



MINUTES of the PARISH COUNCIL MEETING held on Wednesday 05 November 2025 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, L Cherry, M Clark, C Donaldson, A Edevane and E Osben.

Also in attendance: S Keys (Clerk), County Councillor Simon Harley and 3 members of the public.

PC 11.25.01 - 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 11.25.02 - APOLOGIES

- a) Council to receive apologies for absence – Council noted apologies received from Cllrs J Heywood and A McCraw
- **These apologies were aif.**

PC 11.25.03- 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 – Council noted non-registerable interests from Cllrs Edevane and Chatfield in agenda item 11.25.15.
b) To receive notifications of gifts of hospitality exceeding £50 – None
c) To note the determination of requests for dispensations – Council noted the dispensation granted to Cllr Chatfield on 22 October 2025.

PC 11.25.04 - MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Parish Council meeting held on 01 October 2025 – **Cllr Osben proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, this was seconded by Cllr Chatfield and approved by the Council, aif (Cllr Cherry abstained from the vote).** The Chair signed the minutes as approved.

PC 11.25.05 - 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 highlighted the following items:
- Local Government Reorganisation – no update on local elections as yet
 - Mayoral election for Norfolk and Suffolk in May 2026
 - Budget survey – Council may want to consider responding
 - St Mary's Church, Tattingstone – celebration events
- b) District Councillor Alastair McCraw – the written report (APPENDIX D) was taken as read. In the absence of Cllr McCraw the Chair highlighted the following issues:
- Call for sites – noted that this does not mean that sites have been approved for development
 - Funding summit in Bildeston on 19 November 2025



PC 11.25.06- PUBLIC FORUM

- a) To receive any questions or comments from members of the public – the following questions or comments were raised:
- Query re: progress on Padel Club – the Chair confirmed this would be addressed later in the meeting.
 - BOS representative submitted receipt for reclaim of petrol but noted that this was not representative of what had actually been used due to missing receipts
 - Cinder path hedge – queried when this will be cut back. The Clerk confirmed that she had discussed this with the Grounds Maintenance contractor and this would be done in the near future.

PC 11.25.07 - CLERK'S REPORT (Paper 1) -

- a) To review actions from the previous meeting
- Payment made to Brantham 1st Cub Scouts for donation towards costs of Daffodil bulbs
 - Memorial plaques installed at Village Hall, due to be unveiled by MP James Cartlidge on 09 November 2025
 - Camera for Village Hall purchased and installed
- 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:
- Emails received from a number of residents close to Brantham Leisure Centre raising concerns about drumming during football matches, foul language and anti-social behaviour – worked with the Management team at the Leisure Centre and agreed that this will be monitored and the use of the drum will be banned from matches going forward.
 - Raised queries with insurers about the possibility of BOS volunteers undertaking work on the Brantham Open Space and whether this would be covered by Parish Council insurance. Insurers confirmed that this would not be possible.
 - Following receipt of concerns from a local residents about the work being undertaken at the Pumping Station on Factory Lane and whether this has planning permission – have liaised with Babergh District Council who confirmed that no planning permission for demolition is in place. BDC advised that if the Parish Council would like to pursue this further they should contact Planning Enforcement. Following discussion **Cllr Bridgeman proposed that the Council should inform Planning Enforcement of this work, this was seconded by Cllr Chatfield, aif. (ACTION – Clerk)**
 - Email received from Scout and Guide Group requesting financial support with the repair and improvement of the current Scout Hut. Advised the group of the process to request funds and this will be reviewed by the Finance Committee at their next meeting.

PC 11.25.08- STATUTORY INFORMATION

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

PC 11.25.09 - FINANCE REPORT

- a) To review the minutes of the Finance Committee and note any decisions made - Cllr Osben reviewed the minutes of the meeting and highlighted the agreed actions.
- b) To consider/review any proposal received from the Finance Committee to provide (noted in the minutes) - none.
- c) To review and approve recommendations from Finance Committee related to the Skate Park Project and the bid submission to Babergh District Council and agree next steps as necessary – the Council reviewed the Paper circulated by the Clerk and the recommendation from the Finance Committee that the Parish Council agreed to fund the Skate Park funding shortfall to enable the bid to Babergh District Council to progress. Following discussion **Cllr Bridgeman proposed that the Parish Council delegated authority to the Finance Committee to approve the recommendation to fund the shortfall to a maximum of £40k on the understanding that reserves would be reimbursed when fundraising was completed, this was seconded by Cllr Edevane, aif.**
- 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 – **Councillor Osben proposed that the accounts paid and the receipts allocated should be approved by the Council, this was seconded by Cllr Cherry, aif.**



- e) To note and approve the balance of accounts and Bank Reconciliation as at 31 October 2025 - all noted the confirmed bank balances of 204,972.93 across all accounts held in the name of the Parish Council at the end of October 2025. **Cllr Osben proposed that these figures should be approved, this was seconded by Cllr Clark, aif.**

PC 11.25.10 - PLANNING MATTERS

- a) To consider and approve response to the following planning matters to Brantham –
DC/25/04397

8 Ash Ground Close, Brantham, CO11 1TY

Erection of single storey front side and rear extension to dwelling and relocation of close boarded boundary fence.

Cllr Chamberlain proposed that the council agreed that a concern around visibility splay once boundary line has moved and fencing is in place should be highlighted, aif.

DC/25/04586

Braham Hall, Brantham Hill, Brantham, CO11 1NN

Change of use and redevelopment of agricultural buildings to create a wedding venue and community hire space with ancillary parking, open space and provision of 5no. accommodation units; Demolition of 4no. redundant agricultural buildings

Following discussion **Cllr Chamberlain proposed that the Council confirmed that it had no objections to the proposal as long as conditions around excessive noise, lighting and traffic were imposed to preserve the AONB's setting and to mitigate the impact on the local community, aif.**

DC/25/01039

Land South Of Brooklands Road Brantham Suffolk

Residential development of 49No dwellings and associated infrastructure and landscaping

Following discussion the Council noted major concerns about this application, its impact on the village and the disruption that would be caused by construction traffic accessing the site. It was agreed that Cllr Chamberlain would write an objection to the proposal based on the concerns outlined by the Council at the previous submission. This response would be circulated and then submitted to the Planning department.

PC 11.25.11 – BRANTHAM 2034

- a) To receive any updates from Skate Park Working Group and consider/agree any next steps as necessary – crowdfunder page currently in progress.
- b) To receive an update on proposals for allotments – Cllr Clark noted that a meeting with a local landowner this week had been rescheduled for next week.
- c) To receive an update on Affordable Housing Project and agree any next steps as appropriate – Cllr Osben informed the Council that he and the Clerk had attended meetings with three Housing providers; Orwell Housing, Flagship and Hastoe to hear more about how they could support the project. Cllr Osben noted that Flagship had been extremely impressive. **Cllr Osben proposed that the Parish Council should progress the affordable housing project with Flagship as a preferred Housing partner, this was seconded by Cllr Chamberlain, aif. (ACTION – Clerk)**
- d) To note the areas of responsibility currently vacant and agree lead Councillors – The Chair noted that due to work commitments Cllr Donaldson would be stepping back from her roles on BLC liaison, Community engagement and safety. The Clerk confirmed that she would be meeting with Cllr Chatfield to agree the roles that he would be able to take on.
- e) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 plan – Cllr Cherry noted that there had been a near-miss between a child and a cycle on Church Lane Footpath and queried whether there would be some options to slow down cycles in this area. Following discussion it was agreed that Cllr Cherry should review options and feedback.

PC 11.25.12 – NEIGHBOURHOOD PLANNING

- a) To receive an update on Neighbourhood Plan for Brantham – Cllr Chamberlain provided feedback from the recent consultation meeting on 25 October 2025. He noted that a number of people had volunteered to become part of the steering group and next steps will be to have a meeting with Ian Poole and the Steering Group.
- b) To consider/agree next steps as appropriate – see above



PC 11.25.13- 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 had met the Chair of East Bergholt Parish Council who had indicated an interest in sharing the cost of a PCSO with other Parish Councils.
- b) To receive any other points to note from committees, sub-committees & working groups – the Committee noted the report received from Cllr Heywood and the detail of fireworks debris on the Lower playing field. Following discussion it was agreed that the Clerk would review the debris and agree clearance with the Committee.
- c) To receive an update on the proposals for a Padel club at Brantham Leisure Centre – Cllr Donaldson confirmed that this had not progressed at this stage.
- d) To consider/approve any8 proposals or next steps as appropriate – none.

PC 11.25.14 - DATES OF FORTHCOMING MEETINGS

- a) Finance Committee meeting, Wednesday 25 November 2025, 7pm
- b) Parish Council meeting – Wednesday 03 December 2025, 6.30pm

PC 11.25.15 - 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 – **Cllr Osben proposed that the meeting be closed to the public, this was seconded by Cllr Chatfield, aif.**

At 8.02pm the meeting closed to the public. Cllr Edevane left the meeting.

- b) To receive update from Chair in relation to Dilapidations survey of Brantham Leisure Centre – the Chair provided an update on the actions to date. Following discussion **the Chair proposed that if no response was received to the letter that had been sent the delegated authority should be given to the Chair and Clerk to work with the solicitors to take the next step, aif.**

MEETING CLOSED AT 8.18pm

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



ACTIONS

MINUTE NO.	ACTION	WHO
PC 11.25.07	Submit report to Planning Enforcement ref. demolition of pumping station on Factory Lane	Clerk
PC 11.25.11	Inform CAS that Flagship is preferred housing partner for Affordable Housing project	Clerk



APPENDIX A

Accounts submitted for payment – 05 November 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2373)	BACS	345.00		345.00
Brantham Village Hall	Hall Hire costs (inv. TBC)	BACS	96.00		96.00

Accounts paid since 01 October 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries & back pay for Clerk & Assistant Clerk, Office Allowance, Pension payments	BACS	4495.56		4495.56
BMCIC	Grounds Maintenance Payment	BACS	40.00		40.00
Microsoft	Monthly Subscription Charges	DD			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
T. Mirtahmeasebi	Halloween display	BACS	138.78		138.78
Birketts	Legal Advice (Inv. 1088218)	BACS			1405.20
Lloyds Bank	Salaries and Current Account service charges	BACS	8.50		8.50
Lesley Cherry	Leaving gift for Assistant Clerk	BACS	25.00		25.00
East of England Co-op	Biscuits etc for Neighbourhood Plan Consultation event	BACS	6.46	0.33	6.79

Items paid following authorisation at meeting of 01 October 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2352)	BACS	255.00		255.00
Babergh District Council	Annual Play area Inspections (inv. 1000020623, 1000020624, 1000020625)	BACS	191.40	34.80	226.20
HMRC	P30 Q2	BACS	3049.84		3049.84
SALC	Payroll Provision (inv. No. 30463)	BACS	150.00	30.00	180.00

Receipts allocated since 01 October 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	119.91
Stripe Payments	Skate Park income	BACS	7.77
Sumup Payments	Skate Park income	BACS	74.70
P. Brackley	Pine Cottage Annual Payment	BACS	40.00
Brantham Scout and Guide Group	Annual Rent of Land for Scout Hut	BACS	1.00
Babergh District Council	Recycling payment	BACS	142.97



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
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

November 2025

County Councillor's Parish Report

Cllr Simon Harley, Peninsula Division

simon.harley@suffolk.gov.uk

07955 434409

Devolution and the new Mayoral Authority for Norfolk and Suffolk

At Council on 2 October, Suffolk County Council voted to give the government their consent to create the Norfolk and Suffolk Combined Authority, which will be led by a mayor for Norfolk and Suffolk. Both Norfolk County Council and Suffolk County Council are involved in creating the new authority, which will have powers for the two counties including economic development, transport, skills and employment, public safety and housing and strategic planning. The authority will be led by the mayor, with four other members, two appointed by Suffolk County Council and two appointed by Norfolk County Council, and decisions will be made by majority, but the majority must include the vote of the mayor or the deputy mayor if the mayor is not present. The authority can also have associate members (for example, somebody from a local college or university) or a non-constituent member, for example from a district or borough council. As previously reported, the election of mayor for Norfolk and Suffolk will be held on Thursday 7 May 2026. So far, the candidates that have been announced are Caroline Topping (Green), who is currently the Leader of East Suffolk Council, and Tim Passmore (Conservative), who is currently the Police and Crime Commissioner for Suffolk. The role of the Police and Crime Commissioner will be undertaken by the mayor after they are elected. It is likely that Labour, Liberal Democrat and Reform UK candidates will be announced in the next few months, plus any independent candidates who decide to stand.

Get Suffolk Working Plan

On 2 October, Cabinet voted to approve the draft Get Suffolk Working plan which was prepared by the council's Skills team. This is the local version of the government's Get Britain Working initiative and aims to support people of working age who are not currently working to get into employment and address barriers they may face to employment, for example poor health, lack of transport, low qualifications and digital exclusion. Once the plan is approved by NHS partners in Suffolk and the Department of Work Pensions (DWP), a Get Suffolk Working Partnership Board will be created to oversee the work. The plan includes the launch of the Connect to Work programme, which will be funded by up to £9.5m from the DWP over five years (the amount of funding received depends on level of participation in the scheme). This programme is to provide tailored training, support and job placements and match people with suitable employers based on their preferences, strengths and previous work experience. Get Britain Working plans will become the responsibility of the mayor of Norfolk and Suffolk and the mayoral authority once in place, so Suffolk County Council is working with Norfolk County Council to make sure their plans are aligned.

You can read more about the Connect to Work programme here: <https://www.suffolk.gov.uk/jobs-and-careers/support-finding-employment/connect-to-work>

Dental Services in Suffolk

At Health Scrutiny Committee on 8 October, colleagues from the NHS joined the meeting to update the committee on improving dental services in Suffolk. This is not a council service, and health partners from the two ICBs that cover the county (Suffolk and North East Essex, Norfolk and Waveney) ran

through their progress to increase access to NHS dentists, increase the number of urgent appointments available and ensure that there are enough dental practices across the county. They are also undertaking outreach work on oral health and preventing issues with children and older adults. Both ICBs are reporting that they have managed to increase the number of adults and children seen by dentists, and they are working on changes to their contracts with dental providers to support a focus on highest priority patients. People who need a dentist appointment can contact NHS 111 to get one, as well as contacting dental practises directly.

There are a lot of changes coming up in the health service soon, including the NHS 10 Year Plan which was published earlier this year, and from 1 April 2026, Norfolk and Suffolk will have one ICB. This means that plans for dentistry in the region, like other services, may be subject to review.

Recycling Centres Raise £500,000 for Charity

Re-use shops at Suffolk's recycling centres at Bury St Edmunds and Foxhall have raised over half a million for local charity The Benjamin Foundation, which operates the shops and provides families with childcare, mental health, youth and housing support. White goods play a key role, as The Benjamin Foundation repairs broken appliances and sells them on, which not only prolongs the life of the appliance, but also helps families access affordable household goods. The shop at Foxhall opened in 2016 and the one in Bury St Edmunds opened in 2020, and they have together repurposed over 4,200 tonnes of waste so far. Suffolk residents do not need to book a slot at the recycling centre to visit or donate to the shops.

Budget Survey

The council has launched its annual budget survey where it asks Suffolk residents their opinions and priorities for how it should spend money in the 2026-2027 financial year. The consultation tries to provide some context on its financial position as well as asking for feedback which will be included in the budget-setting process. The first look at the new budget will be early January 2026, with councillors voting on the proposed budget in its February full council meeting. The consultation has been open since 14 October and will close on Tuesday 25 November, and can be accessed using this link: <https://www.suffolk.gov.uk/council-and-democracy/budget-council-tax-and-finance/the-budget-for-suffolk>

Social Media and Helpful Links

Follow us on:

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

Instagram – https://www.instagram.com/suffolkqli_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 \(suffolkqli.wordpress.com\)](#)

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>

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/what-to-do-in-a-flood>

<https://suffolkprepared.co.uk/get-prepared/risk-advice/flooding/>

Flood recovery advice and support: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

APPENDIX D



Students debate climate issues at councils' second COP-style event

Ahead of global leaders gathering in Brazil for COP30 next month, students from schools across Suffolk have taken part in their own event to tackle real-world climate change issues.

'A groundbreaking step forward' – Councils make listed building energy upgrades easier

A groundbreaking council initiative – one of the first of its kind in the country – will help owners of Grade II listed buildings make their homes more energy efficient.

Councils ask communities to identify potential development sites

Residents, developers, landowners, businesses and other organisations are being invited to submit locations which could be considered for planned future development.

Dog owner prosecuted for noise nuisance

A Shotley resident has been fined over £1,000 after repeatedly allowing his dog to cause a serious noise disturbance, despite multiple warnings and formal enforcement action.

Developer cash to support communities in Babergh and Mid Suffolk

Towns and parishes across Babergh and Mid Suffolk are set to receive more than £1m in developer contributions to help community infrastructure keep pace with housing growth.

Upcoming funding summit

The Babergh and Mid Suffolk grants and funding team is hosting a free funding summit on Wednesday 19 November at Chamberlin Hall, Bildeston, from 9am to 2.30pm. The event will help community organisations access the funding they need and is being delivered in partnership with Suffolk Community Foundation, Community Action Suffolk, Suffolk County Council and the National Lottery Community Fund. Book online: [Conference Booking Form : AideCRM](#)

Anglian Water flood guidance

Anglian Water has created a leaflet to help people protect their homes from winter flooding. The information is particularly relevant due to the long, hot summer we

have had this year. You can find the leaflet as an attachment on this email. Further flooding information and guidance can be found on our website.

Sustainable Communities Food Fund

Our Sustainable Communities Food Fund provides grants to small scale food initiatives such as community pantries, fridges and food pop-ups.

Between £250 and £5,000 is available and can be used for anything from the purchase of equipment and revenue costs to delivering training and workshops.

Funding is awarded on a first come, first served basis, so please encourage groups to submit an application as soon as they can.