



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 03 July 2024 commencing at 7pm held in the Crowhurst Suite, Brantham Leisure Centre.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

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

Also in attendance: S Keys (Clerk), County Councillor S Harley and 7 members of the public.

PC 09.24.01 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 09.24.02 APOLOGIES

The Council noted apologies from Cllr Cherry. **These apologies were aif.**

PC 09.24.03 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 09.24.04 PARISH COUNCIL MEETING MINUTES

- a) To consider and approve the minutes of the previous Parish Council meeting on 05 June 2024 – Cllr Osben **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, Cllrs Hewwood and Lancaster abstained from the vote. All other Councillors voted in favour. The motion was therefore carried.** 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 09.24.05 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). Councillor McCraw update the Council on the following issues:
 - Arrangements for voting in the General election and the need for Voter ID
 - New complaints and FoI systems on the Babergh District Council website
 - New title – Performance and Resilience lead

PC 09.24.06 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:
 - A local resident raised the following issues:



- Thanks for the donation from the Parish Council to Brantham Cricket Club
 - Discussion re: possible move of storage portacabins at Brantham Leisure Centre
 - Any news re: regeneration of Brownfield site? Cllr McCraw stated that the site had been redeveloped and marketed but there had been no interest. Cllr McCraw confirmed that a housing development on this site is extremely unlikely.
 - A local resident highlighted concerns about speed along the A137 and the need for a pedestrian crossing on the A137. The Chair provided an update on discussions with Suffolk County Council on this issue and the likely costs associated with a pedestrian crossing that have so far made the project unfeasible.
 - Lou Madley, Leisure Centre Manager queried whether Brantham Parish Council had been made aware of the financial struggles of BMCIC/BLC and noted the number of hours that she volunteers free of charge at the centre to make its events happen. The Chair confirmed that the Parish Council has been told via email that BMCIC are currently experiencing financial difficulties but to date had received no evidence to support this statement.
 - A member of the public queried whether Brantham could have a Lollipop lady on the A137 to help children get to school. The Council agreed to raise this issue with SCC (*ACTION – Clerk*)
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none.

PC 09.24.07 CLERK'S REPORT

- a) To review actions from the previous meeting - none
- b) To receive the reports of items actioned under delegated powers:
- Work on audit has continued through the month – external audit paperwork now submitted.
- 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 passing driver highlighting concerns about racially offensive item in local garden
 - Email from Suffolk Police re: racially offensive item confirming that this could not be challenged by the Police
 - Email from Suffolk Highway re: Ganges development and withdrawal of SCC objections
 - Notification of Brantham Public Path creation and extinguishment from Suffolk County Council

PC 09.24.08 STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor (3) – the Council noted the applications received from Martin Clark and Alison Kanaris. **The Chair proposed that they were co-opted to the Council, aif.** Cllrs Clark and Kanaris joined the meeting.

PC 09.24.09 FINANCE REPORT

- a) To note and approve the balance of accounts as at 30 June 2024 - The Clerk informed the balance of accounts were: Current account: £5000.00, Deposit Account: £170,301.36 and Salaries Account: £1361.53. – **the Council approved the balance of accounts, aif.**
- b) To approve the accounts awaiting payment including those coming forth – The Council noted Paper 3. **Cllr McCraw proposed that these payments should be approved, this was seconded by Cllr Osben, Cllrs Clark and Kanaris abstained from the vote, all other Councillors vote in favour, the motion was therefore carried.** 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, **Cllr McCraw proposed that these payments should be approved, this was seconded by Cllr Osben, Cllrs Clark and Kanaris abstained from the vote, all other Councillors vote in favour, the motion was therefore carried.** 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, **Cllr McCraw proposed that these payments should be approved, this was seconded by Cllr Osben, Cllrs Clark and Kanaris abstained from the vote, all other Councillors vote in favour, the motion was therefore carried..** Paper 5 was duly signed by the Chair and the RFO.



- e) To review and approve the Bank Reconciliation for the period ending 30 June 2024 - Council noted the overall bank balances of £176,662.89 across all accounts held in the name of the Parish Council. **All agreed that these balances should be approved, aif.**
- f) 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 £86,315.55.
- g) To note the donations approved to date in 2024-25 – Council noted donations of £483 so far this year.

PC 09.24.10 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham:
DC/24/02901
The Harbour, Brantham Hill, Brantham, Manningtree Suffolk CO11 1SD
Erection of double garage
THE COUNCIL REVIEWED THE APPLICATION AND AGREED IT HAD NO COMMENT TO MAKE
- b) To note the following planning decisions relating to Brantham:
DC/24/02181
11 Pattern Bush Close, Brantham, Manningtree, Suffolk CO11 1RT
Erection of single storey rear extension.
PLANNING PERMISSION GRANTED

PC 09.24.11 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 – Cllr Edevane reviewed plans for the Skate Park event on 06 July 2024 and volunteers for the day were agreed.
- c) To consider/approve any proposals or next steps as appropriate – see above.

PC 09.24.12 DATE OF NEXT MEETING

- a) Finance Committee meeting – Wednesday 28 August 2024, 7pm at Brantham Village Hall
- b) Parish Council meeting – Wednesday 04 September 2024, 7pm at Brantham Village Hall

The meeting closed to the public at 8pm.

PC 09.24.13 IN CAMERA ITEM

Cllr McCraw proposed that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed, aif.

- a) To review correspondence received from BMCIC and agree next steps as appropriate – the Council reviewed the email received from BMCIC. Following discussion **Cllr Bridgeman propose that the request to overlook the reimbursement of the Insurance payment from BMCIC (as per the terms of the lease) was refused, this was seconded by Cllr Lancaster, aif.**

The Council reviewed arrangements going forward. **Cllr Bridgeman proposed that for 2024-25 BMCIC be offered the option to pay the Buildings Insurance reimbursement in monthly instalments, any failure to make a payment within 14 days would then result in the full payment being due. This was seconded by Cllr Osben, aif.**

The meeting closed at 8.58pm

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



ACTIONS

| MINUTE NO. | ACTION | WHO |
|-------------------|--|------------|
| PC 07.24.06 | Find out if Brantham can have a Traffic Warden (Lollipop person) on A137 | Clerk |



APPENDIX A

Accounts submitted for payment – 03 July 2024

| Payee | Detail | Method | NETT | VAT | TOTAL |
|---------------------------------|--|--------------|---------|--------|---------|
| SALC | Planning Webinar Session 3 | CHQ – 003548 | 35.00 | 7.00 | 42.00 |
| Dave Childs | Grounds Maintenance (inv. 1940) | CHQ – 003549 | 330.00 | | 330.00 |
| D. Hyatt | BOS Expenditure | CHQ – 003550 | 253.36 | | 253.36 |
| A.Edevane | Skate Park Expenditure | CHQ – 003551 | 40.24 | | 40.24 |
| Brantham Athletic Football Club | Return of deposit for use of Lower Playing Field | CHQ – 003552 | 250.00 | | 250.00 |
| Brantham Cricket Club | Donation as per FC 06.24.05) | CHQ – 003553 | 250.00 | | 250.00 |
| Richard Blay | CIL Payment – Cattawade Picnic Site Pt 1 | CHQ – 003554 | 465.00 | | 465.00 |
| SALC | Internal Audit Service | CHQ – 003555 | 395.00 | 79.00 | 474.00 |
| AR Smart Systems | CIL Payment – Hearing loop installation at Village Hall (pt.1) | CHQ - 003556 | 478.85 | 95.77 | 574.62 |
| HMRC | P30 Quarter 1 | CHQ – 003557 | 1492.78 | | 1492.78 |
| Babergh District Council | Litter bin emptying 24-25 | CHQ – 003558 | 2829.00 | 565.80 | 3394.80 |
| Community Action Suffolk | Email accounts (Payment could not be made by debit card) | CHQ – 003559 | 282.00 | | 282.00 |

Accounts paid since 05 June 2024

| Payee | Detail | Method | NETT | VAT | TOTAL |
|--------------------------------------|---|--------------|---------|-------|---------|
| Manningtree & District Community Bus | Donation as per FC 06.24.06 | CHQ – 003541 | 250.00 | | 250.00 |
| Village Hall Brantham | Donation as per PC 05.24.09(I) | CHQ – 003542 | 233.38 | | 233.38 |
| Dave Childs | Grounds Maintenance – May 2024 | CHQ – 003543 | 460.00 | | 460.00 |
| Dennis Hyatt | BOS Petrol costs | CHQ – 003544 | 42.90 | | 42.90 |
| Brantham Village Hall | Hall Hire – Inv. No. BPC1050 | CHQ – 003545 | 48.00 | | 48.00 |
| Community Heartbeat Trust | Defibrillator Pads and battery | CHQ – 003546 | 409.50 | 81.90 | 491.40 |
| Babergh District Council | Annual Play area inspection | Debit Card | 159.45 | 31.89 | 191.34 |
| Community Action Suffolk | 11 x mailboxes (annual charge) and Domain name set up (inv. 0480) | Debit Card | 282.00 | | 282.00 |
| BW Day Bespoke Metal Shop | Final Payment – Beacon fabrication and installation | CHQ 003547 | 2100.00 | | 2100.00 |
| Parish Council staff | June 2024 Salaries, Clerk Office Allowance | BACS | 2606.89 | | 2606.89 |
| Microsoft | Monthly Subscription Charges – June 2024 | DD | 8.60 | 1.72 | 10.32 |
| Brantham Village Hall | Support for running costs – June 2024 | BACS | 416.67 | | 416.67 |
| Online Playgrounds | Replacement swing seat for Merriam Close Play area | Debit Card | 112.83 | 22.57 | 135.40 |
| ICO | Data Protection Fee | Direct Debit | 35.00 | | 35.00 |

Receipts allocated since 03 April 2024

| Who | Detail | Method | Amount |
|----------------|---------------|--------|---------|
| Lloyds Bank | Bank Interest | DEP | 201.04 |
| Highcliff Vets | Car Park Rent | 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 July 2024 to the Parish Councils of Peninsula

SEND Improvement Plans

Scrutiny Committee met on Thursday 13 June to review the council's priority action plan to improve SEND services. The plan had to be created following the poor Ofsted/CQC inspection report which was published at the end of January. The committee heard about the extra £4.4m funding to recruit more staff, including educational psychologists. There are plans to invest more money in the improvements and this will be discussed at the next Cabinet meeting in July. The Department for Education will be undertaking 'deep dive' reviews into progress, the first one into the timeliness and quality of EHCPs which is due very soon. Among the issues discussed were communication with parents and carers and responses to complaints and the importance of early intervention to support young children with needs as soon as possible.

Councils call for more Foster Carers

Suffolk County Council is taking part in a new initiative for fostering under the banner Foster East along with ten other councils in the region. There is an urgent need for foster carers in the East of England, with more than 7,000 vulnerable children already in the care of their local authority, and a further 150 children coming into care every month.

The Foster East initiative is funded by the Department of Education and is a new, collaborative approach to foster carer recruitment and support. Potential foster carers will be nurtured through their fostering journey with their local council and via a buddy network. Fostering is a flexible role with options for short term care from a weekend a month to longer term opportunities, all providing life-changing support for local children.

Foster East will give people considering fostering the opportunity to speak to an advisor from 8am to 8pm daily, and the chance to talk to an experienced foster carer to find out more about what the role involves and ask any questions. More information can be found on www.fostereast.org.uk

Funding Secured to boost Digital Technology Innovation

Suffolk County Council, working with Norfolk County Council and Connected Innovation, has secured funding from Barclays Eagle Labs Ecosystem Partnership Programme to boost support for the region's digital technology sector. This funding will be used for 'The Future', a joint project which aims to support and scale digital technology innovation in Suffolk and Norfolk by:

- Developing stronger connections between experienced entrepreneurs and the next generation of regional startups
- Developing a process for identifying, engaging and supporting early-stage startups and integrating them into the community
- Creating more opportunities for startup founders from disadvantaged socio-economic backgrounds by offering stipends to those who would not otherwise be able to commit to their venture full-time

The project will be delivered in Suffolk by Innovation Labs: <https://innovationlabsgroup.com/>



Eco Month at SCC

During June the council has been celebrating Eco Month to celebrate all the work being done internally and externally to tackle climate change, enhance biodiversity and protect the environment. Events have included a market at Endeavour House, a workshop for staff on energy bills, wildlife walks, litter picks and a guided visit to the Ipswich tidal barrier. Council staff were also coached on how they can make a difference in their jobs to reduce waste and printing and promote sustainability. Suffolk County Council has ambitions to achieve carbon net zero by 2030 and has taken many steps already to achieve this, including switching to a 100% renewable energy tariff, moving to electric vehicles for all staff pool cars, and moving street lights over to LEDs, which are 50% more efficient than traditional street lighting. The council has also reduced its gas use by 38%.

Cold Callers

Suffolk County Council's Trading Standards have asked residents to be vigilant about tradesmen knocking on their doors to offer services, after several examples recently of cold callers persuading people to part with large sums of money for unnecessary or substandard work. The council is recommending that residents only use workmen on the Trusted Trader website: <https://trustedtrader.team/Suffolk/about-us>

Residents can also protect themselves and their neighbours by nominating their area to become a No Cold Calling Zone – there are now more than 200 of these across Suffolk. In order to nominate your road or neighbourhood, visit <https://www.suffolk.gov.uk/community-and-safety/suffolk-trading-standards/fair-trading/no-cold-calling-zones>

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 – District Council report, July 2024

Communities invited to 'fun days' across the districts

Community Fun Days are coming to Babergh and Mid Suffolk this summer, giving people the opportunity to come together and have fun during the school holidays.

Babergh events (from 10am to 2pm):

- Friday, 2nd August at Stevenson Centre, Stevenson Approach, Great Cornard, Sudbury, CO10 0WD
- Monday, 5th August at Holbrook Village Hall, The Street, Holbrook, Ipswich, IP9 2PZ
- Friday, 9th August at Hadleigh Pool and Leisure, Stonehouse Road, Hadleigh, Ipswich IP7 5BH

UK Parliamentary General Election

On Thursday, 4 July, hundreds of Babergh and Mid Suffolk staff helped make democracy happen by manning polling stations, counting ballot papers overnight and everything in between. The results for the three constituencies counted by the councils are now available on the councils' websites.

Changes to Babergh cabinet

Following her election as Babergh's leader last month, Cllr Deborah Saw has announced cabinet changes - with new portfolios created to help deliver the administration's action plan.

Babergh District Council Cabinet as of June 2024:

People and Place – Cllr Deborah Saw (Leader)

Finances, Assets and Investment – Cllr John Ward (Deputy Leader)

Cabinet Member Without Portfolio – Cllr Dave Busby (Deputy Leader)

Performance and Resilience – Cllr Alastair McCraw

Thriving Communities – Cllr Daniel Potter

Sustainable Economy – Cllr Derek Davis

Housing – Cllr Jessie Carter (shadow Cllr Ruth Hendry)

Heritage, Planning and Infrastructure – Cllr Sallie Davies

Climate Change, Nature Recovery and Biodiversity – Cllr Helen Davies