



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 05 April 2023 commencing at 7.30pm held at Brantham Village Hall.

**LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX C**

**PRESENT:** Cllr A McCraw (Chair), Cllrs M Bridgeman, C Couchman, E Osben,

Also in attendance: S Keys (Clerk), SCC Councillor Harley and 2 members of the public

**PC 04.23.01 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 on the Council's [website](#).

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 04.23.02 APOLOGIES**

The Council noted apologies from Cllr L Cherry, J Heywood, T Rowlinson T Lancaster, and P Seward. **These apologies were aif.**

**PC 04.23.03 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS**

- a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – Cllr Osben declared an interest in agenda item PC 04.23.09 (3). Cllr Osben agreed to leave the meeting for this item.
- b) To receive notifications of gifts of hospitality exceeding £50 – there were none submitted.
- c) To note the determination of requests for dispensations for items on the agenda under discussion – there were none to be reported

**PC 03.23.04 PARISH COUNCIL MEETING MINUTES**

- a) To consider and approve the minutes of the previous Parish Council meeting on 01 March 2023 – **approval of the minutes as previously circulated was given along with consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, aif.**

**PC 03.23.05 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 03.23.03	Write to Cllr Aherne informing him of the decisions made by BPC - <i>completed</i>	Dismissed
PC 03.23.10	Inform Marian Dann of award of Parish Cup and arrange for presentation at Parish Meeting - <i>completed</i>	Dismissed
PC 03.23.10	Liaise with Granville Developers re: dedication of benches - <i>completed</i>	Dismissed
PC 03.23.11	Find a suitable date for a litter pick and advertise to the community – <i>completed</i>	Dismissed
PC 03.23.12	Purchase Commemorative coins – <i>completed</i>	Dismissed



PC 03.23.13	Confirm support of up to £2000 for coronation event with Lous Madley as long as it takes place on Sunday – <i>completed</i>	Dismissed
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- b) To receive an update from the Clerk on any other Council issues – the Clerk informed the Council that a request had been received from BMCIC that the Parish Council donation was made in advance of expenditure for the event to enable the organisers to secure bookings. **All agreed that the proposal was acceptable noting that this payment would be added to the payments detail for the meeting at Appendix A, aif.**

**PC 04.23.06 COUNCILLOR RESIGNATION**

- a) To formally note the resignation received from Cllr Aherne – the Council noted the resignation of Cllr Aherne and the Clerk confirmed that there are currently 2 vacancies for the Parish Council. **Those present agreed that requests for nominations would be made after the forthcoming election on 04 May 2023.**

**PC 04.23.07 PUBLIC SESSION**

A written report had been submitted from Cllr. Harley (available as Appendix B). Cllr Harley gave a verbal update on the following issues: SCC commitment to Net Zero targets, SCC attempts to reduce their own CO2 emissions, Flag for International Women’s Day, Gender pay gap reduction by 0.5%, SEND Report – further assessment shows that progress has been made.

There was no report from District Cllr McCraw.

The following questions were received from members of the public: When will work take place on the B1070 to reduce the flooding by the Cattawade roundabout? Cllr Harley stated that this work is scheduled but there is no date set yet.

**PC 04.23.08 FINANCE REPORT**

- a) To note and approve the balance of accounts as at 28 February 2023 - The Clerk informed the balance of accounts as at 31 March 2023 were: Current account: £5000.00, Deposit Account: £93,553.20 and Salaries Account: £6.42. **Councillors approved the balance of accounts, aif.**
- b) The Council noted Appendix A (March 2023 Finance Report) which detailed the accounts paid since the last meeting the accounts awaiting payment and the receipts allocated. **Councillors approved Appendix A, aif.**
- c) To note the Parish Annual CIL Report and the Annual CIL Reporting Statement to be submitted to BDC which was approved by the Finance Committee – the meeting noted the reports as circulated by the Clerk.
- d) To note that the Clerk has set the dates for the period of the exercise of public rights for inspection of the matters relating to the accounting records for the year ending 31 March as being 05 June to 14 July 2023 – the meeting noted the dates set.
- e) To note and approve the Budget to Actual Statement to 31 March 2023 – the meeting noted the Budget to Actual Statement as circulated by the Clerk. An explanation of the figures was provided by the Clerk. **Councillors approved the Statement circulated, aif.**

**PC 04.23.09 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

1. Finance Committee

- a) To receive a report and minutes from the recent Finance Committee meeting – Cllr Osben reviewed the minutes of the meeting of the [Finance Committee meeting](#) on 29 March 2023. Council noted the decisions made by the Committee; approval of the March payslips, approval for the insurance premiums for the Village Hall and Leisure Centre, review of the BPC Asset Register and consideration of the Clerk’s proposal that a financial request should be made to Tattingstone Parish Council for shared resources.
- b) To note the contributions agreed by the Finance Committee – none.
- c) To consider/agree any other proposals presented by the Finance Committee – none.

2. Recreation, Footpaths and Services Sub-Committee

- a) To receive a report from the RFS Sub-Committee – no report.



b) To consider/approve any other actions or expenditure as required – none.

3. Planning Committee

At 8.10pm Cllr Osben left the meeting.

a) Council noted receipt of the following planning applications –

[DC/23/01290](#) - 8 Elm Close, Brantham, Manningtree, Suffolk CO11 1TD - Erection of one and half storey side extension (following demolition of garage)

[DC/23/01545](#) - Gurdons, Stutton Road, Brantham, Manningtree Suffolk CO11 1PW - Erection of detached double garage to front of property.

[DC/23/01504](#) - 15 Palfrey Heights, Brantham, Manningtree, Suffolk CO11 1SE - Erection of single storey rear/side extension(part retention of)

b) To approve a response to these planning applications – **Following discussion the Council agreed that BPC should make no comment on planning applications DC/23/01290, aif.**

At 8.13pm Cllr Osben re-joined the meeting. At 8.14pm Cllr McCraw left the meeting.

**Following discussion the Council agreed that BPC should make no comment on planning application DC/23/01545, aif.**

At 8.16pm Cllr McCraw re-joined the meeting.

**Following discussion the Council agreed that the Parish Council has no objection to application DC/23/01504 but notes that the materials proposed do not match the local vernacular in the area, aif.**

4. Village Hall Management Committee

a) To receive a report from the VH Management Committee – no report.

b) To consider/agree any actions/expenditure necessary – none.

5. Legal Sub Committee

a) To receive an update on the BOC/BMCIC Lease negotiations – Cllr Bridgeman confirmed that he had met with BMCIC and discussed the Parish Council proposals for going forward:

i. Maintain the rent at the current rate

ii. Costs of insurance premiums to be paid by BMCIC – they have requested the option to do this on a monthly schedule

iii. Cease the grounds maintenance payment. BMCIC suggest that since this agreement pre-dates the lease this should be maintained.

Cllr Bridgeman stated that an immediate cessation of this payment would be financially difficult for BMCIC and therefore proposed that in forthcoming negotiations items i and ii were re-stated and that and that a gradual reduction to the grounds maintenance payment was introduced. **The Council agreed that this proposal should form the basis of future negotiations with BMCIC, aif.**

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

6. BMCIC Representative – Cllr Bridgeman reported that at the recent meeting BMCIC stated that the Club had had a quiet Feb/March. A grant had been received that had helped with this period. BMCIC had extended their thanks to the Parish Council for their donation to the forthcoming Coronation event. BMCIC noted that some tickets for the event had not been included in some issues of the Bugle and anyone who did not receive them should contact Lou Madley at BLC. The Bowls club are currently recruiting members. Facilities upstairs at the Leisure Centre have been improved. The table tennis and youth club memberships are going well.

7. SNT Representative - No Cllrs present at the meeting.

8. CEP Representative – Cllr Couchman informed the Council that printed copies of the plan would be available following some additional rest centre training which means that the document now needs updating.

**PC 04.23.10 CORRESPONDENCE TO NOTE/ACTION**

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



1. An email from a local resident highlighting concerns about the placement of a dog litter bin on Kettles way. The Council reviewed possible options. Following discussion **the Council agreed to remove the yellow bin from this location to reduce the possibility of litter overflowing, aif.**
2. An email chain from a local resident highlighting concerns on a number of village issues, including a response from the Clerk.
3. An email from a local resident querying the closure of a railway crossing. The Clerk confirmed that she had responded to the resident.

**PC 04.23.11 MISCELLANEOUS CORRESPONDENCE**

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

**PC 04.23.12 CYCLE WAY TO MANNINGTREE**

- a) To receive any quote from Suffolk County Council ref. this proposal – no quote received to date. Cllr McCraw gave an overview of the remit of LCWIPs and highlighted that these are a wishlist and there are no obligations on authorities as a result of them. The Council agreed to carry this item forward to the next meeting.
- b) To consider/agree next steps as necessary – see above.

**PC 04.23.13 PRIVATE ROAD**

- a) To receive an update on the project to improve parking options on New Village Private Road – Cllr Bridgeman informed the Council that another meeting with local residents had taken place in the last week. Following consultation it was agreed that the following options should be investigated; tarmac for the area where lorries are turning, tarmac for 2m strip to the Leisure Centre, installation of a mirror by the bowls club, yellow hatchmarking on the road, use of trees to screen property.
- b) To consider/agree any next steps as necessary – The Council agreed to carry this item forward whilst quotes were sought.

**PC 04.23.14 INDUSTRIAL SITE DEVELOPMENT UPDATE**

- a) To receive an update on recent/forthcoming activity on Industrial and Greenfield site – nothing to report.
- b) To agree any other next steps as necessary – none.

**PC 04.23.13 DATE OF NEXT MEETING**

Wednesday 10 May 2023, 7.30pm in Crowhurst Suite at Brantham Leisure Centre.

**The meeting closed to the public at 9pm.**

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



**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
PC 05.23.10	Arrange for removal of the yellow litter bin at Kettles Way	Clerk



**APPENDIX A**

***Accounts submitted for payment – 05 April 2023***

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
HMRC	P30, Q4	CHQ – 003464	1261.11		1261.11
SALC	6 months payroll service	CHQ – 003465	96.00	19.20	115.20
Brantham Village Hall	Hall Hire, inv. 897	CHQ – 003466	48.00		48.00
Business Services at CAS	VH Insurance 2023-24	CHQ – 003467	2159.68		2159.68
Business Services at CAS	Leisure Centre insurance 2023-24	CHQ – 003468	1949.73		1949.73
Parochial Church Council East Bergholt	First Aid Training	CHQ – 003469	160.00		160.00
Brantham Leisure Centre	Donation for King’s Coronation event	CHQ – 003470	2000.00		2000.00

***Accounts paid since 01 March 2023***

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Parish Clerk	Salary	BACS	1480.62		1480.62
Parish Clerk	Office costs	BACS	20.00		20.00
P. Wainwright	Litter picker salary	BACS	225.27		225.27
T. Bird	Litter picker salary	BACS	270.83		270.83
BMCIC	Maintenance Payment	BACS	332.00		332.00
Brantham Village Hall	Maintenance Payment	BACS	250.00		250.00
Microsoft 365	Apps for Business subscription	DD	7.90	1.58	9.48
NEST	Clerk’s Pension – month 11	DC	84.75		84.75
East of England Co-op	Postage	DC	15.20		15.20
Amazon	Stationary	DC	20.50	4.11	24.61
Starboard Systems Limited	Scribe accounting software	DC	288.00	57.60	345.60

***Accounts paid following authorisation at meeting of 01 March 2023***

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Wicksteed	Football goals LPF	CHQ -003461	10123.64	2024.37	12148.37
Dave Child	Grounds Maintenance – inv. 1559	CHQ – 003462	150.00		150.00
BMCIC	Donation towards Youth Club	CHQ – 003463	225.00		225.00

***Receipts allocated since 01 March 2023***

<b>Who</b>	<b>Detail</b>	<b>Method</b>	<b>Amount</b>
Babergh District Council	Recycling Credit	BACS	174.08
Highcliff Vets	Car Park rent	BACS	1250.00
Lloyds Bank	Bank Interest	DEP	
HMRC	VAT reclaim	BACS	2226.12



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**APPENDIX B**

**Report for April 2023 to the Parish Councils of Peninsula**

**GLI Motion Voted In: New Chamber Recommit to Net Zero by 2030**

At Full Council, the GLI Group proposed a motion for SCC to recommit to its declaration to be Net Zero by 2030. The original declaration, made in 2019, occurred during a different wave of Cllrs. Since then, we have had an election which means 31 Cllrs have yet to formally commit themselves to Net Zero by 2030.

In January, it was announced in the Carbon Budget that SCC is not on track to achieve Net Zero by 2030. In proposing the motion, Opposition Spokesperson for Achieving Net Zero, Cllr Annette Dunning wanted to ensure the Conservatives would prioritise building a clearer roadmap to protecting our environment.

The motion was passed almost unanimously, with 2 Conservative Cllrs abstaining.

**New Woman's Flag up in SCC**

Women's History Month was celebrated throughout March, with International Women's Day being on 8<sup>th</sup> March. Last year, GLI Spokesperson for Women, Cllr Caroline Page, wrote to Suffolk County Council, asking that them to purchase a Suffragette Flag to fly proudly in celebrating a women's story.

Our Group can confirm that the Council listened to us, and the flag has been flying though out the month. It has also been confirmed that this will now be considered best practice in future. This comes as news in March shows Suffolk County Council's mean and median gender pay gaps have reduced in the last year, by 0.5% and 1.0%, respectively.

**Cabinet Meeting (21<sup>st</sup> March)**

The Cabinet agreed an additional £32m investment to increase school provision in the county. With the new funding, 11 new schools will be built, as well as further maintenance and expansion of current schools. Our Group welcomes additional support and will ensure there is a thorough process to the development and planning of new infrastructure.

In addition, £10.8m was agreed to help deliver new walking and cycling bridges in Ipswich, as well as providing financial support to the recommendations outlined by the Ipswich Policy Development Panel. Projects include boosting employment opportunities for young people and sustainable travel.

While we welcome additional investment, we have highlighted that there are infrastructure projects throughout the county, such as repair of existing bridges and roads, that need investment urgently and that the Administration needs a more coherent delivery plan to address shortages outside of Ipswich.

**SEND Report: Update**

The Government's assessment of the SEND services progress in Suffolk has been described as 'reassuring' after adopting all recommendations given in the Council's damning report back in 2021.

In November 2021, a report into SCC's SEND services found failings and inadequacies linked to a lack of engagement with parents/guardians, a failure to meet targets, and a lack of effective training in staff.

This comes as recent news from SCC said they have hired a Special Advisor for SEND Services, to support existing improvements. We will ensure via the Education Scrutiny Committee that this process is rigorously tested.



**Homes for Ukraine: SCC Commit to More Money**

Suffolk County Council has announced additional financial support for household homing Ukrainian refugees.

Those who have homed a Ukrainian refugee for a minimum of 6 months will receive an additional £150 per month (in addition to the £350 monthly payment, which will rise to £500 after guests have stayed 12 months).

However, once the £500 monthly payment has been received, the council will stop its additional funding.

For more information, please visit: [www.suffolk.gov.uk/ukraine](http://www.suffolk.gov.uk/ukraine)

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**Simon Harley    Suffolk County Councillor for Peninsula Division**





**APPENDIX C – List of common abbreviations used**

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