



The following paper was submitted by the Clerk to the Parish Council at its meeting of 07 June 2023

Agenda Item PC 06.23.08 (d): To consider and sign up to the Civility and Respect Pledge

Background Information:

The Society of Local Council Clerks (SLCC) and the National Association of Local Councils (NALC) are urging councils yet to sign the [Civility and Respect Pledge](#) to do so. The sector must continue to stand up against bullying and harassment. The more councils that sign the Pledge, the more significant impact it will have in lobbying the government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards.

The Pledge allows local councils to demonstrate a commitment to stand up to poor behaviour across the sector and enforce positive changes that support civil and respectful conduct.

By signing the Pledge, local councils agree that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Puts in place a training programme for councillors and staff
- Signs up to the code of conduct for councillors
- Has good governance arrangements in place, including staff contracts and dignity at work policies
- Seeks professional help at the early stages should civility and respect issues arise
- Committed to calling out bullying and harassment if and when it happens
- Continue to learn from best practices in the sector and aspire to be a role model/champion council
- Supports the lobbying for change in legislation to support the Civility and Respect Pledge.

SLCC, the National Association of Local Councils (NALC), One Voice Wales (OVW) and county associations developed the Civility and Respect Pledge to address growing concerns about bullying, harassment and intimidation within the sector.

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Action for Council:

By signing up to the civility and respect pledge we are demonstrating that Brantham Parish Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has signed up to Code of Conduct for councillors.	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Proposal to Council:

To agree to answer the above statements in the affirmation and thereby approve the resolution to sign up to the civility and pledge statement and to grant delegated power to the Proper Office to sign the pledge on behalf of the Council.

Paper 1 – Expenditure to be approved**Agenda Item PC 06.23.09 (b)**

The integrity of the Council's finances is to be protected by two of the three signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council's Financial Regulations (4.1) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair. Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

Accounts submitted for payment – Current Account

Payee	Detail	Method	NETT	VAT	TOTAL
Birketts	Professional charges for advice re: Cllr issues	CHQ – 003477	1365.00	273.00	1638.00
S.Keys	May salary pt.2 due to insufficient funds in salaries account	CHQ – 003478	12.82		12.82
S. Keys	Office Allowance due to insufficient funds in salaries account	CHQ – 003478	20.00		20.00
Village Hall Brantham	Hall Hire (inv. 929)	CHQ – 003479	60.00		60.00
D.Childs	Grounds Maintenance (inv. 1625)	CHQ – 003480	400.00		400.00

Presented by:..... Sarah Keys, Responsible Finance Officer

Countersigned by:..... Chair to the Parish Council

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.

The integrity of the Council's finances is to be protected by two of the four signatories checking and reviewing the invoices for payment for which they will have seen a copy.

The authority is to be determined by; * the council for all items over £800; * the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £800. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Accounts Paid since 10 May 2023

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	May Salary pt.1	BACS	1455.14		1455.15
T. Bird	Litter picker salary	BACS	270.83		270.83
P. Wainwright	Litter picker salary	BACS	225.47		225.47
Microsoft	Monthly Subscription Charges	DD	7.90	1.58	9.48
Brantham Leisure Centre	Grounds Maintenance payment	BACS	332.00		332.00
Brantham Village Hall	Support for running costs	BACS	250.00		250.00
East of England Co-op	Postage costs	Debit Card	12.00		12.00
Information Commissioner's Office	Data Protection Renewal 2023-24	Direct Debit	35.00		35.00

Items paid following authorisation at meeting of 10 May 2023

Payee	Detail	Method	NETT	VAT	TOTAL
D. Childs	Grounds Maintenance inv. 1570 & 1594	CHQ – 003471	465.00		465.00
C. Couchman	Refund for CEP folders	CHQ – 003472	14.98	3.00	17.98
SALC	Membership subscription 2023-24	CHQ - 003473	808.20		808.20
SALC	Internal Audit 2023	CHQ – 003473	377.00	75.40	452.40
Community Heartbeat Trust	Defibrillator Pads	CHQ – 003474	60.95	12.19	73.14
Babergh District Council	Litter & Dog bin emptying 2023-24	CHQ - 003475	1792.13	358.43	2150.56
Adrian Cherry	Paint for play equipment	CHQ – 003476	54.55		54.55

Presented by:..... **Sarah Keys, Responsible Finance Officer**

Countersigned by:..... **Chair to the Parish Council**

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Who	Detail	Method	Amount
Alastair McCraw	Payment for 3 x Commemorative coins	BACS	12.56
Lloyds Bank	Bank Interest	DEP	90.79

Presented by:..... **Sarah Keys, Responsible Finance Officer**

Countersigned by:..... **Chair to the Parish Council**

Brantham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/05/2023		
	Cash in Hand 01/04/2023		98,440.62
	ADD		
	Receipts 01/04/2023 - 31/05/2023		83,387.91
			181,828.53
	SUBTRACT		
	Payments 01/04/2023 - 31/05/2023		17,319.45
	Cash in Hand 31/05/2023 (per Cash Book)		164,509.08
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2023	0.00	
	Salaries Account 31/05/2023	12.58	
	Deposit Account 31/05/2023	160,829.63	
	Current Account 31/05/2023	5,000.00	
			165,842.21
	Less unrepresented payments		1,333.13
			164,509.08
	Plus unrepresented receipts		
	Adjusted Bank Balance		164,509.08
	A = B Checks out OK		



CIL SPENDING REVIEW – April 2023 for the year ending 31 March 2024

Neighbourhood CIL is governed by the CIL Regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAP0 and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). *The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1st January each year.*

1. CIL Resources available

CIL funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2018-19	£2556.87		£2556.87	16.10.23
2019-20	£104.01 £3258.75		£5919.63	03.04.24 19.10.24
2020-21	£3,258.67 £2,681.48		£11,859.78	03.04.25 09.10.25
2021-22			£11,859.78	
2022-23	£9,734.69 £7,747.54	£10,123.64	£19,218.37	07.04.27 12.10.27
2023-24	£53,848.41		£73,066.78	14.04.28
Committed		£18,074.10	£54,992.68	Balance after committed funds
Totals	£83,190.42	£28,197.74		

2. Projects completed as bids against the Neighbourhood CIL Pot

The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Lower Playing Field Goal Posts	None	Approx. £10,000	None	£10,123.64	June 2023	Completed

3. Projects identified as potential bids against the Neighbourhood CIL Pot

The following projects have been identified as valid bids against the Neighbourhood CIL Pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
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Play area updates	None allocated	£25,000	Neighbourhood CIL (BDC)	£15,000	Once BDC CIL Funding approved	Funding request to BDC CIL underway
Play area signage	None	£3074.10	£0	£3074.10	May 2023	Underway

4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online

Items highlighted in GRAY will be identified on an “as and when demand” as the parish continues to grow

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Additional consultation required	Further information
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown	Consultation with Brantham resident and PC needed	
Signage for cycleway to Manningtree	None Allocated	Unknown	SCC Locality Budget	£Unknown	PC Approval needed	
Crossing on A137	None allocated	£100,000	S106? / Locality funding	£unknown	Community Consultation needed	
Other major projects	None allocated	Unknown	To be determined		Subject to consultation	
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)		
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)		



REQUEST FOR CONTRIBUTION

Organisation/Group details	
Organisation/Group name	Brantham Management Community Interest Company
Contact name	Louise Madley
Contact address	Brantham Leisure Centre New Village Brantham CO11 1rz
Contact email	info@branthamleisurecentre.com
Contact telephone	07792236414

Approximate funding requested:£1847,79.....

PC Funding received previously:

Reason for funding request

Dear All,

I am writing to ask for support from the Parish Council towards our monthly youth club. We currently employ a Youth Club Leader and two teens @ BLC. We also have one senior volunteer.

I am happy to report that our numbers are up to 44 per session and the Youth Club is still striving. Our Youth Club Leader is offering structured activities and these seem to be sustaining attendance. We have a number of Youth Club take overs planned in the future by the Bowls Club and BLC ON THE RUN which will see the level of service increase due to demand to twice monthly. We have also continued to receive very positive feedback from the parents.



In order to continue offering this Youth Club I am reaching out to you for continued assistance. I am applying for £150 per month to contribute to staff wages and to session costs. I would also like to purchase a jumbo rounders set for £47.79 Total of £1847.79 for the annum. This will enable an increase to 2 x sessions per month to meet demand and secure a safe place that we feel is necessary in the village for the Teens.

Please let me know if you require any further information regarding this.

I look forward to hearing from you.

Louise Madley

Signed.....

Date.....

Correspondence to Note

May 2023

Item One: (for information)

From: Darren Smith <darren@kemptonsmith.co.uk>
Sent: Tuesday, May 2, 2023 10:17 AM
To: mal.bridgeman@branthamparishcouncil.co.uk
Cc: Sarah Keys <clerk@branthamparishcouncil.co.uk>
Subject: Brantham Leisure Centre - discovery of Air Raid Shelters !

Morning Mal

Not the usual Tuesday morning email to receive !

Would you be available to attend the centre on Thursday evening say 7pm - we have discovered underground air raid shelters, according to the elders of the village, there are two... one has become uncovered slightly and as such needs to be reviewed and determined if it is a danger or not and if it needs to be infilled.

As representative of the land owner, we need to speak to you about it.

Appreciate it is voting day, but assume you will be available ?

Or if you are around today, I am working from home except for between 10.30 and 12.00 when I have a meeting - I am not though available this evening or tomorrow evening

Thanks

Darren

Item Two: (for information)

From:
Sent: Monday, May 8, 2023 2:47 PM
To: clerk@branthamparishcouncil.co.uk
Subject: Allotment

Hi,

I live in Brantham and am interested if there are any allotments in the area available and if you could provide information on this?

Many thanks,

Item Three: (for information)

On 13 May 2023, at 17:10, Graeme Woodcock <graemewoodcock@rocketmail.com> wrote:

Hi Sarah,

I wonder if you can help us.

The grass in our East End lane playing field has grown to almost 12" high in places and urgently needs a cut!

(I have had 3 complaints already today 😞).

We wondered if you could give us the name of your contractor that tends to your Gravel Pit play area please.

Our field is only 5 minutes away from yours, so maybe the firm could do both on the same day!

Thank you for your help,

Graeme Woodcock
East Bergholt Parish Council

From: Graeme Woodcock <graemewoodcock@rocketmail.com>
Sent: Monday, May 22, 2023 4:50 PM
To: Sarah Keys <clerk@branthamparishcouncil.co.uk>
Cc: Parish Clerk - East Bergholt Parish Council <parish.clerk@eastbergholtpc.co.uk>;
Subject: Re: Gravel Pit playing field

Hi Sarah,
Thanks for your help.
We engaged Dave Childs and he has been and carried out a super job.
I look forward to reciprocating the favour and perhaps both our PC's increasing our future contacts to our mutual benefit. 😊
Cheers
Graeme

Item Four: (for information)

From: Simon Harley (SCC Councillor) <Simon.Harley@suffolk.gov.uk>
Sent: Thursday, May 25, 2023 12:05 PM
To: Brantham Parish Council <clerk@branthamparishcouncil.co.uk>
Cc:
Subject: FW: Bridleway surface by the sewage farm Brantham(PROW14)

Dear PC and Dennis,

Please see below,

Regards,

Simon Harley (SCC Councillor)

From: Oliver Wastell **Sent:** Monday, May 22, 2023 1:56 PM
Subject: RE: Bridleway surface by the sewage farm Brantham(PROW14)

Hello Simon

Apologies for my late response I've been out of the office this last week. Yes, we do have quite a large S106 budget to spend in Brantham, I have had contractors down to scope the works and am just awaiting quotes etc to progress. We intend to carry out surface improvements to Brantham PROW12 and Brantham PROW14 which would allow all year-round access to the coastal path and good loops for recreational walking etc. Unfortunately, at the moment I am unable to give you a definitive timeline for the works but realistically I would say around September/October this year. Hope this is helpful any queries please get in touch, and I shall do the same as soon as I know a firm date for works to commence.

Kind Regards



Oliver Wastell : Green Access Development Officer

Rights of Way & Access
Growth, Highways and Infrastructure Directorate
Suffolk County Council, Endeavour House, Russel Road,
Ipswich, Suffolk, IP1 2BX.

Item Five: (for information)

From:

Sent: Wednesday, May 31, 2023 5:36 AM

To: clerk@branthamparishcouncil.co.uk

Subject: Allotment

Hi

To who this may concern I am currently looking for a allotment for me and my son to teach him to grow plants and to get him away from the tv Thank you

Sent from my iPhone