



Paper submitted by the Clerk to the Council at the Parish Council meeting on 06 March 2024

Parish Clerk's Report – March 2024

a) To review actions from the previous meeting

MINUTE NO.	ACTION	Dismissed/ Ongoing
PC 02.24.01	Arrange donation to Charity as mark of respect for Cllr Rowlinson	Clerk
PC 02.24.056	Arrange appointment of Litter Pickers <i>Completed</i>	Dismissed
PC 02.24.07	Set date and make arrangements for a village litter pick <i>Completed, date set for 23 March 2024</i>	Dismissed
PC 02.24.11	Present a proposal on Skate Park next steps to Finance Committee <i>Completed</i>	Dismissed

b) To receive the reports of items actioned under delegated powers

- Recycling credit form submitted to Babergh District Council
- Email to Cllr Harley re: concerns about state of A137 potholes etc with query about repair fund from Highways England (response below)
- Added Cllr Edevane to BPC Facebook page to enable additions of social media reels etc.
- Set up Instagram account for Parish Council to generate interest and share information.
- Meeting held with Matt Johns to review CCTV process and monitoring
- Contacted BDC re: concerns regarding Decoy Pond water level and drainage (response below)

c) To receive items of correspondence for noting only

ITEM ONE:

UPDATE – I have responded to this email. I arranged for our Grounds Maintenance Contractor to remove the graffiti on the bus shelter and provided an overview of progress to date on Pedestrian crossing in Brantham. I have signposted to the Parish Plan engagement and invited the resident to join the Parish Council.

From:

Sent: Thursday, February 1, 2024 12:19 PM

To: clerk@branthamparishcouncil.co.uk

Subject:

Good morning, I hope you are well

We have just moved to the area and I wanted to flag a few things which are of concern, if I may!

- bus stop near the school/nursery has rude drawings in it, children walk past this obviously every day. I have reported to council website but this hasn't been fixed
- Concerned that the main road in brantham has no street lights, this is also a 30mph speed limit with lots of blind bends
- No crossing for school or island to cross safely

I am sure this has been raised before but there is obviously alot of children crossing that road for nursery, school and secondary school (bus picks up from one side of the road) and it's a big concern. I feel there needs to be action

rather than wait for the unthinkable to happen and then remedial action be taken. Is there anything we can do? Do we need funds? Why hasn't this been done already?

There is lots of new builds in the area, lots of new families will be coming to the area (like us) and it's a real worry. I hate crossing it !

Sorry to trouble you with this!

Many thanks

ITEM TWO:

From: Nick Christo

Sent: Wednesday, February 21, 2024 6:04 PM

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

Subject: RE: Brantham concerns re Decoy Pond and surrounding area

Dear Sarah,

Thank you for your email and please be assured we are aware of the issues within your notes and posts online.

The team are in continual dialogue with TW to rectify the outstanding issues, some of which are outlined below, before any adoption takes place and subsequently falls into Babergh ownership and maintenance accountability.

It's worth noting that the recent and continued weather conditions have been very bad and it's not just Decoy Pond that has been impacted, but I do understand the local concern here.

We will be in touch further once TW have addressed what we have requested and we are in a position to move forward with adoption.

Kind Regards

Nick Christo

ITEM THREE:

From: Simon Harley (SCC Councillor)

Sent: Thursday, February 22, 2024 1:45 PM

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

Subject: RE: Road surface along A137

Thanks Sarah, and copying to all for convenience.

I asked about resurfacing of the A137 a couple of months ago and was told that Brantham was on the list for resurfacing (the stretch from the corner up to the Cattawade roundabout I believe) and the bad section through Tattingstone was not at present.

It certainly won't do any harm to ask about a contingency budget for damage, although I have not heard of this possibility before, but I can certainly enquire. I will let you know of the outcome.

Please keep reporting issues on the Highways reporting tool as this makes their system aware of the problems, and they are more responsive to volume and frequency of reports.

Best wishes, Simon Harley (SCC Councillor)

Paper 2 – Expenditure to be approved**Agenda Item PC 03.24.08**

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
Toni Lancaster	Expenses for Parish Plan activities	CHQ - 003522	150.32		150.32
MJS Systems Ltd	CCTV Cameras, SIM cards and maintenance costs (inv. 8574)	CHQ – 003523	6040.00	1208.00	7248.00
D. Childs	Grounds Maintenance (Inv. TBC)	CHQ – 003524	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 £5000; * a duly delegated committee for all items over £1000 * the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000. 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 07 February 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	February 2024 Salaries & Clerk Office Allowance	BACS	1941.66		1941.66
Microsoft	Monthly Subscription Charges – Feb 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – Feb 2024	BACS	250.00		250.00
East of England Co-op	Postage	DC	20.00		20.00
Amazon	Litter Picking Equipment	DC	61.43	12.32	73.75

Items paid following authorisation at meeting of 07 February 2024

Payee	Detail	Method	NETT	VAT	TOTAL
1 st Brantham Scout & Guide Group	Donation for removal of asbestos work	CHQ – 003516	4922.00		4922.00
Brantham Bugle	Donation towards printing costs	CHQ – 003517	1500.00		1500.00
SR Mowers	Servicing of strimmer & Hedgetrimmer (invoice no. 0419 & 0410)	CHQ – 003518	220.00		220.00
SALC	CLlr Training (inv. 28103)	CHQ - 003519	60.00	12.00	72.00
Village Hall Brantham	Hall Hire (invoice no.992 & 1002)	CHQ – 003520	96.00		96.00
D. Childs	Grounds Maintenance (Inv. 1813)	CHQ – 003521	55.00		55.00

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	173.47
Babergh District Council	CIL Payment – Merriam Close Project	DEP	3833.47

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

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



BRANTHAM
Parish Council

PAPER 5

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CIL SPENDING REVIEW 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 CAP 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	£2,556.87		£2,556.87	SPENT
2019-20	£104.01			SPENT
	£3,258.75		£5,919.63	SPENT
2020-21	£3,258.67			SPENT
	£2,681.48		£11,859.78	SPENT
2021-22			£11,859.78	
2022-23	£9,734.69			SPENT
	£7,747.54	£10,123.64	£19,218.37	SPENT
2023-24	£53,848.41		£73,066.78	14.04.28
	£28,861.09		£101,927.87	13.10.28
		£17,888.71	£84,039.16	
		£6,633.26	£77,405.90	
		£1,277.82	£76,128.08	
		£3,074.10	£73,053.98	
	Committed	£4,646.49	£68,407.49	Balance after committed funds
Totals	£112,051.51	£43,644.02		

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	Jun-23	Completed
Gravel Pit Lane Play area update	None	Approx 18,000	None	£17,888.71	Jul-23	Completed

CCTV in play areas	None	Approx £11000	None	£6,633.26	Sep-23	50% paid, installation underway
Merriam Close play area update	None	5111.29	Neighbourhood CIL (BDC)	£1,277.82	Jul-23	Completed
Play area signage	None	£3,074.10	£0	£3,074.10	May-23	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
Replacement play area signs	None	£379.75	£0	£379.75	Jan-24	Underway
CCTV in play areas	None	£5,450	£0	£4,266.74	Nov-23	Deposit paid

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 GREY will be identified as 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 residents 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)		

Cllr Reports – February 2024

Cllr Edevane:

I met with BLC & they're really excited to help us run an event with a skatepark! They're holding Kidzfest on 6th July & have said we can go in with them.. I think this is a brilliant idea.. It'll mean we can attract so many more people & not have to fund all sorts of other things, bouncy castles etc to keep families there for the day as they'll already be providing all sorts of other activities.. I did say that the council were wanting to use this as a chance to interact with the village about parish plan, so I can't see why we can't still do it there.. I think it could really work doing it together.

Highline Adventures currently have availability on that day but have said they book up quickly so if we want to secure this date then we need to act fast!

I asked for quotes for a few of their other activities, but I'm thinking if we do it on 6th we won't need them so just have the skatepark..

So it's £1125.00 +VAT.. Bargain I think!

It includes

SKATE PARK (The skatepark consists of 11 skate ramps and rails):

- Quarter pipes x 2
- Flat bank
- Spine
- Ramp to wall
- Fly off x 2
- Funbox
- Grind rail
- Driveways x 2 (one with step and grind rails)Variety of layouts available
- Safety Helmets must be worn.

Skateboards provided.

- Need a minimum area of 400m² (for example 20m x 20m)
- Can be set up on grass but this limit's use to BMXs only.
- Can tailor the layout for small or unusually shaped areas

We'll just have to think about how we advertise people bringing crash helmets but I can't think that we can't do that without too much trouble.

<https://highlineadventure.co.uk/>

The other add ons are in the email.. it was too big to add on here so hope you don't mind reading it separately.

I'd really like to set up a Facebook page before the event so I can get it shared everywhere way before the event.. So maybe at April's meeting I can have a page for you guys to look at & approve so u can launch it? Really want to get the youth club on board too.. Kids have such an impact on these things!

I've contacted Skateboard GB and asked them for any advice on making the event a success & how to use it going forward in regards to raising funds..

Proposal – the Parish Council approves funding for this event as a way to gauge interest for the Skate Park going forward and to feed in to the future Parish Engagement project, and approves the set up of a Facebook Skate Park page to build interest and promote the event and future project.

Footpaths and Services Report for PC meeting - 6th March 2024

Slough Road project is moving slowly forward. Dennis and I met with Charlotte from Suffolk Highways. It was a useful meeting and information gained about the safety splays at each end was extremely useful. The clerk has applied for a Planting and Cultivation licence, but before that can take place, some further training will be needed by BOS members. While at the meeting Dennis raised the verge at the side of the A137 and a separate licence has been applied for.

There is a Community Self Help Scheme, which will train BOS members and supply safety equipment free of charge. Brantham Parish Council would need to join this scheme. I have printed an agreement ready to be signed and asked Mal to look over it before the meeting. There will be some additional paperwork required and the Clerk has agreed. This will include risk assessments and a return of all works carried out over the year back to Suffolk County Council. This will need to be considered by the Council.

I have also been in touch with Andrew Murray-Wood at Suffolk and he was keen to get involved. He can give advice as to what planting is suitable. We will meet at the site in the spring.

I also received a complaint about the Cinder Path fence. I took a look and whilst it is in a shocking state and has fallen over, it has fallen into the field and does not obstruct the pathway. The other side of the land is open to the road, therefore providing access to this land. So the fence is not a safety issue regarding access or to the footpath, so I feel there was no further action required.

Lesley Cherry, Chair Footpaths and Services

Recreation Sub-Committee – Chairman's Report

All three CCTV cameras have now been installed at the play areas. I intended to call on the Gravel Pit Lane resident who complained about the position of the camera next to her property one Sunday morning, but when I did visit the property I was told that she was at work. I had intended to talk to the woman to tell her our reasons for installing the camera. One day the following week Matthew Johns, the contractor who had installed the cameras, went to the play area to fix a sign on the camera column, and was approached by the resident from the next property and she asked him a lot of questions. He wasn't certain, but did think that the woman was recording their conversation. After hearing about that I decided that I would not pursue going to talk to the resident.

We have received reports following inspections of the play areas at Merriam Close and Gravel Pit Lane and several small remedial items of work have been highlighted. We are still waiting for the Lower Playing Field to be inspected. I met Lesley on Tuesday 5th March to visit all the play areas in order to put together a list of works that we consider should be carried out as soon as the weather makes it possible. Perhaps we can ask Dave Childs to price up for the following work:

LPF

The frames of both pairs of swings need to be rubbed down and repainted.

Graffiti needs to be cleaned off the treetop tower play equipment.

A heap of soil was delivered recently to the Lower Playing Field and it has now been spread over some of the rutted grass. On close inspection with Lesley this morning we noticed that there are a lot of stones and some garden vegetation in the soil that has been spread. It will need thoroughly raking through before the area is re-seeded. Hopefully there will be some more, but better quality soil coming to fill in the remaining rutted areas. It is now four months since the Bonfire and Fireworks event.

GPL

The metal entrance gate has areas of corrosion which need to be treated, and then painted.

There is a redundant base plate in the grass in front of the furthest goal post, and it should be removed.

There are some inserts missing from the frames of the goal ends. The suppliers should be contacted to send these inserts so they can be installed.

The damaged fence on the north side of the plot needs to be repaired.

The foundations of the wooden bench seat are exposed – the surrounding surface should be reinstated to cover the foundations.

Much of the wooden fitness equipment needs to be rubbed down to remove rough areas of damage, and algae and moss, and the timber then needs to be treated with preservative.

The roundabout needs to be rubbed down and repainted.

Much of the safety surfacing beneath several pieces of equipment is covered in weeds, and these should be removed, and the surfacing left clear of weeds and moss.

The timber edging in the surround of the base of the climbing frame needs replacing and the bark mulch needs topping up.

There are areas of rust on the frames of some of the equipment and they need to be rubbed down and repainted.

Merriam Close

There are two tree stumps that should be removed as they could be trip hazards.

Some of the safety matting has been pulled up again and needs to be replaced under the nest swing.

Some graffiti needs to be cleaned off the play equipment.

It was recommended in the inspector's report that the bark chippings should be topped up.

Village Hall Management Committee

At our last meeting, held on 21st February, Stacey said that a new post-box has been installed at the hall to take payments and post as she is moving house from New Village to Colchester, but she wishes to stay on as our Hall Manager and will come over to the hall on a regular basis. Normally the VH payments would be posted through her letter box at home.

Stacey has taken some regular bookings from new hirers, so hall bookings are still good.

The removal of the mound of earth against the outside wall of the loos is due to take place one weekend as soon as the weather improves. Adrian Cherry and two other companies have agreed to quote for the work to improve the toilets, which will help with our requests for funding.

The Village Hall will be open on the litter pick day, 23rd March, as the pick will start and finish from the Hall, and hot drinks and cake will be offered to the volunteers when they have finished.

We plan to hold fund-raising Quiz Nights in the Village Hall on 11th May and 19th October.

Our next meeting will be held on Wednesday 20th March 2024.

Jackie Heywood

Legal sub-committee:

Firstly, the Vet's Head Office have ignored the invoice sent in January so a follow up call was made and the local vet representative is fully aware and is chasing up through his internal channels. He revealed they now have a very active account manager who generally fixes these things quickly – he is seeing her this week.

Secondly Cathie has carried out further development on the Hire Agreement format which was reviewed at the Finance Meeting last week, and it is hoped we can agree the final format at the Full council ,meeting this week.

BPC Representative:Lower Playing Field (LPF)

Hire agreement has been drafted. Having obtained a quote from Birketts to review our draft agreement, we decided not to go down an overly formal route.

Assuming all in favour of the draft during the March BPC meeting, we can forward to Darren @BLCIC and other interested parties as appropriate.

Proposal: The Parish Council agrees to approve the use of the LPF hire agreement as drawn up by the Legal Sub-Committee.

Parish Plan Report:

The engagement report has now been finalised and a draft action plan has been produced and will be circulated to Councillors.

I have completed a hand over with Cathie Donaldson who will lead on the next phase. We have agreed a draft comms plan which will include sharing a short version of the results and the action plan via social media, email, and the Brantham Bugle. The action plan will be developed into a working document.

Update from Cllr Donaldson

Met with Toni to discuss the next stage of the plan and associated activities. Will start to get to grips with this from week commencing 11th March.