

MINUTES of the PARISH COUNCIL MEETING held on Wednesday 5th March 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 Ededvane, J Heywood, E Osben, T Lancaster & A McCraw

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

PC 03.25.01- 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 <u>website</u>.

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 03.25.02 - APOLOGIES

- a) Council to receive apologies for absence None
- b) Council to consent to accept apologies received None

PC 03.25.03- 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 03.25.04 - MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the <u>minutes</u> of the previous Parish Council meeting held on 05th February 2025 − **Proposed JH, EO 2ND aif – TL abstained**
- b) To consider and approve the <u>minutes</u> of the previous Extraordinary Parish Council meetings held on 26th February 2025 – Proposed LC, 2nd TL aif – AM & EO abstained

PC 03.25.05 - REPORTS FOR INFORMATION - to receive written reports for information only:

- a) County Councillor Simon Harley Cllr Harley provided an update on the following:
 - Devolution
 - Fire station systems and the payroll system needs improving,
 - Library Services negotiations on future of the contract between SCC and Suffolk Libraries has broken down and it is likely that SCC will take this in-house.
- b) District Councillor Alastair McCraw Cllr McCraw gave an update on the following:
 - Funding for local council has gone down steadily since 2010. B
 - Babergh and Mid Suffolk, building control have been recognised by winning the standards gold award.
 - Kingfisher Leisure Centre has reopened after the roof repairs have now been completed



- Housing repairs are giving residents a tenants hand book as a reference point. Local government reorganisation drawing up DC responses
- Devolution

PC 03.25.06- PUBLIC FORUM

- a) To receive any questions or comments from members of the public the following queries were received:
 - Ref. fly tipping at the red bridge could an additional bollard be requested to stop this in the future. (ACTION Clerk)
- b) Japanese knotweed on Factory Lane the Clerk provided an update on action taken to date and Cllr Harley agreed to chase with SCC ref. enforcement

PC 03.25.07-CLERK'S REPORT (Paper 1) -

- a) To review actions from the previous meeting Noted and dismissed
- b) To receive the reports of items actioned under delegated powers Noted
- c) To receive items of correspondence for noting only or for consideration/agreement of next steps -
 - ITEM ONE Noted
 - ITEM TWO Police will be carrying out more patrols
 - **ITEM THREE** Cllrs to inform Clerk if they would like to attend Deben Lock opening on the 24th May 2025
 - **ITEM FOUR** Email from school noted and Clerk advises that IBC are planning to meet with the Brooklands School in relation to the issues raised
 - **ITEM FIVE** Email has been noted and the Clerk is going to make contact with Babergh and establish if a bin could be put in the location of the complaint and what the cost would be.
 - **ITEM SIX** Noted and MB and AM are going to deal with this.

PC 03.25.08- STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor (2) none received
- b) To note approve the recommendation by the Finance Committee of the approval of the following statutory documents: Standing Orders, Finance Regulations, Internal Controls, Risk Register and Asset Register. Cllr McCraw proposed that these documents were approved by the Council, this was seconded by Cllr Donaldson. Cllr Lancaster abstained from the vote, all other Cllrs voted in favour. The motion was therefore carried.

PC 03.25.09 - FINANCE REPORT

- a) To review the minutes of the Finance Committee and note any decisions made -
 - Bank Reconciliation completed
 - SALC has been appointed as the internal auditor
 - Donation of £110 made to the Garage Sale charity
 - A budget of £500 has been allocated for expenditure on seasonal displays at the Brantham Village Sign
 - It is felt that having a NHP would be beneficial.
- b) To formally approve the proposal from the Finance Committee to allocate £40,000 of CIL funding to the Skate Park Project – The Council noted that at the January finance meeting the Committee proposed that £40,000 of BPC CIL funds was set aside for the Skate park project. Cllr Osben proposed that this recommendation from the Finance Committee should be approved, this was seconded by Cllr Edevane, 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) - No comments – Cllr Osben proposed that these should be approved, this was seconded by Cllr Cherry, aif.
- d) To note and approve the balance of accounts and Bank Reconciliation as at 28 February 2025 (PAPER 3) Current account: £5000, Deposit account: £176,658.67 & Salaries account: £74.19, Total = £181,732.86. Cllr Bridgeman proposed that the balance of accounts and Bank Reconciliation should be approved, this was seconded by Cllr Cherry, aif.

PC 03.25.10 - PLANNING MATTERS

a) To consider and approve response to the following planning matters relating to Brantham -



DC/25/00060

Potato Store Building Brantham Hall The Chase Brantham CO11 1PT

Application to determine if prior approval is required for a proposed: Installation of other Solar Photovoltaics (PV) equipment on the Roofs on Non-domestic Buildings. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 14, Class J - Installation of solar array to provide power for farm premises – **No comment**

b) To note the following planning decisions relating to Brantham:

Discharge of Conditions Application for B/15/00263 - Condition 6 (Slab Levels) Brantham Industrial Estate And Land To The North And The Peninsula (Part Of), Factory Lane, Brantham, Suffolk PART SATISFIED – No comments **Discharge of Conditions Application for DC/24/03035** - Condition 6 (Landscaping) Land South Of, Brooklands Road, Brantham, Suffolk CONDITION SATISFIED

Discharge of Conditions Application for DC/24/03035 - Condition 3 (EV Charging Points) Land South Of, Brooklands Road, Brantham, Suffolk CONDITION SATISFIED

Application for Non-material amendment relating to DC/24/03035 - Amendment to brick material on plots 110-120, 127-139, 145-158, 229 and 301-303 Land South Of, Brooklands Road, Brantham, Suffolk APPROVED Discharge of Conditions Application for B/15/00263 - Condition 9 (Disposal of Surface Water), 10 (Maintenance and Management of Surface Water) and 21 (Foul Drainage Scheme) Former Wardle Storeys, Factory Lane, Brantham, Suffolk CONDITION SATISFIED

PC 03.25.12 - BRANTHAM 2034

- a) To receive an update from the Clerk It was explained that if Cllr's do not make the Clerk aware of the area they wish to work on then the Clerk and Assistant Clerk will allocate areas to the Cllrs. AM offered to take Transport as his area.
- b) To consider/agree next steps as necessary The Clerk plans to meet with each Cllr to look at each section of the plan and jot down some ideas.

PC 03.25.13 - AFFORDABLE HOUSING IN BRANTHAM

- a) To receive an update on Affordable Housing Project EO explained that a meeting had taken place with CAS and 2 planners from BDC and that some sites had been suggested. Since that meeting a couple of those sites have been ruled out and a couple look more promising. The ones that look promising unfortunately are owned and do not belong to the District. It has been agreed to go away and get some clarity on the £1million pound (from the Section 106) and establish if this can come back to the Parish Council. So for now it is watch this space.
- b) To note the Housing Needs Survey and letter to be sent to households in Brantham (funded by Babergh District Council) (PAPER 4) - The letters need to go out and Babergh have agreed to pay, AE was going to check with the scouts as to whether or not the delivery of the leaflets could be something they could assist with. MB suggested that everyone has some leaflets to put in envelopes.
- c) To consider/agree next steps as appropriate The Clerk is to promote this project on social media.

PC 03.25.14 BRANTHAM VILLAGE HALL CIL CONSULTATION

- a) To review the CIL Bid consultation Letter from Babergh District Council (PAPER 5) Noted
- b) To review the CIL Bid submitted to Babergh District Council by Brantham Village Hall (PAPER 6) Noted
- c) To consider/approve any response if necessary Following discussion the Council agreed that it was in full support of the proposed project and that a response should be submitted to the CIL team to this effect.

PC 03.25.15 TREE PLANTING AT BRANTHAM SIGN

- a) To note the confirmation of licence to plant a tree by Suffolk County Council (PAPER 7) Noted
- b) To consider/approve the quote received for purchase of tree and planting in this location quotation for planting of tree in this location not yet received. The Clerk noted that a quote had been received from a local contractor for crown reductions to the two sycamore trees at Merriam Close. The Clerk confirmed that this work would be ordered as part of her delegated authority. This was noted by the Council.

PC 03.25.16 SPRING LITTER PICK



- a) To review the letter received from Babergh District Council ref. Spring Litter picks (PAPER 9) Noted
- b) To consider/approve date for litter pick from: Following discussion the Council agreed that a Spring Litter Pick would take place on 29 March 2025, 10am til 12pm, aif.

PC 03.25.17 REQUEST FOR USE OF LOWER PLAYING FIELD

- a) To consider/approve the request from Paris Saint-Germain Academy Brantham for use of the Lower Playing Field as a car park on 12 & 13 July 2025 (PAPER 10) This was discussed at length and an agreement was reached.
- b) To agree next steps as necessary Cllr Donaldson proposed that this request should be granted with a request for a refundable deposit of £500 for any damage and that 50% of all car park charges should be paid to the Parish Council, this was seconded by Cllr Osben, aif. The Clerk noted that a inspection of the Playing Field would be made with the hirer before and after the event.

PC 03.25.18 VILLAGE FETE

- a) To note the email from Brantham Leisure Centre ref. possible Village Fete on 14 June 2025 (PAPER 11) Cllr Osben advised that he had made contact with Lou at the Leisure Centre but had no reply as yet, but would make contact again in a few days. EO stated that it would be good to get some of the groups who use the facilities to come together and have activities like tug of war, a cake stall, dog show and other types of games. Also maybe invite Highcliff Vets who might even sponsor the event.
- b) To consider/agree next steps as necessary EO suggested that everyone goes away and has a think about any ideas they might have.

PC 03.25.19 VE DAY 2025

- a) To note the proposal from the Chair for a beacon lighting at 9.30pm on VE Day (8th May 2025) in line with other National Events **this proposal was noted, aif.**
- b) To consider/approve proposals for the event including the offer of a part-funded Fish and Chip supper Following discussion the Chair proposed that the Parish Council should fund free chips when bought with every main meal, this was seconded by Cllr McCraw, aif. It was agreed to part fund the Fish and Chips. Following discussion it was agreed that the Assistant Clerk would also try to source an ice cream van for the event (ACTION – Assistant Clerk)

PC 03.25.20 - REPORTS FROM COUNCILLORS - (PAPER 12)

- 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 Cllr Heywood updated in relation to some play equipment and in particular a nest swing and Tech ball. JH explained that she had some quotes ranging from £4000- £10,000 and requested that this is put on the agenda for the Finance meeting.

LC provided her report on the village hall and explained that she was going to be meeting with the chair of BATS to discuss plans moving forward.

c) To consider/approve any proposals or next steps as appropriate – See above.

PC 03.25.21 - DATE OF NEXT MEETING - all taking place at Brantham Village Hall

- a) Finance Committee meeting Wednesday 26th March 2025, 7pm, at Brantham Village Hall
- b) Parish Council meeting Wednesday 02nd April 2025, Brantham Village Hall, 7pm
- c) Annual Parish meeting Wednesday 10th April 2025, Brantham Village Hall, 6.30pm

The meeting closed to the public at 8.17pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 03.25.06	Send information about Japanese knot weed to Cllr Harley.	
PC 03.25.09	Put NWP on agenda for full Council for discuss and make decisions.	
PC 03.25.13 (b)	Check whether or not the scouts could assist in helping to deliver the Affordable Housing Needs letters.	AE
PC 03.25.13 (c)	Advertise Affordable Housing project on Social Media.	Clerk
PC 03.25.19 (a)	Approach an ice cream vendor to see if they can attend the VE day event.	FC
PC 03.25.20 (b)	Put the play equipment quotes on the Finance agenda	Clerk



APPENDIX A

Accounts submitted for payment – 05 March 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Birketts	Legal Advice ref. Pumping station	BACS	3300.00	660.00	3960.00
T A Mirtahmasebi	Purchases for Easter display at Village Sign	BACS	66.72		66.72
Birketts	Legal Advice (inv. 1047924)	BACS	1000.00	200.00	1200.00
HMRC	Outstanding PAYE Liabilities (as per advice from SALC)	BACS	2203.08		2203.08

Accounts paid since 05 February 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council	February 2025 Salaries, Clerk & Assistant Clerk Office	BACS	2963.13		2963.13
staff	Allowance				
Microsoft	Monthly Subscription Charges – February 2025	DD	20.60	4.12	24.72
Brantham Village	Support for running costs - February 2025	BACS	416.67		416.67
Hall					
Virtual Landline	Phone number for Parish Council	DD	7.29	1.46	8.75
Smarty.co.uk	CCTV SIM Cards	DD	27.00		27.00
NEST	Clerk's Pension	Debit Card	106.73		106.73
Wybone	Litter Bin	Debit Card	207.00	41.40	248.40
East of England	1 st class Stamps	Debit Card	13.20		13.20
Со-ор					
Dave Childs	Grounds Maintenance (inv. 2124)	BACS	225.00		225.00
Brantham Village	Hall Hire – December & January (Inv. 1123)	BACS	66.00		66.00
Hall					
Adrian Cherry	Re-surfacing of path alongside Merriam Close Play	BACS	2320.00		2320.00
	area				

Receipts allocated since 05 February 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest – February 2025	DEP	160.86



APPENDIX B – List of common abbreviations used.

Aif	All in favour	
AGAR	Annual Governance and Accountability Return	
APM	Annual Parish Meeting	
АРСМ	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	
Clir	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	His 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	
ТРО	Tree Preservation Order	
VAS	Vehicle Activated Sign	
VCSE	Voluntary, Community and Social Enterprise Organisations	
НМС	Village Hall Management Committee	





APPENDIX C

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

Devolution and Local Government Reorganization Update

The government has now confirmed that Suffolk and Norfolk are included in the Devolution Priority Programme, and have agreed to the request from the Suffolk County Council administration to cancel this year's local elections in May. This means that councils in Suffolk now need to work on proposals for reorganisation to submit to the government by the autumn, with a view to one or more unitary councils serving the county instead of the current two tier system – a county council and several districts/borough councils performing different functions.

Suffolk County Council has announced that it will be proposing one single unitary council for Suffolk, although district and borough councils have been clear that they would prefer two or three. All the councils need to submit their proposals to the government by 21 March 2025.

The plan is for a mayor for Norfolk and Suffolk to be elected in May 2026, along with councillors for new authorities, so the timeline for these changes is very tight. The government has launched a public consultation on proposals to create a Mayoral Combined County Authority for Norfolk and Suffolk, and you can give your views on the proposals by using this link: https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution

Suffolk Fire and Rescue Inspection Report

On Monday 10 February, The Home Office published a report of its recent inspection of Suffolk's Fire and Rescue Service. Although the inspection found that the service was good at preventing fires, protecting the public and that it met requirements for responding to major incidents, the report was also concerning as it several areas where the service needed to improve, including improving culture and morale, senior leaders to act as role models and show they are committed to the values of the service through their behaviour, improving communication between staff and senior leaders and making sure employees are confident raising concerns. You may have read in the press recently that the Fire Brigades Union is alleging that Suffolk County Council has made mistakes processing firefighter pay and pensions for years and has not addressed them or listened to employee concerns about the errors.

Suffolk County Council has subsequently announced additional investment of an extra £1.6 million over two years to improve the service, and this proposal will be decided at Cabinet in March. You can read the inspection report in full here: <u>https://s3-eu-west-2.amazonaws.com/assets-hmicfrs.justiceinspectorates.gov.uk/uploads/frs-assessment-2023-25-suffolk.pdf</u>

Active Travel Fund Award

Suffolk County Council has been awarded £3.7 million from the government to encourage cycling, walking and active travel across the county, and to make journeys more accessible. This comprises £0.9 million from the Round 5 of the Active Travel Fund, and £2.8 million from the Consolidated Active Travel Fund. The money can be spent on the following schemes: footpaths and crossing points, maintaining existing walking and cycling infrastructure, improving cycle routes and Public Rights of Way, traffic calming, and rail station access improvements. The council is currently considering projects, in accordance with existing identified schemes and priorities.

Changes to Suffolk's Library Service: Moving Back In-House

Suffolk County Council has announced that from 1 June 2025, its libraries service will be moved back in-house. Currently the libraries are run by a local charity, Suffolk Libraries, but negotiations on the new contract have now broken down. The council made the decision to divest its libraries in 2012 and they have been run by Suffolk Libraries ever since then. The council is reassuring residents and library employees and volunteers that no front-line jobs will be cut, that libraries will remain open and there will be no reduction to opening hours. Running the library service had been financially challenging in recent years, especially as there had been no inflationary or other uplifts in funding since 2012 except the council agreeing to provide an extra £720k in May 2023 for that financial year. The council is also keen to reassure Friends groups that money raised for local libraries will still be used for those libraries.

Open letter to Suffolk residents about changes to the library service: <u>https://www.suffolk.gov.uk/asset-library/an-open-letter-to-suffolk-residents.pdf</u>



Open letter to libraries staff and volunteers on changes to the library service: <u>https://www.suffolk.gov.uk/asset-library/an-open-</u>letter-to-libraries-staff.pdf

Local Transport Plan and Area Transport Plans

At Cabinet on Tuesday 25 February, a Local Transport Plan for the county from 2025-2040. The plan is needed by law to access funding from the government for active travel and major transport schemes, and details how the council plans to prioritise walking, cycling and wheeling in town centres to reduce congestion and air pollution. It also describes the projects that will be needed to improve transport links for Suffolk, such as works at Ely and Haughley railway junctions, better public transport, and how to manage the transition from fossil fuels. Also agreed were 15 Area Transport Plans detailing the council's transport ambitions for towns around Suffolk.

You can read the Local Transport Plan 2025-2040 and the fifteen Area Transport Plans here: <u>https://www.suffolk.gov.uk/roads-and-transport/transport-planning/suffolks-local-transport-plan</u>

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Cost of Living help and advice: <u>https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6</u> Benefits advice and support: <u>https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0</u> Flood preparation advice: <u>https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/what-to-do-in-a-flood</u> <u>https://suffolkprepared.co.uk/get-prepared/risk-advice/flooding/</u>

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, March 2025

Government warned over funding crisis for councils as Babergh sets budget to protect services

The Government's planned reorganisation of local councils should not distract from the need to fix a severe funding crisis, it has been warned.

National recognition for Babergh and Mid Suffolk District Councils' building control team

Babergh and Mid Suffolk District Councils' building control team has been named as the best in the business.

£150k boost to community projects across Babergh and Mid Suffolk

Funding towards a new football club stand and play area improvements are among 21 grants to support community groups and organisations in Babergh and Mid Suffolk.

Wildlife Wise announces new grant project support

A new small grant scheme has been announced by Wildlife Wise, supporting projects that aim to prevent recreational disturbance and damage to Suffolk's coast and its important wildlife and habitats.

Government launches public consultation on Suffolk and Norfolk devolution

The Government has launched a public consultation on proposals to create a Mayoral Combined County Authority across Norfolk and Suffolk.

Back for half-term! Reopening date for Kingfisher Leisure Centre swimming pool confirmed

The swimming pool at Kingfisher Leisure Centre in Sudbury reopened on Saturday, 15 February after repair work was completed.

Covid-19 day of reflection

On Sunday 9 March 2025, the UK will recognise a Covid-19 Day of Reflection. If your community wishes to take part, you can find a full list of resources about the day of reflection on our website.

New tenant handbook

Housing Services have launched a new tenant handbook, providing information about tenants' rights and responsibilities, as well as setting out what the council's responsibilities are as their landlord.