



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 07 February 2024 commencing at 7pm held at Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs L Cherry, C Donaldson, A Edevane, M Bridgeman (Chair), J Heywood, T Lancaster.

Also in attendance: S Keys (Clerk) and 3 members of the public.

PC 02.24.01 OPENING

The Chair declared the meeting open at 7pm 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 Councillors 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.

The Chair stated that the Council had been informed that Cllr Tony Rowlinson had recently passed away. The Chair noted his thanks and appreciation for Tony's commitment and participation on the Parish Council. The Chair proposed that a donation of £50 was made to whichever charity was supported by his family, aif. (*ACTION – Clerk*)

PC 02.24.02 APOLOGIES

The council noted apologies from Cllrs McCraw, Osben and County Councillor Simon Harley.. **These apologies were aif.**

PC 02.24.03 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 – there were none declared.
- 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 02.24.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 03 January 2024 - Council **approved the minutes and consent was given to the Chair to sign them as a true and accurate record of the proceedings that took place, aif.**
- b) To note the draft minutes of the Finance Committee available online – these minutes were noted by the Council.

PC 02.24.05 REPORTS FOR INFORMATION

- a) A written report had been submitted from Cllr. Harley (available as Appendix C).
- b) A written report from BDC had been circulated by District Cllr McCraw (available as Appendix D)

PC 02.24.06 PUBLIC FORUM

- a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted – none.
- b) To receive comments or questions relating to Brantham in particular – the following comments/questions were received from members of the public:
 - Bridleway by sewage works – hope that this surface will be improved soon so that this can be promoted as an alternative cycle route to enable cyclists to stay off A137



- Crossing at the end of Sandy Lane – would like this to be promoted as an alternative cycle route to avoid the A137 but to do so the crossing at the end of Sandy Lane needs to be improved – was this included in the responses received as part of the Parish engagement project – Cllr Lancaster confirmed that there were no comments received about this route or crossing.
 - Concerns about the flooding of the field alongside the path to Manningtree on A137 – this continuous flooding will cause issues for the road and the railway embankment in time. The Chair confirmed that this is an issue for the Environment Agency.
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received.

PC 02.24.07 CLERK'S REPORT

- a) To review actions from the previous meeting – none.
- b) To receive the reports of items actioned under delegated powers:
- CCTV cameras installed in local play areas – liaison with home owners and installers on concerns about placement
 - Interviews with Litter Pickers have taken place. The Clerk confirmed that there were two good candidates that that she had Cllr Donaldson proposed that both individuals should be offered a post of 6 hours per week. One post to fill the work done by the previous Litter Picker and the other post to do Factory Lane, around Decoy Pond and the Open Space and the new development at Pioneer Way, aif. (*ACTION – Clerk*)
 - Requested a refill of Grit bin at the top of Cedar Close – the Clerk informed the meeting that this can now be done online and urged all Councillors to check bins near them on a regular basis.
 - Chased BDC for CIL payment for Merriam Close Play area – a response had been received stating that a site visit would be arranged following which payment would be made. This had not been received to date.
 - Confirmed proofs for corrected play area signs with Wicksteed and Recreation Sub-Committee. These should be received in the near future.
- c) To receive items of correspondence for noting only - all matters not requiring action from Council have been dealt with under delegated powers with the following items noted:
- Email from local resident re: placement of CCTV camera on gravel Pit Lane play area – the Clerk gave an overview of the consultation for this installation. Following discussion **Council agreed that the current location is appropriate and would not be moved.**
 - Email from a local resident re: concerns about polystyrene on Decoy Pond – the Clerk gave an update on the action taken to date and gave an overview of an email exchange between District Councillor McCraw and BDC re: clearing up in this location. The Clerk confirmed that this clear up should be completed in the near future but further winds may mean that this happens again due to the large amount of litter on site.
 - An email requesting an update on the plans for the verge outside Brantham Leisure Centre – the Clerk confirmed that she had agreed types of trees with the Babergh District Council representative and that these had been ordered.

At 7.39 Cllr Donaldson joined the meeting.

PC 02.24.08 STATUTORY BUSINESS

- a) To note the letter received from Babergh District Council re: Spring Litter Picks and agree next steps – the Council reviewed the email received from BDC and agreed that a local litter pick in March would be welcomed in the village and a good way to introduce the new litter pickers to the village. Following discussion **the Chair proposed that setting of a date for a village litter pick and further arrangements should be delegated to the Clerk, aif.** (*ACTION – Clerk*)
- b) To note and approve the updated BPC documents; Finance Regulations, Standing Orders, Internal Controls and Risk Register – the Council noted the updated documents and **the Chair proposed that these were approved by the Council, aif.**



PC 02.24.09 FINANCE REPORT

- a) To note and approve the balance of accounts as at 31 January 2024 - The Clerk informed the balance of accounts were: Current account: £5102.29, Deposit Account: £157,607.81 and Salaries Account: £997.69. – **the Council approved the balance of accounts, aif.**
- b) To approve the accounts awaiting payment including those coming forth – The Council noted Paper 3. **The Council approved the accounts awaiting payment, aif.** Paper 3 was duly signed by the Chair and the RFO.
- c) To note the accounts paid since the last meeting – the Council noted the accounts paid since the last meeting, **Paper 4 was approved by the Council, aif.** Paper 4 was duly signed by the Chair and the RFO.
- d) To note the receipts allocated since the last meeting – the Council noted the receipts received since the last meeting, **Paper 5 was approved by the Council, aif.** Paper 5 was duly signed by the Chair and the RFO.
- e) To receive an update on the monies held under the CIL Reserve and monies expended to date or coming forth as a bid against the CIL reserve – the Council noted the document circulated by the RFO. Council received the up-to-date position from known expenditure and noted that once all committed funds were realised there would be a potential available balance of £77405.90 which would fall to £70,065.06 if the estimated costs for projects coming forth against the CIL pot were realised.
- f) To review and approve the Bank Reconciliation for the period ending 31 January 2024 - Council noted the overall bank balances of £163,707.79 across all accounts held in the name of the Parish Council. **All agreed that these balances should be approved, aif.**

PC 02.24.10 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham:
[DC/24/00293](#)
41 Temple Pattle Brantham Manningtree Suffolk CO11 1RW
Erection single storey rear extension (following removal of existing conservatory)
- b) To note the following planning decisions relating to Brantham:
DC/23/05584
11 Pattern Bush Close, Brantham, Manningtree, Suffolk CO11 1RT
Erection of single storey rear extension (following the removal of existing conservatory)
PLANNING PERMISSION GRANTED
DC/23/05097
Spindleberry, School Lane, Brantham, Manningtree Suffolk CO11 1QE
Part-demolition of detached two storey dwelling and erection of extensions including overall alterations to existing facade. Demolition of existing shed and erection of new cart lodge. Construction of pool house annex following demolition of existing swimming pool shed.
PLANNING PERMISSION GRANTED

PC 02.24.11 REPORTS FROM COUNCILLORS

- a) To receive a report from the Parish Chairman and agree any actions as necessary – the Chair informed the Council that he had instigated regular meetings between the Chair, Vice-Chair and the Clerk to ensure the smooth running of Council matters between meetings and to agree arrangements for meetings as necessary
- b) To receive a progress report on the Parish Plan and agree next steps as appropriate – Cllr Lancaster gave an overview of the project to date and outlined some of the major findings. Cllr Lancaster informed the Council that the next stage of in-depth consultation would be managed by Cllr Donaldson and that they would be meeting in the near future to arrange handover. Cllr Lancaster noted that one of the key findings of the engagement so far was for a local skate park to provide something for village children to do. The Chair asked Cllr Edevane to begin the process of drawing together some early-stage proposals and next steps for report at the Finance Committee meeting in February. *(ACTION – Cllr Edevane)*
The Chair noted thanks to Cllr Lancaster for all of her hard work on the first stage of the Parish Plan project.
- c) To consider proposal from Cllr Donaldson to implement a hire agreement for events taking place on Lowe Playing Field and agree next steps as appropriate – Council noted the hire agreement document circulated by Cllr Donaldson and agreed that this would be an appropriate way forward. The Clerk queried whether it would be



appropriate to include a request for a deposit as part of the agreement. Following discussion **the Chair proposed that the principle of a hire agreement should be approved by the Council and that the Finance Committee should be delegated to agree expenditure on legal fees should this be necessary, aif.**

The Chair noted thanks to Cllr Donaldson for all of her hard work on the hire agreement.

- d) To receive points to note from committees, sub-committees & working groups – none.
- e) To consider/approve any proposals or next steps as appropriate – see above.

PC 02.24.12 VILLAGE CHRISTMAS TREE

- a) To consider proposal to purchase a village Christmas tree for 2024 – the Council considered the possibility of purchasing a village Christmas tree and associated lighting. In principle the Council agreed that this was a good idea should an appropriate location be found. **Council agreed that the Chair should take the lead on this project, in liaison with the Clerk, aif.**
- b) To consider/agree next steps and expenditure as appropriate – none at this stage

PC 02.24.13 D-DAY CELEBRATIONS

- a) To consider potential celebrations for D-Day 2024 – the Council considered options for marking D-Day in 2024 including giving a token to the local school children, or the purchase and lighting of a village beacon. Following discussion Council agreed that ideas should be sent to the Clerk for further consideration at future meetings.
- b) To agree next steps as appropriate – Cllrs to forward ideas to the Clerk for consideration. Clerk to liaise with BLC manager on any possible celebrations at the Leisure Centre.

c) DATE OF NEXT MEETING

Wednesday 06 March 2024, 7pm at Brantham Village Hall.

The meeting closed to the public at 8.15pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 02.24.01	Arrange donation to Charity as mark of respect for Cllr Rowlinson	Clerk
PC 02.24.056	Arrange appointment of Litter Pickers	Clerk
PC 02.24.07	Set date and make arrangements for a village litter pick	Clerk
PC 02.24.11	Present a proposal on Skate Park next steps to Finance Committee	AE



APPENDIX A

Accounts submitted for payment – 07 February 2024

Payee	Detail	Method	NETT	VAT	TOTAL
1 st Brantham Scout & Guide Group	Donation for removal of Asbestos work	CHQ – 003516	4922.00		4922.00
Brantham Bugle	Donation towards printing costs	CHQ – 003517	1500.00		1500.00
SR Mowers	Servicing of strimmer & Hedgetrimmer (inv. 0419 & 0410)	CHQ – 003518	220.00		220.00
SALC	Cllr Training (inv. 28103)	CHQ – 003519	60.00	12.00	72.00
Village Hall Brantham	Hall Hire (inv. 992 & 1002)	CHQ – 003520	96.00		96.00
D.Childs	Grounds Maintenance (inv. 1813)	CHQ – 003521	55.00		55.00

Accounts paid since 03 January 2024

Payee	Detail	Method	NETT	VAT	TOTAL
HMRC	P30 Q3	CHQ – 003511	1896.84		1896.84
BMCIC	Grounds Maintenance Contribution	CHQ – 003512	76.50		76.50
SLCC	50% Membership Fee	CHQ – 003513	144.00		144.00
Wicksteed Leisure	Supply & installation of three play area signs	CHQ – 003515	3074.10	614.82	3688.92
Parish Council staff	January 2024 Salaries & Clerk Office Allowance	BACS	1966.66		1966.66
Microsoft	Monthly Subscription Charges – Jan 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – Jan 2024	BACS	250.00		250.00
NEST	Clerk's Pension	DC	102.29		102.29
Amazon	3 x SIM cards for CCTV cameras	Debit card	17.94		17.94
Amazon	Stationary	Debit Card	16.40	3.28	19.68

Receipts allocated since 03 January 2024

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	166.29
BMCIC	Quarterly rent payment	DEP	412.50
BMCIC	Leisure Centre Buildings Insurance Repayment	DEP	243.72



APPENDIX B – 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
BOS	Brantham Open Spaces Group
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



APPENDIX C

Report for February 2024 to the Parish Councils of Peninsula

Council Budget for 2024-25

At Scrutiny Committee on 11 January, we got our first look at the proposed budget for the financial year 2024-25. The council has projected increased spend for areas such as social care and SEND which are statutory services – this means that the council is required to spend this money by law. As a result, important areas in the budget that can be cut have been, which will lead to cuts in Housing Related Support for those at risk of homelessness, support for people with learning disabilities and autism, and to the Skills team, who support young people not in education, employment or training (NEET). The budget also includes a proposed 100% cut to funding for museums and arts organisations from April 2025, with the funding for 2024-25 coming from government Covid monies to provide a transition period, though they have recently announced a funding pot to which organisations can apply, though this will no longer be core funding. My group opposes the arts cuts and the other savings, which will hit the most vulnerable in our county. The budget proposals will be voted on during the Full Council meeting on Thursday 15 February.

Sizewell C Construction Begins

Construction begins this month of the controversial new power station at Sizewell, a project that is forecast to take 17 years to complete. This will have a massive impact on local communities, the coastal environment and transport routes in the county. Suffolk County Council has secured £250m in mitigation monies for Suffolk communities, but this will still create a lot of upheaval in the county and the council has a role to play in making sure Sizewell C make every effort to minimise its impact and listens to the concerns of residents and local businesses.

New Funding to Combat Serious Violence

Suffolk's Safer Stronger Communities Board has announced a fund of £150,000 from the Home Office to support Suffolk's Serious Violence Strategy. Organisations can bid for funding for specific projects which support the work of Suffolk's Serious Violence Strategy, with allocation of funding managed through Suffolk Community Foundation.

The Serious Violence Strategy focuses on young people and communities at risk of becoming involved in serious violence, and the funding for projects is available to charities, voluntary sector organizations, social enterprises, parish councils, educational settings and other public bodies from April 2024. Applications are invited for grants between £4,000 and £15,000 and organisations can apply by visiting:

<https://www.suffolkcf.org.uk/grants/seriousviolencedutyfund/>

'Good Journey' Scheme for Visitor Attractions

Visitor attractions in Suffolk are invited to sign up for a new scheme promoting car-free days out in the county. Suffolk Growth Partnership and Suffolk County Council have teamed up with national organisation 'Good Journey' to create the scheme, which launches in March.

Around 25 local tourism and visitor attractions are invited to join the Suffolk Good Journey scheme offering residents and visitors discounts and incentives to leave the car at home and explore more of the county on foot, by bike or using public transport. Participating attractions will be supported and will feature on goodjourney.org.uk which provides travel information and discounts to domestic and international visitors and there will a marketing campaign to promote it. Visitor attractions and venues interested in joining Suffolk Good Journey can find out more details by contacting Loretta Jones at Good Journey on loretta@goodjourney.org.uk or info@suffolkgrowth.co.uk



Blue Badge Team - Change of Telephone Number

As a direct result of customer feedback, the Blue Badge phone number will be changing, and there will now be a dedicated phone line for Blue Badge customers. From **31 January** the Blue Badge team will be answering enquires on **03456 066 077**, this number will be visible online across the SCC Website, InfoLink and any future published materials. This is a change from the current telephone number, which is 0808 800 4005.

For more information about how you can apply for a blue badge or assist someone to make an application, please visit <https://www.suffolk.gov.uk/roads-and-transport/parking/blue-badge-scheme>

DEFRA's Property Flood Resilience Grant

Those whose homes or businesses were flooded by Storm Babet and have not yet applied for the initial £500 flood recovery grant payment should do so as soon as possible as this is the first step in applying for the further £5,000 for flood protection from the government's Property Flood Resilience (PFR) Grant. The application process for the latter will begin in early 2024 and after initial eligibility checks by SCC, property owners will be responsible for sourcing an independent surveyor and PFR contractor. Payment of up to £5,000 including VAT will be paid retrospectively to the property owner once the Council receives proof of the completed installation and invoicing for the approved measures.

Further information about the grant eligibility, conditions and the forthcoming application process can be found here: <https://www.suffolk.gov.uk/property-flood-resilience-grant>

For more information about the flood investigations which are due to take place in the wake of Storm Babet, please see <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/storm-babet>

Follow us on:

Twitter - [Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

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

Facebook - [Suffolk GLI - Green, Liberal Democrat & Independent Group | Facebook](#)

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

Cost of Living help and advice:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6>

Benefits advice and support:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/preparing-for-flooding>

Flood recovery advice and support: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

Simon Harley Suffolk County Councillor for Peninsula Division



APPENDIX D

Babergh District Council Briefing notes – February 2024

Babergh urges Government to fix 'broken' funding for councils

Council leaders are calling for the Government to address a local authority funding crisis. A proposed 2.99% increase to Babergh's element of council tax bills would mean a £5.46 a year increase for residents in a Band D home.

Further engagement over parking charges in bid to balance finances

Babergh District Council is to conduct further engagement over plans to introduce short-term parking charges in its market towns with all town and parish councils, district councillors, and other recognised groups. Engagement is already underway with the directly affected town and parish councils in Sudbury, Hadleigh, Lavenham and Chelmondiston. Director of Operations Mark Emms is due to contact all other councils via their parish clerks over coming days with further information on how they can also have their say ahead of recommendations going back to cabinet. Please look out for further information soon.

Funding available for community action on climate change

Applications are being invited for The Suffolk Climate Action Community Match Funder. It is available to charities, community interest companies, parish councils, voluntary groups and other not-for-profit organisations, whose projects contribute to Suffolk's Climate Emergency Plan. £230,000 awarded to community projects across the districts. Projects across Babergh and Mid Suffolk have received a share of £230,000 in grants and funding as part of the councils' commitment to residents' wellbeing and ensuring communities have access to local community facilities.

Councils award funding to provide warm spaces this winter

More than 30 community projects in Babergh and Mid Suffolk have each received a share of more than £36,000 to keep residents warm and connected this winter.

New café and toilet block for Belle Vue Park

Plans for a new cafe and toilet block in Vue Park have been approved. New public toilets for Sudbury Public toilets in Gaol Lane in Sudbury have undergone a complete refurbishment.

Babergh and Mid Suffolk building control wins prestigious national award

The Babergh and Mid Suffolk building control team is celebrating after receiving a prestigious national award for its work at Black Pheasant Barn, near Sudbury – which judges described as “an impressive, modern and environmentally conscious barn conversion delivered on a tight budget and under tight timelines”.

More Brits overseas can now vote

British citizens living abroad are now eligible to register to vote in UK general elections, regardless of how long they've been living outside the UK