



## **APPLICATION FOR A GRANT OR CONTRIBUTION**

*Before completing this form, please carefully read Brantham Parish Council's Contributions Policy. Copies of this form must be submitted to the Parish Council along with any necessary supporting document to the address or email detailed above.*

### **General Information for Applicants**

*It is Brantham Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Brantham Parish Council. The size of any contribution is awarded at the discretion of the Parish Council but will not exceed £500 in any one application.*

*A word copy of this form is available on request to the Clerk. If you have any queries on the completion of this form please contact the Parish Clerk using the details above.*

<b>ORGANISATION/GROUP DETAILS</b>
<b>Organisation/Group name:</b> Citizens Advice Ipswich
<b>Address:</b> Tower House, 17 Tower Street, Ipswich, IP1 3BE
<b>Contact Email:</b> <a href="mailto:CEO@Ipswichcab.org.uk">CEO@Ipswichcab.org.uk</a>
<b>Contact Telephone:</b> 01473 219771
<b>Registered Charity no. (if applicable):</b> 1064862
<b>If you are part of a larger organisation enter its name:</b>
<b>Aims and objectives of your organisation/group:</b>  to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Ipswich and surrounding areas.



#### DETAILS OF PROJECT/ACTIVITY

<b>Provide an overview of your project/request:</b>	Since January 2023 we have provided advice and support for 20 Brantham Parish residents, who sought our services on 42 different issues.
<b>What is the likely number of beneficiaries?</b>	20 Separate households have received support benefiting all of those households' residents.
<b>Age profile of beneficiaries</b>	From 25 – over 65
<b>Provide details of long-term sustainability</b>	Our core funding is reducing year on year, we undertake a number of projects to support our work, and rely on fund raising and donations we have been offering advice and support for 50 years in Ipswich and hope this will continue.

#### DETAILS OF PARISH COUNCIL FUNDING REQUESTED

<b>Contribution requested</b>	£500
<b>Received in the last 4 years</b>	31 December 2021 - £500

**Please use this space for any other information about your project or organisation that may be helpful to your application:**

We support all those in the community that need our assistance.

I certify that the responses provided are accurate to the best of my knowledge

Signature of applicant N. Willshere

Office held CEO Date 16 November 2023

**Brantham Parish Council**

**Donations for the year ending 31 March 2024 using the General Power of Competence\***

Recipient	Reason for request	Amount Requested	Actioned	Minute no.
Brantham Cricket Club	Purchase of new mower	£150	£150	FC 08.23.05

Subtotal of expenditure incurred to date		£150
Less Funding agreed from Horticulture fund		
Total Expenditure incurred in 2023-24		£150
Donations budget for 2023-24		£1,500
Funding carried over from 2022-23		£301
Donations over/underspend for 2023-24		£1,651

\* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012.  
At its Annual Parish Council Meeting of 10 May 2023 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)

## FC 11.23.08

**From**

**Date:** 28 October 2023 at 19:10:03 BST

**To:**

**Subject: Re: Trees at New Village**

See costs below:

*Plant bare root trees as supplied by BPC (including supply and install of tree stake, rubber tie and 450mm diameter of bark mulch) - £30 + vat each - Note: tree pits to be dug 700mm x 700mm x 300mm deep to alleviate compacted soil.*

*Supply and install 500mm high knee rail fence - £29.50 + vat per meter - Approx meterages are shown on the attached screenshots which are: Western section (near bowls court) 62m, Eastern section (near tennis court) 66m*

*Rotovate, level and sow with amenity grass seed - £1.45 + vat per square meter - Approx areas are: Western section (near bowls court) 140m<sup>2</sup>, Eastern section (near tennis court) 150m<sup>2</sup>.*

*I would recommend weekly watering visits for the first summer after planting (May-September) to help ensure establishment. This cost for this would be £25 + vat per weekly visit based upon 10no trees.*

I can provide a formal quotation in 2-3 weeks if required once I have everything sorted.

I'd like to think that if local or heritage fruit varieties were planted that people would make use of the fruit but if not the fallen fruit can create a bit of mess and attract wasps so its difficult to know what would be best.

As discussed the earliest I would be able to be complete the works would be early January for the tree planting and fencing. The seeding would need to follow in early spring.

Regards



# CCTV POLICY

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Brantham Parish Council

Author: Sarah Keys

<b>ADOPTION DATE:</b>	
<b>MINUTE NO.</b>	
<b>VERSION NO.</b>	1
<b>REVIEW DATE:</b>	

# **CCTV Policy**

## **Introduction**

This policy is to control the management, operation, use and confidentiality of the CCTV system sited on the Gravel Pit Lane Play area, Merriam Close Play Area and Lower Playing Field, Brantham.

It has been prepared taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000).

This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that the system meets legislative requirements.

The system comprises of 3 fixed cameras on the village play areas

## **Objectives of the scheme**

- To protect Parish Council assets
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the village play areas.

## **Statement of intent**

The CCTV Scheme will be registered with the Information Commissioner under the terms of the General Data Protection Act of May 2018 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

The Parish Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the public play areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the play areas together with their visitors.

The cameras are not to focus on private homes, gardens and other areas of private property.

Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without authorisation being obtained using the Parish Councils forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Data will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV and ANPR.

#### Operation of the system

The Scheme will be administered and managed by the CCTV control group consisting of the Parish Council Chair, Vice Chair, Proper Officer and the appointed Engineer Administrator, MJS Systems

The day-to-day management will be the responsibility of the CCTV control group.

The CCTV system will be operated 24 hours each day, every day of the year.

#### Control Area

The CCTV control group will routinely check and confirm the efficiency of the system and in particular that the equipment is properly recording and that cameras are functional.

Access to the CCTV Control Area will be strictly limited to the CCTV control group.

Unless an immediate response to events is required, the CCTV control group must not direct cameras at an individual or a specific group of individuals.

Visitors and other contractors wishing to enter the Control Room will be subject to particular arrangement as outlined below.

If out of hours emergency maintenance arises, the CCTV control group must be satisfied of the identity and purpose of contractors before allowing entry.

Administrative functions will include maintaining hard disc space, maintaining occurrence and system maintenance logs.

Emergency procedures will be used in appropriate cases to call the Emergency Services.

#### Liaison

Liaison meetings may be held with all bodies involved in the support of the system.

#### Monitoring procedures

Camera surveillance may be maintained at all times.

A monitor is installed in the Control Area to which pictures will be continuously recorded.

If covert surveillance is planned or has taken place copies of the Authorisation Forms, including any Review or Cancellation must be returned to the Parish Clerk.

The CCTV is viewable from the machine installed in a secure area by a member of the Control Group only.

CCTV data is viewable remotely via log in details and password protected internet access restricted to the members of the Control Group only.

### **Recording procedures**

In order to maintain and preserve the integrity of the data the following procedures for use and retention must be strictly adhered to:

Data stored on the hard drive may be copied to a USB device if required for evidence purposes by a member of the Control Group only.

Data stored on hard drive will be stored for 30 days with an auto re-write regime in place.

Data required for evidential purposes and copied to a usb device, must be witnessed, signed by the controller, dated and stored in a separate, secure, store.

Data may be viewed by the Police for the prevention and detection of crime and the authorised officer of Brantham Parish Council (Proper Officer), for supervisory purposes, authorised demonstration and training.

A record will be maintained by the Control Group of the release of Data to the Police or any other authorised applicants.

Viewing of Data by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

Should data be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. Data will only be released to the Police on the clear understanding that the data remains the property of the Parish Council, and both the data and information contained on it are to be treated in accordance with this code.

The Parish Council also retains the right to refuse permission for the Police to pass to any other person the data or any part of the information contained thereon. On occasions when a Court requires the release of an original data this will be produced from the secure evidence store, in its sealed bag.

The Police may require the Parish Council to retain the data for possible use as evidence in the future. Such data will be properly indexed and properly and securely stored until they are needed by the Police.

Applications received from outside bodies (e.g. solicitors) to view data will be referred to the Proper Officer. In these circumstances data will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

### **Breaches of the code (including breaches of security)**

Any serious breach of the Code of Practice will be immediately investigated by members of the Policy & Resources Committee other than the Chair and Vice-Chair and an independent investigation undertaken with recommendations on how to remedy the breach.

### **Assessment of the scheme and code of practice**

Performance monitoring, including random operating checks, may be carried out.

### **Complaints**

Any complaints about the Parish Council's CCTV system should be addressed to the Parish Clerk.

Complaints will be investigated in accordance with Section 9 of this Policy.

### **Access by the Data Subject**

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made on application to the Parish Clerk. For further information as to how to make a Subject Access Request please visit:

[www.brantham.onesuffolk.net](http://www.brantham.onesuffolk.net)

### **Public information**

Copies of this Code of Practice will be available to the public from the Parish Clerk.

### **Summary of Key Points**

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the Parish Council.
- The Control room will not be manned.
- Liaison meetings may be held with the Police and other bodies.
- Data may only be viewed by Authorised Parish Council Officers, members of the CCTV Control Group and the Police.
- Data required as evidence will be properly recorded and witnessed before being released to the police.
- Data will not be made available to the media for commercial or entertainment. • Data will be auto-erased after 30 days.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the Parish Council's policies and procedures. The Parish Council must use these procedures and comply with the requirements set out in the procedure documentation.
- Any breaches of this code will be initially investigated by members of the Policy and Resources Committee of the Parish Council. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Parish Council.

**THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES**

## **FC 11.23.12**

**From:** Becky Wyke <team2@wicksteed.co.uk>

**Sent:** Friday, November 3, 2023 3:05 PM

**To:** clerk@branthamparishcouncil.co.uk

**Subject:** x2 Playground Signs Lower Playing Field and Gravel Pit Play Areas

Good afternoon Sarah,

I hope you're well.

Thank you for your patience, I apologise for the delay.

Following your email regarding the x2 Signs with incorrect wording installed at Lower Playing Field and Gravel Pit Play Areas, I have been liaising with our After Sales team.

As this was not picked up during the proofing stage , as a valued customer , we are able to supply a new sign for each of the 2 sites at a reduced cost of £175.00 each to supply.

Sub Total : £350.00

Carriage: £29.75

Total excl VAT = £379.75

If you are happy to proceed based on the above please let me know and I will be happy to rush this through for you to ensure that the signs can be delivered as quickly as possible.

I look forward to hearing from you.

Kindest Regards

Becky

**Becky Wyke**

**Sales Office Administrator**

Wicksteed Leisure Ltd

Digby Street, Kettering, Northants, NN16 8YJ

team2@wicksteed.co.uk

01536 517028 (EXT:3122)

01536 295379 (DDI)

wicksteed.co.uk

**BPC ANNUAL BUDGET 2024-25**

**VERSION 3**

**DATE OF ADOPTION:**

**MINUTE NO.**

CATEGORY	BUDGET 2022-23	BUDGET 2023-24	BUDGET	BUDGET	BUDGET	BUDGET
			2024-25	2024-25	2024-25	2024-25
			SAME	ADD 2%	ADD 5%	ADD 4.7%**
INCOME						
Precept	53,728	57,581	59,640	60,833	62,622	62,443
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	5,000
TOTAL INCOME	67,299	71,152	77,581	79,234	81,023	80,844

**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

<b>Administration</b>						
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
<b>TOTAL</b>	<b>11,680</b>	<b>10,810</b>	<b>11,200</b>	<b>10,470</b>	<b>10,470</b>	<b>10,470</b>

<b>Subscriptions/Grants, Donations</b>						
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	1,000	1,000	1,000
<b>TOTAL</b>	<b>2,947</b>	<b>3,747</b>	<b>4,670</b>	<b>4,670</b>	<b>4,670</b>	<b>4,670</b>

<b>Services</b>						
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	5,000	5,000	5,000	5,000
<b>TOTAL</b>	<b>22,990</b>	<b>23,810</b>	<b>18,890</b>	<b>18,990</b>	<b>18,990</b>	<b>18,990</b>

<b>Other items</b>						
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	671	2,954	4,743	4,564
<b>TOTAL</b>	<b>682</b>	<b>1,936</b>	<b>7,171</b>	<b>9,454</b>	<b>11,243</b>	<b>11,064</b>

<b>TOTAL EXPENDITURE</b>	<b>67,299</b>	<b>71,153</b>	<b>77,581</b>	<b>79,234</b>	<b>81,023</b>	<b>80,844</b>
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<b>COUNCIL TAX BASE FIGURES 2024-25</b>	<b>2023-24</b>
<b>COUNCIL TAX BASE</b>	<b>998.16</b>
<b>BAND D COUNCIL TAX</b>	<b>59.75</b>

<b>Council tax base Calculations*</b>	same	add 2%	add 5%	add 4.7% **
Council tax base	998.16	998.16	998.16	998.16
Band D Council Tax	59.75	60.94	62.74	62.56
PRECEPT AMOUNT	59,640	60,828	62,625	62,445

\*\* current inflation rate

6 NOVEMBER 2023

## **E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT**

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of [www.lgpsregs.org](http://www.lgpsregs.org).

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	



	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

\* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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