



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 3rd June 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 Clark, L Cherry, J Heywood, L Shadrake, A McCraw and E Osben.

Also in attendance: Sarah Keys (Clerk), Lauren White (Assistant Clerk), and 2 member of the public.

PC 06.26.01 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 06.26.02 APOLOGIES

- a) Council to receive apologies for absence – Apologies were received from C Donaldson, A Edevane and M Chatfield and County Councillor Vicky Armstrong.
- b) Council to consent to accept apologies received – **the Council RESOLVED to approve the apologies submitted, P – Cllr Osben, 2nd Cllr Heywood. aif.**

PC 06.26.03 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 – Cllr Bridgeman registers a non-pecuniary interest – first of the planning items (DC2601751) and will not participate in any discussions on this topic.
- b) To receive notifications of gifts of hospitality exceeding £50 – None
- c) To note the determination of requests for dispensations – None.

PC 06.26.04 MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Parish Council meeting held on 06 May 2026 –Cllr Osben proposed that Council approve the minutes, this was seconded by Cllr Chamberlain. **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, P – Cllr Osben, 2nd Cllr Heywood, aif.** The Chair signed the minutes as approved.

PC 06.26.07 REPORTS FOR INFORMATION - to receive written reports for information only:

- a) County Councillor Vicky Armstrong – not present at the meeting, no written report sent ahead of the meeting.
- b) District Councillor Alastair McCraw – the written report (APPENDIX D) was taken as read and Cllr McCraw noted the following points:
 - Improved recycling now in place, call the number if you have any issues. They aim to be settled into the new rescheme within 6 weeks (2 full cycles)
 - New local government website now live – this is constantly being updated



PC 06.26.08 PUBLIC FORUM

- a) To receive any questions or comments from members of the public - A report was received via Facebook regarding a fallen tree near Birch Drive. Members queried the appropriate authority for reporting, as the location is not a public right of way. The Clerk confirmed the matter had been reported and noted that a member of the public had since moved the tree onto adjacent farmland.

PC 05.26.07 CLERK'S REPORT (Paper 1) –

- a) To review actions from the previous meeting
Members noted that there were no outstanding actions from the previous meeting.
- 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
 - Positive feedback on the "Meet the Clerk" sessions held on Wednesdays at the Community Coffee morning, which continue to be well attended by both councillors and members of the public, providing a useful opportunity for face-to-face engagement
 - Discussions with the skatepark provider alongside Cllr Edevane, including information shared regarding the ESPO framework
 - Meeting with two representatives from Babergh District Council, together with Cllr Clark, to review potential sites for tree planting. Suitable locations were agreed, with trees expected to arrive in late autumn. A volunteer team will then be organised to support planting and watering, contributing to Brantham in Bloom and biodiversity objectives
 - Significant time spent completing the internal audit process, which is now finalised. The next step will be approval of the audit and progression to the external audit stage
 - Meeting with Louise Madley from BMCIC and two representatives regarding the proposed padel courts project
- c) To note correspondence as circulated by the Clerk for review/decision - Members noted the following correspondence:
- Report from a local resident regarding overhanging hedges on Church Lane, which has been reported to Suffolk County Council. A response is awaited regarding next steps
 - Report of a damaged bollard on Brooklands Road; ownership is currently unclear and discussions are ongoing with Suffolk County Council
 - Update regarding the planned upgrade of bus shelters, noting that the project is likely to be more time-consuming than initially anticipated, though work is continuing
 - Email from a resident requesting information on how to become involved in local projects; relevant guidance has been provided
 - Correspondence from Planning Enforcement regarding demolition works near the Scout Hut undertaken without permission. It was noted that planning permission has since been granted, and the matter is therefore considered resolved
 - Email from Brantham Leisure Centre regarding use of land near Decoy Pond for potential sessions/events. The Clerk confirmed that the land is owned by Babergh District Council

PC 06.26.08 STATUTORY INFORMATION

- a) To review and approve the FOI Publication Scheme as circulated by the Clerk. **P- Cllr McCraw, 2nd Cllr Cherry AIF.**

PC 06.26.09 FINANCE REPORT

- a) To review the minutes of the Finance Committee and note any decisions made – Cllr Osben reviewed the minutes of the last Finance Committee meeting. **Aif.**
- Donations granted to Brantham Leisure Centre (£500).
 - Note made about comment from public forum on the fuel used in the new recycling lorry's, what was reported was incorrect. Clerk said we would amend the minutes.
- 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. **P – Cllr Osben, 2nd Cllr Cherry, aif.**



- c) To note and approve the balance of accounts and Bank Reconciliation as at 31 May 2026 – **P – Cllr Clark, 2nd Cllr Chamberlain, Aif.**
- d) To receive the [Internal Audit Report](#) for the year ending 31st March 2026 as carried out by SALC Audit team - **P – Cllr Clark, 2nd Cllr Chamberlain, aif.** Cllr Osben passed on thanks and congratulations to the clerk for completing this and getting us to a high level of compliance.
- e) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31st March 2026 as per the Annual Governance and Accountability Return (AGAR) **P – Cllr Bridgeman, 2nd Cllr Osben, aif.**
- f) To consider and approve the Accounting Statements for the year ending 31st March 2026 as transposed onto the AGAR **P – Cllr Clark, 2nd Cllr McCraw, aif.**
- g) To review the request from Brantham 5 Mile and 1 Mile Junior Fun Run for a donation and to agree a donation as appropriate. Donation of £500 approved. **P – Cllr Osben, 2nd Cllr Clark, aif.**

PC 06.26.10 PLANNING MATTERS

- a) To consider and approve response to the following planning matters relating to Brantham
[DC/26/01751](#)
Brookland Farm, Brantham Hill, Brantham, CO11 1ST
Change of use of barn to 1No. self build/custom build dwelling following approval DC/25/05184, alteration to original approval to allow for a symmetrical roof design. – aif of submitting Cllr Chamberlain recommendations.
[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 . aif of submitting Cllr Chamberlain recommendations.
- b) To note the following planning decisions relating to Brantham:
DC/26/01011
Full Planning Application - Change of use of land for the siting of up to 50 no. storage containers and provision of boundary fencing.
Land North Of Factory Lane, Cattawade, Brantham, CO11 1Q
PLANNING PERMISSION GRANTED
Application for a Non-Material Amendment relating to DC/24/03035 - Amendments to materials to swap Redland roof tile to like for like substitute.
Land South Of, Brooklands Road, Brantham, Suffolk
APPROVED. 25 Palfrey Heights, Brantham, Manningtree, Suffolk CO11 1SE
PLANNING PERMISSION GRANTED

PC 05.26.11 HIRE OF LOWER PLAYING FIELD

- a) To consider requests for hire of Lower Playing Field received from:
 - Brantham Fun Run – 10 July 2026 – Agreed no hire cost and a deposit of £500 to cover damages. **P Cllr Bridgeman, 2nd Cllr Osben, AIF**
 - Marathon event – 8th August 2026 - Agreed no hire cost and a deposit of £150 to cover damages. **P Cllr Bridgeman, 2nd Cllr Osben, AIF**And to approve terms of hire as appropriate
- b) To review proposed Hire documents and to approve next steps as necessary - **P – Cllr Bridgman, 2nd Cllr McCraw aif.**
- c) To approve delegation of approval of appropriate hire rates to the Finance Committee **P – Cllr McCraw, 2nd Cllr Chamberlain aif.**
- d) To formally approve delegated authority for the Clerk to consider and approve hire requests going forward – **P – Cllr Clark, 2nd Cllr Cherry, aif.**

PC 06.26.12 FILMING AND RECORDING OF PARISH COUNCIL MEETINGS

- a) To review the outcome of the Owl recording device - Members reviewed the outcome of the Owl recording device trial. It was agreed that the system is not a viable option for the Parish Council to pursue at this time.



- b) To receive an update from the Assistant Clerk on the effectiveness of audio recording equipment - The Assistant Clerk reported that the microphone currently being used to record meetings has been successful and has proved helpful when preparing the minutes. At present, there are no formal guidelines relating to the filming of Parish Council meetings. It was suggested that the Council continue with audio recording for the time being and consider introducing video recording in the future should guidance or requirements change.
- c) To consider and agree next steps as appropriate - Members noted that Cllr Cherry is investigating new sound systems and microphones for the Village Hall. The outcome of this work will help determine whether the Parish Council proceeds with the purchase of its own microphone equipment, as the microphone currently being used has been borrowed. No further action was agreed at this stage pending the outcome of the Village Hall review.
P Bridgeman – 2nd Cllr Cherry, aif.

PC 06.26.13 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 – Cllr Edevane has had a meeting with Two-Toed Skateboards to discuss design before we progress to procurement.
- c) OUTDOOR SPACES - To consider/approve the proposal from the Chair to use the ESPO Framework for procurement and Tendering – The clerk updated the council on the proposal to use the ESPO framework which would remove the need for a project manager - **P Bridgeman, 2nd Osben Aif.**
- d) GREEN ISSUES – To receive an update in relation to green issues/biodiversity in Brantham – No further change on allotments, this is ongoing, although this remains a priority for the council as identified from the neighbourhood consultation.
- e) GREEN ISSUES – Brantham in Bloom - A meeting is planned for Tuesday 9th June. The proposed logo for the Brantham in Bloom project was discussed and received positive feedback, with agreement to proceed with its use. It was noted that an overarching plan is required to set out initial planting proposals. Consideration will also need to be given to ongoing maintenance, planting schedules, and the coordination of volunteer teams. Members emphasised the importance of ensuring a consistent, year-round approach to planting and upkeep. The Merriam Close project was noted to be progressing well.
- f) SAFETY - To receive an update following meeting of Legal Sub Committee ref. appointment of a PCSO – Members were updated following a meeting of the Legal Sub-Committee, which reviewed the draft contract in relation to the appointment of a PCSO. A list of requirements and expectations has been submitted, setting out the Parish Council's priorities for the PCSO's presence and activities within the village. Further updates will be brought back to Council in due course.
- g) SAFETY – To receive and other updates or reports on safety-related issues - none
- h) ROADS - To review email received from JWhite at SCC (*PAPER 9*) ref proposals for a crossing point on the A137 and agree any next steps as appropriate. Members reviewed correspondence from SSC on this matter, it was noted that there has been no further progress to date regarding the proposed crossing point on the A137. It was agreed that the Council will continue to pursue the matter. Members also agreed to gather further community feedback, including the use of a social media poll, to ascertain residents' views on the proposal. It was noted that this feedback may be used as supporting evidence to demonstrate local support for a crossing point. ACTION - Respond to Josh ask for support on next steps on producing a survey for residents. **P Cllr Bridgeman – 2nd Cllr Heywood, Aif.**
- i) COMMUNITY & ENGAGEMENT – To review the proposal from local resident for a "Brantham Heritage Project" (*PAPER 10*) and to agree next steps as necessary. Members welcomed the proposal for a Brantham Heritage Project and expressed positive feedback regarding the concept. It was recognised as a valuable initiative that could benefit both the community and the wider village by preserving and celebrating Brantham's history and heritage.
The Parish Council agreed in principle to support the project and was happy for the proposal to be developed further. The proposer will be invited to outline what support or assistance may be required from the Parish Council to help progress the initiative.



- j) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 plan. – Positive feedback from Cllr Osben from the Dog Show which is part of the Brantham Events Committee. Looking forward to running this again next year.

PC 06.26.14 NEIGHBOURHOOD PLANNING

- a) To receive an update on [Neighbourhood Plan](#) for Brantham – Members received an update on progress with the Brantham Neighbourhood Plan. Positive feedback has been received from the recent community survey, which has generated a significant amount of useful information and insight. It was noted that the next Steering Group meeting will focus on developing planning policies informed by the feedback received from residents. Members highlighted the importance of creating a clear strategic plan to guide the next stages of the project.
- b) To consider/agree next steps as appropriate – It was agreed to invite village hall manager to join the Neighbourhood Plan Steering Group. The Clerk and Cllr Chamberlain will also meet prior to the next Steering Group meeting to review progress and prepare an agenda for discussion. A meeting with Ian Poole will also be made to discuss next steps.

PC 06.26.15 REPORTS FROM COUNCILLORS

- a) To receive a report from the Parish Chairman and agree any actions as necessary – The chair provided an updated from the meeting with BDC representatives, the chair and the clerk which was been productive. A further meeting as been set for 4 weeks' time and an update will be provided after this time.
- b) To receive any other points to note from committees, sub-committees & working groups –
- Council reviewed update provided by Village Hall Committee.
- c) To receive update from Chair in relation to Dilapidations survey of Brantham Leisure Centre – Chair gave update from the recent sections meeting and AGM.
- The Chair noted that 16 of the 81 items remained outstanding on the survey, most will be completed by the end of June and delays were mostly due to sequencing issues. The chair noted the structural survey of the roof of BLC has now been completed, the report notes the roof does need strengthening but it does not require immediate action. This report is now with the surveyors and solicitors to determine their interpretation of the results. **Cllr Osben proposed that the clerk and the chair's delegated authority to make decisions on this matter is extended. 2nd McCraw aif.**

PC 06.26.16 DATES OF FORTHCOMING MEETINGS

- a) Finance Committee meeting – Wednesday 24 June 2026, 7pm
- b) Parish Council meeting – Wednesday 01 July 2026, 7pm

At 9.01pm the meeting closed to the public.

PC 06.26.16 IN CAMERA ITEM

- 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 – **P – Cllr McCraw, 2nd Cllr Chamberlain, aif.**
- b) To note any changes to the Clerk's salary as agreed by the Finance Committee – Cllr Bridgman explained how the process is carried out and the outcome was for the Clerk be moved to SCP 32 on the Council's pay scale.

At 9.06pm the meeting closed.



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

ACTIONS

MINUTE NO.	ACTION	WHO
PC 06.26.12	Filming and Recording of Parish Council Meetings – Cllr Cherry is investigating sound systems and microphones for the Village Hall. An update will be provided following the meeting to enable agreement on next steps.	Assistant Clerk
PC 06.26.13	Crossing Point on the A137 – Contact Josh to seek support and advice on the next steps, including the production of a resident survey.	Assistant Clerk & Clerk
PC 06.26.14	Neighbourhood Plan – Publish the survey results on the Parish Council website.	Clerk



APPENDIX A

Accounts submitted for payment – 03 June 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Accounts paid since 06 May 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments	BACS	4178.41		4178.41
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	7.00	1.75	8.75
Smarty.co.uk	CCTV SIM Cards	DD	27.00		27.00
Amazon	Card for Dog Show Certificates	DC	6.66	1.33	7.99
RD Hyatt	BOS costs	BACS	64.44		64.44
Suffolk Preservation Society	Membership – to attend NP Training	BACS	10.00		10.00
Dependable Dave	Grounds Maintenance (inv. 2498)	BACS	330.00		330.00
Whybrow & Dodds Ltd	Legal costs (Inv. 26593)	BACS	1260.00	252.00	1512.00
Amazon	BOS costs	DC	17.24	3.45	20.69
Paul Bannister	Donation to Brantham Indoor Bowls Club	BACS	425.00		425.00
Brantham Angling Club	Donation for Otter fencing	BACS	500.00		500.00
East of England Co-op	Envelope	DC	2.75		2.75
Post Office	Postage for Owl	DC	25.95		25.95
Canva	Annual Subscription	BACS	100.00		100.00
Lloyds Bank	Service Charges	BACS	8.50		8.50

Items paid following authorisation at meeting of 06 May 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Receipts allocated since 06 May 2026

Who	Detail	Method	Amount
Sport England (Lottery Fund)	Skate Park	BACS	15,000
Crowdfunder	Skate Park	BACS	6554.52
Brantham Good Neighbour Scheme	Skate Park donation	BACS	500.00
Cash Deposit	Dog Show	BACS	225.00
Stour Wanderers	Hire of LPF for Football activities	BACS	200.00
Essex Ice Cream	Dog Show	BACS	35.00
The Tudwick Foundation	Skate Park	BACS	3000.00
Lawford Parish Council	Skate Park	BACS	10,000.00
Lloyds Bank PLC	Bank Interest	BACS	120.97



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
ClIr	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