

MINUTES of the Extraordinary Meeting held on Wednesday 23rd September 2026 at 6pm at Brantham Village Hall

Present: Cllrs Bridgeman, Cherry, Chatfield, McCraw, Shadrake, Donaldson, Edevane and Heywood
In Attendance: Sarah Keys (Clerk/RFO), Lauren White (Assistant Clerk) and 1 member of the public

PC 09.26.20 OPENING

The Chair declared the meeting open at 6:00pm and thanked all for attending.

The Chair reminded those present 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 available on the Council's [website](#).

PC 09.26.21 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – Cllrs Osben and Clark.
- b) The Committee to consent to apologies received – **AIF**

PC 09.26.22 DECLARATIONS OF 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 received
- b) To receive notification of gifts of hospitality exceeding £50 – none received
- c) To receive requests for dispensations – none received

PC 09.26.23 PUBLIC FORUM

- a) To PUBLIC FORUM - *at the direction of the Chair matters will either be responded to or deferred for further discussion and/or debate*. To receive any questions or comments from members of the public – Resident present said well done for winning council of the year. This will be discussed fully in the full parish meeting on Wednesday 7th October, feels right to delay the announcement.

PC 09.26.24 SKATE PARK PROCUREMENT

- a) To note the email received from a skate park provider querying membership of the tender evaluation panel, and the response issued by the Clerk – Noted.
- b) To note the legal advice requested and received from Birketts regarding the matter – Noted.
- c) To consider the proposed changes to the evaluation panel, as recommended by the Chair. **Cllr Bridgeman proposed that Cllr Edevane be removed from the selection process, 2nd by Cllr McCraw. AIF**
- d) To consider and agree any next steps, as appropriate - Members discussed the need to ensure the committee had the appropriate information and resources to evaluate the tender received. It was noted that only one bid had been submitted. The evaluation panel would assess the bid against the costs and other relevant evaluation criteria. **It was proposed that Cllrs Shadrake, Donaldson and Bridgeman along with Sarah Keys (Parish Clerk) form the evaluation panel and meet as soon as possible during the week commencing 5 October 2026. Proposed by Cllr Bridgeman and 2nd by Cllr Cherry. AIF**
- e) The evaluation panel would undertake the assessment and make a recommendation, with the final decision to be made by the Parish Council. AIF

PC 09.26.25 DATES OF FORTHCOMING MEETINGS – all taking place at Brantham Village Hall

- a) Finance Committee meeting – Wednesday 23 September 2026, 7pm
- b) Parish Council meeting – Wednesday 07 October 2026, 7pm

PC 09.26.25 IN CAMERA ITEMS

- 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 public be excluded from the meeting, this was seconded by Cllr Donaldson, aif.**

Meeting closed to the public at 6.25pm

- b) To review arrangements for the Memorial Garden at Merriam Close Play area and to agree any updates/amendments as appropriate – the Council discussed possible options for the Merriam Close Play area and adjacent memorial garden. It was agreed that no further action should be taken until the inquest was closed and the family's wishes were established.
- c) To review Council response to the search for Noah Woods on 15/16 September 2026 – the Chair noted the tragic circumstances but highlighted the overwhelming public response and the hard work of the Parish Council team and wider volunteers. The Assistant Clerk noted that the Community Emergency Plan update was underway and would incorporate some of the learning from this event.

At 6.40pm the Clerk and Assistant Clerk left the meeting

- a) To consider/agree recommendation from Parish Chair to recognise the work of the Clerk and Assistant Clerk during the search – **In recognition of continuous exceptional efforts on behalf of the village, Councillor Bridgeman proposed the clerk and Assistant Clerk be awarded a £500 ex gratis payment in their December pay, 2nd Cllr Donaldson. AIF**

Meeting closed at 6.50pm

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