



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 04 February 2026 commencing at 7pm held in Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

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

Also in attendance: S Keys (Clerk) and 2 members of the public.

PC 02.26.01 - 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 02.26.02 - APOLOGIES

- a) Council to receive apologies for absence – Apologies for absence were received from County Councillor Simon Harley and Parish Councillors M Chatfield and C Donaldson.
- b) Council to consent to accept apologies received - **Council consented to accept the apologies submitted, aif.**

PC 02.26.03- 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 02.26.04 - MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Parish Council meeting held on 07 January 2025 –Cllr Osben proposed that Council approve the minutes, this was seconded by Cllr McCraw. **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 02.26.05 - 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:
 - Forthcoming elections have been postponed and may be cancelled
 - County Council budget facing difficulties and reserves are low
 - Council tax will be raised to maximum level
 - New 20mph policy in place which may make it easier to designate areas as 20mph
- b) District Councillor Alastair McCraw – the written report (APPENDIX D) was taken as read and Cllr McCraw noted that the District Council budget would be increased by 2.99%.

PC 02.26.06- PUBLIC FORUM

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



PC 02.26.07 - CLERK'S REPORT (Paper 1) -

- a) To review actions from the previous meeting
- Arrange second loan of Thermal Imaging equipment – equipment booked for 11-24 March 2026
 - Submit precept request form to Babergh District Council – completed. Council noted that confirmation received that request had been received.
 - Find out when CIL Bid will be reviewed by Babergh District Council – Clerk confirmed that this was scheduled for March 2026
 - Liaise with EBPC and Suffolk Constabulary ref. shared PCSO – Completed, teams meeting held 28 January 2026
 - Ask Grounds Maintenance Contractor to move bin from Church Lane to Rectory Lane – Clerk confirmed that Church Lane bin had been moved to Slough Road and a new bin is on order for Rectory Lane
 - Find out whether Council's insurance of BLC is invalidated by lack of proper Safety measures and assessments – underway. Response awaited.
- 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:
- Site meeting with SCC representative to review proposals for additional bus shelters in Brantham – further feedback awaited.
 - Purchased litter bin for installation opposite Brantham Heights
 - Submitted funding request for Skate Park to Murton Poole Trust and discussed submission to Sport England with funding representative
 - Weekly attendance at "Meet the Clerk" sessions at Brantham VH
 - Meeting with BDC representatives ref. community safety and measures to improve perception of safety in Brantham

Correspondence to note:

- Email received from local PC Katie Jarrett requesting attendance at meeting to discuss issues on Church Lane – no meeting details or date yet received
- Email highlighting concerns about dog fouling on Lower Playing Field – response sent and issue highlighted on Facebook and in the Bugle
- Survey received from BDC requesting feedback from local people ref. Decoy Pond and Open Space – circulated on Facebook
- Email from resident ref concerns about verges on School Lane/Valley Close following contractor work – response sent and contacts shared
- Concerns raised from local resident ref. ASB and e-motorbikes - response sent and reporting tools highlighted
- Invitation received for 20th anniversary event for Manningtree First Responders – event attended by Cllrs Cherry, Osben and Heywood
- Email from resident whose correspondence had been classified as Vexatious and Persistent noting objections to the Council decision and raising queries about means to raise concerns with the Parish Council – response sent
- Email following meeting ref. safety issues from Babergh District Council
- Email from local resident who would like to improve means of contributing to Council business and requesting that the Neighbourhood Planning meeting be held after the Parish Council meeting – response sent and meeting arranged with resident
- Request for link to Persistent and Vexatious Correspondence Policy – link sent
- Comment received via Facebook highlighting concerns about the A137 road surface and requesting the Council keep highlighting this issues with Suffolk County Council. **It was resolved that the Council would continue to highlight this issue, aif.**
- Email from Cllr Harley confirming that he would be highlighting the issue of potholes in Brantham with SCC Highways
- Email from Brantham Athletic Supporters requesting a managed reintroduction of the use of the drum at Brantham Athletic Football matches. The Clerk noted that she had responded to the email confirming that



this decision lies with BMCIC as tenants of the Leisure Centre. The Chair noted that a meeting had been requested by Brantham Leisure Centre to discuss this and the Chair requested the view of the Council. Members discussed this issue and **it was resolved that the recommendation of the Council would be that use of the drum during evening events would not be appropriate, that the Leisure Centre should poll local residents affected by this activity for their view, and that a trial weekend is held before a final decision is made. The Council also recommended that regulations ref. noise were reviewed to see if this could be a breach, aif.**

- Email from local resident reporting ASH and damage at Pattles Fen – reported as ASB on BDC reporting tool
- Email noting concerns that the Garage Sale and Village Fete will take place on the same weekend – Cllr Osben confirmed that he and Lauren from Brantham Leisure Centre had made a response.

PC 02.26.08 - STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor (1) – none received.

PC 02.26.09 - FINANCE REPORT

- a) To review the minutes of the Finance Committee and note any decisions made - Cllr Osben reviewed the meeting.
- b) To consider/review any proposal received from the Finance Committee (noted in the minutes) - Cllr Osben noted that the Committee had agreed to request a full quote for the installation of EV Charging points at Brantham Village Hall and that SALC had been appointed as the Internal Auditors for 2026-27
- 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 Cherry, it was resolved that these should be approved, aif.**
- e) To note and approve the balance of accounts and Bank Reconciliation as at 31 January 2026 - all noted the confirmed bank balances of £196,230.94 across all accounts held in the name of the Parish Council at the end of December 2025. **Members resolved that the balance of accounts should be approved, aif.**
- f) To note confirmation of receipt of the Precept Form as served on the Charging Authority in January 2026 – the meeting noted confirmation from BMSDC that it had received the council’s Precept Upon the Charging Authority requesting a precept for 2026-27 of £ £92,054. This will be paid to the Parish in two instalments, 50% in April 2026 and 50% in September 2026. This precept gives the Parish a Council Tax Band D amount of £82.52. This is an increase of 20.24% on 2025/26. These are the amounts that will be shown on the Council Tax Bill.
- g) To consider/approve quote for equipment to record and broadcast Parish Council meetings and to agree next steps – quote not yet received. **It was resolved to defer this item to the next meeting, aif.**

PC 02.26.10 - PLANNING MATTERS

- a) To consider and approve response to the following planning matters to Brantham – none received
- b) To note the following planning decisions relating to Brantham
- 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
PLANNING PERMISSION GRANTED
- DC/25/05184
Brookland Farm, Brantham Hill, Brantham, 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
APPROVED



PC 02.26.11 – 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 that a meeting to finalise the crowdfunder video had not yet been held. Final touches would be added to the Crowdfunder page over the next few days with the hope that this will launch mid-February.
Cllr Edevane noted the confirmation from Lawford Parish Council that they would contribute £10,000 towards the cost of the Skate Park. The Council noted its thanks to Lawford Parish Council.
- b) **GREEN ISSUES** - To receive an update on proposals for allotments – Cllr Clark noted that there was nothing to report which the plan from Flagship for affordable housing and possible allotments was awaited.
- c) **GREEN ISSUES** – To receive an update on EV Charging points for installation at Brantham VH from Cllr Clark who noted that a full quote and specification would be requested and reviewed once received.
- d) **GREEN ISSUES** – To receive the Brantham Parish Council Biodiversity Policy and Action Plan and approve adoption of the documents – Cllr Clark provided an overview of the documents and recommended that these should be approved. The Clerk noted that it was a Statutory Duty for the Council to have a Biodiversity Policy in place. **Members resolved that the Biodiversity Policy and Action Plan as circulated should be approved and adopted by the Council, aif.** The Chair noted thanks to Cllr Clark for his work on this.
- e) **SAFETY** – To receive an updated on proposals for the appointment of a shared PCSO for Brantham and East Bergholt – The Chair noted that a meeting between BPC, EBPC and Suffolk Constabulary had been held to review options and what could and could not be included in the SLA. The Chair noted that any appointment of a PCSO would also need to include a contribution towards costs of a car for the Officer (£5000 a year in total). The Chair noted that a meeting would be held with Thurston Parish Council to get their view on employing a PCSO. Feedback would be provided at the next meeting.
- 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 confirmed that all households affected by a possible crossing point had been surveyed and all but one were in favour of the proposal. The Clerk informed members that she would be meeting Josh White at Suffolk County Council to review next steps.
- h) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 plan – none.

PC 02.26.12 – NEIGHBOURHOOD PLANNING

- a) To receive an update on Neighbourhood Plan for Brantham – Cllr Chamberlain informed the Council that the draft of the proposed consultation questionnaire had been finalised and was currently being reviewed by the Steering Group.
Cllr Chamberlain noted that he had met with a local resident who had agreed to join the Steering Group and another meeting was scheduled to take place next week.
- b) To consider/agree next steps as appropriate – see above.

PC 02.26.13 – BUS SHELTERS PROJECT

- a) To review information from SCC ref potential works to improve bus stops in Brantham – Members noted the papers received from SCC. Following discussion **members resolved that a response should be sent to Robert Kemp requesting that he moves forward with these proposals, aif. (ACTION – Clerk)**
- b) To consider/agree next steps as appropriate – see above.

PC 02.26.14- REPORTS FROM COUNCILLORS

- a) To receive a report from the Parish Chairman and agree any actions as necessary – the Chair noted thanks to all Councillors for their hard work through the month.
- b) To receive any other points to note from committees, sub-committees & working groups –
Cllr Cherry noted that the VH Toilets project is now well underway and new toilets are in place.
Cllr Osben noted that the dates for the Village dog show and Fete are now set and plans for the events are underway.



- c) To consider/approve any proposals or next steps as appropriate – none.

PC 02.26.15 - DATES OF FORTHCOMING MEETINGS

- a) Finance Committee meeting, Wednesday 25 February 2026, 7pm
- b) Parish Council meeting – Wednesday 04 March 2026, 7pm

PC 02.26.16 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 – **Cllr Osben 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 8pm the meeting closed to the public.

- b) To receive update from Chair in relation to Dilapidations survey of Brantham Leisure Centre – the Chair reviewed the timeline of events and correspondence sent and received since the last meeting. He informed the Council that the latest correspondence sent from the solicitor confirmed that if the information requested by the Council was not received within the timescale included in the letter they would instruct Whybrow to attend the property to undertake another Dilapidations survey, at cost to the tenant, to assess the work to date.
Cllr Clark noted that safety was the most important concern and therefore any necessary actions should be taken to ensure that users of the Centre were safe.
Following discussion Cllr Osben proposed that the Chair and Clerk continue to have delegated authority to carry out actions as necessary which may include employing contractors to undertake work as needed, this was seconded by Cllr McCraw. **Members resolved that the Chair and Clerk should be given this delegated authority, aif.**
- c) To approve next steps following inadequate responses and information received in relation to Dilapidations survey – see above.

MEETING CLOSED AT 8.30pm

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 01.26.15	Find out whether Council's insurance of BLC is invalidated by lack of proper Safety measures and assessments	Clerk
PC 02.26.13	Ask Robert Kemp to move forward with Bus Shelters project	Clerk



APPENDIX A

Accounts submitted for payment – 04 February 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Accounts paid since 07 January 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments	BACS	3910.25		3910.25
BMCIC	Grounds Maintenance Payment	BACS	40.00		40.00
Microsoft	Monthly Subscription Charges	DD	20.16	4.03	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
HMRC	P30 Q3	BACS	3175.60		3175.60
Places4People	Neighbourhood Plan Support (inv. 549)	BACS	1390.00	278.00	1668.00
VCS Websites	Website Hosting and maintenance (inv. 1490)	BACS	185.00		185.00
First Rescue Trg & Supplies Ltd	Defibrillator Pads and battery	BACS	357.00	71.40	428.40
Amazon	Stationary	DC	37.73	7.56	45.29
Village Hall	CIL contribution to VH Toilets project	BACS	3296.00		3296.00
Wybone	Dog Litter bin for Rectory Lane	DC	194.48		194.48
Cash Withdrawal	New Desk for PC office at VH from FB Marketplace	CASH	60.00		60.00
Parish Online	Neighbourhood Plan Online Mapping service	DC	45.00	9.00	54.00
Maison & Garden	Memorial Bench for Ipswich Road	DC	303.32	60.67	363.99
Dave Childs	Grounds Maintenance (inv. 2436)	BACS	80.00		80.00

Items paid following authorisation at meeting of 07 January 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Brantham Village Hall	Hall Hire costs (inv. 2010)	BACS	42.00		42.00

Receipts allocated since 07 January 2026

Who	Detail	Method	Amount
Local resident	Payment for Memorial bench on Ipswich Road	BACS	341.99
Lloyds	Bank Interest	BACS	119.93



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