



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 03 April 2024 commencing at 7pm held at Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs L Cherry, A Edevane, M Bridgeman (Chair), J Heywood, T Lancaster, A McCraw and E Osben.

Also in attendance: S Keys (Clerk), County Councillors S Harley and 1 member of the public.

PC 04.24.01 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 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 04.24.02 APOLOGIES

The council noted apologies from Cllr Donaldson. **These apologies were aif.**

PC 04.24.03 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 04.24.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 06 March 2024 – The minutes of the meeting were amended to show that County Councillor Simon Harley was in attendance. **The Chair proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, this was approved by the Council, aif.** (Cllr Lancaster abstained from the vote) The Chair signed the minutes as approved.
- b) To note the draft minutes of the Finance Committee available online – these minutes were noted by the Council.

PC 04.24.05 REPORTS FOR INFORMATION

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

PC 04.24.06 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:
 - Footpath alongside Merriam Close is muddy and impassable – could this be reported to SCC? (**ACTION – Clerk**)
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – Councillors noted correspondence received from a local resident ref. accessibility for wheelchair users along



pavement on Ipswich Road. Following discussion it was agreed that Cllrs Bridgeman and Cherry would meet with the member of the public to review the issues faced. (*ACTION – Cllrs Bridgeman and Cherry*)

PC 04.24.07 CLERK'S REPORT

a) To review actions from the previous meeting:

MINUTE NO.	ACTION	DISMISSED/ ONGOING
PC 02.24.01	Arrange donation to Charity as mark of respect for Cllr Rowlinson <i>Completed</i>	Dismissed
PC 02.24.056	Source quote for skate park helmets <i>Completed, Cllr Edevane confirmed that these would be provided by the Mobile Skate company</i>	Dismissed

b) To receive the reports of items actioned under delegated powers:

- Received new play area signs from Wicksteed but these arrived without fixings and so have been returned.
- Agreed extraordinary use of LPF for purposes of a bonfire with the Fireworks Committee. Hire agreement has been issued but the signed copy and deposit has not yet been returned.
- Received trees and worked with local contractor to get these planted in New Village. Fence to be in place shortly along with re-seeding.
- Agreed move of dog litter bin on fence of Merriam Close Play area closer to the footpath leading to Decoy Pond to make this more obvious for dog walkers using that route.

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 highlighting an offensive item in someone's garden – Clerk confirmed that she had responded to the resident
- Email from Simon Harley confirming that there are currently no funds available to support road improvements from Highways England following diversions from A12 along A137.
- Email from Babergh District Council confirming that Brantham Parish Council will act as the proxy for a donation from District Councillor McCraw's locality fund to the Brantham Loneliness Club

PC 04.24.08 STATUTORY INFORMATION

a) To receive nominations for the vacant posts of Councillor (3) – none received.

PC 04.24.09 FINANCE REPORT

- a) To note and approve the balance of accounts as at 31 March 2024 - The Clerk informed the balance of accounts were: Current account: £5001.00, Deposit Account: £146,857.58 and Salaries Account: £1889.37. – **the Council approved the balance of accounts, aif.**
- b) To approve the accounts awaiting payment including those coming forth – The Council noted Paper 2. **The Council approved the accounts awaiting payment, aif.** Paper 2 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 3 was approved by the Council, aif.** Paper 3 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 4 was approved by the Council, aif.** Paper 4 was duly signed by the Chair and the RFO.
- e) To review and approve the Bank Reconciliation for the period ending 31 March 2024 - Council noted the overall bank balances of £146,349.63 across all accounts held in the name of the Parish Council. **All agreed that these balances should be approved, aif.**
- f) To receive and approve the Parish Annual CIL Report and the Annual CIL Reporting Statement to be submitted to BDC – Council noted brought forward CIL funds of £19,218.37, CIL income in year of £82,709.50, CIL expenditure in year of £34,323.89 and a retained CIL budget of £67,603.98. **All agreed that Paper 6 should be approved and submitted to Babergh District Council.**



- g) 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 £67,603.98 which would fall to £67,224.23 if the estimated costs for projects coming forth against the CIL pot were realised.
- h) To receive the budget to actual report for the period ending 31 March 2024 – the Council noted the report as circulated by the Clerk and agreed that there were currently no matters of concern to the Council.
- i) To note the decision of Brantham Finance Committee to act as a financial proxy for Brantham Loneliness Club – the Council noted the decision of the Finance Committee and the Clerk confirmed that payment would be made to the group once their bank details had been received.
- j) To note the internal audit for the year ending 31 March 2024 will be carried out by SALC between 20 May and 24 May 2024 – noted by the Council.
- k) To note the Finance Committee decision to approve the quote from Community Action Suffolk to provide .gov.uk email address – the Council noted this decision and the Clerk informed the Council that training on use of the new email addresses would be available once these were up and running.
- l) To note the increase in the Litter Picker Salaries from £11ph to £12ph – Cllr Osben pointed out that this increase kept the Litter Picker salaries in line with the National Living Wage.

PC 04.24.09 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham:

[DC/24/01205](#)

Gurdons Stutton Road Brantham Manningtree Suffolk CO11 1PW

Application under S73 for the Removal or Variation of a Condition following grant of DC/23/01545 Dated: 25/05/2023 Town and Country Planning Act 1990 (as amended) - Erection of detached double garage to front of property. - To vary Condition 2 (Approved Plans and Documents) 1) Height of structure, 2) Pitch Angle, 3) Location of access door, 4) Distance of structure from side boundary wall.

COUNCIL HAD NO COMMENT TO MAKE

- a) To note the following planning decisions relating to Brantham:

DC/24/00293

41 Temple Pattle, Brantham, Manningtree, Suffolk CO11 1RW

Erection single storey rear extension (following the removal of conservatory).

PLANNING PERMISSION GRANTED

DC/23/02640

8 Elm Close, Brantham, Manningtree, Suffolk CO11 1TD

Discharge of Conditions Application for - Condition 4 (Biodiversity Enhancement Strategy)

CONDITIONS APPROVED

PC 04.24.10 REPORTS FROM COUNCILLORS

- a) To receive a report from the Parish Chairman and agree any actions as necessary – none.
- b) To receive any other points to note from Committees, sub-committees & Working Groups – the Chair noted formal thanks to Cllr Heywood for her hard work to get the fence in New Village in place and noted the improved aesthetic in this area.
Cllr Heywood noted that the Village Hall hope to be given free broadband by County Broadband.
Cllr Edevane thanked the Council for the support for the Skate Park event on 06 July 2024, this has now been booked. Cllr Edevane confirmed that she is working with Lou Madley from Brantham Leisure Centre to organise the day. A FB page for the Skate Park project will be set up and a questionnaire for the day will be used to gauge enthusiasm for the project.
Cllr Osben proposed that the current location of the Basketball court on LPF should be considered as an option for the Skate Park and that quotes for this should be sourced so that if there is sufficient interest the project can move forward swiftly, this was seconded by Cllr Cherry, aif. (ACTION – Cllr Edevane)
- c) To consider/approve any proposals or next steps as appropriate – see above.



PC 04.24.11 BEACON BRAZIER AS PART OF D-DAY MEMORIAL

- a) To review the quotes received for fabrication and installation of a Beacon Brazier – the Council noted the quotes received to date. The Clerk informed the Council that further quotes had been requested to include installation and a wooden post. Following discussion **the Chair proposed that a Brazier should be purchased by the Council and installed on the Lower Playing Field on the Scout Hut side, aif.** This would be reviewed by the Finance Committee at its next meeting.
- b) To approve a contractor and location for installation of a Brazier – see above.

PC 04.24.12 PARISH CUP

- a) To review nominations received for award of the Parish Cup – Two nominations for the Parish Cup were received; Kay Eastwood for all her work for the Brantham Good Neighbour Scheme and Brantham Open Spaces Group for all their work on the footpaths and open spaces in Brantham.
- b) To agree a recipient or the Annual Award of the Parish Cup to be made at the Annual Parish Meeting - Cllr Osben proposed that the award should be given to Kay Eastwood this year, this was seconded by Cllr Heywood, 2 Cllrs voted in favour of the motion. **The Chair proposed that BOS group should be awarded the cup this year, this was seconded by Cllr Cherry, 5 Cllrs voted in favour. The proposal to award the cup to Brantham Open Spaces group was approved.**

Following discussion **the Chair proposed that a memorial plaque should be added to the new bench at Palfrey Heights in recognition of Kay Eastwood's work for Brantham Good Neighbour Scheme, this was seconded by Cllr Cherry, aif. (ACTION – Clerk)**

PC 04.24.13 INSURANCE

- a) To review quotes for insurance renewal for Village Hall and Brantham Leisure Centre - the Council noted the document circulated by the Clerk and the quotes received from Community Action Suffolk:
- Brantham Village Hall - £2430.04
 - Brantham Leisure Centre - £2221.19
- b) To approve payment of insurance premiums – **The Chair proposed that these renewals should be approved and paid by the Council, this was seconded by Cllr McCraw, aif.**
- c) To confirm arrangements for BLC Insurance Premium repayment – **following discussion the Council agreed that BMCIC should be offered the option to pay in full or pay monthly at a rate agreed by Community Action Suffolk, aif. (ACTION – Clerk)**

PC 04.24.14 DATE OF NEXT MEETING

- a) Annual Parish Meeting – Tuesday 09 April 2024, 6.30pm at Brantham Village Hall
- b) Finance Committee meeting – Wednesday 24 April 2024, 7pm at Brantham Village Hall
- c) Annual Parish Council meeting – Wednesday 01 May 2024, 7pm at Brantham Village Hall

The meeting closed to the public at 8.22pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 04.24.06	Report muddy path at Merriam Close to SCC	Clerk
PC 04.24.06	Meet with local resident re: pavement issues on Ipswich Road	MB & LC
PC 04.24.10	Source quotes for skate park on Lower Playing Field	AE
PC 04.24.12	Purchase and install memorial plaque for Kay Eastwood on bench in Palfrey Heights	Clerk
PC 04.24.13	Arrange insurance repayment options with BMCIC	Clerk

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APPENDIX A

Accounts submitted for payment – 03 April 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Suffolk County Council	Street lighting & Maintenance (inv. No. 9542734)	CHQ – 003525	1112.24	222.45	1334.69
The Community Heartbeat Trust	Defib Replacement battery & pad	CHQ – 003526	409.50	81.90	491.40
Orman Landscapes Ltd	Tree planting in New Village	CHQ – 003527	270.00	54.00	324.00
Starboard Systems Ltd	Scribe Accounting Package (inv. No. 5651)	CHQ – 003528	345.60	69.12	414.72
Wicksteed Leisure Ltd	Supply of replacement play area signs (inv. 0000824834)	CHQ – 003529	379.75	75.95	455.70
SALC	6 Months Payroll (inv. No. 28283)	CHQ – 003530	72.00	14.40	86.40
Highline Adventure Ltd	DEPOSIT Skate Park Hire for 06.07.24 (inv. 0239)	CHQ – 003531	281.25	56.25	337.50
D. Childs	Grounds Maintenance (Inv. 1856)	CHQ – 003532	120.00		120.00
Village Hall Brantham	Hall Hire (inv. 1025)	CHQ – 003533	60.00		60.00
Business Services at CAS	Village Hall Insurance 2024-25	CHQ – 003534	2430.04		2430.04
Business Services at CAS	Leisure Centre Insurance 2024-25	CHQ - 003535	2221.19		2221.19
The Loneliness Club	Transfer of Locality Fund from Cllr McCraw	CHQ – 003536	250.00		250.00

Accounts paid since 06 March 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Toni Lancaster	Expenses for Parish Plan activities	CHQ - 003522	150.32		150.32
MJS Systems Ltd	CCTV Cameras, SIM cards and maintenance costs (inv. 8574)	CHQ – 003523	6040.00	1208.00	7248.00
D. Childs	Grounds Maintenance (Inv. 1826)	CHQ – 003524	60.00		60.00
Parish Council staff	March 2024 Salaries, Clerk Office Allowance	BACS	2513.86		2513.86
Microsoft	Monthly Subscription Charges – March 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – March 2024	BACS	416.67		416.67
East of England Co-op	Supplies for Litter pick event	DC	17.44	0.04	17.48
Nest	Clerk's Pension	DC	102.29		102.29
Amazon	Stationary	DC	12.89	2.58	15.47
Cancer Research UK	Donation in memory of Cllr Rowlinson	DC	50.00		50.00

Receipts allocated since 03 March 2024

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	165.95
Babergh District Council	Recycling repayment	DEP	158.10
Highcliff Vets	Quarterly rent payment	DEP	1250.00



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 April 2024 to the Parish Councils of Peninsula

Energy Developments

At Council on 21 March, the council debated the impact of the various Nationally Significant Infrastructure Projects (NSIPs) planned for the county and voted that its strategic vision for the county would be to prioritise offshore rather than onshore coordination of schemes, undergrounding of cables rather than pylons, and protection of best quality agricultural land from solar development. NSIP energy projects are approved by the Secretary of State rather than local councils, which only act as statutory consultees. Councils can and do formally object or support proposed projects in the region, however, as East Suffolk have done with the recent Sea Link proposals affecting Friston and the nearby coast.

Libraries Consultation

On Tuesday 25 March, Cabinet reviewed the results of the recent consultation about the Suffolk library service, which is due to go out to procurement in the summer. Broadly, the members of the public who responded to the survey agreed with what libraries currently provided, including community and digital services, and the mobile library and home library services for people who were housebound. Recent pop-up libraries in village halls did not score highly in the consultation and it is unlikely these will form part of the service in future. It is also likely that mobile libraries will run from smaller vehicles in future. The successful bidder for the new libraries contract is likely to be announced in November, with the new contract starting from June 2025. The overall level of funding won't be increased though.

Growing Biodiversity

At Cabinet at the end of February we heard about the council's new responsibilities for planning and Biodiversity Net Gain (BNG). Under the Environment Act 2021, all planning permissions granted in England will have to deliver at least 10% biodiversity net gain (or increase) from April 2024. This means that developers must protect natural habitats or compensate for the loss of it when they build – for example, if a woodland is destroyed by a road, they need to create another one, either onsite or elsewhere, or enhance the natural habitat onsite so that the effect of the development is to increase nature rather than decrease it. This has been introduced to try and combat the biodiversity crisis in the UK; since 1970 UK wildlife species have declined by 19% on average, with near one in six species threatened with extinction. For more information about the new scheme, please see <https://www.gov.uk/guidance/understanding-biodiversity-net-gain>

Update on SEND Investment

Cabinet on 27 February also reviewed the new £4.4m investment in SEND services at the council will be spent on how the new funding will be used to increase capacity and recruit to extra roles in the SEND service, particularly around clearing the backlog of EHCPs and annual reviews. Since the poor SEND inspection report was published, the council has worked with health to create a priority action plan which was submitted to Ofsted/CQC on 7 March. This plan addresses two priority actions from the report (working better together to improve systems and outcomes for children and young people, and to improve quality and timeliness of EHCPs and annual reviews) and three areas for improvement (using performance data and information to plan and commission SEND services, engaging and communicating with children, young people and their families to reduce dissatisfaction, and working with providers of services for social, emotional and mental health and neurodiverse conditions to improve outcomes in these areas for children with SEND).



There has also been a recent announcement that Suffolk County Council is set to receive an additional £10.9 million to create new specialist school places for children and young people with special educational needs and disabilities in the county.

You can read the priority action plan here: <https://www.suffolklocaloffer.org.uk/asset-library/suffolk-priority-action-and-improvement-plan-final.pdf>

Water Management in Suffolk

At Scrutiny Committee we heard how despite the wet winter this year, East Anglia is considered a Serious Water Stressed Area by the Environment Agency. By 2050, the demand will be 2538MI/d (mega litres per day) but the amount available will be only 1700MI/d. This will affect water bill prices - and limit economic growth in the region, as although housing developments are always guaranteed a water supply, this is not the case for commercial/industrial developments. The report included plans to preserve water or generate new supplies, including reducing water company leaks, two new reservoirs in South Lincolnshire and the Cambridgeshire fens, plus a small new reservoir in North Suffolk, and an increase in water transferred around the region.

Public Consultation on Suffolk Devolution

Following an extensive informal engagement period throughout January, February and early March, Suffolk County Council's formal consultation for the proposed Suffolk Devolution Deal was launched on 18 March. Once the consultation has completed, the analysed results will be presented in detail to Cabinet in summer 2024.

To read about the proposals and fill out the public consultation survey, please visit: <https://www.suffolk.gov.uk/council-and-democracy/devolution>

New EV Funding

Suffolk County Council has been awarded a £7.3m investment for Electric Vehicle (EV) infrastructure following successful bids to the government's Local Electric Vehicle Infrastructure (LEVI) fund, which supports local authorities to plan and deliver charging infrastructure for residents who do not have off-street parking. Suffolk residents without off-street parking will benefit from £5.9 million to support EV charging, and a further £1.4 million will be used to develop the county's existing EV charging network in community locations.

Suffolk residents are invited to 'nominate' their street for consideration for on-street charging points with this online form: <https://www.smartsurvey.co.uk/s/requestchargepoint/>

Follow us on:

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Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](http://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 – District Council report, April 2024

Babergh named UK Council of the Year at prestigious awards ceremony

Babergh and Mid Suffolk District Councils have taken the top honour at a prestigious local government awards ceremony.

Upcoming elections and referendums

The next election within our district is on Thursday 2 May, and deadlines to register to vote, apply for a postal vote and get appropriate voter ID are fast approaching. More details about this election, including relevant links and information about all deadlines can be found [on the council's website](#).

£3.8m pledged for energy efficient council homes

Work to make council homes warmer and bring down energy bills for tenants across Babergh and Mid Suffolk received a £1.6m boost in government funding during March. The funding is to be added to the £2.25m already committed by the councils to install energy saving measures in social housing, taking the total investment pledged for retrofitting and decarbonising to £3.85m across both districts.

Councils pledge further help to prevent homelessness

More than 1,500 households at risk of homelessness have been helped to keep a roof over their heads by Babergh and Mid Suffolk District Councils since 2019, with both councils pledging further support as part of their joint homelessness reduction and rough sleeping strategy.

Grid reinforcement can't come at any environmental cost

Babergh and Mid Suffolk District Councils have formally objected to National Grid's plans for more electricity pylons between Bramford and Twinstead – saying the impact on the countryside is too great.

Cash injection for local community projects

More than £510,000 is set to be reinvested into Babergh and Mid Suffolk communities thanks to funding collected from developers.

Cancer conman caught as part of councils' crackdown

A former tenant who pretended to have cancer to try to con his way up the council housing list is amongst the fraud and corruption tackled recently by Babergh and Mid Suffolk District Councils, according to an annual report.

Fun for families over the Easter holidays

There is a wide range of activities on offer for children during the Easter holidays in Babergh and Mid Suffolk.

Parking charge proposals include reductions for residents, workers and longer visits

Details of proposed short term parking charges in Babergh went before Overview and Scrutiny last month ahead of consideration by cabinet in April.

Changing Places facilities added across Babergh and Mid Suffolk

Works to create fully accessible toilet facilities are underway across Babergh and Mid Suffolk to improve facilities for those with additional needs.

New Suffolk campaign urges drivers to switch their engines off



A new campaign urging Suffolk's drivers to switch off their engines when parked is running across the district.

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