

MINUTES of the PARISH COUNCIL MEETING held on Wednesday 02 September 2026 commencing at 7pm held in Brantham Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs Osben (Vice Chair), M Chatfield, M Clark, J Heywood, L Cherry, C Donaldson, J Heywood, L Shadrake.

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

PC 09.26.01 OPENING INCLUDING STATEMENT

In the absence of the Chair the vice chair declared the meeting open at 7pm and thanked all for attending.

A statement was then read out by the Vice 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 Vice 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 09.26.02 APOLOGIES

- a) Council to receive apologies for absence – Apologies were received from M Bridgeman and A McCraw. A Edevane wasn't present.
- b) Council to consent to accept apologies received – **the Council RESOLVED to approve the apologies submitted, aif.**

PC 09.26.03 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 09.26.04 MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Parish Council meeting held on 01 July 2026 - **the Council RESOLVED to approve the minutes, aif.** These were duly signed by the Vice Chair.

PC 09.26.05 REPORTS FOR INFORMATION - to receive written reports for information only:

- a) County Councillor Vicky Armstrong – Cllr Armstrong updated the Council on the following:
 - General matters: Wherstead Parish is currently progressing plans for a wind turbine, which is out for public consultation. Highways are also investigating issues relating to the bridge.
 - Potholes: Cllr Armstrong advised that she had seen a demonstration of the new JCB PotholePro machine, which is being trialled for pothole repairs.
 - Highways repairs: Cllr Armstrong encouraged residents to continue reporting potholes and other highway issues using the Suffolk County Council reporting tool, as unreported issues can fall off the repair list. She will continue to press the Highways Department to undertake necessary repairs across Suffolk.
- b) District Councillor Alastair McCraw – no report received.

PC 09.26.06 PUBLIC FORUM

a) To receive any questions or comments from members of the public –

- A resident asked for an update on the proposed EV charging points. Cllr Cherry advised that the matter would be discussed with the Village Hall Committee at its next meeting later this month. Plug in Suffolk are planning to install slow-charging points at Palfrey Heights, although a timescale has not yet been confirmed.
- A resident raised the issue of the tree that was recently removed at the Leisure Centre. It was confirmed that the removal had been approved by Brantham Parish Council and that a report from a tree surgeon had confirmed the tree needed to be removed. It was also confirmed that additional trees will be planted around the village.
- A resident raised concerns regarding the Flood Meadow, which had been allowed to flood again despite the works that had been undertaken. Concerns were raised that this could result in damage to the A137 side, potentially causing issues for the road, and that cracks had appeared in the cycle path. The Council confirmed that it had not received any information regarding the current situation.

PC 09.26.07 CLERK'S REPORT

a) To review actions from the previous meeting:

- Review law relating to harassment of Councillors and add to the September Parish Council meeting agenda - Completed and included on this evening's agenda.
- Create a communications plan for circulation of the A137 crossing point questionnaire and begin circulation in accordance with the plan – Completed and included on this evening's agenda.
- Set a meeting for the Neighbourhood Plan Steering Group – Completed and included on this evening's agenda.

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. It was noted that although the summer period had been quieter, normal Parish Council work had continued.

- Cllrs Bridgeman and Clerk attended a meeting with Babergh District Council regarding the lack of plans for the site off Factory Lane. Discussions are ongoing regarding potential ways the site can be developed going forward.
- The Community Café continues to be well attended. Councillors were encouraged to attend and support the initiative, along with members of the public.
- An update regarding the skatepark will be provided later in the meeting.
- Members confirmed that they were happy to receive and consider the correspondence circulated.
- A request regarding the potential adoption of a path on Mill Lane had been received and was included within the meeting papers. Cllrs reviewed the correspondence received and noted that Parish Council support had previously been provided to coordinate discussions between the landowner and Suffolk County Council PRow team. Following discussion **the Vice Chair proposed that the Council RESOLVED to provide any support appropriate to enable this path to become a Public Right of Way, aif.**

PC 09.26.08 STATUTORY INFORMATION

a) To note the resignation of Councillor Robert Chamberlain effective from 04 August 2026 and to note arrangements for advertising the vacancy – Resignation was noted. BDC has been informed and will advise when the vacancy can be advertised. To be added to next month's agenda. The Clerk noted that Cllr Bridgeman has passed on his thanks Cllr Chamberlain for his work on planning and the Neighbourhood Plan

b) To review the report and recommendations included, circulated by the Clerk ref. Protection of Parish Councillors from Harassment, Abuse and Intimidation – The Council reviewed the paper circulated by the

Clerk. **The Vice Chair proposed that the Clerk was asked to create Policy on this issues, seconded Cllr Cherry. AIF.**

- c) To note that under Section 65 of the English Devolution and Community Empowerment Act 2026 and Section 32A of the Localism Act 2011, Councillors will no longer be legally required to display their usual residential address on the publicly accessible Register of Interests – Changes to the legislation regarding the publication of Councillors' residential addresses on the Register of Interests were noted. AIF

PC 09.26.09 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 Osben proposed that the accounts coming forth, the accounts paid and the receipts allocated should be approved by the Council, this was seconded by Cllr Heywood. The Council RESOLVED to approve the accounts, AIF.**
- c) To note and approve the balance of accounts and Bank Reconciliation as at 31 July 2026 - all noted the confirmed bank balances of £244,687.38 across all accounts held in the name of the Parish Council at the end of August 2026. **Cllr Cherry proposed that the balance of accounts and bank reconciliation should be approved by the Council. This was seconded by Cllr Osben. The Council RESOLVED to approve these figures, aif.**
- d) To note that a bank reconciliation and spot check for July and August 2026 has been completed by Cllr Osben – noted. Cllr Clark is put himself forward to do the quarterly check next month. AIF

PC 09.26.10 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/26/03141 – no comment](#)
 12 Palfrey Heights Brantham Manningtree Suffolk CO11 1SE
 Erection of a single storey rear flat roof extension
[DC/26/03677 – no comment](#)
 34 Palfrey Heights Brantham Manningtree Suffolk CO11 1SF
 Erection of single storey monopitch front extension
- c) To note the following planning decisions relating to Brantham:
 DC/26/01713 - Braham Hall, Brantham Hill, Brantham, Manningtree Suffolk CO11 1NN
 Erection of a rear extension and internal alterations
 PLANNING PERMISSION GRANTED - noted
 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
 LISTED BUILDING CONSENT GRANTED – noted.
 Discharge of Conditions Application for DC/25/04586 - Conditions 6 (Construction Environmental Management plan for Biodiversity), 8 (Wildlife Sensitive design Scheme), 9 (Historic Building Record), 17 (External lighting), 20 (Construction Management Plan), 21 (Preliminary Recording) and the Biodiversity Net Gain Condition
 Braham Hall, Brantham Hill, Brantham, Manningtree Suffolk CO11 1NN
 CONDITIONS SATISFIED - noted
 Discharge of Conditions Application for DC/25/02626 - Condition 4 (European Protected Species (EPS) Licence for Bats).
 Spooners Cottage, Slough Road, Brantham, Manningtree Suffolk CO11 1NU
 CONDITIONS SATISFIED - noted

PC 09.26.13 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 and update on the Procurement and Tendering process for Brantham Skate Park – original deadline extended to 11th September 2026. Meeting onsite with one provider. Once tenders in we will shortlist and accept presentations.
- c) GREEN ISSUES - To receive an update in relation to green issues/biodiversity in Brantham – allotments still stalled due to availability of land. Looked at potential for tree planting around the village – Temple Pattle, need to canvas local houses to get residents thoughts. ACTION - Cllr Clark agreed to canvas the surveys around the estate – proposed whole estate. AIF
- d) GREEN ISSUES/BRANTHAM IN BLOOM - To receive an update on Brantham In Bloom project and agree next steps as appropriate – new meeting rearranged for 16th September. Report back in the October meeting.
- e) SAFETY - To receive an updates on the appointment of a PCSO for Brantham and receive reports on safety-related issues – clerk met with Naomi recently, the officer has been appointed, and is now undergoing the required checks. No safety issues reported
- f) ROAD - To receive an update on the project to create a safe crossing point on the A137 – Following discussions with SCC Highways, a survey has been prepared and will be distributed to all residents, with an online version also available, to gather views from residents and those who use the village. **Proposed Cllr Donaldson, seconded Cllr Osben. AIF.**
- g) COMMUNITY ENGAGEMENT - To receive an update from Cllr Osben and Assistant Clerk ref. Brantham Community Events - Update received from Cllr Osben and Assistant Clerk regarding Brantham Community Events. Next event is the Christmas weekend on the 27th-29th November.
- h) To receive any other updates from Cllrs relating to their areas in the Brantham 2034 – none received.

PC 09.26.14 NEIGHBOURHOOD PLANNING

- a) To receive an update on [Neighbourhood Plan](#) for Brantham – stalled for the moment due to resignation of Cllr chamberlain. No one attended the July meeting, proposed LW take the lead on this – to be discussed in camera. The Clerk noted that during meetings with BDC Brantham’s lack of a Neighbourhood Development Plan is highlighted.
- b) To note the resignation of Cllr Chamberlain from the Parish Council and as the NP Chair and to consider/agree proposals for chairing going forward – resignation accepted and proposal for LW to take over leading this project.
- c) To consider/agree any other next steps as appropriate – see in camera

PC 09.26.15 REPORTS FROM COUNCILLORS

- a) To receive a report from the Parish Chairman and agree any actions as necessary – none received.
- b) To receive any other points to note from committees, sub-committees & working groups – none received.
- c) To receive update from Chair in relation to Dilapidations survey of Brantham Leisure Centre – The clerk provided an update on the Dilapidations Survey. At the previous meeting it had been agreed that the roof survey would be finalised once the matters relating to the roof and solar panels had been resolved. The Parish Council is currently awaiting information from Guinness regarding the studies undertaken on the solar panels. Once this information has been received, the survey can be updated and progressed.
- d) To consider/approve any proposals or next steps as appropriate - No further proposals or actions were identified.

PC 09.26.16 COMMUNITY EMERGENCY PLAN

- a) To receive an update on the status of the current Brantham Parish Council Community Emergency Plan – It was noted that the current Community Emergency Plan is significantly out of date and requires a full review. Following the extreme weather experienced during the summer, Members agreed that it is

important for the Parish Council to ensure that an up-to-date plan is in place and that the Parish is adequately prepared to respond to future emergencies.

- b) To consider/agree a process for monitoring and updating the plan and recruiting volunteers going forward – Members discussed the process for maintaining the Community Emergency Plan and agreed that responsibility for coordinating and updating the plan should be officer-led rather than Councillor-led. Volunteers will continue to be recruited from within the Parish and wider village community. **It was proposed that LW take responsibility for coordinating the plan going forward. Cllr Clark volunteered to support LW with this work. AIF**

PC 09.26.17 ACCORD BETWEEN PARISH COUNCILS AND DEDHAM VALE NATIONAL LANDSCAPE & STOUR VALLEY PARTNERSHIP

- a) To note the invitation to attend the briefing session on 15 September 2026, 11am and to agree a BPC representative as appropriate – Cllr Clark and Cllr Shadrake to attend.
- b) To review the draft accord between Parish Councils and Dedham Vale National Landscape & Stour Valley Partnership and to agree next steps as appropriate – Members discussed the draft Accord and considered what the proposal would mean in practice for the Parish. Cllr Clark advised that further information was required before the Parish Council could fully consider the implications of the Accord. The Clerk explained that the Accord is non-binding and represents a commitment from participating Parish Councils to support the work of the Dedham Vale National Landscape & Stour Valley Partnership, with the expectation that the Partnership will also provide support to the Parish Council. It was agreed that Cllr Clark and Shadrake would attend the briefing session on 15th September to gain a better understanding of the Accord and its practical implications, and report back to the Parish Council at the next meeting. **It was proposed that the Parish Council give general support to the Accord, subject to receiving further information, AIF.**

PC 09.26.18 DATES OF FORTHCOMING MEETINGS

- a) Finance Committee meeting – Wednesday 23 September 2026, 7pm
- b) Parish Council meeting – Wednesday 07 October 2026, 7pm

At 8.07pm the meeting closed to the public.

PC 09.26.19 IN CAMERA

- a) To note the increase of Assistant Clerk hours going forward - Members considered a proposal from the Finance Committee to increase the Assistant Clerk's contracted hours to ensure sufficient officer time is available to progress and maintain key areas of Parish Council work. It was agreed that responsibility for the Neighbourhood Plan Steering Group and Community Emergency Plan should be officer-led rather than reliant on volunteers or Councillors, ensuring that dedicated time is allocated to these areas and that agreed actions can be progressed consistently. **Cllr Osben proposed the increase in hours will be reviewed after three months to assess the workload and effectiveness of the arrangement. 2nd by Cllr Chatfield, AIF**
- b) To consider/agree proposals for remembrance at Merriam Close Community Garden
Members considered the recommendations from the Finance Committee regarding appropriate arrangements for remembrance at the Merriam Close Community Garden. A proposal was discussed for a bench to be funded by Brantham Parish Council. The partner of Anita Rose had requested that a plaque and photograph be included on the bench or garden fence. Members considered the Parish Council's Memorial Policy, which does not provide for photographs to be included as part of memorials. It was agreed that a general remembrance plaque could be considered, together with the possibility of a memorial wall where individuals could have a plaque in memory of a loved one. It was proposed that the garden be named the "Anita Rose Memorial Garden", with the garden sign acknowledging Anita's memory. The bench will be Parish Council funded. **1st Cllr Heywood, 2nd Cllr Cherry, AIF**

MEETING AFTER IN CAMERA ENDS 20:30

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

ACTIONS

MINUTE NO.	ACTION	WHO
PC 09.26.07	Create harassment policy	Clerk
PC 09.26.10	Add comments for planning applications to BDC website	Assistant Clerk
PC 09.26.13	Tree planting – Canvas whole area of Temple Pattle for feedback on planting new trees on the green.	Clerk and Cllr Clark
PC 09.26.13	Begin to circulate questionnaire as per the communications plan	Assistant Clerk
PC 09.26.14	Assistant Clerk to meet with Cllr Chamberlain to get an update on the NP. Set a new date for a meeting for the NP Steering Group.	Assistant Clerk
PC 09.26.16	Review and update the Community Emergency Plan, with support from Cllr Clark, and consider arrangements for recruiting and maintaining a list of community volunteers.	Assistant Clerk

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

APPENDIX A

Accounts submitted for payment – 02 September 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Accounts paid since 01 July 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments – July & August 2026	BACS	8583.68		8583.68
BMCIC	Grounds Maintenance Payment - July & August 2026	BACS	80.00		80.00
Microsoft	Monthly Subscription Charges – July & August 2026	DD	4.32	8.06	48.38
Virtual Landline	Phone number for Parish Council – July & August 2026	DD	14.58	2.92	17.5
Smarty.co.uk	CCTV SIM Cards - July & August 2026	DD	54.00		54.00
Lloyds Bank	Bank Charges	BACS	8.50		8.50
HMRC	P30 PAYE & NI	BACS	2569.48		2569.48
Brantham Fun Run	Donation	BACS	500.00		500.00
Village Hall Brantham	Hall Hire (inv. 2077)	BACS	48.00		48.00
VCS Websites	Website hosting and management	BACS	155.00		155.00
Suffolk Association of Local Councils	Training	BACS	105.00	21.00	126.00
Birketts	Legal Advice/Work	BACS	1391.50	278.30	1669.80
Bin Shop	Litter bin – Gravel Pit Lane Play area	BACS	225.00	45.00	270.00
Babergh District Council	Dog and Litter bin emptying	BACS	4536.00	907.20	5443.20
Dependable Dave	Grounds Maintenance (Inv. 2563)	BACS	405.00		405.00
Amazon Business	Ear defenders (BOS)	BACS	28.73	5.75	33.44
Bin Shop	Litter bin for Lower Playing Field	BACS	203.80	40.76	244.56
Babergh District Council	Play area inspections	BACS	196.59	39.33	235.92
JR Keeble Ltd	Gravel Pit Lane Play area rent	SO	10.00		10.00
Superstructures Ltd	Survey of Brantham Leisure Centre roof	BACS	765.00	153.00	918.00
The River Stour Trust	CIL donation	BACS	1500.00		1500.00
IT Services at CAS	Additional email address for Procurement purposes	BACS	16.88	3.37	20.25
Dependable Dave	Grounds Maintenance	BACS	210.00		210.00
Amazon	Laptop stand for Parish Council office	DC	33.32	6.66	39.98

Receipts allocated since 01 July 2026

Who	Detail	Method	Amount
Cash Deposit	Village Fete income	CAS	155.00
AJ McCauley	Fete refund – train	BACS	50.00
BMCIC	Legal Costs refund	BACS	2651.50
Kersey Freight Ltd	Donation towards Memorial Garden	BACS	250.00
Braiswick Photographic	Private Road Rent	BACS	150.00
Crowdfunder	Skate Park Income	BACS	48.32
BMCIC	50% reimbursement of Survey of Brantham Leisure Centre roof	BACS	382.50

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

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