



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 5<sup>th</sup> February 2025 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, A Evedane, J Heywood, E Osben, T Lancaster & A McCraw.

Also in attendance: S Keys (Clerk), F Coley (Assistant Clerk), and 2 members of the public.

**PC 02.25.01- 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 02.25.02 - APOLOGIES**

- a) Council to receive apologies for absence – Cllr Lancaster
- b) Council to consent to accept apologies received - **These apologies accepted, aif.**

**PC 02.25.03- 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 02.25.04 - MINUTES OF PREVIOUS MEETINGS**

- a) To consider and approve the [minutes](#) of the previous Parish Council meeting held on 08 January 2025 – **Proposed EO, JH 2<sup>nd</sup>, aif**
- b) To consider and approve the [minutes](#) of the previous Extraordinary Parish Council meetings held on 22<sup>nd</sup> January 2025 – **Proposed AM, CD 2<sup>nd</sup>, aif** & 27<sup>th</sup> January 2025 - **Proposed JH, AM 2<sup>nd</sup> aif**
- c) Council to note [Draft and Approved minutes](#) of the Finance Committee are available to view online – Noted

**PC 02.25.05 - REPORTS FOR INFORMATION - to receive written reports for information only:**

- a) County Councillor Simon Harley – Report read out by the Chair and no comment made.
- b) District Councillor Alastair McCraw – Cllr McCraw explained his report and confirmed as of today SCC had requested to postpone the elections for May 2026. Cllr McCraw explained what the re-organisation may look like however stated that this may not be a quick process. He confirmed that this would likely result in there being fewer Councillors, who would be covering a larger area. Cllr McCraw explained that this would mean going back to square 1 for the JLP due to the increase in figures, with the potential of 80% more housing than planned. This would then slow down the process of JLP until this was clarified.  
Cllr McCraw gave an overview of the Babergh District Council budget which includes an increase of 2.99% (for a Band D property this represents an increase from £2.62 to £2.73 per week). This could mean than Babergh would need to use the reserves this year to clear the deficit.



#### **PC 02.25.06- PUBLIC FORUM**

- a) To receive any questions or comments from members of the public – Member of the public reports fly tipping that is occurring on the red bridge near the roundabout and has advised that it has since been cleaned up. The member of the public was suggesting that maybe some bollards might stop this from happening again. Cllr Bridgeman stated that this area is owned by the Environment agency, and it would be the responsibility of them to do this. Cllr McCraw advised that it is very easy to report the fly tipping on the website. The Clerk will contact Environment agency and make them aware. *(ACTION – Clerk)*

#### **PC 02.25.07-CLERK'S REPORT (Paper 1)**

- a) To review actions from the previous meeting
- PC 01.25.06 - Arrange for the hedge to be cut back - Completed.
  - PC 01.25.08 - Advertise Councillor Vacancy Advert published on Facebook – Completed.
  - PC 01.25.11 - Email to offer printing maps to Garage Sale committee – Completed.
  - PC 01.25.12 - Set up meeting with MB, Clerk and Taz - Completed
- b) To receive the reports of items actioned under delegated powers
- Arranged meeting with Paul Bryant for Chair and Clerk ref. Neighbourhood Planning
  - Worked with Savills, Parish Council and interested groups on the sale of the Pumping Station on Factory Lane
  - Contacted Babergh District Council CIL team ref. Skate Park at Lower Playing Field.
- c) To receive items of correspondence for noting only or for consideration/agreement of next steps
- Item 1 – Request to fund A5 leaflets for garage sale. Clerk has sent a response and had no reply to date.
  - Item 2 - Correspondence from Saville's in relation to the Pumping Station.
  - Item 3 – There is an item on planning and the Clerk has asked for an extension.

#### **PC 02.25.08- STATUTORY INFORMATION**

- a) To note the resignation of Parish Councillor Alison Kanaris with immediate effect - Noted
- b) To receive nominations for the vacant posts of Councillor (2) – none received
- c) To consider a response to the Government consultation on 'Strengthening the Standards and Conduct Framework for Local Authorities in England'. **The Chair proposed that a response is submitted on behalf of the Council by the Clerk and Chair, aif**

#### **PC 02.25.09 - FINANCE REPORT**

- a) To receive a report from the Finance Committee including any decisions made – Cllr Osben gave the following report:
- BOS funding request for a new strimmer was approved.
  - The Committee agreed that £40,000 of CIL funding should be allocated to the Skate Park project to enable bid writing to begin. Cllr Osben proposed that the Council approve this allocation of funding. Cllr Clark pointed out that this had not been specifically noted on the agenda. Following discussion, it was agreed to carry this proposal forward to the March meeting to ensure that the proposal could be clearly marked on the agenda. *(ACTION – Clerk)*
- b) To consider/approve the recommendation from the Chair that financial reports such as CIL update, Donations overview and Budget to Actual reports are reviewed monthly by the Finance Committee and quarterly by full Parish Council. – The Chair noted that these reports are mostly the same each month and therefore **proposed that these were reviewed on a quarterly basis by full Council, this was seconded by Cllr Clark, aif.**
- c) To approve the accounts awaiting payment including those coming forth, the accounts paid since the last meeting and the receipts allocated since the last meeting (PAPER 2) – the Council noted the Paper 2, **Cllr Osben proposed that the report was approved, this was seconded by Cllr Heywood, aif.**
- d) To note and approve the balance of accounts and Bank Reconciliation as at 31 January 2025 (PAPER 3) – **Cllr McCraw proposed that this paper was approved, this was seconded by Cllr Cherry, aif.**

#### **PC 02.25.10 - 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: Discharge of Conditions Application for DC/24/03035 - Condition 3 (EV Charging Points) Land South Of, Brooklands Road, Brantham, Suffolk  
CONDITIONS APPROVED – Noted

**PC 02.25.11- VILLAGE HALL GOVERNANCE ARRANGEMENTS**

- a) To consider and approve the formal request from the Brantham Village Hall Management Committee that the Parish Council becomes the Sole Trustee of the Village Hall – Cllr Cherry informed the Council that at the last VH Management Committee meeting the Committee had unanimously voted in favour of the Parish Council becoming the Sole Trustee of the Village Hall Charity. Cllr Cherry reviewed how this would work and the process going forward and **proposed that the Parish Council become the Sole Trustee of the Village Hall Charity, this was seconded by Cllr Osben, aif** – The chair thanked everyone for their hard work.
- b) To consider/agree next steps as necessary – Cllr Cherry to work with Cllr Lancaster to draw up a Governance document.

**PC 02.25.12 - BRANTHAM 2034**

- a) To receive an update from the Clerk – The Clerk explained that the strategic plan has been agreed and that she is now beginning to allocate the tasks. SK advised if there is an area that Cllr are interested in working on to let her know ASAP.
- b) To consider/agree next steps as necessary – Cllrs to consider areas of interest and inform the Clerk.

**PC 02.25.14 - AFFORDABLE HOUSING IN BRANTHAM**

- a) To receive an update on Affordable Housing Project – A meeting took place with CAS and BDC about a month ago. This was a very positive meeting, and it was established that there may be about 6 suitable pieces of land. These sites are currently with the planning officers to conduct some more research, and they will feed back in due course with their findings.
- b) To consider/agree next steps as appropriate - Noted

**PC 02.25.15 - REPORTS FROM COUNCILLORS – (PAPER 4)**

- a) To receive a report from the Parish Chairman and agree any actions as necessary – Cllr Clerk advised that he had received the Parish Liaison meeting video from Babergh District Council which had included information on the devolution process and Neighbourhood Planning. Cllr Clark advised that Councillors may find this a useful watch.
- b) To receive any other points to note from committees, sub-committees & working groups – Cllr Heywood updated in relation to some play equipment and in particular a nest swing and Techball. JH explained that she had some quotes but was waiting on others and then requested that this is put on the agenda as an item. JH also asked about the possibility of having a bench on the riverbank near the vets.  
LC provided her report on the Village Hall and gave a very comprehensive update of what is happening at present. This included the proposal for the Parish Council to be sole trustee's, the repairs that have taken place and an update on the refurbishment of the toilets.
- c) To consider/approve any proposals or next steps as appropriate - Noted

**PC 02.25.16 - DATE OF NEXT MEETING**

- a) Finance Committee meeting – Wednesday 26<sup>th</sup> February 2025, 7pm, at Brantham Village Hall
- b) Parish Council meeting – Wednesday 05<sup>th</sup> March 2025, Brantham Village Hall, 7pm

**The meeting closed to the public at 8.05pm.**

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



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**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
<b>PC 02.25.06 – PUBLIC FORUM</b>	Contact Environment Agency and make them aware of fly tipping on the red bridge.	Clerk



### APPENDIX A

#### Accounts submitted for payment – 05 February 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2124)	BACS	225.00		225.00
Brantham Village Hall	Hall Hire – December & January (Inv. 1123)	BACS	66.00		66.00
Adrian Cherry	Re-surfacing of path alongside Merriam Close Play area	BACS	2320.00		2320.00

#### Accounts paid since 08 January 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	January 2025 Salaries, Clerk & Assistant Clerk Office Allowance	BACS	2963.13		2963.13
Microsoft	Monthly Subscription Charges – January 2025	DD	20.60	4.12	24.72
Brantham Village Hall	Support for running costs – January 2025	BACS	416.67		416.67
Virtual Landline	Phone number for Parish Council	Direct Debit	7.29	1.46	8.75
Smarty.co.uk	CCTV SIM Cards	Direct Debit	27.00		27.00
GiffGaff	Assistant Clerk SIM card	Direct Debit	6.00		6.00
Microsoft	Microsoft Subscription	Direct Debit	19.78	4.94	24.72
Kingfisher Direct	2 x grit bins and grit	Debit Card	317.45	63.49	380.94
Amazon	Printer Ink and Filing hangers	Debit Card	39.44	7.90	47.34
Amazon	New Printer and printer protection	Debit Card	227.56	45.52	273.08
Nest	Clerk's Pension	Debit Card	106.73		106.73
SLCC	Annual Subscription	Debit Card	240.00		240.00
Amazon	Stationary – large envelopes for filing	Debit Card	13.32	2.67	15.99
Amazon	Bin bags for litter picker	Debit Card	17.48	3.49	20.97
Dave Childs	Grounds Maintenance (inv. 2104)	BACS	260.00		260.00
Brantham Village Hall	Hall Hire – December 2024 (Inv. 1112)	BACS	24.00		24.00
HMRC	P30 Q3	BACS	2148.25		2148.25
SALC	CLlr Training – AKanaris (Inv. 29393)	BACS	32.00	6.40	38.40
Dennis Hyatt	Fuel Costs (Brantham Open Spaces Group)	BACS	107.11		107.11

#### Receipts allocated since 08 January 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest – January 2025	DEP	161.11



**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>His 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>



## **APPENDIX C**

### **Report for February 2025 to the Parish Councils of Peninsula Division from Simon Harley (SCC Councillor)**

#### **Devolution and Local Government Reorganization**

Following the publication of the government's White Paper on devolution in December, the council held an extraordinary meeting on Thursday 9 January to decide whether to pursue inclusion in the Devolution Priority Programme. Councils had to submit an application for this 'fast-track' devolution by Friday 10 January, including a request for local elections in May to be cancelled if this would assist them to prepare for an accelerated process including mayoral elections in May 2026. The result of these changes is likely to be a joint mayor for Norfolk and Suffolk, and amalgamation of the county council, districts and borough council in Suffolk into one unitary council, or possibly two unitary councils. Unitary councils undertake all local services and replace a 'two tier' system of county and district/borough councils. The government will make a decision on which areas will be in the Devolution Priority Programme and whether their local elections will be cancelled by the end of January. I am attaching a briefing on this for parish and town councils which gives more detail.

#### **Suffolk's SEND Needs Assessment**

At Health and Wellbeing Board on Thursday 16 January, the council's Public Health & Communities attended to provide insights into the county's SEND needs and how they are being met. The report states that SEND needs in the county are rising and expected to rise further, and that delays in EHCP assessment, ADHD and autism assessment and support, and access to mental health services for young people were unsatisfactory and in some cases getting worse, like speech and language therapy. The report recommends engagement with families and young people, address inequalities in service provision and improve planning for future services. The report also noted that national data on SEND need was poor and lobbying the government to improve this would also help councils and health partners to better plan and support families.

#### **Council Budget 2025-26**

One Tuesday 28 January, SCC Cabinet voted to approve the proposed budget for 2025-26. This included approving a maximum rise in council tax this year of 4.99%, including the 2% social care precept for adult care. The budget this year does not include borrowing from the council's reserves, which was a concern last year. Instead, the budget relies on delivering £28.4m of savings and mitigations across council services. Cost pressures for the council include care purchasing for adult social care, Special Education Needs and Disabilities (SEND) and placements for children in care. The level of debt the council is carrying from the Designated Schools Grant is still extremely worrying – this is due to increase by £62.175m over the course of the year, with the council DSG deficit forecast to be £358.7m overall by March 2028. Currently this 'negative reserve' is allowed by the government, but this statutory override is due to end in March 2026. The government is yet to come up with a solution for this issue, which affects many local authorities, not just Suffolk. The DSG debt is largely down to the cost of services for Special Educational Needs and Disabilities (SEND).

Aside from the financial risk of the DSG debt if it is called in by the government, the council is projecting significant budget 'gaps' in future: £33.1m for 2026-27 and £96.2m in 2028-29. This means that in the next few years, additional government funding or more savings or cuts to services will be needed to balance the books.

#### **SCC Carbon Net Zero**





At Cabinet on Tuesday 28 January, the annual report was presented which details the council's progress towards its target of net zero carbon by 2030. The council is not on track to achieve this target. It has achieved a 2% reduction in emissions overall during 2023-24, but Scope 3 – the largest scope and the one the council has least control over, as it includes the emissions of council suppliers (for example home to school transport) – has increased by 2% this year due to an increase in the standard conversion factor for bus travel emissions, and a rise in staff travel due to increased demand for care services. The council is trying to reduce Scope 3 emissions, and currently 40% of the council's top 100 suppliers have a carbon reduction plan for their businesses. It is unlikely the council would be able to be completely carbon free in future as large vehicles like fire engines would require fossil fuels, but it is possible that the council could offset remaining carbon emissions by planting trees in the county.

### **Never Stop Trying: New Stop Smoking Campaign**

Suffolk County Council has joined with Ipswich Town Football Club to launch a new stop smoking campaign to encourage people to '*never stop trying*' on their journey to quit smoking. The campaign directs people who are thinking about quitting to Feel Good Suffolk, the county's stop smoking service. NHS figures show that smokers are up to three times more likely to quit with support from their local service. In Suffolk, smoking contributes to nearly 1,000 deaths a year and tobacco presents the single greatest risk for early death, more than other issues such as high blood pressure, obesity or alcohol. In 2024, smoking cost Suffolk an estimated £703m in health and social care costs, lost productivity and smoking related fires.

The service offers various methods designed to assist people at every stage, including one-on-one coaching, phone support, or digital tools. Those seeking support on their quitting journey should visit <https://feelgoodsuffolk.co.uk/stop-smoking/>

#### **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/what-to-do-in-a-flood>

<https://suffolkprepared.co.uk/get-prepared/risk-advice/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, February 2025**

### **Councils have ‘no option’ but to review Joint Local Plan after Government’s huge housebuilding hike**

Babergh and Mid Suffolk District Councils say a huge rise in housebuilding requirements set by the Government has left no option but to review their Joint Local Plan.

### **Community groups receive funding to help people ‘live well’ this winter**

A total of 25 community projects across Babergh and Mid Suffolk have each received a share of more than £31,000 to keep residents warm, active and connected over winter.

### **International relations blossom as Tokyo looks to learn from Babergh and Mid Suffolk**

Babergh and Mid Suffolk District Councils have hosted a delegation from the Tokyo Metropolitan Government – showcasing their pioneering tree canopy survey.

### **Funding from Babergh District Council**

Various grant windows are currently open, giving community organisations the chance to secure crucial funding to support community projects. For more details, [visit the website](#).

### **Fuel support information on our website**

A fuel support flyer has been published on our website, signposting local resources that could help those struggling to heat their homes. Find it on the [energy, fuel and utilities](#) section of the website.

### **Babergh’s independent living service**

Babergh and Mid Suffolk's Independent Living Service (ILS) aims to encourage independence at home, by providing a supportive network across the county. We would appreciate any support in [sharing our poster](#) and raising awareness of the scheme.

### **Half term activities for children**

Children across the districts have a wide range of activities to choose from this half term thanks to a programme of events put together by Babergh and Mid Suffolk District Councils.