



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 03 December 2025 commencing at 6.30pm 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, C Donaldson, J Heywood, A McCraw and E Osben.

Also in attendance: PCC T Passmore, T/Inspector N Lofthouse, Superintendent Andrew Martin, S Keys (Clerk), County Councillor Simon Harley and 12 members of the public.

#### **PC 12.25.01 - 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 12.25.02 – COMMUNITY SAFETY**

- a) To welcome PCC Tim Passmore and T/Inspector Naomi Lofthouse to the meeting – The Chair welcomed PCC Tim Passmore, Inspector Naomi Lofthouse and Superintendent Andrew Martin to the meeting
- b) To provide an overview of community concerns around safety – The Chair led a 1 minute silence in memory of local resident Anita Rose. The Chair then provided an overview of concerns from residents in Brantham related to safety noted in the [Safety Survey](#) undertaken by the Parish Council. The Chair noted that feedback received from the survey suggested that residents had concerns about speeding, anti-social behaviour and that 1 in 4 people did not feel safe when out in Brantham. Feedback noted that residents would like to see additional CCTV coverage and a greater police presence in the village.

PCC Tim Passmore addressed the meeting and noted the following:

- A common concern across Suffolk is speeding and the following strategies that were undertaken to address this; Speed awareness courses for those found speeding, Speed enforcement, Courses for new drivers, use of Speed Indicator Devices and ANPR cameras
- Anti-social behaviour – needs a joint response from Suffolk Constabulary and Local Authorities
- Suffolk one of the safest areas in the country, but is the fourth lowest funded.
- Neighbourhood Policing Guarantee – an additional £1.8m received has enabled an additional 17 officers and 9 staff – hoped that this funding will continue.
- Noted that the community had been impacted by the murder of Anita Rose and that a key role for the PCC will be to look after the victims. Hoped that the findings of the investigation would be shared with the PCC and that work will be done to consider areas for improvement.

T/Inspector Naomi Lofthouse addressed the meeting and noted the following:

- Acknowledged the impact on the community of the events related to Anita Rose's murder
- Noted the way the community came together and supported one another during this difficult period and highlighted how moved she had been by this response.
- Provided reassurance that despite this event Brantham is a safe place to live and that serious crime is very rare in this area.

- c) To receive questions or comments from the Council or the Public in relation to safety in Brantham – the following questions/comments were received from members of the public:



- *What is the working hours and remit of a PCSO?* Superintendent Andrew Martin (the South Suffolk Area commander) noted that this could be flexible and determined by the contract that is held but that PCSOs have core hours from 8am – 6pm.  
Their work could include education such as visiting schools and clubs. Each community PCSO will have Standard items that they are required to work on but other elements can be flexible as per the requirements of the community.
- *Was Roy Barclay tagged and if so, how did he remove his tag and why weren't the police aware?* Police are not always made aware when a tag is no longer working.
- *Plans to approve 20mph speed limits* – areas for 20mph zones need to be self-enforcing areas
- *Is Suffolk experiencing challenges to retain experienced officers?* Retention of staff continues to be a challenge to the police force.
- *What role do Special Constables have?* – Special Constables are now attached to response teams and are usually used to support community events
- *Thanks to Suffolk Constabulary for their work and behaviour during the hunt for Anita Rose's murderer.*
- *Electric bikes are becoming a problem in the village and can seem very threatening* – Inspector N Lofthouse noted that this is a national issue. The Police are aware of the issue, but it is challenging to resolve due to the speed of the bikes, the use of balaclavas, the need to ensure safety of riders during pursuit and the fact that these are usually traffic offences which don't apply to those under 17 years old). Trying to address the problem through; education (talks for young people), section 59 notices where bikes can be seized, the use of media and education and working with local landowners.

d) To consider the possibility and costs of a community PCSO for Brantham and potentially neighbouring villages – PCC Tim Passmore noted that PCSOs can be funded by local communities but that any agreement to do so would have to be for a period of no less than 3 years. The average cost for a PCSO is £45k per year. This could be shared across villages.

**At 7.27pm the meeting was adjourned. PCC Tim Passmore, T/Inspector Naomi Lofthouse, Superintendent Andrew Martin and 6 members of the public left the meeting.**

#### **PC 12.25.03 - APOLOGIES**

a) Council to receive apologies for absence – Council noted apologies received from Cllr E Edevane - **These apologies were aif.**

#### **PC 12.25.04- 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 – Council noted non-registerable interest from Cllr Chamberlain in agenda item PC 12.25.11 (Church Farm).

b) To receive notifications of gifts of hospitality exceeding £50 – None

c) To note the determination of requests for dispensations – None.

#### **PC 12.25.05 - MINUTES OF PREVIOUS MEETINGS**

a) To consider and approve the minutes of the previous Parish Council meeting held on 05 November 2025 –**Cllr Osben proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, this was seconded by Cllr Cherry and approved by the Council, aif (Cllrs Heywood and McCraw abstained from the vote).** The Chair signed the minutes as approved.

#### **PC 12.25.06 - 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 highlighted the following items:

- Local Government Reorganisation - highlighted the link to respond to the consultation

b) District Councillor Alastair McCraw – the written report (APPENDIX D) was taken as read. Cllr McCraw highlighted the following issues:



- Local Government Reorganisation – urged all present to respond to the survey.

#### PC 12.25.07- PUBLIC FORUM

- To receive any questions or comments from members of the public – the following questions or comments were raised:
  - Does the Parish Council consider the deadline set for BMCIC to undertake work following the dilapidation survey reasonable and feasible? The Chair noted that this would be discussed later during the meeting but that the lease between BMCIC and BPC had outlined the timescales.
  - Are discussions between BMCIC and BPC currently taking place? The Chair confirmed that discussions were currently being managed through solicitors.
  - What is the outcome if BMCIC were unable to pay to repair the building? The Chair explained that the CIC company would then be insolvent.
  - Would the Leisure Centre close in this instance? The Chair confirmed that the Leisure Centre would not close. Another management company would be sought or the Club would be managed by the Parish Council.
  - There is significant Japanese Knotweed on land along Factory Lane. The Clerk confirmed that she had highlighted this with the landowner on numerous occasions and had passed these details on to the County Council to enforce.

#### PC 12.25.08 - CLERK'S REPORT (Paper 1) -

- To review actions from the previous meeting
  - Report submitted to planning enforcement ref. demolition of pumping station on Factory Lane
  - Informed CAS that Flagship is the preferred housing partner for the Brantham Affordable Housing project
- To receive the reports of items actioned under delegated powers and correspondence of note – The Clerk updated on work undertaken during the month including:
  - Reviewed the LPF after the Fireworks event and confirmed that debris has been cleared
  - Informed Anglian Water about water issue at the Lower Playing Field
  - Responded to local resident with queries related to the dilapidations survey of Brantham Leisure Centre, Brantham Skate Park and Affordable Housing in Brantham
  - Responded to local resident ref. comments on social media about “Brantham Athletic Ultras”
  - Working with Babergh District Council to agree a location for a bench on the Brantham Open Space
  - Responded to a Freedom of Information request ref. Brantham Athletic Ultras

#### PC 12.25.09- STATUTORY INFORMATION

- To receive nominations for the vacant posts of Councillor (1) – none received.
- To note the recommendation from the Finance Committee to adopt a Memorials Policy and a CIL Funding awards Policy – **Cllr Oben proposed that these policies were approved, this was seconded by Cllr Heywood, aif.**
- To review and approve 2026 meeting dates – the Council reviewed the dates circulated by the Clerk, **these were approved, aif.**

#### PC 12.25.10 - FINANCE REPORT

- To review the minutes of the Finance Committee and note any decisions made - Cllr Osben reviewed the minutes of the meeting and highlighted the agreed actions including the donations made.
- To consider/review any proposal received from the Finance Committee (noted in the minutes) - none.
- To receive draft of the Budget for the year 2026-27 alongside the narrative budget report as reviewed at the Finance Committee meeting of 26 November 2026 – the Council noted the budget circulated and the paper from the RFO.
- To receive a recommendation from the Finance Committee and confirm the principle for setting of the precept for the year 2026-27 – to be ratified in January 2026 when final Tax Base figures are received – Cllr Osben informed the Council that the Finance Committee had been unable to agree a unanimous recommendation to present to the Council. The Chair invited Cllr Clark to present his view to the meeting and make a proposal for the budget for 2026-27. Cllr. Clark acknowledged that the Precept needed to be set at an appropriate level to



fund increasing contractual obligations and provide a sufficient level of reserves and he hoped that the increase could be kept at a minimum in order to support hard pressed residents. Therefore Cllr Clark proposed that a total budget for 2026-27 of £166,979 (Option 2) was approved, this was seconded by Cllr McCraw.

The Chair addressed the meeting and presented a graph from 2017 comparing the precept national average, the Brantham precept if it had been linked to inflation, the East Bergholt Precept and the actual Brantham Precept. The Chair noted that the income received in Brantham from the precept was the lowest of all of these which meant that the work the Parish Council could do in the community was limited due to lack of funds. The Chair then proposed that the Council approve a total budget for 2026-27 of £182,800 (Option 4), this was seconded by Cllr Cherry.

Following discussion Cllr Clark withdrew his proposal for a total budget of £166,979.

**Cllr McCraw proposed that the Council approve a total budget for 2026-27 of £171,979, this was seconded by Cllr Donaldson.**

3 Councillors voted in favour of the proposal from Cllr Bridgeman, 6 Councillors voted against the proposal. **5 Councillors voted in favour of the proposal from Cllr McCraw, 3 Councillors voted against the proposal. (The Chair abstained from the vote), the motion was therefore carried.**

- e) 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, aif.**
- f) To note and approve the balance of accounts and Bank Reconciliation as at 30 November 2025 - all noted the confirmed bank balances of 198,043.15 across all accounts held in the name of the Parish Council at the end of November 2025. **The Council approved these figures, aif.**

#### **PC 12.25.11 - PLANNING MATTERS**

- a) To consider and approve response to the following planning matters to Brantham –  
DC/25/04982

1 Broughton Villa, Cattawade Street, Brantham, Manningtree Suffolk CO11 1SA

Erection of a Single storey ground floor rear extension. Front extension to the existing outhouse. A new roof to the existing rear extension. Upgrades to the front porch including new insulation and windows.

Following discussion the council agreed it had no comment to make.

DC/25/04176

The Bungalow, Brantham Hill, Brantham, CO11 1ST

Erection of Single storey, pitched rear extension following the removal of flat roof extension, and internal replan

Following discussion the council agreed it had no comment to make.

DC/25/05184

Brookland Farm, Brantham Hill, Brantham, Manningtree Suffolk CO11 1ST

Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of an existing agricultural barn to form 1no. dwelling with associated parking and amenity space

Following discussion the Council agreed it had no comment to make (The Chair abstained from the discussion).

DC/25/05196

Church Farm, Church Lane, Brantham, Manningtree Suffolk CO11 1QA

Conversion, refurbishment and change of use of barns to 1no. self build dwelling; Demolition of redundant buildings.

The Council noted concerns about the blue line area on the submitted drawings and queried whether these might be included to facilitate future development. Following discussion the Council agreed to highlight this query but to note it had no comment to make on the building application. (Cllr Chamberlain abstained from the vote).

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

DC/25/02778

Rivers End, Bergholt Road, Brantham, Manningtree, Suffolk, CO11 1QR



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Application under S73a for the Removal or Variation of a Condition following grant of DC/18/03053 dated 01/03/2019 Town and Country Planning Act 1991 (as amended) - Variation of Conditions 18 (Ongoing Requirement of Development: Restricted Water-Based Activity Times), 27 (Ongoing Requirement of Development: Time Restriction on Holiday Dwelling/s) and 28 (Ongoing Requirement of Development: Occupation Restriction of Camping Field) as per accompanying Planning Statement (3790 VOC-PS Constable Park)

PLANNING PERMISSION REFUSED

### PC 12.25.12 – BRANTHAM 2034

- a) To note the updated areas of responsibility from the Brantham 2034 plan – noted.
- b) To receive any updates from Skate Park Working Group and consider/agree any next steps as necessary – none received.
- c) To receive an update on proposals for allotments – Cllr Clark informed the Council that a meeting with a local landowner had taken place and possible sites were currently under consideration.
- d) To note loan of Thermal Imaging equipment for use by Brantham households – Cllr Clark noted that this equipment would be on loan to the Council in the near future and would be promoted to local people to help them identify where their insulation could be improved.
- e) To receive an update on Affordable Housing Project and agree any next steps as appropriate – Cllr Osben confirmed that a meeting with a local landowner had taken place, a possible site had been identified and that this would be reviewed by the Council at its meeting on 10 December 2025.
- f) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 plan – none received.
- g) To receive an update from the Clerk ref. the site meeting with SCC highways to consider potential crossing points on the A137 – the Clerk reviewed the information circulated by Josh White from Suffolk County Council.

Following discussion **Cllr Donaldson proposed that the Council should ask Suffolk County Council to proceed to the design and safety audit stage with these crossing points, this was seconded by Cllr Cherry, aif. (ACTION – Clerk)**

### PC 12.25.13 BMCIC DILAPIDATION SURVEY

- a) To receive an update on the BLC Dilapidations Survey – The Chair informed the Council that the survey results had been sent to BMCIC with an outline of expected next steps. An excel copy of the report had been requested and provided. The Chair confirmed that BMCIC had engaged with the process, paid the invoice from the solicitors, appointed a solicitor to lead the negotiations on their behalf and indicated that they would undertake their own survey in order to inform their response.  
The Chair informed the Council that BMCIC had requested a delay until 26 April 2026 before commencing work on the dilapidations detailed. Following advice from Birketts and Whybrow a response would be sent to BMCIC proposing the following schedule:
  - Statutory work and confirmation of structural integrity of the roof to be completed by the end of 2025
  - All internal works to be completed by the end of March 2026
  - All external works to commence as soon as practically possible from March 2026
- b) To consider/agree next steps as appropriate – the Chair confirmed there was no further action at this stage as negotiations between solicitors continue.

### PC 12.25.14 – NEIGHBOURHOOD PLANNING

- a) To receive an update on Neighbourhood Plan for Brantham – Cllr Chamberlain informed the Council that the first meeting of the Steering Group had now held and the Group had been formalised. The next meeting of the Steering Group would take place on 06 January 2026 where the group would review questions to be included in a resident survey.  
Cllr Chamberlain informed the Council that Cllr Osben had been appointed as Vice-Chair for the Steering Group and the Clerk had been appointed as the Steering Group's Secretary.
- b) To note the minutes of the first Neighbourhood Plan Working Group meeting – minutes to follow.
- c) To review/approve the first draft of the Terms of Reference for the Neighbourhood Plan Steering Group – following discussion **the Council approved the Terms of Reference as circulated, aif.**



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- d) To consider/agree next steps as appropriate – see above.

### **PC 12.25.15- REPORTS FROM COUNCILLORS**

- a) To receive a report from the Parish Chairman and agree any actions as necessary – none received.
- b) To receive any other points to note from committees, sub-committees & working groups – Cllr Cherry informed the Council that the village hall continued to struggle to attract and retain hirers due to the impact that the local theatre groups stage extension had on the hall. This year the group had proposed that this was erected for 7 weeks prior to the show and Cllr Cherry noted that this was unsustainable for the hall going forward. An alternative temporary staging had been reviewed which, if purchased, would mean that the stage would not have to be installed in advance and, if owned by the Village Hall, could be used for other events. Cllr Cherry confirmed that District Councillor Alastair McCraw had approved an award of £1250 towards the cost of the staging from his locality award.
- c) To consider/approve any8 proposals or next steps as appropriate – **Cllr Cherry proposed that this portable, temporary staging was purchased from the Village Hall reserves held by the Parish Council at an approximate cost of £3150 (excl. VAT), this was seconded by Cllr Clark, aif.**

### **PC 12.25.16 - DATES OF FORTHCOMING MEETINGS**

- a) Extraordinary Parish Council meeting – Wednesday 10 December 2025, 6-7pm
- b) Parish Council meeting – Wednesday 07 January 2025, 7pm
- c) Finance Committee meeting, Wednesday 28 January 2025, 7pm

**MEETING CLOSED AT 8.46pm**

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



**ACTIONS**

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
PC 12.25.12	Ask SCC to proceed to design/safety audit of proposed crossing points on A137	Clerk
PC 12.25.15	Purchase portable staging from VH Reserves	Clerk



**BRANTHAM**  
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**APPENDIX A**

**Accounts submitted for payment – 03 December 2025**

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2398)	BACS	90.00		90.00
Brantham Village Hall	Hall Hire costs (inv. 2005)	BACS	48.00		48.00
SALC	Councillor training (inv. 30704)	BACS	132.00	26.40	158.40
MJS Systems Ltd	Annual management and Maintenance of CCTV cameras (inv. 8906)	BACS	560.00	112.00	672.00
Headway Suffolk	Donation as per FC 11.25.04	BACS	100.00		100.00

**Accounts paid since 01 November 2025**

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments	BACS	4328.75		4328.75
BMCIC	Grounds Maintenance Payment	BACS	40.00		40.00
Microsoft	Monthly Subscription Charges	DD			24.19
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
RD Hyatt	BOS Fuel Costs	BACS	40.59		40.59
Currys	Laptop for Clerk	Debit Card	479.20	119.80	599.00
Whybrow	Dilapidations Survey of Brantham Leisure Centre	BACS	1800.00	360.00	2160.00
IT Services at CAS	Email mailboxes	BACS	40.00		40.00
Lloyds Bank	Service Charges	BACS	8.50		8.50

**Items paid following authorisation at meeting of 01 November 2025**

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2373)	BACS	345.00		345.00
Brantham Village Hall	Hall Hire costs (inv. TBC)	BACS	96.00		96.00

**Receipts allocated since 01 November 2025**

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	122.53
Sumup Payments	Received in error – VH Income for Halloween event	BACS	123.88
Cash Deposit	Skate Park Fundraising income	Dep	535.00
1 <sup>st</sup> Brantham Cub Scout Group	Refund for additional payment made in error	BACS	39.58



**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
BMIC	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