



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 2nd April 2025 commencing at 7pm held in, Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs Mal Bridgeman (Chair), M Clark, C Donaldson, A Edevane, J Heywood, E Osben, T Lancaster & District Councillor A McCraw

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

PC 04.25.01- 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. The Clerk informed everyone that the meeting was being recorded as the Assistant Clerk was absent and going to be using the recording to type up the minutes.

PC 04.25.02 - APOLOGIES

- a) Council to receive apologies for absence – Cllr Cherry & Cllr Harley & Assistant Clerk
- b) Council to consent to accept apologies received - **aif**

PC 04.25.03- 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 - None
- b) To receive notifications of gifts of hospitality exceeding £50 – None
- c) To note the determination of requests for dispensations - None

PC 04.25.04 - MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the [minutes](#) of the previous Parish Council meeting held on 05th March 2025 – Cllr Heywood stated that there is a typo on item 3 and should read Dedham Lock. – **Proposed JH, 2nd EO, aif**

PC 04.25.05 - REPORTS FOR INFORMATION - to receive written reports for information only:

- a) County Councillor Simon Harley – Cllr Harley sends his apologies.
- b) District Councillor Alastair McCraw – Cllr McCraw provided the following update:
 - Devolution – more detail available on the Babergh District Council website.
 - Housing – Babergh District Council targets for new housing have increased to 86%. Brantham have already fulfilled most of its allocation and should not be as badly effected as some places.
 - Locality budget - £2000 for the year is available.

PC 04.25.06- PUBLIC FORUM

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

PC 04.25.07-CLERK'S REPORT (Paper 1) -

- a) To review actions from the previous meeting – Noted and dismissed
 - PC 03.25.06 – In relation to the Japanese Knotweed had a disappointing response from Cllr Harley who stated that Suffolk County Council are not going to take the complaint any further. Contacted Corbally



who indicated they might come and review possible action. If it spreads across the path and through Brantham SCC might have a look then.

- PC 03.25.09 – NHP is not on this agenda for discussion as Chair and Clerk are going to be having a discussion with a local consultant. There were two consultants in this area who work with Councils on NHP, however one of them is not available for Brantham.
 - PC 03.25.13 (b) – Cllr Evedane checked with the Scouts about distributing the affordable housing letters, but they could not do it immediately. This task was subsequently completed by Councillors. The Clerk thanked all those who helped to fill envelopes and deliver the letters out to residents.
 - PC 03.25.13 (c) – Affordable Housing Survey – this will be promoted on social media to ensure a good response rate.
 - PC 03.25.19 (a) – Assistant Clerk has approached an ice cream seller who was not available – this will be pursued over the coming weeks.
 - PC 03.25.20 (b) – Play equipment quotes were reviewed at Finance Committee – Cllr Osben to update.
- b) To receive the reports of items actioned under delegated powers – The Clerk updated on work undertaken during the month including:
- Affordable Housing
 - Audit
 - Skate Park – discussions with East Bergholt PC
 - Brantham 2034 meetings
 - Harassment at the Brantham Open Space with young people on e-bikes
- c) To receive items of correspondence for noting only or for consideration/agreement of next steps –
- **ITEM ONE** – An email has been received by Brooklands Primary School ref. anti-social behaviour at Pattles Fen – this has been reported to the Woodland Trust.
 - **ITEM TWO** – Email from Corbally requesting the location of the Japanese Knotweed.
 - **ITEM THREE** – Cutting of the verge at new Village
- d) To receive items of correspondence for consideration of next steps
- **ITEM ONE** – Email from PC Jarrett ref. speeding cars along Factory Lane and the possibility of installing speed bumps. This was reviewed by the Council and agreed that this should be referred back to the police as Highways and Policing matters were not the responsibility of the Parish Council.
 - **ITEM TWO** – An email received from the Brantham Garage sale team asking whether they can use the Lower Playing Field for a Craft Market if their request to BDC to use Temple Pattle for this purpose is refused. Following discussion the Council agreed that if the District say no then they would need to apply following the correct procedures. Clerk to feedback (*ACTION – Clerk*)
 - **ITEM THREE** – An email from a local resident highlighting the increase in fly tipping in the village and the measures that Brantham Parish Council will take to resolve this. The Council discussed the possibility of the use of Trail cameras and other preventative measures. Cllr McCraw agreed to liaise with the fly-tipping team at Babergh District Council on these issues.
- e) To note that the Clerk has set the dates for the period of the exercise of public rights for inspection of the matters relating to the accounting records for the year ending 31st March 2025 as being Tuesday 3 June – Monday 14 July 2025 – Noted

PC 04.25.08- STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor (2) – The Council noted the application received from Grant Mettam who provided some information about himself and the reason he wanted to join the Council. Following discussion **the Council proposed that Grant was co-opted to the Council, aif.**
- b) To note the signing of the Declaration of Acceptance of Office – Noted. Cllr Mettam joined the meeting.
- c) To note/approve the recommendation by the Finance Committee of the approval of the updated Financial Regulations (PAPER 2) – Noted. **Cllr Bridgeman proposed that the updated document was approved, this was seconded by Cllr Osben, aif**
- d) To note Norfolk and Suffolk devolution consultation - Establishing a Mayoral Combined Authority across Norfolk County Council and Suffolk County Council - closure date being 13 April 2025 – Noted



PC 04.25.09 - FINANCE REPORT

- a) To review the minutes of the Finance Committee and note any decisions made -
- Bank Reconciliation completed and is now up to date.
 - Reviewed the Insurance Renewal quotes for the Village Hall and the Leisure Centre. The Village Hall quote from Zurich was approved and the quote received from CAS for Brantham Leisure Centre was approved.
 - Review of CIL and noted the allocations to date. A decision was made to fund two larger dog bins; one for Cinder Path and one for Brooklands Road. Two new bins have been purchased at a cost of £564 excluding VAT. They will replace smaller bins that will be re-sited to Slough Road and Brooklands School
 - Litter picker salaries reviewed as a result of changes to the National Minimum wage. The Committee agreed a new rate of pay of £13 per hour.
 - The maintenance payment to the Village Hall was reviewed. The Committee agreed that this payment should cease now the the Parish Council will be extending the Assistant Clerk's hours to cover the responsibility for managing the Village Hall.
 - The Committee reviewed the request from the Recreation Sub-Committee for a cradle swing at Gravel Pit Lane Play area. The Committee agreed that the cost of £10,000 for this one item was prohibitive in light of current projects such as the Skate park. The Committee agreed that this project should be put on hold for the time being. Thanks was given to Cllr Heywood, for all her work in relation to this project.
 - Cllr Osben gave an update on plans for the Village Fete. The Committee agreed that the project should be supported with set up fund of £2000 financed from this year's donations underspend with the aim that in future years this could be self-funded.
- b) 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 3) – Noted **Cllr Osben proposed these payments and receipts should be approved by the Council, this was seconded by Cllr Heywood, aif.**
- c) To note and approve the balance of accounts and Bank Reconciliation as at 31 March 2025 – Current Account: £5000, Deposit Account: £165,231.89, Salaries Account: £107.01, **aif**
- d) To receive and approved the Parish Annual CIL Report and the Annual CIL Reporting Statement to be submitted to BDC – Spent so Far: £13,318, Committed Funds: £45,796, Total Left: £58,464.62. **Noted and approved, aif**
- e) To grant authority to the Chair and RFO to sign the Annual CIL Monitoring Report for onward submission to BDC – **aif**
- f) To receive the budget to actual report for the period ending 31st March 2023 – The Clerk provided an overview of report, **the Council agreed that this report should be approved, aif**
- g) To note that the internal audit for the year ending 31st March 2025 will be carried out from Monday 14 April to Thursday 17 April 2025. All enquiries for the Council or Clerk should be sent to the Assistant Clerk in that week - Noted

PC 04.25.10 - PLANNING MATTERS

- a) To consider and approve the minutes of the Planning Meeting held on 26 March 2025 – Minutes are on the website and Facebook – Approved **aif**
- b) To consider and approve response to the following planning matters relating to Brantham
[SCC/0023/25B](#)
Brantham Hall Farm, Brantham, Suffolk, CO11 1PT Construction of an agricultural irrigation reservoir with incidental extraction of mineral (partly retrospective) Construction of an agricultural irrigation reservoir with incidental extraction of mineral (partly retrospective) – Considered and No Comment
- c) To note the following planning decisions relating to Brantham: **DC/25/00060**
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. Potato Store Building, Brantham Hall, The Chase, Brantham, CO11 1PT
GRANTED - Noted



PC 04.25.11 - BRANTHAM 2034

- a) To receive an update from the Clerk – The Clerk has had meetings with Cllr Lancaster, Donaldson & Clark and will be updating the plan as a result.
Cllr Clark is looking at Biodiversity and Planting Policies and EV Charging and group purchasing of energy.
Handover of the Brantham Open Space from Taylor Wimpey to Babergh District Council is awaited and at that time future plans for flower and tree planting will be considered.
Allotments are also being looked at.
Meeting between the Clerk, Cllr Lancaster and Donaldson reviewed the safety element within the plan and Community engagement. Tasks have been allocated and these will be ongoing over the coming weeks including liaison with the local primary school re: school councils, mapping of village groups and activities by Cllr Lancaster and the Assistant Clerk and rewording the letter for new residents. A consultation will be done on how safe people feel in Brantham after the housing needs survey is completed.
- 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 is working through everyone. Clerk asked Cllr Mettam to have a look at the 2034 plan and note areas of possible interest.

PC 04.25.12 - PARISH CUP

- a) To consider nominations received for the Brantham Parish Cup – **Cllr Bridgeman nominated Darren Smith for his work on organising the Brantham Firework Display, this was seconded by Cllr Osben, aif. (Cllr Lancaster abstained from the vote)**

PC 04.25.13 VILLAGE FETE

- a) To note the date set for the Brantham Village Fete as 14 June 2025 – Discussion took place about the Fete and a meeting will take place to discuss this further on 8th April 2025 all users have been invited.
- b) To note the start-up budget of £2000 approved by the Finance Committee from the 2024-25 Donations budget - Noted
- c) To consider/agree next steps as appropriate – Anyone that is interested or has ideas contact Cllr Osben

PC 04.25.14 BRANTHAM SKATE PARK

- a) To note the correspondence received from residents ref. proposed Brantham Skate Park – Noted
- b) To receive a report from Cllr Edevane on progress and activity to date – Cllr Edevane provided an update about the work to date and had some suggestions for raising some funds.
- c) To consider/approve proposals for events to kick-start fundraising – **Cllr Edevane proposed that the Council support a fundraising Colour Run as part of the Village Fete to kickstart fundraising, following discussion the Council approved this proposa, aif.** Other ideas included a skating event at the school and a silent disco at the Leisure Centre.
The Clerk has stated that the CIL application will be submitted but just waiting on some definite figures.
Cllr Edevane is going to do an online questionnaire, of questions and answers post for the public to answer and Cllr Edevane would like any other questions that you want asked.
Cllr Donaldson was keen to let the public know what we are doing around the Skate Park and that this is going to be a good thing for the Community.

PC 04.25.15 NEIGHBOURHOOD PLAN

- a) To receive an update from the Chair ref. Neighbourhood Planning and consultants – MB advised that we have reached out to two Consultants who have completed 90% of NHP in this area. One of which has now advised they do not want to work on a NHP for Brantham. So we will be liaising with the other Consultant and update in due course.
- b) To consider/agree next steps as appropriate - None

PC 04.25.16 REPORTS FROM COUNCILLORS – (PAPER 9 - TO BE UPDATED)

- a) To receive a report from the Parish Chairman and agree any actions as necessary - None



- b) To receive any other points to note from committees, sub-committees & working groups – MB make sure that your have read the information about the Village Hall.
- c) To consider/approve any proposals or next steps as appropriate - None

PC 04.25.17 DATES OF FORTHCOMING MEETINGS

- a) Annual Parish meeting – Thursday 10 April 2025, Brantham Village Hall, 6.30pm
- b) Finance Committee meeting – Wednesday 23 April 2025, 7pm

The meeting closed to the public at 8.25pm.

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 04.25.07 (d) Item 1	Send back to the Police as this is more a Police matter.	Clerk
PC 04.25.07 (d) Item 2	Establish the outcome of the request to Babergh and then review at this time.	Clerk
PC 04.25.07 (d) Item 3	To liaise with Babergh Fly Tipping Team about the possibility of Trail Cameras.	AM



APPENDIX A

Accounts submitted for payment – 02 April 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Suffolk County Council	Street lighting (inv. 9555566)	BACS	1217.54	243.50	1461.04
Pips Trees and Landscaping Ltd	Tree works – Merriam Close	BACS	575.00	115.00	690.00
Community Action Suffolk	Assistant Clerk – Website Training (inv. 5434)	BACS	50.00	10.00	60.00
HMRC	P30 Q4	BACS	2049.08		2049.08
Dave Childs	Grounds Maintenance (inv. 2176)	BACS	195.00		195.00
SALC	6 months payroll (inv. 29603)	BACS	144.00	28.80	172.80
Scribe	Accounts Renewal	BACS	345.60	69.12	414.72
SALC	2025-26 Subscription	BACS	876.76		876.76

Accounts paid since 05 March 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	March 2025 Salaries, Clerk & Assistant Clerk Office Allowance	BACS	2967.18		2967.18
Microsoft	Monthly Subscription Charges – March 2025	DD	20.60	4.12	24.72
Brantham Village Hall	Support for running costs - March 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
NEST	Clerk's Pension	Debit Card	106.73		106.73
Wybone	Dog litter bins – Cinder Path and Brooklands Road	Debit Card	564.98	113.00	677.98
Village Hall Brantham	Hall Hire (inv. 1130)	BACS	48.00		48.00
Heartwatch	Defibrillator costs (Inv. 25301)	BACS	93.95	18.79	112.74
NEST	Clerk's pension (Month 11 & 12)	Debit Card	213.46		213.46
Zurich	Village Hall Insurance 2025-26	BACS	1397.54		1397.54
Lloyds Bank	Service Charge – Salaries account	BACS	4.25		4.25
East of England Co-op	Provisions for litter pic – 29 March 2025	Debit Card	18.61	1.13	19.74
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

Receipts allocated since 05 March 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	134.24
Highcliff Vets	Car Park Rent	BACS	1365.15
Babergh District Council	Recycling Credit	BACS	147.73
BMCIC	Quarterly Rent	BACS	412.50



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	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
TPO	Tree Preservation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, Community and Social Enterprise Organisations
HMC	Village Hall Management Committee



APPENDIX C

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

Suffolk Libraries

At Cabinet on 18 March, the council administration voted to bring Suffolk's libraries back in-house at the end of the current contract for the library on 31 May. Suffolk Libraries, who have held the contract since the service was divested in 2012, were the only bidder for the contract, but negotiations broke down and the council felt it had no alternative but to bring the libraries back under council control. The proposal to do this was passionately opposed not just by Suffolk Libraries, but also Suffolk residents and the many volunteers and Friends groups who work for and raise money for libraries in their communities. Many of them attended the Cabinet meeting and protested outside Endeavour House, or asked questions during the meeting.

Following the Cabinet meeting, both my group and the Labour group submitted requests that the decision be 'called in' – a process by which an issue can be tabled at a meeting of the council's Scrutiny Committee to be looked at more closely. Both the requests were rejected by the council on Wednesday 27 March after being reviewed by the council's monitoring officer.

Local Government Reorganization Proposals

Proposals from all Suffolk councils were submitted to the government by 21 March, and as noted in last month's report, Suffolk County Council has announced that it will be proposing one single unitary council for Suffolk. Subsequently, all the district and borough councils have now voted to propose multiple unitaries as their preferred option. All the councils now need to prepare a business case and submit it to the government by September. The government should announce by the end of the year what local government in Suffolk will look like in future.

The plan is for a mayor for Norfolk and Suffolk to be elected in May 2026, and the government's public consultation on a new Mayoral Combined County Authority for Norfolk and Suffolk is open until 13 April if you are yet to share your views. You can fill out the consultation survey

here: <https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution>

Norwich to Tilbury Pylon Scheme

National Grid undertook final consultations for this project in Suffolk in March, in anticipation of receiving a Development Consent Order application later in the year. Suffolk County Council has welcomed a series of changes to the latest set of plans, evidence that National Grid has listened to some of the council's concerns and those of local communities. However fundamental differences remain, with the council clear that offshore and undergrounding solutions should be priorities for the scheme. National Grid have confirmed that undergrounding through the Waveney valley, which the council were hoping for, is now not likely to happen. The council has pledged to continue to fight for no pylons, and if the scheme is agreed, for proper compensation for residents and communities.

Suffolk Archives Exhibition Nominated for Award

Suffolk Archives' recent exhibition, The Arrivals: Celebrating Migration to Suffolk, has been nominated for Community Engagement Programme of the Year at the prestigious 23rd annual Museums + Heritage Awards. The exhibition explored historical and contemporary migration experiences to Suffolk since the end of World War II, including oral history recordings, stories of migrant entrepreneurs, and archive materials from the Ipswich and Suffolk Council for Racial Equality (ISCRE). Visitors learned about Jewish refugees, Polish soldier Marion Laskowski, the Windrush generation, and saw examples of traditional clothing from around the world. Suffolk Archives' latest



BRANTHAM

Parish Council

exhibition is Departures, which explores emigration from Suffolk. It will be running at The Hold, on Ipswich waterfront until 31 May, with a programme of tie-in events. Visit www.suffolkarchives.co.uk for more details.

Follow us on:

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Instagram - https://www.instagram.com/suffolkgli_group/

Facebook - [Suffolk GLI - Green, Liberal Democrat & Independent Group | Facebook](#)

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

Cost of Living help and advice:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6>

Benefits advice and support:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/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, April 2025

[Suffolk Councils deliver report to Government: Best for democracy, delivery of services and meeting diverse demands of county](#)

In a report submitted to government, Suffolk's five district and borough councils have united to present an interim plan which would revitalise local government and put the needs of local communities first.

[New Devolution and Local Government Reorganisation webpage](#)

Find out more about the Government's plans for devolution and local government reorganisation, and what it means for our region.

[Councils working with communities in response to Government's huge housebuilding hike](#)

Babergh and Mid Suffolk District Councils have discussed the challenges of meeting the Government's huge rise in housebuilding requirements with community leaders.

[£500K boost for community projects thanks to developer funding](#)

Babergh and Mid Suffolk District Councils are ploughing more than £500k in developer contributions back into community projects – improving village halls, sports clubs, play areas, footpaths and bridleways.

[Witches, outlaws and monsters – festival brings districts' myths to life](#)

Curious tales and medieval myths were brought to life in March through a unique history programme curated by Babergh and Mid Suffolk District Councils.

[Remembering the impact of the pandemic for Covid-19 Day of Reflection](#)

Councillors from Babergh and Mid Suffolk District Councils paid tribute to the resilience shown by communities across our districts, five years on from the Covid-19 pandemic.

[Helping industry and nature to flourish side-by-side](#)

Babergh District Council cabinet could preserve a green oasis for generations to come, amid the unlikely setting of the Eastern Gateway Enterprise Park.

[Apply for community funding](#)

The Babergh community funding webpage contains all you need to know about community grants, including how much is available and when to apply.