

MINUTES of the PARISH COUNCIL MEETING held on Wednesday 01 July 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, M Clark, L Cherry, C Donaldson, J Heywood, L Shadrake and A McCraw.

Also in attendance: Sarah Keys (Clerk), County Councillor Vicky Armstrong and 3 members of the public.

PC 07.26.01 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 noted that this meeting was being audio recorded by the Council.

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 07.26.02 APOLOGIES

- a) Council to receive apologies for absence – Apologies were received from A Edevane and E Osben
- b) Council to consent to accept apologies received – **the Council RESOLVED to approve the apologies submitted, aif.**

PC 07.26.03 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 declared
- b) To receive notifications of gifts of hospitality exceeding £50 – None declared.
- c) To note the determination of requests for dispensations – None declared.

PC 07.26.04 MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Parish Council meeting held on 03 June 2026 –The minutes were amended in PC 06.26.04 from 14 April 2026 to 06 May. Following this amendment Cllr Chamberlain proposed that the minutes were approved as an accurate record of the meeting, this was seconded by Cllr Heywood, **the Council RESOLVED to approve the minutes, aif.** These were duly signed by the Chair.

PC 07.26.05 REPORTS FOR INFORMATION - to receive written reports for information only:

- a) County Councillor Vicky Armstrong – Cllr Armstrong updated the Council on the following:
 - A meeting was scheduled for this week with Josh White from Suffolk County Council to review proposals for a crossing on the A137.
 - Reform will now be pushing the Highways department to make repairs to roads in Suffolk. Cllr Armstrong asked all present to report issues on the Suffolk County Council reporting tool.
- b) District Councillor Alastair McCraw – the written report (APPENDIX C) was taken as read and Cllr McCraw noted the following points:
 - New JLP consultation now underway – unlikely to be vastly different to the last process
 - Recent fly tipping was swiftly dealt with by Babergh District Council

- Changes to the 5 year land supply in Babergh may affect possible developments in Brantham.

PC 07.26.06 PUBLIC FORUM

- a) To receive any questions or comments from members of the public – a member of the public queried whether all members of the Parish Council had been able to view the survey results ref. the proposed Padel courts? The Chair confirmed that the outcome was still awaited.
- A member of the public queried what the progress was on the creation of a footpath at New Mill Lane. The Clerk confirmed that a response to comments from the Public Rights of Way team was awaited from the landowner.
- A member of the public highlighted that the Japanese knotweed on Corbally Land on Factory Lane is getting out of control. The Clerk confirmed that she had shared this with Corbally as the landowner and asked them to take action and asked Suffolk County Council to enforce this. To date there had been no progress on this matter. The Clerk agreed to chase SFG/Corbally on this matter (*ACTION – Clerk*).

PC 07.26.07 CLERK'S REPORT (Paper 1) –

- a) To review actions from the previous meeting:
- Filming and recording of Parish Council meetings – further information awaited from Cllr Cherry
 - Crossing point on the A137 – meeting held with Josh White at Suffolk County Council – survey being drafted
 - Neighbourhood Plan – results published on website
- b) To receive reports of items actioned under delegated powers and correspondence of note - The Clerk provided an update on work undertaken during the month, including:
- Weekly attendance at "Meet the Clerk" sessions at Brantham Village Hall
 - External Audit paperwork submitted
 - Submitted application for trees and hedging in the village to Babergh District Council
 - Assistant Clerk highlighted concerns raised on social media ref. cutting of Open Space by Decoy Pond with District Councillor Alastair McCraw and public realm at BDC. Response received from BDC and circulated on social media channels.
- c) To note correspondence as circulated by the Clerk for review/decision - Members noted the following correspondence:
- Notification that tree at end of Leisure Centre grounds is diseased and needs to be removed. Forwarded to Cllrs Bridgeman and Heywood for comment. Both confirmed that if tree is diseased this should be removed and a replacement planted.
 - Notification of fallen tree on field off Church Lane footpath. Informed landowner
 - Email with concerns ref. overhanging hedging along Church Lane. Forwarded comments and photos to Suffolk County Council reporting tool
 - Two emails from residents noting interest in getting involved in Brantham In Bloom
 - Email from local resident noting overgrown hedging etc along Church Lane Footpath. Forwarded to BOS and queried whether they could clear this. This has now been done
 - Email from local resident querying ownership of streetlights on Brantham Heights development. SCC confirmed that these have not been adopted yet and are therefore still owned by the developer.
 - Email from local resident on Rectory Lane highlighting concerns about traffic and parking on private road. Forwarded to District Councillor Alastair McCraw as this road falls under the responsibility of Babergh District Council.

PC 07.26.08 STATUTORY INFORMATION

- a) To review and approve the Anti-Harassment and Bullying Policy as circulated by the Clerk – Members reviewed the document as circulated. Cllr Donaldson proposed that this policy should be approved, this was seconded by Cllr Bridgeman. **The Council RESOLVED to adopt the Policy, aif.**
- Cllr Donaldson noted that this Policy relates to the Council as employers and queried what protections were in place for Councillors who may be harassed by members of the public or other Councillors. Following discussion

the Clerk agreed to review the law on this issue and draft a proposed Policy and the Council agreed to add this issue to the agenda for the next meeting (*ACTION – Clerk*)

- b) To note the Internal Audit Action Plan and agree any next steps as necessary – the Clerk reviewed the Action Plan as circulated and noted the areas where progress had been made. The Clerk noted that this document would be reviewed by the Finance Committee monthly until there are no outstanding actions.
- c) To note the Internal Audit recommendation to consecutively number minutes and to note that from July 2026 Parish Council minutes will be numbered accordingly – the Council noted that from July 2026 Council minutes would be numbered consecutively.
- d) To note that the [tax-free HMRC recommended amount](#) at which mileage can be reimbursed for the first 10,000 mileage claimed, has increased from 45p/mile to 55p/mile – Members noted the HMRC recommended amount for mileage claims.
- e) To note the email from Babergh District Council informing Councils that the administration fee for Play area Inspections will now be a flat rate of £25 – Members noted the changes to the administrative fee for play area inspections.
- f) To note the guidance received from SALC ref. Dispensations (*PAPER 5.1*) and to approve the Dispensation Application Form – Members noted the proposed Dispensation Application form. Cllr Cherry proposed that this form should be adopted by the Council, this was seconded by Cllr Chatfield. **The Council RESOLVED to adopt the Dispensation Application Form, aif.**

PC 07.26.09 FINANCE REPORT

- a) To review the minutes of the Finance Committee and note any decisions made – Members noted the minutes of the Finance Committee and the decisions made.
- b) 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 Clark proposed that the accounts coming forth, the accounts paid and the receipts allocated should be approved by the Council, this was seconded by Cllr Bridgeman. **The Council RESOLVED to approve the accounts, aif.**
- c) To note and approve the balance of accounts and Bank Reconciliation as at 30 June 2026 - all noted the confirmed bank balances of £257,634.50 across all accounts held in the name of the Parish Council at the end of June 2026. Cllr Chatfield proposed that the balance of accounts and bank reconciliation should be approved by the Council. This was seconded by Cllr Heywood. **The Council RESOLVED to approve these figures, aif.**
- d) To note that a bank reconciliation and spot check for June 2026 has been completed by Cllr Osben - noted
- e) To note the budget to actual statement for the period ending 30 June 2026 along with the budget monitoring paper – The Council noted the budget to actual statement for the period ending 30 June 2026 and the supporting narrative report from the Clerk. Members had no questions on the figures or the report. Cllr McCraw proposed that the Budget to Actual Report should be approved by the Council, this was seconded by Cllr Cherry. **The Council RESOLVED to approve the Budget to Actual report, aif.**
- f) To note the quarterly CIL report to 30 June 2025 including nominal sums for potential CIL expenditure for the coming year and receipts received – The report was noted by members.
- g) To note the quarterly donations spend to 30 June 2025 – the report was noted by members.

PC 07.26.10 PLANNING MATTERS

- a) To consider and approve response to the following planning matters relating to Brantham – none received
- b) To note the following planning decisions relating to Brantham:
DC/26/02076
The Old School, Church Lane, Brantham, Manningtree Suffolk CO11 1QA
Application for works to Trees subject to Tree Preservation Order ES116/G1 - Cut back 1 No. mixed species group (G1) to create 1m clearance away from and over the aerial.
CONSENT GRANTED

PC 07.26.11 BRANTHAM 2034 - to consider matters related to Brantham 2034 Strategic Vision and in particular:

- a) To review progress made towards objectives set in [Brantham 2034 strategic plan](#) and to agree a process for updating as necessary - noted
- b) OUTDOOR SPACES - To receive an update from Skate Park Working Group and consider/agree any next steps as necessary – the Clerk provided an update on progress made during the week including a number of meetings with Skate Park providers to review process going forward.
- c) OUTDOOR SPACES - To receive and update on the Procurement and Tendering process for Brantham Skate Park – the Clerk informed the Council that work had begun on the ESPO Framework documentation however on review of the Procurement Guidelines and the Council's Financial Regulations it would now be possible to undertake a simpler procurement process since the contract to be awarded falls into the "Works" category. The Clerk suggested that she create an Invitation To Tender (ITT) document in partnership with Cllrs Donaldson and Skadrake and this would be presented to the Finance Committee for sign-off before issuing (as per the Council's Finance Regulations.) Following discussion **the Council RESOLVED to proceed on this basis and would convene an extraordinary meeting for this purpose if necessary, aif.**
- d) GREEN ISSUES – To receive an update in relation to green issues/biodiversity in Brantham – Nothing to note apart from the Council's continued commitment to allotments in Brantham when appropriate land becomes available.
- e) GREEN ISSUES – To receive an update on Brantham In Bloom project and agree next steps as appropriate – Cllr Clark informed the Council that a launch event for the Brantham In Bloom initiative was scheduled for 06 July 2026, 6.30pm at Brantham Village Hall.
- f) SAFETY – To receive an updates on the appointment of a PCSO for Brantham and receive reports on safety-related issues – The Chair informed the Council that the Service Level Agreement had now been signed and returned to Suffolk Constabulary who would begin recruitment for the post.
- g) ROADS - To receive an update on the project to create a safe crossing point on the A137 – the Clerk informed the Council that she and the Assistant Clerk had met with Josh White from Suffolk County Council to finalise proposed questions for the A137 crossing point and noted that the Council needed to consider means to circulate the questionnaire. Following discussion the Council agreed that the questionnaire should be circulated to every house in the village supported by an online questionnaire. This should be promoted using all available means. Cllr Donaldson offered to create a Communications Plan to support this process and to liaise with the Assistant Clerk to begin this process. *(ACTION – Cllr Donaldson and Assistant Clerk)*
- h) COMMUNITY ENGAGEMENT – To receive an update from Cllr Osben ref. Brantham Fete and future community events – The Council noted thank to Cllr Osben and Assistant Clerk for all their hard work to make the Village Dog Show and Fete a great success.
- i) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 – none.

PC 07.26.12 NEIGHBOURHOOD PLANNING

- a) To receive an update on [Neighbourhood Plan](#) for Brantham – Cllr Chamberlain informed the Council that a meeting had been held with the NP Consultant, BPC Chair and the Clerk to review and agree next steps.
- b) To consider/agree next steps as appropriate – following the meeting with Ian Poole the next step would be to set a meeting for the Steering Group *(ACTION – Clerk and Cllr Chamberlain)*

PC 07.26.13 PADEL AT BRANTHAM LEISURE CENTRE

- a) To receive an update from BMCIC rep on proposals for a Padel court/club at Brantham Leisure Centre - the Chair informed the Council that he and the Clerk had attended a meeting with the Brantham Leisure Centre manager and representatives from the organisation hoping to build a Padel court at Brantham Leisure Centre. The proposed legal documentation shared at that meeting did not fit with the terms of the lease between BPC and BMCIC. Since that meeting a new proposed legal agreement has been circulated and legal advice on this has been sought.

The Chair noted that a consultation had been circulated by BLC to local residents and an update on the responses received was currently awaited.

The Chair informed the Council that he had advised BLC to liaise with Babergh District Council's environmental protection team to gather their view on the proposed development.

- b) To note correspondence received from residents ref. proposals - the Council noted the correspondence received from the resident and the concerns highlighted. The Council noted that no decisions would be made on this matter until all concerns had been considered.
- c) To consider/agree next steps as appropriate – to review information from BLC when received.

PC 07.26.14 BRANTHAM PARISH COUNCIL LOGO REFRESH

- a) To review improvements to original Parish Council logo – Council noted the improvements to the current BPC logo and noted thanks to the Assistant Clerk for her work on this.
- b) To consider updating the BPC logo and to review the options created by Cllr Chamberlain – the Council noted the three proposed options for a refreshed Brantham Parish Council logos as circulated by Cllr Chamberlain.
- c) To consider/approve adoption of updated logo or to agree next steps as necessary – following discussion the Chair proposed that Option A was approved as the new BPC Logo, this was seconded by Cllr Donaldson. **The Council RESOLVED to adopt option A as the new logo and begin using going forward, aif.**

PC 07.26.15 REPORTS FROM COUNCILLORS

- a) To receive a report from the Parish Chairman and agree any actions as necessary – the Chair informed the Council that he and the Clerk would attend a follow-up meeting with Babergh District Council to review strategic issues in Brantham on 07 July 2026.
- b) To receive any other points to note from committees, sub-committees & working groups – none.
- c) To receive update from Chair in relation to Dilapidations survey of Brantham Leisure Centre – the Chair informed the Council that the independent surveyor had now completed his survey of the Leisure Centre roof but noted that a clear response had not been received. The report had noted that the roof was not in danger of imminent collapse and had suffered deflection (likely due to snow) in the past. This had been worsened by the placement of the solar panels on the roof. The report indicated that the roof now needs to be strengthened and that the detailed design for this work would cost around £683.
The Chair noted that work on the dilapidations continues but some items are currently outstanding such as the car park and the roof which need further agreement and funding.
The Chair noted that as per the terms of the lease between BPC and BMCIC a rent review is due in 2027. The Chair noted that a long lead-in time for this review would enable the Centre to prepare for any changes agreed with plenty of time.
- d) To consider/approve any proposals or next steps as appropriate – The Chair made the following proposals:
 - a proposal is submitted to BMCIC to split the cost of design work for roof strengthening 50/50 and that delegated authority for the Clerk and Chair of the Council is granted to progress this work. **The Council RESOLVED that this proposal should be made and delegated authority should be granted, aif.**
 - A dilapidations closure meeting is now held with BMCIC and that business between BMCIC and BPC then continues as normal. **The Council RESOLVED that following a closure meeting with BMCIC and BLC work should progress to “Business as Usual”, aif.**
 - Legal Sub-Committee to begin the process of rent review. **The Council RESOLVED that the Legal Sub-Committee should begin this work and continue to provide updates to the Council on this matter, aif.**

PC 07.26.16 DATES OF FORTHCOMING MEETINGS

- a) Finance Committee meeting – Wednesday 22 July 2026, 7pm
- b) Parish Council meeting – Wednesday 02 September 2026, 7pm

At 8.23pm the meeting closed to the public.

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

ACTIONS

MINUTE NO.	ACTION	WHO
PC 07.26.08	Review law ref. harassment of Councillors and add to agenda for September Parish Council meeting	Clerk
PC 07.26.11	Create a communications plan for circulation of A137 crossing point questionnaire	CD
PC 07.26.11	Begin to circulate questionnaire as per the plan	Assistant Clerk
PC 07.26.12	Set a meeting for the NP Steering Group	Clerk & RC

Initial.....Date.....

APPENDIX A

Accounts submitted for payment – 03 June 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Accounts paid since 03 June 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments	BACS	3959.82		3959.82
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	DD	7.29	1.46	8.75
Smarty.co.uk	CCTV SIM Cards	DD	54.00		54.00
Lloyds Bank	Bank Charges	BACS	8.50		8.50
EAS Medical Ltd	Dog Show Costs	BACS	289.00		289.00
Wicksteed Leisure	Replacement swing seat	BACS	298.38	59.68	358.06
Dependable Dave	Grounds Maintenance (Inv. 2538)	BACS	225.00		225.00
Information Commissioners Office	Data Protection Fee	DD	47.00		47.00
EAS Medical Ltd	Fete Costs	BACS	369.00		369.00
Village Hall Brantham	Hall Hire (inv. 2064)	BACS	84.00		84.00
Suffolk Association of Local Councils	Internal Audit (inv 31570) & Play area inspection training (inv. 31511)	BACS	697.50	139.50	837.00
Mr A J McAuley	Fete Costs (miniature railway)	BACS	50.00		50.00
Amazon Business	Assistant Clerk Printer	DC	195.40	39.08	229.99

Receipts allocated since 03 June 2026

Who	Detail	Method	Amount
Village Fete Stallholders	Village Fete income	BACS	40.00
Deposit	Lower Playing Field Hire – SVP100	BACS	150.00
Lloyds Bank PLC	Bank Interest	BACS	118.91

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



Have your say: Residents invited to help shape future of Babergh and Mid Suffolk

Residents, businesses, community groups and stakeholders are being invited to help shape the future of Babergh and Mid Suffolk as the councils launch the first stage of consultation on their new Joint Local Plan. If you have a place to display any promotional material about the consultation, a poster is attached to this email.

Sudbury bus station set for improvements after council secures £250k funding

Improvements will be made to Sudbury's bus station after Babergh District Council secured £250k to enhance the travel experience for both passengers and operators.

New weekly wellbeing walk launches in Sudbury

Sudbury's new guided wellbeing walk brings a much needed, friendly walking option to a town that previously had no wellbeing walks.

Families in Babergh urged to claim Healthy Start support

Families across Babergh are being encouraged to check if they are eligible for the Healthy Start Scheme – with a recent increase in payment levels putting even more money into the hands of those who need it most.

New campaign launched to showcase Suffolk vineyards

A new Suffolk Wine Trail has been launched to help showcase Suffolk's growing collection of local vineyards.

Residents urged not to miss out on heating oil help

Babergh and Mid Suffolk District Councils have joined forces with local Citizens Advice services to reach residents who may be missing out on financial help with heating oil – having already helped households unlock £100k in unclaimed benefits over the last year.

New Babergh Chair pledges support for charity close to his heart

The new Chair of Babergh District Council will be supporting a cause 'close to his heart'.