



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 3rd June 2025 commencing at 7pm held in Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs Mal Bridgeman (Chair), M Clark, L Cherry, A Edevane, J Heywood, K Donaldson, T Lancaster and E Osben

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

PC 06.25.01 - 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 06.25.02 - APOLOGIES

- a) Council to receive apologies for absence – Cllr G Mettam, District Councillor A McCraw & County Councillor S Harley
- b) Council to consent to accept apologies received - aif

PC 06.25.03- 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 – Cllr Evedane noted a Non-Registerable Interest in agenda items PC 06.25.18, b,c & d, Cllr Edevane informed the Council that she would leave the meeting for these agenda items.
- b) To receive notifications of gifts of hospitality exceeding £50 – None
- c) To note the determination of requests for dispensations - None

PC 06.25.04 - MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Parish Council meeting held on 7th May 2025 – **Cllr Osben proposed that the minutes were approved as an accurate record of the meeting, this was seconded by Cllr Heywood, aif** – Cllr's Lancaster & Donaldson abstained. (note the date for the minutes on the agenda is shown as 5th March 2025 which is incorrect).

PC 06.25.05 - REPORTS FOR INFORMATION - to receive written reports for information only:

- a) County Councillor Simon Harley – None
- b) District Councillor Alastair McCraw – Report circulated and attached at Appendix C

PC 06.25.06- PUBLIC FORUM

- a) To receive any questions or comments from members of the public –
 - A member of the public enquired about arrangements for parking for the Garage Sale, which is often chaotic. MB explained that the Parish Council do not have jurisdiction over the parking. MB has asked that the Clerk email the Garage Sale organisers and advise that the area in Factory Lane would be a good place to encourage people to park.
 - A member of the public (DH) advised that he would be happy to contribute to the NHP.



PC 06.25.07 - CLERK'S REPORT (Paper 1) -

- a) To review actions from the previous meeting – Noted
- PC 05.25.09 (c) Contact SCC and Simon Harley about the possible purchase of a Bollard – Request was sent and the Clerk has had no response to date.
 - PC 05.25.10 (b) Clerk To amend the signatories - Completed
- b) To receive the reports of items actioned under delegated powers – The Clerk updated on work undertaken during the month including:
- External Audit Paperwork submitted
 - Meeting held with Babergh District Council Locality Officer ref. support available for Brantham
- c) To receive items of correspondence for noting only
- Item one: Suggestion of a voluntary repair group – LC suggested that maybe this could run alongside the Post Office.
- Item two: Resident Gravel Pit Lane – The groundsman has cleared the access to the gate for the resident who has been advised that this is a one off as it is the responsibility of the homeowner.
 - Item two: Complaint about the gate post at Pattles Fen which has now been fixed.
 - Item three: Confirmation from Manningtree Town Council of their £100 donation to the Skate Park.
 - Item four: BLC significant concerns blocking of the road – A member of the public has written about concerns about parking when there are events on at BLC. The Clerk is going to write to BLC and encourage them to use the Car Park at the end of Factory Lane.
 - Item five: Screw missing from swing at park on Gravel Pit Lane – This has been checked and could not see where the missing screw was missing from.

PC 06.25.08- STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor (1) – None received
- b) To note the [Revised CIL Charging Schedules Consultation](#) (closure date being 09 July 2025) and agree process for responding – MC explained the schedule and a discussion took place in relation to whether or not to comment. It was proposed to the note the information.

PC 06.25.09 - FINANCE REPORT

- a) To review the minutes of the Finance Committee and note any decisions made - Cllr Osben confirmed that a Bank reconciliation was completed and that this would be completed before every Parish Council meeting. There were no issues raised.
- b) To consider/review any proposals received from the Finance Committee (noted in the [minutes](#)) -
- The Grants and Contributions Policy was reviewed and amended to enable donations larger than £500. The General Reserves Policy was updated by the Clerk and approved by the Committee and the Online Banking Policy was reviewed and approved with no amendments necessary.
 - The quote £534.00 from Gadd Brothers for the planting of the Cherry tree at the village sign was approved.
 - The quote for a new website to improve usability and staff efficiency was reviewed and approved.
 - It was agreed to purchase a Lawful Development Certificate for the Skate Park.
- 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 – There were no questions, **aif**
- **Cllr Edevane proposed that a Skate Park Reserve pot for Skate park income and expenditure was set up, this was seconded by Cllr Lancaster, aif.**
 - **Cllr Osben proposed that a Village Fete Reserve pot for Brantham Fete income and expenditure was set up, this was seconded by Cllr Cherry, aif.**
- d) To note and approve the balance of accounts and Bank Reconciliation as at 31 May 2025 – Current Account £5000, Deposit Account £197,041.26, Salaries Account £98.51, Overall £202,139.77 – **Approved, aif**

PC 06.25.10 - PLANNING MATTERS - <https://www.babergh.gov.uk/planning/>

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



BRANTHAM

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[DC/25/02285](#) - Brantham Institute, Rectory Lane, Brantham, CO11 1PZ, Construction of single storey infill extension. Replacement of existing flat roofs and sloping flat roof to form one flat roof – No comment

- b) To note the following planning decisions relating to Brantham: None received.

PC 06.25.11 - BRANTHAM 2034

- a) To receive an update from the Clerk –
- Cherry Tree is to be planted at Palfrey Heights
 - There are several events that have taken place (VE day) and that are planned (the Fete)
 - Cllr Lancaster and the Assistant Clerk have begun mapping out what's on in the Village.
 - Cllr McCraw and the Clerk are working on the Emergency Plan in order to bring it back up to date.
- b) To consider/agree next steps as necessary – None

PC 06.25.12 - NEIGHBOURHOOD PLAN

- a) To receive an update from the Chair ref. Neighbourhood Planning and consultants – MB explained that he, Cllr Osben and the Clerk have met with Ian Poole who is a consultant for Place for People, in relation to the creating of a Neighbourhood Plan for Brantham. The Chair informed the Council that IP had provided consultancy for many parishes across the County and that he would be responsible for a lot of the NP “legwork” MB confirmed that there is likely to be £10,000 funds available from the Government for the plan, however BPC would have to pay this upfront and then claim the money back when funding is available.
The Chair proposed that a start-up budget of £1000 is allocated to allow the work to begin prior to receipt of grants, aif.
- b) To consider/approve designation of Brantham as a Neighbourhood Plan area - **The Council approved the formal designation of Brantham as a Neighbourhood Plan area, aif**
- c) To approve the appointment of Places4People as Neighbourhood Plan consultants for Brantham – **Cllr Bridgeman proposed that Places4People are appointed as the consultants for Brantham, aif.**
- d) To consider/agree next steps as appropriate – It has been agreed that MB will start the process of the NHP immediately and spend up to £1000. **Aif**

PC 06.25.13 - AFFORDABLE HOUSING

- a) To receive an update on Affordable Housing project following close of Housing Needs Survey – The Clerk confirmed that the Housing Needs Survey was still being analysed. The Clerk and Cllr Osben will decide on what housing providers we would like to work with and report back to the July meeting.
- b) To consider/agree next steps as appropriate – The Clerk to set up a meeting with Cllr Osben.

PC 06.25.14 - ROAD SAFETY PROPOSALS

- a) To consider the proposals from Cllr Osben to improve road safety along the A137 – Cllr Osben explained several scenarios that could improve road safety and provided several images of crossing in neighbouring villages. Cllr Osben is going to engage with SCC to see the costings for 4 to 5 crossings which could be incorporated into the 2034 plan.
- b) To consider/agree next steps as appropriate – Cllr Osben is to liaise with SCC for costings and viability of crossings – **proposed EO, CD 2nd aif**

PC 06.25.15 - LEGAL MATTERS

- a) To review the proposed letter from Birketts Solicitors - the Council reviewed the proposed letter from Birketts solicitors.
- b) To agree any amendments necessary – the Council agreed that there were no amendments necessary.
- c) To formally approve sending of the letter – **The Chair proposed that Birketts be instructed to send the letter, aif.**

PC 06.25.16 - REPORTS FROM COUNCILLORS –

- a) To receive a report from the Parish Chairman and agree any actions as necessary -
- b) To receive any other points to note from committees, sub-committees & working groups – all of the Cllrs provided updates in relation to the projects they are currently working on. Cllr Heywood advised that there was



a slat missing on the bench at Gravel Pit Lane and Adrian Cherry has now made it safe. Cllr Evedane & Osben provided an update on the Fete confirming who will be in attendance. Cllr Osben advised that if there is anyone else that can assist with traffic then please let him know. Also there will be someone needed to hand out Rosettes.

- c) To consider/approve any proposals or next steps as appropriate - None

PC 06.25.17 - DATES OF FORTHCOMING MEETINGS

- a) Finance Committee meeting, Wednesday 25th June 2025, 7pm
b) Parish Council meeting – Wednesday 02 July 2025, 7pm

PC 06.25.18 - IN CAMERA ITEM

- a) To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed – **Cllr Bridgeman proposed that the meeting was closed to the public, this was 2nd by Cllr Osben, aif.**

The meeting closed to the public at 8.00pm.

The Chair noted that these items would be re-ordered to enable Cllr Edevane to leave the meeting for items b, c & d.

- e) To consider email received from Garage Sale Organiser and agree next steps as appropriate) – The Council reviewed the letter and agreed that the proposals were good. Following discussion **the Council agreed that the Clerk should write the requested letter, aif**

- f) *The Clerk and Assistant Clerk left the meeting for this item.*

To review information from Cllrs Clark and McCraw ref. Local Government Pension scheme and approve any changes to staff pension arrangements – The Council discussed the feedback received from Cllrs McCraw and Clark. Cllr Clark informed the Council that he had concerns about affordability. **Following discussion, the Chair proposed that Brantham Parish Council offers all qualifying employees (at this time the Clerk and Assistant Clerk) the Local Government Pension Scheme run by Suffolk County Council, effective immediately, aif.** The Current NEST scheme will be ceased.

Cllr Edevane left the meeting.

- a) To receive an update from the Chair ref. BMCIC and to review emails and correspondence received on this issue – MB provided a comprehensive update in relation to Paper 6 and a discussion took place.
- b) To review/approve proposals received from the Legal Sub-Committee on this issue – **The Chair proposed that he and the Clerk are given delegated authority to contact solicitors about non-compliances with the lease and establish what remedies are available to BPC, aif.**
- c) To consider/approve hire of Lower Playing Field to Stour Wanderers as per request received on 19 May 2025)- Following discussion **Cllr Bridgeman made the following proposals:**
- **Stour Wanderers to be allowed to use the Lower Playing Field football pitch on a Sunday morning on “as-is” basis at the rate of £10 per hour, initially for a period of one year, with a review at 3-monthly intervals if either party request it.**
 - **BAFC to be offered the same hire rates should they wish to ensure exclusive access on a Saturday morning.**
- These proposals were unanimously approved by the Council.**

IN CAMERA MEETING CLOSED AT 9PM

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 06.25.06	Email the Garage Sale organisers and advise about parking in the area of Factory Lane.	Clerk
PC 06.25.07 (c)	To make contact with BLC and encourage when they have big events to use the parking at the Fishing Park, in Factory Lane.	Clerk
PC 06.25.13 (b)	Set up a meeting with Cllr Osben and the Clerk to discuss the potential affordable housing providers to use.	Clerk
PC 06.25.14 (b)	Cllr Osben to liaise with SCC about costings and viability of crossings on the A137.	EO
PC 06.25.14 (b)	The assistant Clerk to chase up SCC about the sign for Sandy Lane.	FC



APPENDIX A

Accounts submitted for payment – 04 June 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2208)	BACS	315.00		315.00
Birketts	Legal Advice ref. pumping station (inv. 1070179)	BACS	500.00	100.00	600.00
D. Hyatt (Brantham Open Spaces Group)	Petrol and equipment for BOS	BACS	80.03		80.03

Accounts paid since 07 May 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	Salaries, Clerk & Assistant Clerk Office Allowance	BACS	3032.50		3032.50
BMCIC	Grounds Maintenance Payment	BACS	40.00		40.00
Microsoft	Monthly Subscription Charges – May 2025	DD	20.60	4.12	24.72
Brantham Village Hall	Standing order – Paid in error	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
Amazon	Stationary	Debit Card	9.98	2.00	11.98
Amazon	Fencing pins for Brazier Barrier	Debit Card	14.99	3.00	17.99
Amazon	Microphones for VE Day event	Debit Card	14.16	2.83	16.99
Amazon	Colour Run supplies	Debit Card	57.14	11.44	67.30
B. Soames	Chips (VE Day celebration)	BACS	217.00		217.00
Business Services at CAS	Buildings Insurance (Brantham Leisure Centre)	BACS	2513.28		2513.28
SALC	Internal Audit (inv. 30152)	BACS	407.00	81.40	488.40
Dave Childs	Grounds Maintenance (inv. 2208)	BACS	225.00		225.00
Village Hall Brantham	Hall Hire (inv. 1151)	BACS	72.00		72.00
Michelle Barker	Donation for Skate equipment	BACS	50.00		50.00

Receipts allocated since 07 May 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	147.25
Stripe	Colour Run Entries	BACS	336.51
Various	Colour Run Sponsorship	BACS	400.00
Village Hall Brantham	Refunded payment made in error	BACS	416.67
BMCIC	2025-26 Insurance Reimbursement (Pt 2)	BACS	1253.28
Manningtree Town Council	Donation for Brantham Skate Park	BACS	100.00

**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 – District Council report, June 2025

District and Borough Councils' clear message to communities: "Let's shape the future of Suffolk together!"

Suffolk's five district and borough councils are launching a county-wide survey asking people for their views on the future of vital local government services. Make sure you [take the survey](#) yourself and share it with your community. We will also be sending promotional materials to each clerk and would be grateful for your support in encouraging local residents to have their say.

Newly elected leader on ambitious plans and the need for innovative successor councils

The newly elected leader of Babergh District Council says there is a 'long and ambitious list' for the district ahead of major changes to local councils in the next three years.

Babergh District Council's new Chair supports domestic abuse charity

Babergh District Council's newly-elected Chair Cllr Ruth Hendry is supporting a charity close to her heart for her fundraising this year, having revealed she experienced domestic abuse as teenager.

Response to Government feedback on Suffolk councils' plans for Local Government Reorganisation

At the start of May, the Government provided feedback to the interim proposals for Local Government Reorganisation submitted by Suffolk's councils.

'Ensuring respect and fairness' - Councils restate commitment to Armed Forces Covenant

Babergh and Mid Suffolk District Councils have restated their commitment to the Armed Forces Covenant – an important pledge for thousands of families in the districts.

A message from our Chair on the 80th anniversary of VE Day

Ahead of the 80th anniversary of VE Day on Thursday, 8 May, former Chair Cllr Elisabeth Malvisi issued a message to mark the occasion.

Council partners with EEZYBIKE to launch new electric bikes in Sudbury

Two new electric bikes can now be hired in Sudbury thanks to a new partnership between the council and Suffolk-based electric bike company EEZYBIKE.

Councils pledge to continue improving services for social housing tenants

Housing teams at Babergh and Mid Suffolk District Councils have turned the tide for tenants, transforming the service they provide and promising further improvements still with the launch of their new 'repairs pledges'.

Onwards and upwards for Babergh Chair's chosen charities

Babergh's outgoing Chair, Cllr Elisabeth Malvisi, has raised more than £3,800 to be shared equally between her two chosen charities.

Free tree for every Babergh and Mid Suffolk baby born in 2025

Applications for a popular free tree scheme are now open for families in Babergh and Mid Suffolk celebrating new arrivals.

Suffolk Community Awards open for nominations



BRANTHAM

Parish Council

Nominations for the Suffolk Community Awards 2025 are now open. The awards aim to celebrate all those that have improved the quality of life for communities across the county. Nominations can be made on the [Suffolk Community Awards website](#).