



BRANTHAM
Parish Council

MEETING DATES

2024

ALL MEETINGS HELD AT BRANTHAM VILLAGE HALL UNLESS OTHERWISE DETAILED

January	
Parish Council meeting	03 January 2024, 7pm
Finance Committee meeting	24 January 2024, 7.30pm
February	
Parish Council meeting	07 February 2024, 7pm
Finance Committee meeting	28 February 2024, 7 pm
March	
Parish Council meeting	06 March 2023, 7pm
Finance Committee meetings	27 March 2023, 7pm
April	
Parish Council meeting	03 April 2024, 7pm
Annual Parish meeting	09 April 2024, 6.30pm
Finance Committee meetings	24 April 2024, 7pm
May	
Annual Parish Council meeting	1 May 2024, 7pm
Finance Committee meeting	22 May 2024, 7pm
June	
Parish Council meeting	05 June 2024, 7pm
Finance Committee meeting	26 June 2024, 7pm
July	
Parish Council meeting	03 July 2042, 7pm
Finance Committee meeting	24 July 2024, 7pm
August	
Finance Committee meeting	28 August 2024, 7pm
September	
Parish Council meeting	04 September 2024, 7pm
Finance Committee meeting	25 September 2024, 7pm
October	
Parish Council meeting	02 October 2024, 7pm
Finance Committee meeting	23 October 2024, 7pm
November	
Parish Council meeting	06 November 2024, 7pm
Finance Committee meeting	27 November 2024, 7pm
December	
Parish Council meeting	04 December 2024, 7pm



PARISH COUNCIL STRUCTURE 2023-24

What	Committee/Sub-Committee/Working Group or Rep	Chair	Current Membership	Meeting schedule
Finance	Committee	Eric Osben	Alastair McCraw Lesley Cherry Mal Bridgeman RFO/Clerk (non-voting)	Monthly
Legal	Sub-Committee	Mal Bridgeman	Alastair McCraw Cathie Donaldson Eric Osben	Ad hoc
Footpaths & Services	Sub-Committee	Lesley Cherry	Lesley Cherry Tony Rowlinson VACANCY	Ad hoc
Recreation	Sub-Committee	Jackie Heywood	Lesley Cherry Abi Edevane VACANCY	Ad hoc
Parish Plan	Sub-Committee	Toni Lancaster	Open to any/all Cllrs	Ad hoc
Community Emergency Planning	Representative		Parish Clerk	Ad hoc
Planning	Lead Cllr	Tony Rowlinson		Lead at PC meetings

Appointment	Current Nominees	Meeting Schedule
VH Management Committee	Jackie Heywood VACANCY	Monthly
Safer Neighbourhood Team	Any/All Councillors	Bi-monthly
Brantham Leisure Centre	Cathie Donaldson	Monthly
SALC (attends quarterly forums)	Any/All Councillors	Quarterly forums

Appointment	Current Nominee
Bank Signatories	Alastair McCraw Eric Osben Mal Bridgeman Lesley Cherry
Internal Control Officer (undertakes bank reconciliations with RFO)	Eric Osben

Paper 1 – Expenditure to be approved**Agenda Item PC 11.23.09**

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
BMCIC	LPF Maintenance Contribution – Nov 2023	CHQ – 003503	149.50		149.50
D. Childs	July Grounds Maintenance – invoice TBC	CHQ – 003497	TBC		TBC

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 04 October 2023

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	Oct 2023 Salary & Office costs	BACS	1594.61		1594.61
T. Bird	Oct 2023 Litter picker salary	BACS	297.92		297.92
P. Wainwright	Oct 2023 Litter picker salary	BACS	247.83		247.83
Microsoft	Monthly Subscription Charges –Oct 2023	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – Oct 2023	BACS	250.00		250.00
East of England Co-op	Postage	DC	20.00		20.00
NEST	Clerk's Pension	DC	95.01		95.01

Items paid following authorisation at meeting of 04 October 2023

Payee	Detail	Method	NETT	VAT	TOTAL
BMCIC	LPF Maintenance Contribution – Sept & Oct 2023	CHQ – 003496	408.50		408.50
D. Childs	July Grounds Maintenance – invoice TBC	CHQ – 003497	480.00		480.00
1st Brantham Cub Scout Pack	Purchase of Daffodil bulbs	CHQ – 003498	35.98		35.98
Village Hall Brantham	Hall Hire (inv. BPC917 & BPC907	CHQ – 003499	144.00		144.00
Business Services at CAS	Parish Council insurance 2023-24	CHQ – 003500	1158.33		1158.33
HMRC	P30 Quarter 2	CHQ – 003501	1479.40		1479.40
SALC	6 months payroll – invoice 27795	CHQ - 003502	96.00	19.20	115.20

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

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

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Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	143.91
Babergh District Council	CIL – October 2023	DEP	28,861.09
Babergh District Council	Recycling Credit	DEP	161.16
BMCIC	Insurance repayment	DEP	243.72
Brantham Scout and Guide Group	Annual rent	DEP	1.00
Paul Brackley	Contribution to Private Road	DEP	40.00
Tattingstone Parish Council	50% cost of SLCC conference	DEP	195.00
BMCIC	Rent payment	DEP	412.50

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

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

BPC ANNUAL BUDGET 2024-25

VERSION 2

DATE OF ADOPTION:

MINUTE NO.

CATEGORY	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	2022-23	2023-24	2024-25 SAME	2024-25 ADD 2%	2024-25 ADD 5%	2024-25 ADD 6.7%
INCOME						
Precept	53,728	57,581	57,581	58,728	60,463	61,436
Bank Interest	30	30	1,800	1,800	1,800	1,800
Rent (BMCIC)	1,650	1,650	1,650	1,650	1,650	1,650
Annual Insurance repayment from BMCIC			2,000	2,000	2,000	2,000
Highcliff Lease	5,000	5,000	5,000	5,460	5,460	5,460
Braiswick road contribution			150	150	150	150
VAT reclaimed	1,500	1,500	2,000	2,000	2,000	2,000
Recycling	300	300	300	300	300	300
Scouts Ground Rent	1	1	1	1	1	1
Private Road contribution	40	40	40	40	40	40
Wayleaves	50	50				
CIL	5,000	5,000	5,000	5,000	5,000	5,008
TOTAL INCOME	67,299	71,152	75,522	77,129	78,864	79,845
EXPENDITURE						
Salaries						
Clerk/RFO	17,900	18,000	21,000	21,000	21,000	21,000
Litter Pickers	6,000	6,500	8,000	8,000	8,000	8,000
Employers PAYE & NI	4,000	5,000	5,000	5,000	5,000	5,000
Clerk's Pension	750	1,000	1,300	1,300	1,300	1,300
Payroll costs	350	350	350	350	350	350
TOTAL	29,000	30,850	35,650	35,650	35,650	35,650

Administration						
Audit	700	700	800	800	800	800
Hall Hire	400	500	500	570	570	570
Insurance	5,500	5,500	5,500	5,500	5,500	5,500
Office Allowance	240	240	240	240	240	240
Petrol/travel costs	50	50	50	50	50	50
Postage	60	70	100	100	100	100
Telephone	300	300	300			
Stationery	300	300	300	300	300	300
Website/Email	500	500	350	350	350	350
Training	1,000	500	500	1,000	1,000	1,000
GDPR costs	50	50	50	50	50	50
Miscellaneous	1,000					
Staff recruitment	200	200	200	200	200	200
Election costs	1,000	1,500	1,500	500	500	500
Councillor expenses	200	200	200	200	200	200
Purchases (i.e. office equipment)		200	200	200	200	200
ZOOM subscription	180					
Accounting software			300	300	300	300
Microsoft subscription			110	110	110	110
TOTAL	11,680	10,810	11,200	10,470	10,470	10,470

Subscriptions/Grants, Donations						
SALC Subscription	850	850	850	850	850	850
SLCC Subscription	197	197	120	120	120	120
Donations	1,900	1,500	1,500	1,500	1,500	1,500
Brantham Open Spaces support		1,200	1,200	1,200	1,200	1,200
Possible Brantham Bugle Support						1,000
TOTAL	2,947	3,747	3,670	3,670	3,670	4,670

Services						
BDC Litter bin emptying	1,800	2,000	2,000	2,000	2,000	2,000
Litter purchases	500	900	900	1,000	1,000	1,000
Playground Inspection	300	300	300	300	300	300
Churchyard Grounds Maintenance						
General Village Maintenance	9,960	7,000	7,000	7,000	7,000	7,000
Playground equipment/repairs	1,000	4,000	1,500	1,500	1,500	1,500
BLC Grounds Maintenance	4,000	4,000	480	480	480	480
GPL Play area rent	10	10	10	10	10	10
Horticulture	170	200	200	200	200	200
SCC Street Light contract Maintenance	2,250	2,400	1,500	1,500	1,500	1,500
Village Hall Maintenance Grant	3,000	3,000	3,600	3,600	3,600	3,600
TOTAL	22,990	23,810	17,490	17,590	17,590	17,590

Other items						
SID/SID Maintenance	100	100	1,000	1,000	1,000	1,000
Defibrillator Maintenance	250	250	500	500	500	500
Parish Plan activities/support			5,000	5,000	5,000	5,000
Miscellaneous purchases/large projects	332	1,586	1,012	3,249	4,984	4,965
TOTAL	682	1,936	7,512	9,749	11,484	11,465

TOTAL EXPENDITURE	67,299	71,153	75,522	77,129	78,864	79,845
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COUNCIL TAX BASE FIGURES 2023-24		
COUNCIL TAX BASE	944.08	963.70
BAND D COUNCIL TAX	56.91	59.75

Council tax base Calculations*	same	add 2%	add 5%	add 6.7% **
Council tax base	963.70	963.70	963.70	963.70
Band D Council Tax	59.75	60.94	62.74	63.75
PRECEPT AMOUNT	57,581.08	58,727.88	60,462.54	61,435.88

* using 2023-24 tax base figures until further information received from BDC ** current inflation rate

BPC COUNCILLOR REPORTS

Footpaths and Services Report for PC meeting - November 2023

Slough road

I have been in touch once again with Babergh about getting support with making this a wildflower area. I have now been told that a site visit will be arranged, and I will be invited along to discuss. I am hoping that Dennis Hyatt will also join the meeting.

Sycamore Way

There is a patch of land, apparently known locally as the “dump”. Some residents have approached me with concerns about the trees on this area being over bearing on the nearby properties. In view of recent storms, they are also concerned that tress branches etc. may cause damage to cars and property. I have suggested that they report it on the website and have also reported it on their behalf.





Lesley Cherry

Chair Footpaths and Services

Recreation Sub-Committee – Chairman's Report

The rep from Kompan met our groundsman, Dave Childs, at the Merriam Close play area to advise him on the best way to replace the safety matting that had been pulled up from under the nest swing. Dave carried out this work and laid some topsoil over the matting and seeded it, but it may take some time for the grass to grow as the area is still being used regularly, and the constant wet weather hasn't helped.

Dave is waiting for some dry weather so that he can carry out some repair work to the damaged tables at the Lower Playing Field.

There is some rot in the wooden platform under the zip wire at Gravel Pit Lane, and Dave has said that he has some suitable timber that he will use to replace the rotten area. He hopes to do this work on Saturday 28th October.

The Finance Committee has accepted the quote from MJS Systems for the installation of CCTV cameras at all three play areas.

Village Hall Management Committee

The last meeting of the committee was held on Wednesday 18th October. We reviewed the success of the Quiz Night held on the previous Saturday, 14th October, and noted that it was a very pleasant evening making us a profit of £453. The quiz itself was compiled by Matt Keys and delivered by Alastair. We agreed that we would like to find someone else to compile our quizzes so that Matt can take part in the future.

We discussed future fund-raising activities and agreed to hold another quiz on Saturday 11th May 2024, and other events to be confirmed at a later date.

Stacey reported to the meeting that there are still plenty of regular and one-off bookings coming in for the village hall.

Our next meeting will be held on Wednesday 17th January 2024.

Verge at New Village

I am awaiting a quote from Dan Orman for the work required to the verge outside BLC.

Jackie Heywood

SKATE PARK REPORT – ABI EDEVANE

All I've done this month is contact Sammie Purse who runs the youth club.. She did an awesome job getting some information out of the kids at her last meet.. I think the main thing I got from it is that kids just want somewhere to hang out.. Which I think we all just know! A skatepark was mentioned a few times plus suggestions of lighting at the lower park, which I thought was quite interesting! Sammie is really up for helping & supporting my quest for getting the village more teenage friendly.. While we were away we checked out Weymouths brand new skatepark.. Its amazing! Built by Mavrick, who I've been having a look at.. It was really busy, lots of different age groups & great atmosphere!

PARISH PLAN REPORT – TONI LANCASTER

The test event went very well, and the process has been amended to reflect the feedback and everything is on track for our launch event on **1st November 5.30 to 7.00pm at the Village Hall.**

The event at the Bull is scheduled for 8th November during the day, times to be confirmed. Chloes and Brantham Leisure Centre have agreed to host the engagement events. I will need some support with these events so please let me know if you can assist.

PAPER 5 - Correspondence to Note
Oct 2023

Item One: (for information)

From: David Steel <David.Steel@baberghmidsuffolk.gov.uk>

Sent: Tuesday, October 10, 2023 11:45 AM

To: Brantham Parish Council <clerk@branthamparishcouncil.co.uk>

Subject: EN/22/00557 - Babergh Planning Enforcement Update

Good morning,

I am contacting you regarding a referral made to the Babergh Planning Enforcement team in September 2022. Please accept my apologies for the delay in response, there have been several departures from and changes within the team, as well as a very high caseload. I am pleased to provide you with an update.

Several visits to the site by planning enforcement have been carried out where no failure of planting was noted by the Officer attending site, there was a detailed inspection of the landscaping and flood bund to the site where the planting schemes appeared to be correct and no dead or dying vegetation was noted.

I have contacted the developer, Taylor Wimpey, detailing the alleged breach and requesting they carry out during the current planting season a review / audit of their planting and landscaping and rectify where anything failed is identified.

At this time, no breach has been established and should any further allegations be made then these will need to come via a new enforcement report. I have copied the link below. Please be as specific as possible with any details and try to include locations and pictures where possible.

[Planning enforcement - Babergh District Council - Babergh & Mid Suffolk District Councils - Working Together](#)

Many thanks and kind regards,

David Steel,
Acting Senior Planning Enforcement Officer.