



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 14 April 2026 commencing at 7pm held in Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs Mal Bridgeman (Chair), R Chamberlain, M Chatfield, L Cherry, M Clark, A Edevane, J Heywood, A McCraw and E Osben.

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

PC 04.26.01 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 04.26.02 APOLOGIES

- a) Council to receive apologies for absence – Apologies were received from Cllr Donaldson, **the Council RESOLVED to approve the apologies submitted, aif.**
- b) Council to consent to accept apologies received – None received.

PC 04.26.03 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

- a) To receive declarations of disclosable pecuniary interests, other registerable interests and non-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 04.26.04 MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Parish Council meeting held on 04 March 2026 –Cllr Osben proposed that Council approve the minutes, this was seconded by Cllr Heywood. **It was resolved to approve the minutes as previously circulated and to give consent for the Chair to sign the minutes as a true and accurate record of the proceedings, aif.** The Chair signed the minutes as approved.

PC 04.26.05 REPORTS FOR INFORMATION - to receive written reports for information only:

- a) County Councillor Simon Harley – the written report (APPENDIX C) was taken as read. Cllr Harley noted the following points:
 - Outcome of Unitary Councils decision – 3 Unitary Councils going forward
 - Additional funding for Public Rights of Way
 - Scrutiny of oversight of Suffolk Libraries
 - Additional funding available for fuel for households earning under £30k
 - Promoted measles vaccinations to encourage herd immunity
- b) District Councillor Alastair McCraw – the written report (APPENDIX D) was taken as read and Cllr McCraw noted the following points:
 - Update on unitary councils decision



- Update on successful Skate Park CIL funding bid from Babergh District Council
- Update on “Grazing Walks” leaflet
- Emergency support for heating oil costs
- Funding for Neighbourhood Plans

PC 04.26.06 PUBLIC FORUM

- a) To receive any questions or comments from members of the public – The following points were raised by members of the public:
- Noted that work at the red bridge has now ceased. When will additional bollard be installed? The Clerk confirmed that she would discuss this with Suffolk County Council. (*ACTION – Clerk*)
 - Brantham Open Spaces representative noted that some BOS equipment had been serviced and that BOS were happy to help with Brantham In Bloom.
 - ‘A member of the public noted submission of a query ref. Neighbourhood Plan and the formation of footpaths in the village by email. The Clerk confirmed that a response was being drafted.
 - A member of the public queried whether more grass cutting by Babergh District Council would take place before “No-Mow May” and why are grass cuttings not collected. Cllr McCraw agreed to find out more from Babergh District Council and feedback.

PC 04.26.07 CLERK’S REPORT (Paper 1) -

- a) To review actions from the previous meeting
- Provide response to Highways Design Team ref. crossing point – the Clerk confirmed that a response had been submitted but that no response had been received from Highways to date.
- b) To receive the reports of items actioned under delegated powers and correspondence of note – The Clerk updated on work undertaken during the month including:
- Weekly attendance at Meet the Clerk sessions at Brantham Village Hall
 - Bid submitted to Babergh District Council for S106 funding towards Brantham Skate Park – this bid was successful.
 - Liaison with SCC and BDC and local landowner ref. PRoW at New Mill Lane – outcome awaited
- c) To note correspondence as circulated by the Clerk for review/decision:
- Request received from Youth Team at PSG Brantham for hire of LPF as a car park for summer football tournament on 11 and 12 July – following discussion **Cllr Bridgeman proposed that the request was granted with the same terms as were agreed for last year’s event, this was seconded by Cllr McCraw, aif.**

PC 04.26.08 STATUTORY INFORMATION

- a) To note the appointment of Assistant Parish Clerk – the Council noted the appointment of Lauren White as Assistant Parish Clerk.
- b) To review and approve the Planning Policy for Brantham – Cllr Bridgeman proposed that the Planning Policy as circulated was adopted by the Council, this was seconded by Cllr McCraw, **the Council resolved to adopt the Policy, aif.**

PC 04.26.09 FINANCE REPORT

- a) To review the minutes of the Finance Committee and note any decisions made - Cllr Osben reviewed the meeting and noted the following decisions made;
- Donation of £145 made to Manningtree Town Council to support the installation of additional sand at Manningtree beach.
- b) To consider/review any proposal received from the Finance Committee (noted in the minutes) - none received.
- c) To note the completion of a Financial Control spot check – Cllr Osben noted that a check had taken place prior to the meeting and no issues had been identified.
- d) 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 - **Cllr Osben proposed that the accounts coming forth, the accounts paid and the receipts allocated should be approved by the Council, this was seconded by Cllr Chamberlain, it was resolved that these should be approved, aif.**



- e) To note and approve the balance of accounts and Bank Reconciliation as at March 2026 - all noted the confirmed bank balances of £ 189,963.55 across all accounts held in the name of the Parish Council at the end of March 2026. **Members resolved that the balance of accounts should be approved, aif.**
- f) To note the CIL report for March 2026 including nominal sums for potential CIL expenditure for the coming year and receipts received – Council noted the report as circulated
- g) To receive and approve the annual CIL monitoring report to be submitted to BDC – the Clerk confirmed that this would be submitted to the May Parish Council meeting
- h) To receive and consider the budget versus actual for the year ending 31 March 2026 – the Council reviewed the report circulated and **resolved to approve the report, aif.**
- i) To consider and approve the allocation of council’s reserves for the year ending 31 March 2026 – Council noted the reserves position as outlined in the report., Cllr Clark proposed that the report was approved, this was seconded by Cllr McCraw, **the Council resolved to approve the report, aif.**
- j) To note that the Clerk, as RFO, has, on behalf of the parish council, set the dates for the period of the exercise of public rights for the year ending 31 March 2026 as Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026) – noted.
- k) To review the request from Brantham Garage Sale for a donation and to agree a donation as appropriate – the Council reviewed the request received from Brantham Garage Sale, following discussion Cllr Bridgeman proposed that the Council agreed a donation of £180 towards the cost of this year’s banners, this was seconded by Cllr Cherry. **The Council resolved to provide a donation of £180, aif.**

PC 04.26.10 PLANNING MATTERS

- a) To consider and approve response to the following planning matters to Brantham:
 - DC/26/00808, 25 Palfrey Heights Brantham Manningtree Suffolk CO11 1SE, Erection of a first floor extension - **the Council resolved that it had no comment to make, aif.**
 - DC/26/01011, Land North Of Factory Lane Cattawade Brantham CO11 1Q, Change of use of land for the siting of up to 50no storage containers and provision of boundary fencing – the Council reviewed the comments circulated by Cllr Chamberlain. Cllr Bridgeman noted the following additional comments; the premise for the change of use states that there are no other storage facilities in the local area which is factually incorrect and that the proposed plans site the cesspit in the wrong place which could have implications going forward. Following discussion **the Council resolved to submit the comments circulated by Cllr Chamberlain with the comments noted from Cllr Bridgeman included, aif.**
- b) To consider and approve response to Scoping consultation and notification of the applicant’s contact details for NSIP Application by Tarchon Energy Limited for an Order granting Development Consent for the Tarchon Interconnector Project – the Council noted that no comment from Brantahm Parish Council was necessary as the village is outside of the scoping and the proposal will therefore have no impact.
- c) To note the following planning decisions relating to Brantham:
 - Application for a Non-Material Amendment to DC/25/04397 - Additional windows to kitchen and study; Change of partial facing materials from brick to render Location: 8 Ash Ground Close, Brantham, Manningtree, Suffolk CO11 1TY
AMENDMENTS APPROVED AS A NON-MATERIAL AMENDMENT.
DC/26/00378
1 Bailey Gardens, Brantham, Manningtree, Suffolk CO11 1GH
Erection of a single storey flat roof side & rear extension, and a two storey rear extension with balcony
PLANNING PERMISSION GRANTED

PC 04.26.11 BRANTHAM 2034

- a) **OUTDOOR SPACES** - To receive any updates from Skate Park Working Group and consider/agree any next steps as necessary – Cllr Edevane informed the Council following the crowdfunder campaign was not completed and that the funding of £15k from Sport England had been secured.
Cllr Edevane noted concerns about rising costs of building materials and noted that a total budget of around £220,000 was likely to be necessary. Following discussion it was agreed that next step was to begin to source final quotes.



- b) OUTDOOR SPACES – To note the receipt of \$106 funding from BDC for the Skate Park Project and to agree any amendments to the Skate Park funding structure – the Clerk confirmed that the bid for £41,765.12 had been successful. The Council noted that until a finalised quote had been received changes to the funding structure would not be considered.
- c) GREEN ISSUES - To receive an update on green issues/biodiversity in Brantham – Cllr Clark noted that the allotments project was currently stalled whilst available land was sourced. Cllr Clark noted the email from Babergh District Council ref. expanding the tree canopy in the Babergh area. The Council had been invited to highlight areas that could benefit from additional trees. Next step would be to contact Babergh District Council to make an application. (*ACTION – Clerk*)
- d) SAFETY – To review paper circulated by the Chair ref. appointment of a PCSO – the Council noted the report circulated and the work undertaken by the Chair. The Chair proposed that Brantham Parish Council approve the appointment of a PCSO shared 50/50 with East Bergholt Parish Council, this was seconded by Cllr Cherry. **The Council resolved to employ a PCSO for Brantham, aif.**
- e) SAFETY – To receive any other updates or reports on safety-related issues – nothing to report.
- f) AFFORDABLE HOUSING - To receive an update on Affordable Housing Project and agree any next steps as appropriate – No update at this time.
- g) ROADS – To receive an update on proposals or a crossing point on A137 and agree next steps as appropriate – the Clerk noted that a response had been submitted to the design team at Suffolk County Council but that no response had been received to date. The Chair noted that he and the Clerk had met with a local resident keen to work on a data collection project to support proposals for speed reduction measures in Brantham. Terms of Reference for the Working group would be drawn up and circulated to the Council for approval.
- h) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 plan – none.

PC 04.26.12 NEIGHBOURHOOD PLANNING

- a) To receive an update on Neighbourhood Plan for Brantham – Cllr Chamberlain confirmed that the Neighbourhood Plan Consultation document had now been delivered to all houses in the village, closing date 19 April 2026.
- b) To consider/agree next steps as appropriate – Once results of the survey were received a meeting date for the Steering Group would be set.

PC 04.26.13 PARISH CUP 2026

- a) To receive any nominations for the award of the Parish Cup in 2026 and to agree a nomination to be made at the Annual Parish Meeting – Council received a nomination for Lou Madley to receive the cup this year in recognition of her work for the community. Cllr McCraw proposed that the cup was awarded to Lou Madley, this was seconded by Cllr Chatfield.
The Chair proposed that Adrian Cherry was awarded the cup in recognition of his work for the Village Hall. This was seconded by Cllr Chamberlain.
Six councillors voted in favour of the proposal to award the Parish Cup to Lou Madley and four Councillors voted in favour of the proposal to award the cup to Adrian Cherry, **the Council therefore resolved to award the cup to Lou Madley.**

PC 04.26.14 REPORTS FROM COUNCILLORS

- a) To receive a report from the Parish Chairman and agree any actions as necessary – the Chair noted that he had attended the Town and Parish Liaison meeting with Babergh District Council who had indicated that the Council would consider the handover of some work to Parish Councils. The Chair queried whether the Council would consider adoption and ongoing management of the Brantham Open Space area. Following discussion Cllr Shadrake proposed that the Council investigate whether this takeover would be considered by Babergh District Council, this was seconded by the Chair, **the Council resolved to investigate the option of takeover of Brantham Open Space, aif.**

At 8.38 Cllr Clark left the meeting.



- b) To receive any other points to note from committees, sub-committees & working groups – Cllr Cherry noted that the refurbishment of the Village Hall project continues and that a bar has now been installed at the Hall.
- c) To receive an updated from the Chair in relation to Dilapidations survey of Brantham Leisure Centre – the Chair informed the Council that since the last meeting there are now 18 outstanding items on the dilapidations survey, most of which will be complete by July. The outstanding item is the survey of the roof. A surveyor has now been appointed.
The Chair proposed that the Parish Council re-confirmed that the Chair and Clerk be given delegated authority to act on behalf of the Council on this issue, this was seconded by Cllr McCraw. **8 Cllrs voted in favour of the proposal (1 Cllr abstained) and the Council therefore resolved that the Chair and Clerk be given delegated authority, aif.**
- d) Following discussion To consider/approve any proposals or next steps as appropriate – see above.

PC 04.26.15 DATES OF FORTHCOMING MEETINGS

- a) Finance Committee meeting, Wednesday 22 April 2026, 7pm
- b) Annual Parish meeting – Wednesday 29 April, 6.30pm
- c) Annual Parish Council meeting – Wednesday 06 May, 7pm

PC 04.26.16 IN CAMERA ITEM

- a) To resolve 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 – **The Chair proposed that the public be excluded from the meeting, this was seconded by Cllr McCraw, it was resolved to exclude the public from the meeting, aif.**

At 8.44pm the meeting closed to the public.

- b) To note changes to the Litter Pick Pay as approved at the Finance Committee meeting on 25 March 2026 – noted.
- c) To note allocation of a one-off payment to the Clerk as approved at the Finance Committee meeting on 25 March 2026 – noted.
- d) To review correspondence received from local resident and agree next steps as necessary – All present agreed that this correspondence was persistent and met the criteria of the Policy. Following discussion the Chair proposed that in line with the Council’s policy the Clerk should write to the resident concerned noting that the Council and Clerk will not respond to all enquiries and communications from the resident to the Council for 6 months if no substantive new issue is raised, this was seconded by Cllr Osben, 8 Cllrs voted in favour of the proposal (1 Cllr abstained), **the Council resolved to approve the proposal, aif.** (ACTION – Clerk)
Cllr McCraw proposed that further advice was sought from the Babergh District Council monitoring officer, there was no seconder for the proposal.

MEETING CLOSED AT 9.06pm

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 04.26.06	Contact SCC ref. bollard at Red Bridge	Clerk
PC 04.26.11	Contact Babergh District Council ref. additional trees for Brantham	Clerk
PC 04.26.16	Inform vexatious correspondence of Council's resolution	Clerk



APPENDIX A

Accounts submitted for payment – 04 March 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Accounts paid since 04 March 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments – March 2026	BACS	3910.05		3910.05
Parish Council staff costs	Salaries, Office Allowance, Pension payments – April 2026	BACS	4608.55		4608.55
BMCIC	Grounds Maintenance Payment - March and April 2026	BACS	80.00		80.00
Microsoft	Monthly Subscription Charges - March and April 2026	DD	40.32	8.06	48.38
Virtual Landline	Phone number for Parish Council - March and April 2026	Direct Debit	14.58	2.92	17.50
Smarty.co.uk	CCTV SIM Cards - March and April 2026	Direct Debit	54.00		54.00
Wickes	Wooden Sleepers for installation at Merriam Close Play area	Debit Card	170.00	34.00	204.00
Zurich Insurance	Village Hall insurance 2026-27	Debit Card	1298.95		1298.98
Manningtree Town Council	Donation as per FC 03.26.08	BACS	145.00		145.00
Scribe Accounts	Accounting Package 2026-27	DD	483.84	96.77	580.61
Suffolk County Council	Street Lighting	BACS	1143.97	228.79	1372.76
Global EV Power	EV Charging Points Survey	BACS	295.00	59.00	354.00
Lloyds Bank	Service Charges	BACS			4.25
Tesco Stores	Milk and biscuits for Tree Planting Party	DC			6.40
SALC	6 months payroll Provision	BACS	144.00	28.80	172.80
Village Hall Brantham	Hall Hire	BACS			48.00
CAS Insurance Services Ltd	BLC Buildings Insurance 2026-27	BACS	2273.37		2273.37
HMRC	P30 Q4	BACS	3431.35		3431.35

Items paid following authorisation at meeting of 04 March 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Receipts allocated since 04 March 2026

Who	Detail	Method	Amount
Lloyds	Bank Interest	BACS	93.98
BMCIC	Quarterly Rent	BACS	412.50
Inspiring Vets (Highcliff Vets)	Quarterly Rent	BACS	1365.15
Babergh District Council	Recycling Credit	BACS	154.70
Babergh District Council	Precept Payment 1 of 2	BACS	46,027.00
BMCIC	Buildings Insurance 2026-27 reimbursement	BACS	2273.37
Crowdfunder	Skate Park Fundraising	BACS	8129.90



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