



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 06 May 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, C Donaldson, A Edevane, J Heywood, A McCraw and E Osben.

Also in attendance: S Keys (Clerk), Lauren White (Assistant Clerk), and 1 member of the public.

PC 05.26.01 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 05.26.02 ELECTION OF CHAIR

Cllr Osben nominated Cllr Bridgeman as Chair of the Parish Council, this was seconded by Cllr Heywood, the Council RESOLVED to elect Cllr Bridgeman as Chair of the Parish Council, aif. Cllr Bridgeman signed the Declaration of Acceptance of Office which was countersigned by the Clerk as the Proper Officer and will be retained in the Parish Council records.

PC 05.26.03 ELECTION OF VICE CHAIR

Cllr Bridgeman nominated Cllr Osben as Vice Chair of the Parish Council, this was seconded by Cllr McCraw, the Council RESOLVED to elect Cllr Osben as Vice Chair of the Parish Council, aif. Cllr Osben signed the Declaration of Acceptance of Office which was countersigned by the Clerk as the Proper Officer and will be retained in the Parish Council records.

PC 05.26.04 APOLOGIES

- a) Council to receive apologies for absence – Apologies were received from Cllrs Cherry and Chatfield and County Councillor Simon Harley.
- b) Council to consent to accept apologies received – **the Council RESOLVED to approve the apologies submitted, aif.**

PC 05.26.05 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 05.26.06 MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Parish Council meeting held on 14 April 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, aif.** The Chair signed the minutes as approved.



PC 05.26.07 REPORTS FOR INFORMATION - to receive written reports for information only:

- a) County Councillor Simon Harley – the written report (APPENDIX C) was noted.
- b) District Councillor Alastair McCraw – the written report (APPENDIX D) was taken as read and Cllr McCraw noted the following points:
 - Forthcoming elections
 - Changes to recycling collections that will take effect from 01 June 2026
 - Developer prosecution after they tried to avoid contributing to CIL

PC 05.26.08 PUBLIC FORUM

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

PC 05.26.09 CLERK'S REPORT (Paper 1) -

- a) To review actions from the previous meeting
 - Contact SCC ref. bollards at Red Bridge – completed, SCC confirmed that the work would commence in the near future.
 - Contact BDC ref. additional trees in Brantham – completed, meeting set for 18 May 2026
 - Inform vexatious correspondent of Council's resolution – completed.
- 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:
 - Weekly attendance at Meet the Clerk sessions at Brantham Village Hall
 - Training and induction with Assistant Clerk
 - Research sessions undertaken with SALC knowledge champion ref. procurement and tendering
 - Meeting held with Skate park provider to review next steps and gather advice
 - "Brantham In Bloom" meeting held, action plan and strategy for the year agreed.
- c) To note correspondence as circulated by the Clerk for review/decision:
 - Email received from local resident with concerns about the switch off of BPC street lights from 11.30pm – 6am – concerns noted, response sent.
 - Email with responses to landowner ref. adoption of PRow at New Mill Lane – forwarded to landowner, response and next steps awaited.

PC 05.26.10 STATUTORY INFORMATION

- a) Councillors to consider the Clerk's paper on Committee Structure, representation of outside bodies and other Parish appointed positions and consider amendments and/or nominations to the vacant positions on each committee – Council noted the document circulated by the Clerk. Cllr Osben proposed the following amendments:
 - Merging of Footpaths & Services and Recreation Sub-Committees, members to include Cllrs Heywood (Chair), Cherry, Osben and Edevane.
 - Addition of Cllr Shadrake to Neighbourhood Plan Steering Group
 - Addition of Cllr Bridgeman to Speed & Road Safety Working Group
 - Addition of Cllr Shadrake to VH Management Committee
 - Addition of Cllr Donaldson as SNT representative
 - Creation of Brantham Village Events Working Group to include village representatives, chaired by Cllr Osben.There were no other changes proposed. This was seconded by Cllr Bridgeman. **It was RESOLVED to approve the amendments as proposed, aif.**
- b) To note/approve the Terms of Reference for the Speed and Road Safety working group – Council noted the Terms of Reference as circulated. The Chair proposed that these were approved, this was seconded by Cllr Donaldson. **It was RESOLVED to approve the Terms of Reference, aif.**
- c) Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed at the Council's Responsible Finance Officer as part of her contract of employment – noted.
To confirm any other amendments to the Council's [Terms of Reference](#) for Committees, Sub-Committees and Working Groups – none.



PC 05.26.11 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 and noted the following:
- donations made to Brantham Indoor Bowls Club (£425) and Brantham Angling Club (£500)
 - Provision of seed funding agreed for Brantham community events such as Dog Show, Fete and Brantham In Blook
- 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 Osben proposed these accounts were approved, this was seconded by Cllr Clark. **Council RESOLVED to approve the accounts as circulated, aif.**
- c) To note and approve the balance of accounts and Bank Reconciliation as at 30 April 2026 - all noted the confirmed bank balances of £233,831.10 across all accounts held in the name of the Parish Council at the end of April 2026. Cllr Heywood proposed the balance of accounts should be approved, seconded by Cllr Osben. **Members RESOLVED that the balance of accounts should be approved, aif.**
- d) To receive and approve the Asset Register for the year ending 31 March 2026 – Council reviewed the Asset Register as circulated by the Clerk and noted total a total Parish Council asset value of £616,380.03. Cllr Clark proposed that the Asset Register should be approved, this was seconded by Cllr Chamberlain. **Members RESOLVED to approve the Asset Register, aif.**
- e) To approve the Statement of Accounts for Brantham Parish Council for the year ending 31 March 2026 - Council reviewed the Statement of Accounts as circulated by the Clerk. – **Council RESOLVED to accept and approve the accounts for the year noting that the carried forward figure was the same as that declared as the year-end bank reconciliation, aif.**
- f) To note the updated CIL report to 31 March 2026 including nominal sums for potential CIL expenditure for the coming year and receipts received – Council noted the updated CIL report.
- g) To receive and approve the annual CIL monitoring report to be submitted to BDC – The Chair proposed that the CIL monitoring report was approved and signed by the Council, seconded by Cllr McCraw. **Council RESOLVED to sign the form and submit to Babergh District Council, aif.**
- h) To receive and approve, as sole trustee, the Annual Accounts for the Brantham Village Hall Charity (268836) for the year ending 31st March 2026 -Cllr Osben proposed that the Annual Accounts for BVH Charity should be approved, seconded by Cllr McCraw. **Council RESOLVED to approve the accounts Annual Accounts for the Brantham Village Hall Charity.**
- i) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2026-27 - **Council noted the list of payments and RESOLVED that such payments be made provided that they were reported back to Council as retrospective payments once expenditure had been incurred, aif.**
- j) Council to confirm, in accordance with FR 6.9 & 6.10 its acceptance for the use of BACS (Bank Transfer) for the settlement of its invoices/requests for payments, provided that such payments are authorised by two bank signatories, and the evidence of such authorisation is retained, and any payments are reported to council as having been made - **Council confirmed its acceptance of the use of BACS for the settlement of its invoices for the next two years, aif.**

PC 05.26.12 PLANNING MATTERS

- a) To consider and approve response to the following planning matters relating to Brantham
DC/26/01714, Application for Listed Building Consent - Erection of a rear extension and internal Alterations. Braham Hall, Brantham Hill, Brantham, Manningtree Suffolk CO11 1NN
DC/26/01713, Erection of a rear extension and internal alterations. Braham Hall, Brantham Hill, Brantham, Manningtree Suffolk CO11 1NN
Council noted the comments circulated by Cllr Chamberlain and RESOLVED to submit these comments to Babergh District Council, aif.
- b) To note the following planning decisions relating to Brantham:
DC/26/00808, Erection of a first floor extension. 25 Palfrey Heights, Brantham, Manningtree, Suffolk CO11 1SE
PLANNING PERMISSION GRANTED

PC 05.26.13 BRANTHAM 2034



- a) To review progress made towards objectives set in Brantham 2034 strategic plan and to agree a process for updating as necessary – the Clerk urged all Councillors to review the [Brantham 2034](#) document on the Council’s website and inform the Clerk of any other updates necessary.
- b) OUTDOOR SPACES - To receive an update from Skate Park Working Group and consider/agree any next steps as necessary – Cllr Edevane noted the following points:
 - Information sharing meeting held with Betong Park held to review Skate Park possibilities given budget and to receive advice on procurement.
 - Meeting held with Two Toed Skateboards to review design concept
- c) OUTDOOR SPACES - To note that, in accordance with the Parish Council’s Financial Regulations, Standing Orders, and procurement requirements, the Council must now commence the formal tendering and procurement process for the skate park project – noted.
- d) OUTDOOR SPACES - To note the Risk Assessment for the skate park tendering and procurement process as circulated by the Responsible Financial Officer – noted.
- e) OUTDOOR SPACES - To consider/approve the proposal that delegated authority be granted to the Parish Clerk to commence and manage the tendering process and associated project management for the skate park project, with progress reported back to Members as appropriate – the Council discussed the papers circulated by the Clerk. **The Chair proposed that given the Clerk’s workload and hours funding should be set aside to allow the procurement process to be managed by a consultant followed by a project manager for the build, this was seconded by Cllr Clark, aif.**
- f) GREEN ISSUES – To receive an update in relation to green issues/biodiversity in Brantham – Cllr Clark noted that due to a lack of available land there had been no progress on proposals to create allotments in Brantham.
- g) GREEN ISSUES – To receive an update on Brantham In Bloom project and agree next steps as appropriate – The Assistant Clerk updated on the planning meeting held between Clerk, Assistant Clerk and Cllrs Clark and Shadrake and noted the following:
 - Some exploratory events would begin this year with a formal entry to Anglia in Bloom in 2027.
 - Brantham in Bloom logo under design
 - Contacted local schools and clubs and hope to be able to include them in the initiative going forward
 - Proposal to create a “Jewelled Corridor” along the A137 with additions to the current daffodil planting.
 - Hoping to tie in the activity to other local events
 - Cllr Clark reviewing the application submission requirements for Anglia in Bloom
- h) SAFETY - To receive an update on appointment of a PCSO – the Chair provided an update on the appointment of a PCSO for East Bergholt and Brantham and noted that a draft Service Level Agreement had been received from Suffolk Police. The Chair proposed that the Legal Sub-Committee reviews this document and that the Sub-Committee has delegated authority to approve it, this was seconded by Cllr Clark. **Council RESOLVED to delegate approval of the SLA to the Legal Sub-Committee, aif.**
- i) SAFETY – To receive and other updates or reports on safety-related issues – none.
- j) AFFORDABLE HOUSING - To receive an update on Affordable Housing Project and agree any next steps as appropriate – nothing to report.
- k) ROADS - To receive an update on proposals for a crossing point on the A137 and agree any next steps as appropriate – the Clerk informed the Council that no further response had been received from the design team at Suffolk County Council on proposals to create a crossing point on the A137.
- l) ROADS – To receive an update on proposals for installation of bus shelters in the village – the Clerk informed the Council that Robert Kemp at Suffolk County Council had confirmed that this was underway but that a backlog was currently being experienced which will delay implementation.
- m) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 plan – none.

PC 05.26.14 NEIGHBOURHOOD PLANNING

- a) To receive an update on Neighbourhood Plan for Brantham – Cllr Chamberlain informed the Council that 335 responses to the Neighbourhood Plan Consultation had been received. These are currently being collated and reviewed by Ian Poole. Once this process is complete a meeting of the Steering Group will be held to review next steps.



An expression of Interest has been submitted for NP funding to Babergh District Council. Response is currently awaited.

- b) To consider/agree next steps as appropriate – Once results of the survey were received a meeting date for the Steering Group would be set.
Cllr Chamberlain and the Chair will be attending a webinar from the Suffolk Preservation Society ref. Neighbourhood Planning.

PC 05.26.15 REPORTS FROM COUNCILLORS

- a) To receive a report from the Parish Chairman and agree any actions as necessary – none.
- b) To receive any other points to note from committees, sub-committees & working groups – Cllr Osben noted that work continues on the garden area at Merriam Close Play area and that it looks likely that a sponsor has been found for the planting at the garden.
Cllr Chamberlain noted concerns about a lack of fencing at Chalkwell House on Factory Lane and that access to this property is now easy. Cllr Chamberlain suggested that the owner of the property should be contacted and asked to reinstate the fencing.
- c) To receive an updated from the Chair in relation to Dilapidations survey of Brantham Leisure Centre – the Chair informed the Council that there are currently two items outstanding on the Dilaps survey and these should be completed in May and September. An independent surveyor has attended the Leisure Centre to review concerns about the loading of the roof by the solar panels. The report from this visit has not yet been received.
- d) To consider/approve any proposals or next steps as appropriate – see above.

PC 05.26.16 DATES OF FORTHCOMING MEETINGS

- a) Finance Committee meeting – Wednesday 27 May 2026, 7pm
- b) Parish Council meeting – Wednesday 03 June 2026, 7pm

At 8.17pm the meeting closed to the public.

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



ACTIONS

MINUTE NO.	ACTION	WHO



APPENDIX A

Accounts submitted for payment – 06 May 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Accounts paid since 01 April 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments	BACS	4152.41		4152.41
BMCIC	Grounds Maintenance Payment	BACS	80.00		80.00
Microsoft	Monthly Subscription Charges	DD	40.32	8.06	48.38
Virtual Landline	Phone number for Parish Council	Direct Debit	14.58	2.92	17.50
Smarty.co.uk	CCTV SIM Cards	Direct Debit	54.00		54.00
East of England Co-op	Spring Litter pick cake and biscuits	DC	12.48		12.48
Lloyds Bank	Service Charges	BACS	8.50		8.50
Brantham Garage Sale Foundation	Donation towards cost of promotional banners	BACS	180.00		180.00
Tendring Garden Centre	BOS Equipment servicing	BACS	198.19	39.64	237.83
IT Services at CAS	.gov.uk domain and Email domain hosting	BACS	338.33	67.67	406.00
SLCC	Membership Fees	BACS	253.00		253.00

Items paid following authorisation at meeting of 14 April 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Receipts allocated since 01 April 2026

Who	Detail	Method	Amount
Lloyds	Bank Interest	BACS	
Babergh District Council	Recycling Credit (3 years payment)	BACS	634.00



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

May 2026

County Councillor's

Parish Report

Cllr Simon Harley, Peninsula Division

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Road Schemes included in Government Five-Year Plan

The government has announced its five-year Road Investment Strategy for 2026-2031, which includes four key projects in Suffolk:

- **A12 improvements at Woodbridge** – a recommitment by the government to funding its share during this period of the £63m scheme to upgrade the A12 between the Seven Hills junction with the A14 and the Woods Lane roundabout, subject to Suffolk County Council submitting the final business case later this year
- **A140 - A1120 Earl Stonham junction improvements** – this has been classed as a scheme 'recommended to continue', where the government accepts work on developing improvements should go ahead during this period. However, the work will be subject to affordability, value for money and deliverability assessments.
- **Improvements to the A11 Fiveways junction near Mildenhall** – the government and National Highways will continue to develop this scheme but it will not be delivered before 2031
- **Improvements to the A12/A14 Copdock Interchange** – the government and National Highways will continue to develop this scheme but it will not be delivered before 2031

More information about the projects the government is committing to for 2026-2031 can be found here: <https://maps.dft.gov.uk/road-schemes-spring-2026/index.html>

Homes for Ukraine: Ukraine Permission Extension Scheme Launched

The government has introduced the Ukraine Permission Extension Scheme (UPES) to allow people living in the UK under an existing Ukraine Visa scheme to apply to extend their stay in the UK for a further 18 months when their valid Ukrainian visa expires. If the application is successful, Ukrainian guests will be able to continue to live, work and study in the UK and access public funds. Guests must actively apply to extend their visa (it will not happen automatically) when their current permission has 90 days or less remaining, and they must be physically present in the UK while applying and not leave the UK while the application is being processed.

More information on the extension scheme can be found here: <https://www.gov.uk/guidance/applying-to-the-ukraine-permission-extension-scheme>

Pupils Pitch for School Active Travel Funding

School pupils from across Suffolk took part in a Dragon's Den style event at Endeavour House to secure active travel funding for their schools. The event, part of the Active Travel Ambassador programme with secondary schools, was delivered by Modeshift. They provided £200 of funding which was matched by Suffolk County Council to provide £400 available for each school, with an additional £50 for the best presentation. Schools can use the money for anything from competition prizes to promotional materials, and the following projects were put forward:

- **Northgate High School in Ipswich** – is promoting active travel through a 'golden bike lock' competition and a prize wheel for students who walk, cycle, or travel sustainably to school. It is also encouraging students who face barriers to active travel to take part by walking, helping everyone experience the benefits of physical activity
- **Ormiston Endeavour Academy in Ipswich** – is encouraging active travel by rewarding students with tokens which can be exchanged for prizes. The school is also running a photo competition, inviting students to capture and share what they see on their journey to school
- **Claydon High School** – the school Green Team organised a Sustainable Travel Day, rewarding students and staff who travel actively with raffle tickets and prizes, alongside a "golden bike lock" competition. It is also exploring ways to promote active travel year-round and have highlighted safer walking routes and crossings around the school
- **Hadleigh High School** – the school's Eco Committee is bringing back its successful 'Hidden in Hadleigh' initiative, hiding painted rocks along popular walking routes for students to find and exchange for prizes. It has also introduced a points system that rewards active and sustainable travel
- **King Edward VI School in Bury St Edmunds** – proposed a 'golden bike lock' prize alongside daily rewards for pupils who walk or cycle to school and suggested collaborating with nearby schools on a joint active travel campaign.

Schools that took part in the event last year have all reported an increase in active travel, with more pupils choosing to cycle or walk to and from school.

Suffolk Ramps Up Energy Sector Training

Suffolk Economy and West Suffolk College are launching the second phase of their Energy Readiness Programme to support employers as they prepare for major developments, including Sizewell C, growing investment in renewable energy, and the emergence of new clean energy technologies. Project partners will include Suffolk Chamber of Commerce, Suffolk New College and East Coast College. The programme aims to help local people gain the skills needed for well-paid careers and give businesses the confidence to grow, recruit and take advantage of the new opportunities emerging across the energy industry. Employers taking part will be able to access a bursary to help them reduce the costs that can prevent people from undertaking training. There will also be more training options, including new courses shaped by what local employers say they need, extra support for apprenticeships to make it easier for businesses to bring in and train new talent, a focus on innovation to encourage employers to explore new energy solutions and improved monitoring and evaluation to make sure the programme delivers real benefits and adapts as the sector evolves.

Phase two will also introduce training designed specifically for work on the Sizewell C site, including courses covering minimum onsite standards and Fit for Sizewell requirements. It will also support skills development across Suffolk's wider energy economy, linking with initiatives such as Freeport East and offering training in emerging technologies.

Social Media and Helpful Links

Follow us on:

Twitter - [Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

Instagram – https://www.instagram.com/suffolkgli_group/

Facebook - [Suffolk GLI - Green, Liberal Democrat & Independent Group | Facebook](#)

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

Cost of Living help and

advice: <https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=>

[6](#) Benefits advice and

support: <https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

Your briefing notes for town and parish councils



Babergh & Mid Suffolk Councils

Local elections: 7 May

Next Thursday, polls across the county will open from 7am to 10pm for residents to vote in local elections. In Babergh, residents will be able to vote for their next Suffolk County Councillor. Results will be promoted by [Suffolk County Council via their website](#) and [social media channels](#). In the meantime, relevant information remains on the [Babergh District Council website](#) and we will continue to promote this to residents via our [Facebook page](#).

New recycling collections in Suffolk less than six weeks away

From the end of next week, residents will begin to receive an information pack which includes details on what items can be put in each of their bins in preparation for the new service starting on 1 June. You can find digital versions of the information packs on the [Suffolk Recycles website](#) and attached to this email. We are continuing to promote Better Recycling across our social media channels.

Developer faces £146k bill after failing to pay levy for community

A district judge has ordered a business to pay a total of £146k after it built homes without making any contribution towards local facilities.