



MINUTES of the ANNUAL PARISH COUNCIL MEETING held on Wednesday 01 May 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, A McCraw and E Osben.

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

**PC 05.24.01 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 05.24.02 ELECTION OF CHAIR**

Cllr McCraw nominated Cllr Bridgeman as Chair of the Parish Council, this was seconded by Cllr Cherry. All Councillors voted in favour of Cllr Bridgeman. Cllr Bridgeman was duly elected as Chair of the Parish Council and signed the Declaration of Acceptance of Office which was countersigned by the Clerk as the Proper Officer and will be retained in the Parish Council records.

**PC 05.24.03 ELECTION OF VICE- CHAIR**

Cllr McCraw nominated Cllr Osben as Vice Chair of the Parish Council, this was seconded by Cllr Hewood. All Councillors voted in favour of Cllr Osben who was duly elected as Vice Chair of the Parish Council and signed the Declaration of Acceptance of Office which was countersigned by the Clerk as the Proper Officer and will be retained in the Parish Council records.

**PC 05.24.04 APOLOGIES**

The council noted apologies from Cllrs Donaldson and Lancaster. **These apologies were aif.**

**PC 05.24.05 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 05.24.06 PARISH COUNCIL MEETING MINUTES**

- a) To consider and approve the minutes of the previous Parish Council meeting on 03 April 2024 –. **Cllr Cherry proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, this was seconded by Cllr McCraw and approved by the Council, aif.**
- b) To note the draft minutes of the Finance Committee available online – these minutes were noted by the Council.

**PC 05.24.07 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 05.24.08 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:
  - New bridleway surface by the sewage works is unsatisfactory – could this be reviewed? Cllr Harley agreed to look into this
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received

**PC 05.24.09 CLERK'S REPORT**

- a) To review actions from the previous meeting:

MINUTE NO.	ACTION	Dismissed/ Ongoing
PC 04.24.06	Report muddy path at Merriam Close to SCC <i>Completed</i>	Dismissed
PC 04.24.06	Meet with local resident re: pavement issues on Ipswich Road <i>Completed. Feedback provided to Clerk, SCC and householders contacted where appropriate.</i>	Dismissed
PC 04.24.10	Source quotes for skate park on Lower Playing Field <i>Update to be provided by Cllr Edevane</i>	Ongoing
PC 04.24.12	Purchase and install memorial plaque for Kay Eastwood on bench in Palfrey Heights <i>Bench purchased and installed. Memorial plaque ordered and currently awaited</i>	Ongoing
PC 04.24.13	Arrange insurance repayment options with BMCIC <i>Completed, BMCIC have agreed to make monthly payments</i>	Dismissed

- b) To receive the reports of items actioned under delegated powers:
  - No parking signs purchased and installed for new fence at New Village
  - Dog litter bin at Merriam Close moved around the fence so that it does not impose on household next door
- 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 requesting more no parking signs at New Village – signs have been purchased
  - Email from local resident re: dog litter bin at Merriam Close Play area
  - Email from Cllr McCraw re: update on repairs to Red Bridge

**PC 05.24.10 STATUTORY INFORMATION**

- a) To receive nominations for the vacant posts of Councillor (3) – none received.
- b) To receive signed Declaration of Acceptance of Office forms from all Parish Councillors – received, these will be held in the Parish Council files.
- c) To review/agree BPC Committee, Sub Committee and Working Group structure for 2024-25 (Paper 2) – the document was amended to add Cllr Donaldson as the Chair of the Parish Plan Working Group, following which all **Councillors approved Committee, sub-Committee and working group representation**
- d) To review/agree Parish Council Representation on outside bodies – **Council agreed that there were no amendments necessary, aif.**
- e) To review/approve nominations to the Parish Appointed positions – Council noted that Cllr Bridgeman is also a bank signatory, following which the **Council agreed there were no amendments necessary, aif.**
- f) Council noted that in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Finance Officer as part of her contract of employment.



- g) To confirm any amendments to the Council's Terms of Reference for Committees, Sub-Committees and Working Groups – **Council agreed that there were no amendments necessary, aif.**
- h) To review and adopt the latest version of the Standing Orders for Brantham Parish Council - **Council agreed there were no amendments necessary, aif.**
- i) To review and adopt the latest version of the Finance Regulations for Brantham Parish Council – **Council agreed there were no amendments necessary, aif.**

### PC 04.24.09 FINANCE REPORT

- a) 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.
- b) To note the accounts paid since the last meeting – the Council noted Paper 4. **The Council approved the accounts paid since the last meeting, aif.** Paper 4 was duly signed by the Chair and the RFO.
- c) To note the receipts allocated since the last meeting – the Council noted Paper 5. **The Council approved the receipts received since the last meeting.** Paper 5 was duly signed by the Chair and the RFO.
- d) To review and approve the Bank Reconciliation for the period ending 30 April 2024 - Council noted the overall bank balances of £193,528.22 across all accounts held in the name of the Parish Council. **All agreed that these balances should be approved, aif.**
- 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 £92,211.55.
- f) To receive and approve the Asset Register for the year ending 31 March 2024 – **Council approved the Asset Register for 2023-24 as circulated, aif.**
- g) To approve the Statement of Accounts for Brantham Parish Council for the year ending 31 March 2024 – **Council accepted and approved the accounts for the year noting that the carried forward figure was the same as that declared as the year-end bank reconciliation which had been formally approved at the previous meeting, aif.**
- h) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31 March 2024 as per the Annual Governance and Accountability Return (AGAR) (PAPER 9) - **it was agreed that Council was able to answer in the affirmative to the statements posed and that the Chair be authorised to sign the Annual Governance Statement, aif.**
- i) To consider and approve the Accounting Statements for the year ending 31 March 2024 as transposed onto the AGAR – **it was agreed that the Accounting Statements as written, and which were a summary of the Statement of Accounts as approved under item g, reflected the Council's overall financial position and were adopted as such, aif. It was agreed that the Chair be authorised to sign the Accounting Statements as written, aif.**
- j) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2023 - 24 (Paper 11) - **Council noted the list of payments and gave approval that such payments be made provided that they were reported back to Council as retrospective payments once expenditure had been incurred, aif.**
- k) Council to reconfirm, in accordance with FR 6.9 & 6.10 its acceptance for the of BACS (Bank Transfer) for the settlement of its invoices/requests for payment, provided that such payments are authorised by two bank signatories, and the evidence of such authorisation is retained, and any payments are reported to council as having been made – **Council confirmed its acceptance of the use of BACS for the settlement of its invoices for the next two years, aif.**
- l) To review the request from Brantham Village Hall Committee for a contribution towards new tables for the Hall (PAPER 12) – Council noted the request from Brantham VH Committee for a grant of £233.38 to purchase two new tables for the Hall, **Clr McCraw proposed that this request was approved, this was seconded by Clr Osben, aif.** (ACTION – Clerk)

### PC 05.24.12 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham:  
DC/24/01822



8 Bailey Gardens Brantham Manningtree Suffolk CO11 1GH

Erection of single storey rear extension

Councillors noted concerns about the use of materials for this property. It was agreed that since this application had been received late an extension should be requested to allow Councillors to respond fully (*ACTION – Clerk*)

- b) 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).

Discharge of Conditions Application for - Condition 3 (Biodiversity/Ecological 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 the report from Cllr Donaldson and introduced proposals for the “Brantham 2034” Plan. The Chair informed the Council that Cllr Donaldson would arrange meetings with Councillors to inform the plan and consultation proposals going forward.  
Cllr Heywood noted that the litter bin on the Lower Playing Field needs a new liner. Clerk to review and purchase if available.  
Cllr McCraw noted that the Dog litter bin is falling off the post – Clerk to arrange repair (*ACTION -Clerk*)  
Cllr Edevane informed the Council that her meeting with Lou Madley at Brantham Leisure Centre had been cancelled and needed to be rearranged.  
The Chair noted that rent increase from the Vets is still awaited and that legal advice may be needed going forward.
- c) To consider/approve any proposals or next steps as appropriate – see above.

#### **PC 04.24.11 CYCLEWAY TO MANNINGTREE**

- a) To receive quote received from Suffolk County Council re: shared cycle way improvements – Cllrs noted PAPER 13 as circulated and the estimated quote of £14,160 - £17,300. Cllr Cherry noted that this seemed to be a large amount of money for a small number of users and that in discussions with cyclists many had indicated that they would be unlikely to use it.  
Cllr Edevane stated that she was concerned that cyclists would not use the path even if there was a dropped kerb and she would prefer to use funding to look at “safe harbours” for crossing the A137 instead.  
Cllr Osben indicated that he could see no real evidence that there was demand for this work.  
Cllr McCraw stated that this was a high-cost project with only marginal benefit.  
Cllr Heywood stated that pedestrians had shared concerns with her that if this path was more used by cyclists it would not be safe for pedestrians.
- b) To note the agreement from Cllr Simon Harley to fund 50% of the proposed improvements – Cllrs noted that with funding of 50% from Cllr Harley the project would cost the Council approximately £7000-£8000
- c) To consider/agree next steps as necessary – there was no proposal from Councillors to fund this project and it **was therefore agreed that this would not be pursued.**

#### **PC 04.24.14 DATE OF NEXT MEETING**

- a) Finance Committee meeting – Wednesday 22 May 2024, 7pm at Brantham Village Hall
- b) Parish Council meeting – Wednesday 05 June 2024, 7pm at Brantham Village Hall

**The meeting closed to the public at 8.30pm.**



**BRANTHAM**  
Parish Council

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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
PC 05.24.11	Make payment to Brantham VH Management Committee	Clerk
PC 05.24.12	Request an extension for Planning Application	Clerk
PC 05.24.13	Arrange repair to dog litter bin at Scout Hut	Clerk



**APPENDIX A**

***Accounts submitted for payment – 01 May 2024***

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Orman Landscapes Ltd	Supply and installation of fencing (inv. 0011)	CHQ – 003537	3776.00	755.20	4531.20
Orman Landscapes Ltd	Re-seeding New Village (inv. 0015)	CHQ – 003537	420.50	84.10	504.60
Highline Adventure Ltd	Skate Park Hire	CHQ – 003538	843.75	168.75	1012.50
D. Childs	Grounds Maintenance (inv. 1886)	CHQ – 003539	295.00		295.00
BW Day Metalwork	50% Beacon Brazier fabrication and installation	CHQ - 003540	2100.00		2100.00

***Accounts paid since 03 April 2024***

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
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
Parish Council staff	April 2024 Salaries, Clerk Office Allowance	BACS	2607.09		2607.09
Microsoft	Monthly Subscription Charges – April 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – April 2024	BACS	416.67		416.67
East of England Co-op	Postage	DC	10.80		10.80
Nest	Clerk's Pension	DC	102.29		102.29
Amazon	Stationary	DC	4.27	0.85	5.12
NBB Recycled Furniture	Memorial Plaque for new bench	DC	50.00	10.00	60.00



# BRANTHAM

Parish Council

Maison & Garden	Replacement bench for Palfrey Heights	DC	340.83	68.17	409.00
Marktek	No parking signs for New Village	DC	313.61	20.00	333.61

## *Receipts allocated since 03 April 2024*

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	151.17
Babergh District Council	Parish Precept Pt 1	DEP	31,818.00
Babergh District Council	CIL Funds April 2024	DEP	24,987.32
BMCIC	Insurance Repayment 2023-24	DEP	243.72
HMRC	VAT Reclaim	DEP	1753.19





**APPENDIX B – 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>BOS</b>	<b>Brantham Open Spaces Group</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>



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**APPENDIX C**

**Report for May 2024 to the Parish Councils of Peninsula**

**Health Scrutiny**

At Health Scrutiny Committee on 17 April, we heard from colleagues in the NHS about their digital integration work, trying to join up the different IT systems they use and to make information sharing easier between health and care providers. This is especially helpful given the UK's aging population. Also, the committee reviewed an improvement plan produced by James Paget University Hospitals NHS Foundation Trust following the CQC inspection of their maternity services in 2023. Maternity services were found to be inadequate during the inspection, and the report detailed the actions they were taking to address the areas where they needed to improve.

**Strategy for Care Leavers**

On Tuesday 23 April, Cabinet reviewed the Leaving Care Strategy which detailed the ways in which the council wants to improve the service it provides to young people leaving our care. The council acts as a 'corporate parent' to all children taken into care, and must always ask itself with every decision: 'would this be good enough for my child?'. Plans in the new strategy for young people leaving care include help with housing, employment, mentoring and extension of the current council tax exemption scheme for care leavers who are living outside of Suffolk. The Leaving Care service offers support to all young people leaving care up to the age of 25, and care leavers regularly attend meetings at the council to provide feedback and ideas for improvement.

**New Appointments in Children's Services**

As well as the council's new £4.4m investment in additional staff to improve SEND services (detailed in last month's report), two new appointments have been made to leadership. Sarah-Jane Smedmor will be the new permanent Director for Children's Services, with a start date of 8 July. An Independent Chair for the new SEND Improvement Board has also been appointed, Kathryn Boulton, who will start in June and lead the SEND improvement the council needs to deliver following the poor Ofsted/CQC inspection in November 2023. The council submitted an action plan after the report was published which has been approved by Ofsted, CQC and the Department for Education.

**New Government Funding for SEND Schools**

The council will be receiving an additional £10.9million from the Department for Education to create new specialist places for children and young people with special educational needs and disabilities. The Department for Education also announced it was funding a new SEND school in Suffolk sponsored by the Unity Schools Partnership, which will provide 126 new places in Suffolk for pupils aged between three and 16 with severe learning difficulties. Earlier this month, the Chancellor also announced a new Alternative Provision (AP) free school, the SENDAT New AP Suffolk Free School, in West Suffolk. The sites for both schools are yet to be confirmed.

**More Suffolk Homes Eligible for Energy Improvements**

More families will be able to secure free assistance to make their houses warmer and more energy efficient using the Warm Homes Suffolk scheme. Residents and landlords of eligible properties can apply for energy efficient measures such as insulation, solar panels or heat pumps, with average funding of £18,000 is available for homeowners, and £12,000 for landlords and their tenants. Warm Homes Suffolk has been funding home energy efficiency improvements for two years, with funding from the Department for Energy Security and Net Zero. To be eligible, the following conditions must be met:

- Homes must have an EPC rating of D, or Homes are not heated by mains gas



And then either of the following conditions:

- Households have a combined pre-tax income of under £36,000
- Homes are in a certain postcode (you can use this [pre-qualified postcode checker](#)), which includes parts of Beccles, Bungay, Bury St. Edmunds, Felixstowe, Great Cornard, Haverhill, Ipswich, Kessingland, Lowestoft, Mildenhall, Newmarket, Rushmere St Andrew, Saxmundham, Sudbury (Shotley Peninsula and Brantham are not included in this..)

#### **New Resurfacing Investment Gets Underway**

Residents across Suffolk are set to benefit from 421 newly surfaced roads this year which is almost double the number of roads completed last year. This is a result of the extra £10 million investment by the council into resurfacing roads, which was announced last May immediately after the local election result. 102 roads will be surface dressed, whilst a further 319 sites will benefit from a full machine resurfacing during the year (Brantham has 4 sites included on the list currently in the design stage). Surface dressing and machine resurfacing treatments prolong the life of a road surface, remove potholes and level it out. During the last six months, Suffolk Highways has repaired over 9,000 potholes and resurfaced 41 roads, with a further 278 roads planned for resurfacing in this financial year. Having said this, winter weather always sees an increase in potholes and there is still a lot to do.

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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, May 2024**

NB: Pre-election restrictions have been in place for this period

### Upcoming elections and referendums

The next election within our district is on Thursday 2 May. More details about the election for the Police and Crime Commissioner, as well as all other elections and referendums being held on the same day, can be found on the council's website.

### Short-term parking charges to be further discussed

Babergh District Council's cabinet will further discuss the decision to introduce modest short-term parking charges in Sudbury, Hadleigh and Lavenham after the decision was 'called in'. The cabinet previously agreed on April 8 to stop subsidising free parking after it was warned the authority is "on the edge of an economic precipice". The announcement following cabinet's original decision can be seen [here](#).

### Babergh business receives award for carbon reduction

A business near Sudbury has been presented with a special award for its dedication to carbon reduction and environmental work