



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 2<sup>nd</sup> October 2024 commencing at 7pm held in, Brantham Village Hall.

**LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B**

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

Also in attendance: S Keys (Clerk), F Coley (Assistant Clerk), Simon Harley (County Councillor) and 3 members of the public.

**PC 10.24.01 OPENING**

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

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 10.24.02 APOLOGIES**

- a) Council to receive apologies for absence – Cllrs Bridgeman & Cherry
- b) Council to consent to accept apologies received -**These apologies were aif.**

**PC 10.24.03 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 10.24.04 PARISH COUNCIL MEETING MINUTES**

- a) To consider and approve the minutes of the previous Parish Council meeting on 04 September 2024 – Cllr McCraw **proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, this was seconded by Cllr Heywood and approved by the Council – AK abstained.** – The Chair signed the minutes as approved.
- b) To note the draft minutes of the Finance Committee available online – SK explained that the minutes were not available and would be shared at the next meeting – Noted.

**PC 10.24.05 REPORTS FOR INFORMATION**

- a) A written report had been submitted from Cllr. Harley – Cllr Harley provided an update on:
  - Finances - the latest financial forecast was better than expected. Some services are overspent but that others are under budget and this should hopefully balance things out. Like other councils we will be hoping for an improved funding settlement from the new government.
  - £5 million worth of underspent funding that has been returned to central government. This could have helped people to insulate their homes and improve efficiency. It was felt that it might not have been promoted properly.
  - Devolution deal has been withdrawn by the government.
  - Funding for Arts & Culture Projects now released.



- Primary and Secondary School applications is now open.
  - Changes to Waste and recycling in 2026 and 2027.
- b) A written report from BDC had been circulated by District Cllr McCraw. Councillor McCraw updated the Council on the following issues:
- AM gave a detailed update on the new changes on Waste and Recycling coming in 2026 & 2027. AM explained how this would work and the benefits from this change.

#### **PC 10.24.06 PUBLIC FORUM**

- a) To receive questions and matters of concern from members of the public in attendance on items on the agenda - submitted – a member of the public enquired if it is possible to get double yellow lines from New Village to Cattawade St. There are problems on match days with people parking anywhere there is a space. A lengthy discussion took place in relation to a potential Traffic Order. It was agreed that this would be added to the agenda for the next Finance Committee meeting.

#### **PC 10.24.07 CLERK'S REPORT (Paper 1)**

- a) To review actions from the previous meeting –
- PC 07.24.06 - Find out if Brantham can have a Traffic Warden (Lollipop person) on A137 – Awaiting Response from SCC.
  - PC 09.24.07 - Raise concerns about additional traffic at Brooklands Primary School with headteacher and SCC Completed, see responses below.
  - PC 09.24.11 - Arrange meeting with Sue Downs re: affordable housing - Completed.
  - PC 09.24.14 - Arrange a meeting with BMCIC - Awaiting a date from BMCIC
- b) To receive the reports of items actioned under delegated powers –
- Induction and training underway with Assistant Clerk
  - Residents only parking signs ordered and installed at New Village
  - Arranged for removal of litter at Lower Playing Field
- c) To receive items of correspondence for noting only –
- Email ref. damage to Slipway signage at Cattawade – Environment agency will fix this.
  - Email ref. Expression of Interest to Install 'Welcome to National Landscape' Highway Signs – The Council reviewed this request. Following discussion **it was agreed that this principle would be supported by the Parish Council, aif.** Cllr McCraw noted that Brantham sits in two National Landscapes and wondered if this would be reflected.
  - Request for an allotment received via Babergh District Council's contact form – the Clerk confirmed that she had signposted the individual to other villages with allotments and noted that the Council continues to receive requests for allotments and this should be explored further in the future.
  - Email from Brantham Athletic Football club noting that they accepted the Parish Council terms for storage of the goals.
  - An email from the local headteacher ref. parking and traffic at Brooklands Primary School.
  - The Clerk confirmed that Suffolk County Council had visited the location and noted that there was not a suitable place for a crossing. SCC rep noted that some of the road markings had been rubbed off and were covered in litter and he was arranging to have this cleared. Cllrs raised concerns that without a parent/Councillor present for the review of traffic the SCC rep may not have visited at the right time and location to note the extent of the problem. Following discussion it was agreed that a response should be sent to SCC highlighting that the double intakes in future years in the school is likely to exacerbate the problem. *(ACTION – Clerk.)*
  - An email from SCC ref future overnight drainage work on the A12 at Junction 29 between 14 and 17 October. Traffic will be diverted via the B1070.

#### **PC 10.24.08 STATUTORY INFORMATION**

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



- b) b) To consider/approve the proposal from the Finance Committee to amend the Terms of Reference for this Committee – This was discussed at length and it was agreed that this would be deferred to the next meeting.

**PC 10.24.09 FINANCE REPORT**

- a) To receive a report from the Finance Committee – the Clerk and Cllr McCraw updated the Council on the recent Finance Committee and noted the decisions made:
- Donation request received from Brantham Bowls Club – further information requested
  - Donation request received from Brantham Village Hall for new toilets – advised the VHM to request BDC CIL funding and approved 12.5% of project costs from BPC CIL funds.
  - The Committee noted that overall spending for the Cattawade Picnic Site may overspend by approximately £200
  - Contractor approved to lay path surface alongside Merriam Close Play area
  - Contractor approved to reduce crown of tree at Merriam Close Play area
  - Considered adoption of Home Working Policy – this will be reviewed at the next FC meeting
- b) To note and approve the balance of accounts as at 30 September 2024 - The Clerk confirmed that the balance of accounts were: Current account: £5001.00, and Salaries Account: £740.86. The Clerk noted that in changing the signatory access to the bank accounts the online access to the Deposit account had been lost. This has been highlighted with Lloyds Bank and should be returned in the near future. The full balance of accounts would therefore be reviewed at the next meeting.
- c) To approve the accounts awaiting payment including those coming forth - The Council noted Paper 2. **The Council noted and approved the payments coming forward, aif..** Paper 2 was duly signed by the Chair and the RFO.
- d) To note the accounts paid since the last meeting - The Council noted Paper 3. **the Council approved the accounts paid since the last meeting, aif..** Paper 3 was duly signed by the Chair and the RFO.
- e) To note receipts allocated since the last meeting – The Council noted the receipts allocated since the last meeting in paper 4. The Clerk noted that without access to the Deposit account it was not possible to note the Bank Interest received in the month. **All other receipts were approved, aif.**
- f) To note Bank Reconciliation to 30 September 2024– The Clerk noted that this could not be completed without sight of the Deposit Account. This would be completed when access was restored and circulated to all Councillors.
- g) To note the CIL report for September 2024 including nominal sums for potential CIL expenditure for the coming year - Council noted Paper 6 circulated by the RFO.
- h) To note the donations approved to date in 2024-25 Council noted donations of £733 so far this year.

**PC 10.24.10 PLANNING MATTERS**

- a) To consider and approve response to the following planning matters relating to Brantham  
DC/24/03584 Spooners Cottage, Slough Road, Brantham, CO11 1NU Erection of two storey side extension – No comment.  
DC/24/03900 16 Bailey Gardens Brantham Manningtree Suffolk CO11 1GH Construction of brick work under bay window – No Comment
- b) To note the following planning decisions relating to Brantham:  
DC/24/02901 The Harbour, Brantham Hill, Brantham, CO11 1SD Erection of double garage  
PLANNING PERMISSION GRANTED  
DC/19/00881 Application for a Non Material Amendment - Amended roof tiles as per plan REV S Land South Of, Brooklands Road, Brantham, Suffolk  
APPROVED  
DC/19/00881 Application for a Non Material Amendment - parking for Plots 261- 263 as per covering letter and and revised drawing.  
Land South Of, Brooklands Road, Brantham, Suffolk  
Approved  
DC/24/03016  
18 Valley Close, Brantham, Manningtree, Suffolk CO11 1QG  
Erection of single storey side extension.



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PLANNING PERMISSION GRANTED

**PC 10.24.11     REPORTS FROM COUNCILLORS**

- a) To receive a report from the Parish Chairman and agree any actions as necessary – none received.
- b) To receive any other points to note from committees, sub-committees & working groups – Cllr Edevane spoke about the Skate Park Project and explained that she was going to be setting up a “GO FUND ME PAGE”, in order to raise some money. There was a discussion about how this works and Cllr Edevane explained the process. Cllr Lancaster noted that she and Cllr Donaldson are reviewing the Parish Plan and that they would be looking at parking, allotments and the potential of a youth worker. There will be a meeting to follow. Cllr Donaldson stated that she would be attending the BLC AGM and she will report back with any news. SK updated on behalf of Cllr Cherry about the grit bins. SK provided an update on the CAS meeting. EO stated that the first step is for everyone to identify suitable plots of land. SK stated that she will provide some more information and an invite to the next CAS meeting.
- c) To consider/approve any proposals or next steps as appropriate – Cllr Edevane has a meeting next week to discuss the Skate Park project.

**PC 10.24.12     DATE OF NEXT MEETING**

- a) Finance Committee meeting – Wednesday 23 October 2024, 7pm at Brantham Village Hall
- b) Parish Council meeting – Wednesday .6 November 2024, 7pm at Brantham Village Hall

**The meeting closed to the public at 8.12pm.**

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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
PC 10.24.06	Add an item about double yellow lines between New Village and Cattawade St	Clerk
PC 10.24.08	Defer decision for FC to approve/review policies	Clerk
PC 10.24.07	Email Mike Brookes and point out the dual intake	Clerk



## APPENDIX A

### *Accounts submitted for payment – 03 October 2024*

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2035)	BACS	240.00		240.00
PKF Littlejohn LLP	External Audit 2024-25	BACS	420.00	84.00	504.00
Richard Blay	Cattawade Picnic site project	BACS	702.00		702.00

### *Accounts paid since 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
Parish Council staff	September 2024 Salaries, Clerk Office Allowance	BACS	2780.38		2780.38
Microsoft	Monthly Subscription Charges – September 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – September 2024	BACS	416.67		416.67
Amazon	Refuse sacks for litter picker	DC	14.98	2.99	17.97
NEST	Clerk's pension	DC	102.29		102.29
Techtronic Industries	Ryobi Leafblower for BOS	DC	124.99	25.00	149.99
Marktek	Signs for New Village – CIL	DC	83.85	16.77	100.62
Suffolk County Council	Christmas Tree Highways licence	DC	85.00		85.00
Virtual Landline	Parish Council Phone number	DD	7.29	1.46	8.75
Currys Online	Laptop for Assistant Clerk	DC	415.83	83.17	499.00
Smarty	3 x SIM cards for CCTV camera	DD	27.00		27.00
GiffGaff	SIM card for Assistant Clerk	DD	6.00		6.00
Microsoft	Subscription Charges – additional user	DD	10.30	2.06	12.36
Two-Toed Skateboards	Skateboard lessons	BACS	300.00		300.00



# BRANTHAM

Parish Council

Suffolk Association of Local Councils	Membership fees 2024-25	BACS	850.46		850.46
Amazon	2 x replacement batteries for SIDS	DC	149.17	29.83	179.000

## *Receipts allocated since 04 September 2024*

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest – Sept 2024	DEP	TBC
Highcliff Vets	Car Park Rent	DEP	1365.50
Babergh District Council	Precept Pt 2 of 2	DEP	31,818.00



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

**Recycling and Waste Collection Changes**

At Cabinet on Tuesday 10 September, we heard about the changes the council is preparing to make to prepare for the new recycling and waste collection requirements set out in the Environment Act 2021. This new law means that district and borough councils must additionally collect food waste, glass and cartons from residents by 2026, and also collect plastic film from 2027. It is up to each district and borough council how they choose to arrange their waste collection schedule, and they will be communicating these changes to residents soon. However, the county council also needs to make changes as it is responsible for storing and processing waste and recycling after it is collected. The council will be spending around £4.535m, allocated from its reserves, to update waste transfer stations in the county where waste is taken after it is collected. The council will also need to set up a new contract for anaerobic digestion of the food waste.

**Financial Monitoring Report for 2024-25**

We also heard at Cabinet on 10 September about the council's latest financial forecast for 2024-25, and so far the year seems to be going better than expected, with a projected overspend of £1 million compared to last year when the council was forecasting an overspend for 2023-24 of £29.3 million. Some services are still overspent, for example costs for Special Educational Needs and Disabilities (SEND) and care purchasing in adult social care services. Areas that are predicted to come in under budget have helped balance this out. However, the council's reserves are taking another big hit this year and are due to reduce by £22.2 million. This rate of spending by the council is unsustainable even for a few more years. Like other councils we will be hoping for an improved funding settlement from the new government.

**Funding to Improve Home Energy Efficiency**

I was very disappointed that the council is having to return £5 million of funding to the government which could have been used to improve the energy efficiency of homes in Suffolk. The Warm Homes Suffolk Scheme is now closed. The scheme enabled people to buy extra insulation and undertake other improvements to improve the energy efficiency of their homes, which will also reduce the amount they are paying to heat them. It seems the scheme was not sufficiently promoted to encourage its full use, though criteria were set by the government.

**Apply for Primary and Secondary School Places**

Parents and carers can now apply for a place in the normal year of entry at a primary (including infant and junior) school and secondary school for September 2025. The deadline for applications to secure a place at a secondary school is Thursday 31 October 2024 and for primary school places, including infant and junior schools, the deadline is Wednesday 15 January 2025. All applications received by the closing dates are processed at the same time using the schools' oversubscription criteria to prioritise applications when necessary. Late applications are processed after all of those received on time.

**SCC advise that parents and carers think about how their child will travel to school before they apply for a school place.** They can check which is their child's nearest suitable school on our Nearest School Checker because it might not be their catchment area school: <http://nearestschool.suffolk.gov.uk/>

**Advice and guidance about the school application process is available here:** [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

**Suffolk Devolution Deal Withdrawn**

Following the change in government, the devolution deal which had been tabled for Suffolk has now been withdrawn. Devolution would have provided the county with some extra funding and power to make more decisions



locally, for example in transport and adult education. This will avoid the possible decision deadlock caused by a directly elected leader being from a different political party to the majority of councillors.

### **Arts and Culture Project Funding**

The council has launched its new £500,000 Culture Project Fund to support local arts and museum projects across the county. This is the bidding system for arts funding for the financial year 2024-25 which was announced by the council's administration as part of the budget process in early 2024. The fund offers three tiers of grants: Small grants up to £1,500 Medium grants up to £15,000 Large grants up to £50,000

Eligible applicants include arts organizations and museums, skilled freelancers, registered charities, community interest companies, non-profits, and social enterprises based in Suffolk. For more information on deadlines and award dates, or to find out how to apply, please visit [www.suffolk.gov.uk/cultureprojectfund](http://www.suffolk.gov.uk/cultureprojectfund)

or contact the Arts & Museums Team at [cultureprojectfund@suffolk.gov.uk](mailto:cultureprojectfund@suffolk.gov.uk).

### **Peninsula water testing results (*with thanks to our volunteers!*):**

Here are the results from last weekend's water samples (all good/acceptable)

Lower Holbrook: 1 ( E Coli colony );	Harkstead	0;	Shotley	0;
Pin Mill	2;	Woolverstone	4	

### **Follow us on:**

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

Instagram - [https://www.instagram.com/suffolkgli\\_group/](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, October 2024**

### **Increased bin collections set to herald ‘recycling revolution’**

Residents in Babergh will get more opportunities to recycle from 2026 as part of nationwide changes to waste collections.

### **Councils renew call for urgent government action to end council housing funding crisis**

Babergh District Council has renewed its call for urgent government action to end the financial crisis that is currently facing council housing.

### **Suffolk councils join forces to urge government to save council homes**

Babergh District Councils supports a five-point action plan being put to the Government.

### **Councils issue response after devolution deal scrapped**

Babergh District Councils has added its voice to a joint statement following the news that a proposed Suffolk devolution deal has been scrapped by the Government.

### **Have your say on our new economic strategy**

Babergh and Mid Suffolk District Councils are developing a new economic strategy and want to hear your views.

### **Developer cash set to help preserve local history and update community facilities**

Babergh and Mid Suffolk communities are set to see more than £836,000 injected back into local projects.

### **Councils to plug employment skills gap for local businesses**

An innovative project designed to support people into employment, including help for those facing mental health challenges in the workplace, has been launched.

### **‘Extensive’ repairs required at Kingfisher Leisure Centre Pool**

Further inspection of a damaged roof at Kingfisher Leisure Centre in Sudbury has highlighted extensive works are required before the town’s swimming pool can reopen to the public.

### **Change to Babergh cabinet**

Cllr Laura Smith has replaced Cllr Daniel Potter as cabinet member for thriving communities.

Cllr Smith, who is ward member for Sudbury South West, will have responsibility for strong and safe communities, health, wellbeing, sport and leisure.

### **Half term activities**

Children in Babergh and Mid Suffolk will be able to get involved in a wide range of activities during the October half term. From swimming to soft play, soccer schools to arts and crafts, there’s plenty on offer for families across the districts.