



Paper 1 - submitted by the Clerk to the Council at the Parish Council meeting on 03 April 2024

**Parish Clerk's Report – April 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 Completed	Dismissed
PC 03.24.10	Source quote for skate park helmets <i>See details below</i>	Dismissed

HELMET	COMPANY	COST	NOTES
<a href="#">Skate Hut helmet – Matte Black</a>	Skate Hut	£14.95	3 sizes available (S,M,L)
<a href="#">Essential Black Matte Helmet</a>	Decathlon	£19.95	2 sizes available (L/XL)
<a href="#">Dialled Protection Skate Helmet</a>	Skates.co.uk	£9.95	3 sizes available (S,M,L)

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

- Arrange purchase/installation of new bench for Palfrey Heights
- Received new play area signs from Wicksteed but these arrived without fixings and so have been returned
- Agreed extraordinary use of LPF for purposes of a bonfire with the Fireworks Committee. Hire agreement has been issued, but the signed copy and deposit has not yet been returned
- Received trees and worked with local contractor to get these planted in New Village. Fence to be in place shortly along with re-seeding
- Agreed move of dog litter bin on fence of Merriam Close play area closer to the footpath leading to Decoy Pond to make this more obvious for dog walkers using that route.

**c) To receive items of correspondence for noting only**

**ITEM ONE:**

From:  
Sent: Wednesday, March 6, 2024 8:32 PM  
To: CLERK@BRANTHAMPARISHCOUNCIL.CO.UK  
Subject: Complaint

Could you please put me in contact with someone who I can report a highly offensive item that's in someone garden on full view for everyone to see thank you Sent from my iPhone

*CLERK UPDATE: I have responded to the resident and advised her to contact the police should the item be breaking any laws.*

**ITEM TWO:**

**From:** Simon Harley (SCC Councillor) <Simon.Harley@suffolk.gov.uk>  
**Sent:** Wednesday, March 13, 2024 10:42 AM  
**To:** Brantham Parish Council <clerk@branthamparishcouncil.co.uk>; Mal Bridgeman

<mal.bridgeman@branthamparishcouncil.co.uk>; Tattingstone Parish Council  
<clerk@tattingstoneparishcouncil.gov.uk>; andrea.mendel@tattingstoneparishcouncil.gov.uk  
**Subject:** FW: Road surface along A137 454936

Dear Brantham and Tattingstone Parish Councils,

Please see the reply below to the query about funds from National Highways to mitigate the effects of the diversions of the last 2 years.

I do believe that we are right in feeling aggrieved about this and that SCC has missed an opportunity to gain useful additional funding.

I am sorry not to have got a more helpful response.

Yours,

Simon Harley (SCC Councillor)

**From:** Councillor Highways Support <  
**Sent:** Wednesday, March 13, 2024 9:56 AM  
**To:** Simon Harley (SCC Councillor) <[Simon.Harley@suffolk.gov.uk](mailto:Simon.Harley@suffolk.gov.uk)>  
**Subject:** RE: Road surface along A137 454936

Good Morning Councillor Harley,

Thank you for your enquiry regarding Ipswich Road, Brantham.

Currently no additional funds have been made available in relation to the National Highways Scheme within Suffolk County Council (SCC) by National Highways. Costs for repair through additional traffic volumes would therefore need to be funded from within the current maintenance budgets held with SCC.

There are two significant National Highways improvement schemes currently underway within Suffolk (the A12 and A14), both SCC and Suffolk Highways have requested financial support for increased consequential damage, however this is not within the budget constraints of National Highways either. Suffolk Highways will continue to undertake routine Safety Inspections in accordance with our Highway Maintenance Operational Plan (HMOP) and any defects that meet the intervention levels defined within (HMOP) will be raised and repaired within the specified timescales.

Kind regards

**Michelle Cook**  
Asett Support Technician (Carriageways, Road Markings & Signage)

**Suffolk Highways**

**ITEM THREE:**

**From:** Peter Watson <[Peter.Watson@babberghmidsuffolk.gov.uk](mailto:Peter.Watson@babberghmidsuffolk.gov.uk)>  
**Sent:** Tuesday, March 26, 2024 12:52 PM  
**To:** Alastair McCraw (Cllr) <[Alastair.Mccraw@babbergh.gov.uk](mailto:Alastair.Mccraw@babbergh.gov.uk)>  
**Cc:** Brantham Parish Council <[clerk@branthamparishcouncil.co.uk](mailto:clerk@branthamparishcouncil.co.uk)>;  
**Subject:** Locality Award payment to Loneliness Club in Brantham

Dear Councillor Alastair McCraw,

Thank you for your e-mail and acknowledging that Brantham Parish Council will act as a proxy to assist the locality award request for Brantham Loneliness Club.

I have today requested a payment of £250.00 to Brantham Parish Council towards the costs of a coffee machine, mugs, and coffee, as one of your Locality Awards for this year.

Also included in this email is the clerk for Brantham Parish Council so there is transparency in the financial arrangements to make good the payment and in addition Pamela Brice as organiser to BLC.

**Pamela** – please find attached to this email a Locality Awards Feedback Form, which we would ask is completed and submitted to us along with proof of expenditure (invoices/receipts) once your project has been completed. We ask for this feedback to understand how the funding has been used and the impact the funding has had on your community.

Hopefully I will find time to visit the club and see how it is running at some future date.

Thank you.

Kind regards,

Peter

Peter Watson  
Community Safety Officer

**Paper 2 – Expenditure to be approved****Agenda Item PC 04.24.08**

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
Suffolk County Council	Street lighting & Maintenance (inv. No. 9542734)	CHQ – 003525	1112.24	222.45	1334.69
The Community Heartbeat Trust	Defib Replacement battery & pad	CHQ – 003526	409.50	81.90	491.40
Orman Landscapes Ltd	Tree planting in New Village	CHQ – 003527	270.00	54.00	324.00
Starboard Systems Ltd	Scribe Accounting Package (inv. No. 5651)	CHQ – 003528	345.60	69.12	414.72
Wicksteed Leisure Ltd	Supply of replacement play area signs (inv. 0000824834)	CHQ – 003529	379.75	75.95	455.70
SALC	6 Months Payroll (inv. No. 28283)	CHQ – 003530	72.00	14.40	86.40
Highline Adventure Ltd	DEPOSIT Skate Park Hire for 06.07.24 (inv. 0239)	CHQ – 003531	281.25	56.25	337.50
D. Childs	Grounds Maintenance (Inv. TBC)	CHQ – 003520	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 06 March 2024**

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	March 2024 Salaries, Clerk Office Allowance	BACS	2513.86		2513.86
Microsoft	Monthly Subscription Charges – March 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – March 2024	BACS	416.67		416.67
East of England Co-op	Supplies for Litter pick event	DC	17.44	0.04	17.48
Nest	Clerk's Pension	DC	102.29		102.29
Amazon	Stationary	DC	12.89	2.58	15.47
Cancer Research UK	Donation in memory of Cllr Rowlinson	DC	50.00		50.00

**Items paid following authorisation at meeting of 06 March 2024**

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. 1826)	CHQ – 003524	60.00		60.00

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.

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	165.95
Babergh District Council	Recycling repayment	DEP	158.10
Highcliff Vets	Quarterly rent payment	DEP	1250.00

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

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



## **Neighbourhood CIL Expenditure Report**

**Town or Parish Council: Brantham  
1 April 2023 to 31 March 2024**

<b>A</b>	<b>Total CIL income balance carried over from previous year</b>	<b>£ 19,218.37</b>
<b>B</b>	<b>Total CIL income received in reporting year (receipts received in April and October)</b>	<b>£82,709.50</b>
<b>C</b>	<b>Total CIL spent within reporting year (expenditure, net amount if VAT recoverable)</b>	<b>£34,323.89</b>
<b>D</b>	<b>Total CIL retained at year end (A+B-C)</b>	<b>£67,603.98</b>

### **Neighbourhood CIL Expenditure – Details of Spent Funds**

<b>Items to which CIL funds have been spent:</b>	<b>(Net amount if VAT recoverable)</b>
Improvement to Gravel Pit Lane Play area	17,888.71
CCTV camera for village play areas	12,083.26
Improvement to Merriam Close Play area	1277.82
Play area signs update	3074.10
<b>Total spent</b>	<b>£34,323.89</b>

### **Neighbourhood CIL – Details of Allocated Funds (not yet spent)**

<b>Items to which CIL funds have been allocated but not yet spent:</b>	<b>(Net amount if VAT recoverable)</b>
Additional play area signs	379.75
Improvement Work at Village Hall	10,000
<b>Total Allocated</b>	<b>£15,123.64</b>

**Has the expenditure report been uploaded onto the Parish's website: (Y/N)**

**This form needs to be signed by two representatives of the Parish/Town Council  
(electronic signatures are not acceptable)**

**Signed: ..... Position: .....**

**Verified: ..... Position: .....**

**Please scan and email this form to the following email address**

**[infrastructure@baberghmidsuffolk.gov.uk](mailto:infrastructure@baberghmidsuffolk.gov.uk)**





**BRANTHAM**  
Parish Council

Brantham Parish Council  
34 Sycamore Way  
Brantham  
CO11 1TL  
07807 799480

[clerk@branthamparishcouncil.co.uk](mailto:clerk@branthamparishcouncil.co.uk)  
[www.brantham.onesuffolk.net](http://www.brantham.onesuffolk.net)

## 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			14.04.28
	£28,861.09		£101,927.87	13.10.28
		£17,888.71	£84,039.16	
		£12,083.26	£71,955.90	
		£1,277.82	£70,678.08	
		£3,074.10	£67,603.98	
Committed		£379.75	£67,224.23	Balance after committed funds
<b>Totals</b>	<b>£112,051.51</b>	<b>£44,827.28</b>		

### 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	£12,083.26	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

### 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)		

## **PAPER 9 – Reports from Cllrs**

### **Footpaths and Services Report for PC meeting -March 2024**

Very little to report this month.

I have been walking my dog a slightly different route to avoid a large area of mud. This has taken me down the side of the under 5 playing field. I have been in conversation with a few walkers and several families going to school. They would like the path improved so they can more easily get to the school without arriving covered in mud. Having asked many regular users, apparently this year is the worst they have ever seen it. Is the increase in mud, caused by the wet weather or more foot traffic?

Also two walkers have stopped me on separate occasions to complain about the dog poo on the grass as you leave the path down the side of the play area. One suggested a dog bin, I pointed out that whichever way you walk there is a bin very close by. One in front of the play area by the road, and the new one slightly further on the path towards the pond.

I invited all of these people to write in, and either join or attend the Parish Council.

Lesley Cherry

Chair Footpaths and Services