



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 04 September 2024 commencing at 7pm held in the Crowhurst Suite, Brantham Leisure Centre.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

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

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

PC 09.24.01 OPENING

The Chair declared the meeting open at 7pm and thanked all for attending.

On behalf of the Council the Chair noted shock and sadness following the murder of a village resident. On behalf of the Council the Chair extended his condolences to the victim's family and friends.

A statement was then 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 Kanaris. **These apologies were aif.**

PC 09.24.03 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

- 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.
- To receive notifications of gifts of hospitality exceeding £50 – there were none submitted.
- 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

- To consider and approve the minutes of the previous Parish Council meeting on 03 July 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 Donaldson and approved by the Council** (Cllr Cherry abstained from the vote). The Chair signed the minutes as approved.
- To consider and approve the minutes of the previous Parish Council meeting on 22 July 2024 – **Cllr Cherry proposed that the 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** (Cllr Edevane abstained from the vote). The Chair signed the minutes as approved.
- 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 written report had been submitted from Cllr. Harley (available as Appendix C).
- 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:
 - Roof of Kingfisher swimming pool which is under repair, the pool is due to reopen in September



- Details of the BMSDC Big Weekend

PC 09.24.06 PUBLIC FORUM

- To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted – none.
- To receive comments or questions relating to Brantham in particular – none.
- To receive questions and comments submitted in writing/email for future consideration by the Council – none.

PC 09.24.07 CLERK'S REPORT

- To review actions from the previous meeting – a query ref. possibility for a Lollipop person on the A137 has been sent to Suffolk County Council. No response received to date.
- To receive the reports of items actioned under delegated powers:
 - Documents submitted for external audit – comments and queries from auditors are currently awaited
 - Requested quote from local builder for resurfacing of path alongside Merriam Close
 - Liaison with police re: CCTV etc following incident. Access to camera footage has been granted
 - Arranged for repair and repainting of street sign at Sycamore Way
 - Submitted an application for a licence for a Christmas Tree by the Village Sign. The Clerk noted that to progress this application a fee of £85 needed to be paid. Following discussion **Cllr Bridgeman proposed that this should be paid, this was seconded by Cllr Edevane, aif.**
 - Cllr Edevane noted concerns about the additional traffic at Brooklands Primary School following an increase in the intake of students this year. Following discussion the Council instructed the Clerk to highlight these concerns with the headteacher and Simon Harley. (*ACTION – Clerk*)
- 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 a formal cull of muntjac deer populations in the village – following discussion the Council noted that this was not the responsibility of the Parish Council and that this should be addressed by local landowners
 - An email ref. concerns about No Parking signs along New Village
 - An email from Cllr Simon Harley re: a road closure in the village – this has since been postponed.
 - An email from a local resident ref. registering of new address – this has been passed on to address management at Babergh District Council
 - A query from a local resident about the management of bungalows in Rectory Lane
 - An email from the Youth division of Brantham Athletic Football Club requesting permission to store goal posts on the Parish Council pitch side of the fence. Following discussion **the Council agreed that this request should be approved for one season, following which the decision would be reviewed, aif.**
 - An email from a local resident requesting an allotment in the village – the Clerk noted that a response had been sent.

PC 09.24.08 STATUTORY INFORMATION

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

PC 09.24.09 FINANCE REPORT

- To note and approve the balance of accounts as at 31 August 2024 - The Clerk informed the balance of accounts were: Current account: £5000.00, Deposit Account: £155,988.55 and Salaries Account: £947.75. – **the Council approved the balance of accounts, aif.**
- To approve the accounts awaiting payment including those coming forth – The Council noted Paper 2. **the Council approved the balance of accounts, aif..** Paper 2 was duly signed by the Chair and the RFO.
- To note the accounts paid since the last meeting – the Council noted the accounts paid since the last meeting, **the Council approved the balance of accounts, aif..** Paper 3 was duly signed by the Chair and the RFO.
- To note the receipts allocated since the last meeting – the Council noted the receipts received since the last meeting, **the Council approved the balance of accounts, 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 August 2024 - Council noted the overall bank balances of £161,936.30 across all accounts held in the name of the Parish Council. **All agreed that these balances should be approved, aif.**
- f) To note the budget to actual report to 31 August 2024 – Council noted the report circulated by the Clerk. **All agreed that the budget to actual report o 31 August 2024 should be approved, aif.**
- 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. The RFO noted that this document needed to be updated and confirmed that this would be completed before the next Council meeting.
- h) To note the donations approved to date in 2024-25 – Council noted donations of £733 so far this year.

PC 09.24.10 PLANNING MATTERS

- a) To consider and respond to the following planning matters relating to Brantham – none received
- b) To note the following planning decisions relating to Brantham:
 - DC/19/00881 - Land South Of, Brooklands Road, Brantham, Suffolk. Application for a Non Material Amendment – Amended roof tiles as per plan REV S. ACCEPTABLE
 - DC/24/03016 - 18 Valley Close, Brantham, CO11 1QG. Erection of Single Storey Extension. PLANNING PERMISSION GRANTED
 - DC/24/02901 - The Harbour, Brantham Hill, CO11 1SD. Erection of a double garage. PLANNING PERMISSION GRANTED

PC 09.24.11 AFFORDABLE HOUSING REVIEW

- a) To review information received from Sue Downs (CAS) in July 2024 – The Chair reviewed the discussion held with Sue Downs from CAS and noted that the need for affordable housing in the village was an issue identified in the recent consultation with Brantham residents.
- b) To consider/agree next steps as necessary – following discussion the Council requested that the Clerk arrange a meeting with Sue Downs to discuss next steps to begin the process. (*ACTION – Clerk*)

PC 09.24.12 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 Osben provided an overview of the decisions made at the recent Finance Committee.

The Chair noted that the Committee had noted that in order to future-proof the Council, to allow some cover time for the current Clerk and to enable the Clerk to take on more strategic tasks it would be helpful to employ an Assistant Clerk for 8 hours a week. The Chair noted that a candidate who had recently been interviewed by the Clerk for a post in a neighbouring village would be an appropriate candidate and SALC had confirmed that since the skills were identical it would not be necessary for an additional interview to take place.
- c) To consider/approve any proposals or next steps as appropriate – **The Chair proposed that the Council made an offer of employment for 8 hours per week to this candidate, this was seconded by Cllr Osben, aif.** Following discussion **the Chair then proposed that delegated authority should be given to the Chair and Clerk to agree terms and conditions and arrange appointment of the candidate, this was seconded by Cllr Osben, aif.**

PC 09.24.13 DATE OF NEXT MEETING

- a) Finance Committee meeting – Wednesday 25 September 2024, 7pm at Brantham Village Hall
- b) Parish Council meeting – Wednesday 02 October 2024, 7pm at Brantham Village Hall

The meeting closed to the public at 8.12pm.

PC 09.24.14 IN CAMERA ITEM

Cllr Donaldson 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, this was seconded by Cllr McCraw, aif.



- a) To review correspondence received from BMCIC and agree next steps as appropriate – the Council reviewed the email received from BMCIC. Following discussion the Council noted the contents of the email but agreed that there was no change to the decision made at the previous meeting. Following discussion the Council agreed that the Chair and Cllr Donaldson would arrange a meeting with BMCIC to re-state this position. (*ACTION – Chair*)

The meeting closed at 8.35pm

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
PC 09.24.07	Raise concerns about additional traffic at Brooklands Primary School with headteacher and SCC	Clerk
PC 09.24.11	Arrange meeting with Sue Downs re: affordable housing	Clerk
PC 09.24.14	Arrange a meeting with BMCIC	Chair



APPENDIX A

Accounts submitted for payment – 04 September 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 1976 and 2003)	CHQ – 003560	480.00		480.00
NBB Recycled Furniture	Picnic benches for cattawade picnic site	CHQ – 003561	1310.50	262.10	1572.60
Richard Blay	CIL – River Stour Trust project costs	CHQ – 003562	520.05		520.05
Highline Adventure	Costs incurred for cancelled event (INV – 0305)	CHQ – 003563	250.00	50.00	300.00
Orman Landscapes	Watering of trees at New Village July & August (INV – 0041 and 0044)	CHQ – 003564	175.00	35.00	210.00
Business Services at CAS	Parish Council Insurance Renewal 2024-25	CHQ – 003565	1183.37		1183.37
Ardleigh Building Supplies	CIL – River Stour Trust Limestone/granite (INV – 5703)	CHQ – 003566	174.16	34.84	209.00
Acacia Court Community Garden	Donation for hose and plants	CHQ - 003567	120.00		120.00
Village Hall Brantham	Hall Hire – August 2024 (Inv. 1077)	CHQ – 003568	48.00		48.00

Accounts paid since 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
Parish Council staff	July 2024 Salaries, Clerk Office Allowance	BACS	2606.89		2606.89
Parish Council staff	August 2024 Salaries, Clerk Office Allowance	BACS	2606.89		26.06.89
Microsoft	Monthly Subscription Charges – July 2024	DD	8.60	1.72	10.32
Microsoft	Monthly Subscription Charges – August 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – July 2024	BACS	416.67		416.67
Brantham Village Hall	Support for running costs – Aug 2024	BACS	416.67		416.67
Autoprint Lithographic Company	Banners & Posters for Skate park event	Debit Card	297.00	59.40	356.40
Smarty	CCTV SIM Cards x 3	Direct Debit			27.00
Nest	Clerk's Pension – July 2024	Debit Card	102.29		102.29
Collins Skip Hire	Skip for work at Cattawade Picnic site	Debit Card	270.00	54.00	324.00
John R Keeble	Annual rent for GPL Play area	Direct Debit	10.00		10.00



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AR Smart Systems	CIL - Final Payment for installation of Hearing Loop at Brantham VH	BACS	319.23	63.85	383.03
East of England Co-op	8 x 1 st class stamps	Debit Card	10.80		10.80
Ardleigh Building Supplies	CIL – River Stour Trust project – Granite	BACS	450.16	90.04	540.20
A&S Aggregates	CIL – River Stour Trust Project – Crushed concrete	BACS	2215.00	443.00	2658.00

Receipts allocated since 03 July 2024

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest – July 2024	DEP	175.09
Lloyds Bank	Bank Interest – August 2024	DEP	164.57
BMCIC	2023-24 Insurance Repayment	DEP	731.13
Braiswick Photographic Ltd	Private Road Contribution	DEP	150.00
Highcliff Veterinary Practice	Rent Increase payment for Car Park Rent	DEP	1995.45



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 September 2024 to the Parish Councils of Peninsula Division from Simon Harley (SCC Councillor)

Ofsted Inspection of Children's Social Care

Last Wednesday morning the inspection report for Suffolk County Council's social care services for children was published, following a visit from Ofsted at the end of May. The report found that social care services for children, which include fostering and adoption, safeguarding, child protection, youth justice and corporate parenting (children in care), 'require improvement to be good.' My group are concerned by this as children's services were rated as 'Outstanding' the last time they were inspected in 2019, and the remarks on leadership – that leaders do not have 'sufficient grip' on all the services provided – are especially worrying. A new director for children's services started in July 2024, and more information will be available on the plans for improvement in September when the inspection report is tabled at Cabinet. Here is a summary of the findings of the report:

The impact of leaders on social work practice with children and families – Requires improvement to be good

The experiences and progress of children who need help and protection – Requires improvement to be good

The experiences and progress of children in care – Good

The experiences and progress of care leavers – Requires improvement to be good

Overall effectiveness – Requires improvement to be good

This inspection is separate from the recent inspection into services for children with Special Educational Needs and Disabilities (SEND).

You can read the full Ofsted inspection report here: <https://reports.ofsted.gov.uk/provider/44/80565>

Back to School Transitions

Is your child starting primary or secondary school this September?

Moving up and changing school is a big change for children and a new stage of growing independence. To help parents and carers support children with this transitions, Suffolk County Council have a selection of Solihull Approach online courses which are free from anyone with a Suffolk postcode. You can access these using the link www.inourplace.co.uk/moving-up and register for an account using the access code WOLSEY. The Solihull Approach is a parenting support model which was developed by health visitors, child psychologists and psychotherapists in the 1990s and aims to understand child behaviour as part of their development.

Electric Vehicles

Over 60 new community venues across Suffolk will have new electric vehicle (EV) charge points, as Suffolk County Council's 'Plug In Suffolk' project continues to grow.

Fast charging facilities will be installed at 63 new sites, including community centres, village halls, scout huts and other community hubs, and 25 existing charge points from an early iteration of Plug In Suffolk will be adopted under a new contract.



The county council has successfully bid for £7.3 million from the Government's Local Electric Vehicle Infrastructure (LEVI) fund, which supports local authorities to plan and deliver EV charging infrastructure for residents without off-street parking.

£1.4 million of the LEVI funding will go towards the community charging infrastructure, with a further £5.9 million allocated for on-street charging, which will be developed later this year.

In addition, a trial of electric community vehicles is set to launch next summer in Suffolk, with the council's tender process for this beginning this month.

Plug In Suffolk Car Clubs will be placing 16 electric vehicles across eight locations in Suffolk which local residents can book by the minute, hour or day. Planned locations include Ipswich, Bury St Edmunds, Newmarket, Sudbury, Needham Market, Stowmarket, Lowestoft and Woodbridge.

Launch of Solar Together Suffolk

Residents of Suffolk can come together to invest in renewable energy sources through a group-buying scheme for solar panels and battery storage. Solar Together Suffolk helps homeowners feel confident that they are paying the right price for a high-quality installation from qualified installers.

Suffolk residents can join the group-buying scheme, which offers solar panels with optional battery storage and EV charge points, as well as retrofit battery storage for residents who have already invested in solar panels and are looking to get more from the renewable energy they generate. The scheme allows homeowners to increase their independence from the National Grid.

It is free to register at www.solartogether.co.uk/suffolk, and there is no obligation to go ahead with an installation.

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>



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Simon Harley Suffolk County Councillor for Peninsula Division



APPENDIX D – District Council report, September 2024

Businesses to be recognised as Innovation Awards return for 2024

Businesses across the districts are set to be recognised for their fresh thinking and new ideas, as Babergh and Mid Suffolk District Councils' Innovation Awards return this autumn.

Sports and recreation in Babergh gets £118K boost

Two separate sports and recreational projects in Babergh are to receive an injection of more than £118k from Babergh District Council, thanks to funds collected from developers.

Councils' objection to National Grid's Norwich to Tilbury pylon proposals

Babergh and Mid Suffolk District Councils have now published their full response to National Grid's Norwich to Tilbury consultation.

Babergh and Mid Suffolk join bid to boost local tourism

Suffolk Public Sectors Leaders group – which includes Babergh and Mid Suffolk District Councils – has agreed to a five-year funding programme to help enhance tourism across the region.

Temporary closure of Kingfisher Leisure Centre's swimming pool

The pool will be closed for at least a week for a damaged roof to be repaired.

Councils to host Call for land summit in September

Councils are putting landowners in touch with organisations that can help them improve their land for wildlife and nature.

Solar Together launches in Suffolk - offering residents affordable renewable energy sources

Suffolk residents will boost local renewable energy generation, cut carbon emissions, and save on energy bills with a community-led solar panel initiative.

Districts to benefit from new electric vehicle scheme

Residents in Babergh and Mid Suffolk are set to benefit from a new electric vehicle initiative.

'Sudbury Sounds' please crowd as musical project reaches crescendo

A programme of musical workshops reached its climax in Sudbury after another harmonious collaboration between Babergh District Council, national charity Orchestras Live, and a renowned professional orchestra.