) To receive a report from the VH Management Committee – Cllr Heywood informed the Council that the Committee had met in January. The meeting had reviewed the report received from Sean Jeffries and its recommendations. The Committee agreed that it will begin the process of exploring its future options which will include investigating the possibility of a new Hall building if appropriate land and funding can be sourced. In the interim repairs and maintenance work will continue to ensure that the hall is usable for current hirers and the Committee has agreed to improve the small kitchen on the side of the hall.
The hall has continued to receive new regular bookings and is in use every day however the hall continues to run at a financial loss each month.
The Committee will host a fundraising quiz night on 24 June 2023.
- b) To consider/agree any actions/expenditure necessary – none.

5. Legal Sub Committee

- a) To consider/agree any proposals received from the Legal Sub Committee – none.

6. BMCIC Representative – Cllr Bridgeman informed the Council that the Executive had met on 23 January 2023 and updates were received from the various group users at the Leisure Centre.



Cllr Bridgeman and Heywood informed the Council that local gardener Dan Orman had suggested the project to re-seed the verge and install a fence along the land outside the Bowls Club and Leisure Centre was unlikely to be effective due to the volume of cars using this area. Following discussion with a local resident the possibility of installing tarmac in this area as a possible means of widening the road and alleviating some of the parking pressures is being investigated.

7. SNT Representative - No Cllrs present at the meeting.
8. CEP Representative – Cllr Couchman stated that she will be organising attendees for training in the near future and that Freddie Gulliver has agreed to print copies of the CEP.

PC 02.23.09 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in January 2023 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- An email from Cllr Harley highlighting a response to National Highways re: Night time diversions from A12 to A137 from February to May 2023. The Clerk confirmed that a comment from Brantham Parish Council had also been sent to National Highways about this issue.
- An email from Cllr Harley re: proposed signage for a cyclepath in Brantham following a request from and a meeting with a local resident on this issue. Following discussion it was agreed that the Recreation, Footpaths and Services Sub-Committee would look into this issue further and bring a recommendation to the next meeting.
- An email from Babergh District Council with information on their updated Street Name and Numbering Policy 2023
- An email from Gigaclear querying whether Brantham has any Village greens. The Clerk confirmed that she had responded.
- An email from a local resident requesting a dog litter bin next to the yellow litter bin on Kettle Way. **ACTION** – Clerk to contact residents opposite this location to see if they have any objections to this proposal
- An email from Darren Smith at Brantham Leisure Centre highlighting concerns about dog litter on the Lower Playing Field.
- An email from Tony Hall querying whose insurance covers football activities. The Council agreed that the Parish Council's public liability insurance covers activities on the Playing Field and play area. The Council expects BAFC to have their own insurance to cover football activities even when these take place on the Lower Playing Field.
ACTION – Cllr Bridgeman to draft a response to be sent to THall.

PC 02.23.10 MISCELLANEOUS CORRESPONDENCE

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

PC 02.23.11 KINGS CORONATION 2023

- a) To consider any proposals for marking the Coronation in 2023 by BPC – following discussion Cllr Bridgeman suggested that the Parish Council should consider purchasing a commemorative coin to be given to all local children.
ACTION – Clerk to investigate costs for this.
- b) To review the email received from LMadley at BMCIC re: a village event – the Council agreed that further information was needed about this event before final agreement could be made. **ACTION** – Clerk to contact LMadley to find out more.
- c) To consider/agree next steps as appropriate – see above.

PC 02.23.12 INDUSTRIAL SITE DEVELOPMENT UPDATE



- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – Cllr McCraw informed the Council that he had been informed that work to the Merriam Close footpath was due to be back underway in the near future.

Work continues on a set of steps at the development.

- b) To agree any other next steps as necessary – none.

PC 02.23.13 DATE OF NEXT MEETING

Wednesday 01 March 2023, 7.30pm at Brantham Village Hall

PC 02.23.14 IN CAMERA ITEM

Cllr Bridgeman proposed that as per section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the meeting should be closed to the public due to the confidential nature of the business to be transacted. This was seconded by Cllr Osben and aif.

The meeting closed to the public at 9.07pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 02.23.06	Test the booking system of the Lawford recycling centre Contact colleague to find out more	Clerk Cllr McCraw
PC 02.23.08	Finalise the Persistent and Vexatious Correspondence/Complaints Policy and add it to the Parish Council's website	Clerk
PC 02.23.08 (2)	Respond to DSmith re: dog litter on LPF	Clerk
PC 02.23.09	Contact residents on Kettle Way to see if they have objections to a dog litter bin next to the yellow litter bin	Clerk
PC 02.23.09	Draft a response to THall re: insurance when using the Lower Playing Field	Cllr Bridgeman
PC 02.23.11	Investigate costs for Commemorative coins	Clerk
PC 02.23.11	Contact LMadley to find out more about the Kings Coronation event	Clerk



APPENDIX A

JANUARY 2023 FINANCE REPORT

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk - Salary (Additional pay, including back dated pay, due to insufficient funds in Salaries account)	003452	£359.94		£359.94	LGA 1972, s. 112
HMRC (P30 Q3)	003453	£1554.63		£1554.63	LGA 1972, s. 112
D. Childs (Grounds Maintenance – December 2022)	003454	£50.00		£50.00	Open Spaces Act 1906, ss.9 and 10
Village Hall Brantham (Hall hire – inv.884)	003455	£20.00		£20.00	Local Government Act 1972, s.111
SR Mowers (Service of BOS Lawn mower)	003456	£120.00		£120.00	Highways Act 1980, ss. 43,50
Parish Clerk –salary (Including backdated pay)	BACS	£1638.00		£1638.00	LGA 1972, s. 112
Parish Clerk – office costs	BACS	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	BACS	£225.27		£225.27	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£270.83		£270.83	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
Brantham Village Hall Maintenance Payment	SO	£250.00		£250.00	General Power of Competence, Localism Act 2011, ss.1-8
Microsoft 365 Apps for Business July 2022	DD	£7.90	£1.58	£9.48	Local Government Act 1972, s.111
East of England Co-op (Food & Drink for December 2022 meeting)	DC	£91.22	12.88	£104.10	General Power of Competence, Localism Act 2011, ss.1-8
East of England Co-op (Postage)	DC	£7.60		£7.60	Local Government Act 1972, s.111
NEST (Month 9)	DC	£141.31		£141.31	Local Government Act 1972, s.111
RECEIPTS RECEIVED SINCE THE LAST MEETING				TOTAL	
Bank Interest				£27.82	
Suffolk County Council (Donation from Cllr Harley for play equipment)				£1500.00	
Gigaclear (Payment towards access for broadband works)				£502.71	
HMRC (VAT Reclaim)				£5797.96	
Highcliff Vets				£1250.00	



BRANTHAM

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(Quarterly rent)	
Brantham Management CIC (Quarterly Rent)	£412.50

APPENDIX B

PC 02.23.07 FINANCE REPORT

ACCOUNTS TO BE AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
SLCC (Membership fee)	003457	£111.00		£111.00	Local Government Act 1972, s.111
SALC (6 months payroll to 30.09.22)	003458	£96.00	£19.20	£115.20	Local Government Act 1972, s.111
Wicksteed (Surfacing repair work at GPL Play area)	003459	£8828.00	£1765.60	£10593.60	Public Health Act 1875, s.164
Dave Childs (Grounds Maintenance – January 2023)	003460	£260.00		£260.00	Open Spaces Act 1906, ss.9 and 10
ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk –salary (Including backdated pay)	BACS	£1480.82		£1480.82	LGA 1972, s. 112
Parish Clerk – office costs	BACS	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	BACS	£225.47		£225.47	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	BACS	£270.83		£270.83	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
Brantham Village Hall Maintenance Payment	SO	£250.00		£250.00	General Power of Competence, Localism Act 2011, ss.1-8
Microsoft 365 Apps for Business July 2022	DD	£7.90	£1.58	£9.48	LGA 1972
Babergh District Council (Signage along Cattawade street)	DC	£299.50	£59.90	£359.40	Road Traffic Regulation Act 1984
NEST (Clerk's pension to 31 Jan 2022)	DC	£84.75		£84.75	LGA 1972
RECEIPTS RECEIVED SINCE THE LAST MEETING				TOTAL	
Bank Interest				£61.48	

APPENDIX C

Report for January 2023 to the Parish Councils of Peninsula



Budget Proposals for 2023-24

The first proposals for the 2023/24 budget have been released. SCC plan to increase tax by 3.99% (1.99% increase in Council Tax, 2% increase in Social Care Precept).

We are currently in discussions over our response to the budget proposals. If the administration had used the additional 1% raise in Council Tax allowable last year which we suggested there would be more money available this year but instead cuts in services look likely as a result of this and the other financial problems acquired last year.

County Deal Update

National government met with Suffolk County Council to sign a provisional County Deal. The Deal will agree to devolve additional powers and funding to the County, including housing, transport and adult education.

The Deal has been lauded as a momentous, however our Group believes that this Deal has been massively overstated. The headline '£480m' is in fact over 30 years – equating to only around £16m a year. Just under £6m has been agreed for new housing, this equates to under 30 homes per year across Suffolk.

The Council Leader promised we wouldn't have a Mayor, however the deal agrees to create a Mayoral Development Corporation which will allow all the electors of Suffolk to choose an elected Leader of the Council in 2024 for the first 5 years and then again every 4 years. Politically, there is a real risk of stagnation – with the elected Mayor/Leader potentially from one party and the majority of Councillors from another.

Our Group are strongly in favour of devolving national powers to local authorities. There was a real opportunity to make a difference here, but the result appears to be token politics.

For our full press release, visit our website: <https://suffolkgli.wordpress.com/2022/12/12/suffolks-county-deal-big-deal/>

New SCC Website

Suffolk County Council have launched their new website. The new site is aimed to be easier and simpler. Our Group understands that this platform is often the first point of contact for residents and so it is important the website continues to engage and adapt to the needs of the Suffolk communities.

To see the new site, visit: <https://www.suffolk.gov.uk/>

Modern Slavery

As the Council's modern slavery annual statement was voted through cabinet, SCC have released an information bulletin to report any possible signs of modern slavery within your local communities.

General signs of modern slavery include: Isolation, restricted movement, poor living conditions, unusual travel arrangements, and physical appearance of abuse.



BRANTHAM

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If you suspect a modern slavery crime is being committed, but there is no immediate risk of harm, you can report it to the Police on **101**, or the Modern Slavery and Exploitation Helpline on **0800 121 700** – if there is immediate danger, phone **999**.

For further contact, email: community.safety@suffolk.gov.uk

For more information, visit: <https://www.suffolk.gov.uk/community-and-safety/communities/community-safety/modern-slavery>

Suffolk looks for more hosts!

Suffolk is looking for new hosts to help support refugees. Accommodation must be available to guests for a minimum of 6 months. Hosts will be eligible to receive the £350 thank you payment for up to 6 months or more, depending on the date your guests arrived in the UK (12 months starting from the date your guests first arrived in the UK).

If you know anyone that might be interested, please encourage them sign up via the Suffolk County Council website, or by emailing refugeesupport@suffolk.gov.uk.

Follow us on:

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Instagram - https://www.instagram.com/suffolkgli_group/

Facebook - Search 'Suffolk GLI - Green, Liberal Democrat & Independent Group'

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

I wish you a peaceful New Year

Simon Harley Suffolk County Councillor for Peninsula Division



APPENDIX D – List of common abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
APCM	Annual Parish Council Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BDC	Babergh District Council
BLC	Brantham Leisure Centre
BMCIC	Brantham Management Community Interest Company
BMSDC	Babergh & Mid Suffolk District Council
BPC	Brantham Parish Council
CEP	Community Emergency Plan
CAS	Community Action Suffolk
Chq	Cheque
Cllr	Councillor
Cttee	Committee
DCLG	Department of Communities and Local Government
FC	Finance Committee
FOI	Freedom of Information
FR	Financial Regulations
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
LPA	Local Planning Authority
LPF	Lower Playing Field
LSC	Legal Sub Committee
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
PC	Parish Council
PCSO	Police Community Support Officer
RFO	Responsible Finance Officer
RFSC	Recreation, Footpaths and Services Committee
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	Safer Neighbourhood Team
SO	Standing Order
TPO	Tree Preservation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, Community and Social Enterprise Organisations
HMC	Village Hall Management Committee