



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 4th December 2024 commencing at 7pm held in Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

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

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

PC 12.24.01- OPENING INCLUDING STATEMENT

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 12.24.02 - APOLOGIES

- a) Council to receive apologies for absence – Cllrs Edevane & Harley
- b) Council to consent to accept apologies received -**These apologies accepted, aif.**

PC 12.24.03 - 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 12.24.04- MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Parish Council meeting on 6th November 2024 – The minutes were amended in minute number PC 11.24.01 as “The Chair advised that he and Alastair..” and a typo was corrected in minute number PC 11.24.06. **Following these amendments Cllr Heywood proposed that the minutes should be approved and signed, this was seconded by Cllr Osben, Cllrs Lancaster, Kanaris and McCraw abstained from the vote, all other Councillors voted in favour.** The Chair duly signed the minutes as approved.
- b) To note the draft minutes of the Finance Committee available online – Noted.

PC 12.24.05- REPORTS FOR INFORMATION - to receive written reports for information from:

- a) County Councillor Simon Harley – Noted.
- b) District Councillor Alastair McCraw – Cllr McCraw explained his report and no questions were asked.

PC 12.24.06 - PUBLIC FORUM

- a) To receive any questions or comments from members of the public – None received.

PC 12.24.07- CLERK’S REPORT (Paper 1)

- a) To review actions from the previous meeting



- PC 10.24.06 – SK explained that Tony had been in touch again and he would be grateful for any fund-raising ideas. AM stated that we could support morally but not financially. SK stated that if anyone has any ideas then to let her know.
- PC 10.24.07 – SK confirmed that the land for the Woodland Trust is owned and managed by them.
- b) To receive the reports of items actioned under delegated powers
 - Contact made with environmental health and planning ref. Skate Park – Cllr Edevane to update – SK advised that there is no requirement for planning permission for the skate park as BPC own the land, this would fall under permitted development. EHO have carried out a visit and confirmed that they are happy with the location of the proposed site.
 - Bid submitted to Babergh DC CIL funds for Brantham VH toilets update – CIL application has been done.
 - Worked with Assistant Clerk to arrange installation of Parish Council Christmas tree – Tree has been put up.
- c) To note the new correspondence address for Brantham Parish Council –
 - SK explained that if anyone locally wants to drop off correspondence this can still be done to the assistant Clerk.
- d) To receive items of correspondence for noting only -
 - Item 1 – Email in relation to dog poo on the lower playing field – Clerk is going to arrange for a post to be put in the Bugle.
 - Item 2 – Community Police Officer has requested the attendance to a surgery. SK has emailed to advise that PC would be agreeable to this and awaiting a date.
- e) To receive items of correspondence for consideration by the Council
 - Item 1 – There was a lengthy discussion about this item. **AM proposed not to support the item, EO seconded, 5 Cllrs voted in favour of the proposal, the motion was therefore carried.**

PC 12.24.08- STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor (3) – none received
- b) To note/approve the 2025 Brantham Parish Council meeting dates (PAPER 2) – Location for BPC next meeting noted - **aif**
- c) To review/approve the BPC Home Working Policy (PAPER 3) - SK explained paper - **aif**
- d) To review/amend Committee/Sub-Committee/Working group and representative appointments as appropriate – AM resigned from the Finance Committee and MB thanked him for all his input until now. A vote took place to appoint a new member. **MB proposed Martin Clark and AM seconded – aif**

PC 12.24.09 - FINANCE REPORT

- a) To receive a report from the Finance Committee – Cllr Osben provided an overview of the recent Finance Committee meeting and decisions made.
- b) To note and approve the balance of accounts as of 30 November 2024: -
 - Current account: £5011.98 - **Agreed**
 - Deposit Account: £19404.10 - **Agreed**
 - Salaries Account: £197 – **Agreed**
- c) To approve the accounts awaiting payment including those coming forth (PAPER 4) – **All were in agreement to approve those items as submitted under Paper 1 for payment, as seen at Appendix B, aif**
- d) To note the accounts paid since the last meeting (PAPER 5) – **the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2 as seen at Appendix B, aif.**
- e) To note receipts allocated since the last meeting (PAPER 6) – SK advised that she still cannot access the account. LC confirmed that her online statements have disappeared. SK will be making contact with Lloyds – No comments
- f) To note Bank Reconciliation to 30 November 2024 (PAPER 7) - Council noted the overall bank balances of £199,213.90 across all accounts held in the name of the Parish Council.
- g) To note the CIL report for November 2024 including nominal sums for potential CIL expenditure for the coming year (PAPER 8) - all noted the current CIL position which showed committed expenditure to date and available funds of £100.10.27.
- h) To note the donations approved to date in 2024-25 (PAPER 9) – Noted



- i) To note the proposed 2025-26 budget as reviewed by the Finance Committee (PAPER 10) - SK reviewed the budget and figures discussed. **EO proposed that the budget in the sum of £151,244 should be set for the year commencing 1st April 2025 noting that the precept would be set at £74,966 which would equate to a 7.65% increase on a Band D dwelling, this was seconded by AM, aif.**
- j) To note the budget briefing paper as circulated by the Clerk (PAPER 11) – Noted
- k) To formally approve the Brantham Parish Council 2025-26 precept request for submission to Babergh District Council – **EO proposed that the precept request of £74,966 should be submitted to Babergh District Council, this was seconded by Cllr McCraw, aif.**
- l) To note the signing of the Precept request form (PAPER 12) - Noted

PC 12.24.10 - PLANNING MATTERS

- a) To consider and approve response to the following planning matters relating to Brantham – None
- b) To note the following planning decisions relating to Brantham:
 - DC/24/03900
16 Bailey Gardens, Brantham, Manningtree, Suffolk CO11 1GH
Discharge of Conditions Application for DC/24/03016 GRANTED
 - DC/24/03035
Land South of Brooklands Road, Brantham
Application under Section 73 of The Town and Country Planning Act 1990 - Submission of details under Outline Planning Permission *B/15/00263 (FUL) - Appearance, Landscaping, Layout, Scale for 288 dwellings, public open space and associated infrastructure for the Variation of Condition 1 of DC/19/00881.
PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) HAS BEEN GRANTED
 - DC/24/03584
Spooners Cottage, Slough Road, Brantham, CO11 1NU
Erection of two storey side extension. APPROVED

PC 12.24.11 - VILLAGE HALL GOVERNANCE ARRANGEMENTS

- a) To review the report and meeting notes received from Cllr Cherry (PAPER 12) – LC explained the paper and what it would mean for the Parish Council to become the sole trustee for the Village Hall Charity. LC explained that a vote had been taken by the current VPMC Trustees and 5 out of 6 voted yes and one other person did not vote as they were in America. LC also advised that the Trustees would like this to be resolved as soon as possible.
- b) To consider/approve the request from the VPMC that the Parish Council becomes the Sole Trustee for the Village Hall – **LC proposed that Brantham Parish Council should become the Sole Trustee for Brantham Village Hall Charity, this was seconded by TL, aif.**
- c) To consider/agree next steps as appropriate – LC needs to appoint a Solicitor and a meeting to take place with MB, LC and SK.

PC 12.24.12 - BRANTHAM 2034

- a) To review 10-year goals as outlined in first draft of Brantham 2034 Plan – (Paper 13) – MB explained the draft plan. AM expressed that it was aspirational for the village but was supportive. MB thanked Cllr's Donaldson & Lancaster for their work so far.
- b) To consider/agree next steps as necessary – Following discussion **the Council agreed that the 10-year strategic aims for the Parish Council should be published with a request for feedback from village residents, aif.**
Following further consultation on the long-term aims a short to medium term action plan would be drawn up to monitor progress. The Chair asked Councillors to indicate their areas of interest to the Clerk.

PC 12.24.13 - REPORTS FROM COUNCILLORS – (PAPER 14)

- a) To receive a report from the Parish Chairman and agree any actions as necessary - Noted
- b) To receive any other points to note from committees, sub-committees & working groups – MB again thanked AM for his work for the Finance Committee.
- c) To consider/approve any proposals or next steps as appropriate - None



PC 12.24.14 - DATE OF NEXT MEETING

- a) Finance Committee meeting – Wednesday 22 January 2025, 7pm, at Brantham Village Hall
- b) Parish Council meeting – Wednesday 08 January 2025, Crowhurst Suite, Brantham Leisure Centre, 7pm

The meeting closed to the public at 8.03pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 12.24.07 – Item 1	Put advert in Bugle about dog faeces.	Clerk
PC 12.24.06 - PUBLIC FORUM	Suggestions on how the village could support a Charity event.	Clerk
PC 12.24.11 – Village Hall	Arrange meeting with MB, LC and Clerk about next steps.	Clerk
PC 12.24.12 - Brantham 2034	Publish the abridged version of the plan.	Clerk



APPENDIX A

Accounts submitted for payment – 04 December 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Brantham Village Hall	Hall Hire – October 2024 Inv. 1095	BACS	48.00		48.00
SALC	Councillor Training – Tlancaster, CDonaldson, AEdevane (inv. 29359 & 29372)	BACS	192.00	38.40	230.40

Accounts paid since 06 November 2024

Dave Childs	Grounds Maintenance (inv. 2058)	BACS	105.00		105.00
IT Services at CAS Ltd	Additional mailbox (Assistant Clerk)	BACS	16.00		16.00
SALC	6 months Payroll Provision	BACS	123.00	24.60	147.60
SALC	Cllr Training sessions – MClark & LCherry	BACS	99.00	19.80	118.80
Pips Trees and Landscaping Ltd	Tree works at Merriam Close Play area	BACS	450.00	90.00	540.00
Parish Council staff	November 2024 Salaries, Clerk & Assistant Clerk Office Allowance	BACS	2962.66		2962.66
Microsoft	Monthly Subscription Charges – October 2024	DD			37.08
Brantham Village Hall	Support for running costs –October 2024	BACS	416.67		416.67
Virtual Landline	Phone number for Parish Council				8.75
Brantham Management CIC	Grounds Maintenance Payment 2024-25	BACS	480.00		480.00
Smarty.co.uk	CCTV SIM Cards	DD	27.00		27.00
GiffGaff	Assistant Clerk SIM card	DD	6.00		6.00
Amazon	Christmas Tree decorations	DD	157.36		157.36
Royal Mail	3 Month Postal redirect	DC	39.50		39.50

Receipts allocated since 06 November 2024

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest – Nov 2024	DEP	£176.47



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

Flooding Investigations and Prevention

At Cabinet on Tuesday 5 November, a decision was made by the council that it would allocate £1.5m from its reserves to deal with the recommendations which have come out of the flood investigation (Section 19) reports following Storm Babet last October. The money will mostly be used for highways flood mitigation and drainage work but some will be put aside to develop longer-term schemes and accessing funding for further flood protection for the county. The money will not fix all problems with flooding in the county and the £1.5m relates only to the recommendations from the reports published so far (10 reports out of the 48 commissioned). The works funded via this decision will be carried out between now and March 2026, and additional funding is required because the council would ordinarily only carry out three or four investigations a year – Storm Babet means that nearly 50 will be needed. Flood investigations are prioritised in locations where five or more properties have been flooded, or flooding to major infrastructure for 10 hours or more.

This page on the SCC website gives information on the locations that will be subject to flood investigations as a result of Storm Babet: <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/storm-babet>

This page contains links to all of the flood investigation reports published so far by the council (not just for Storm Babet reports from 2024, reports from previous years are also included): <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/flood-management-in-suffolk/flood-investigation-reports>

Please see links at the bottom of this report on how to protect your property from flooding and advice on how to deal with the aftermath of flooding.

Loft Insulation Offer for Suffolk Residents

For the second year running, Suffolk's Public Sector Leaders are providing funding to help Suffolk residents make their homes warmer and save money on their energy bills by providing discounted loft insulation - an uninsulated home can lose up to a quarter of its heat through its roof. The Suffolk Loft Insulation Offer enables homeowners in Suffolk to receive a 50% discount (up to £200) and free delivery on orders of 200mm or 370mm wide eco-friendly thermal insulation rolls from High Loft, the UK's leading eco loft insulation brand. Last year, the project enabled the insulation of over 5,000m² of roofs in Suffolk, and this year the Suffolk Climate Change Partnership wants to double that figure. The offer is open to anyone in Suffolk and will only close once the allocated funding has been spent. Visit <https://highloft.co.uk/pages/suffolk-council-200-loft-insulation-contribution> and fill in the form to receive your discount code.

More Home Energy Efficiency Schemes

The council's new £3m fund for interest-free loans to residents wishing to undertake home energy efficiency upgrades that was mentioned in last month's parish report is now active, and applications can now be made at <https://www.lendology.org.uk/warm-home-suffolk-loan>. Energy efficiency upgrades such as insulation, solar panels, batteries, glazing, or heat pumps are possible with loans from £2,000 to £15,000 to be repaid over a maximum of seven years at 0% interest.



A Suffolk Retrofit Assessment Voucher Scheme is also launching, funded by Suffolk Public Sector Leaders, whereby homeowners in Suffolk will be able to apply for a voucher that covers the cost of a professional retrofit assessment on their home property. These assessments are the first step towards making their home more energy-efficient, lowering their bills and reducing their carbon footprint. Residents who own a home with an EPC band of below C can take up the offer of a voucher to claim an assessment from a PAS 2035 Retrofit Assessor who will identify the best measures for their home, for example insulation, draft proofing, ventilation repairs, low carbon heating or solar panels. The assessment report will also incorporate analysis of the cost vs benefit of implementing the suggested improvements. The assessment is free for those with properties smaller than 98m², with a maximum additional charge of £30 for larger properties bigger.

Homeowners can check to see if their property has an existing Energy Certificate with an EPC band and record of their property size at gov.uk/find-energy-certificate. They can apply for the vouchers by visiting suffolkenergyassessment.co.uk. Applications are open now, and vouchers will be distributed on a first-come, first-served basis.

Council Budget Consultation

Suffolk County Council has launched a public consultation prior to decisions on the budget for the next financial year, 2025-26, which are due to be made in the next few months. This is an opportunity for residents and businesses to share their views on proposed Council Tax changes and spending priorities, as well as giving information on how the council manages its finances, the cost-saving measures already in place, and how the council might generate more money to support essential services. The council can increase its budget in two main ways: by receiving more funding from the government or by increasing Council Tax. The survey asks residents which council services they use and to indicate which council services they consider most important to them. The consultation will close on Monday 16 December, and if you want to participate, visit www.smartsurvey.co.uk/s/2025_26_budget. The results of the consultation will be included in a final report when the council sets its budget in February 2025.

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>

I wish all the residents of the Peninsula Division a Happy and Peaceful Christmas and a Joyful New Year

Simon Harley Suffolk County Councillor for Peninsula Division



APPENDIX D – District Council report, December 2024

Councils call for action over national £2.2 billion council housing budget black hole ahead of Autumn Budget

Babergh and Mid Suffolk District Councils are urging the Government to act now on England's "broken council housing finances" ahead of this week's Autumn Budget announcement.

Pool reopening at Kingfisher Leisure Centre in Sudbury faces 'frustrating but unavoidable' delay

A delay to the scheduled reopening of the pool at Kingfisher Leisure Centre in Sudbury following repairs has been described as "deeply frustrating but unavoidable".

Treating tenants with respect and combatting social housing stigma

Babergh and Mid Suffolk District Councils are amongst the first in the country to sign up to a new campaign to stop social housing stigma.

Councils spell out expectations of developers in Babergh and Mid Suffolk

Councillors at Babergh and Mid Suffolk this week agreed new planning guidance to ensure local housing needs are met and future agricultural development is sensitive and sustainable.

Funding to put solar panels on school roofs in Suffolk has been granted

The Suffolk Public Sector Leaders group has agreed £3.72 million of funding for a Schools Solar Installation & Climate Action Fund project.

Businesses celebrate as Innovation Awards winners revealed

Businesses across Babergh and Mid Suffolk are celebrating after being named as winners at the 2024 Innovation Awards.

Students debate climate issues at councils' COP-style event

As global leaders gather in Azerbaijan for COP29, almost 100 students from schools across Babergh and Mid Suffolk have taken part in their own event to tackle real-world climate change issues.

Councils' support for 'Wilder Communities'

Babergh and Mid Suffolk District Councils have joined forces with Suffolk Wildlife Trust, alongside neighbouring councils, to help local communities to protect and restore nature as part of new partnership initiative.