



Sarah Keys
Clerk to the Council

01206 645111
Clerk@branthamparishcouncil.gov.uk

Paper submitted by the Clerk to the Council at the Parish Council meeting on 02 October 2024

Parish Clerk's Report – October 2024

a) To review actions from the previous meeting

MINUTE NO.	ACTION	WHO
PC 07.24.06	Find out if Brantham can have a Traffic Warden (Lollipop person) on A137 <i>Awaiting response from Suffolk County Council</i>	Clerk
PC 09.24.07	Raise concerns about additional traffic at Brooklands Primary School with headteacher and SCC <i>Completed, see responses below</i>	Clerk
PC 09.24.11	Arrange meeting with Sue Downs re: affordable housing <i>Completed</i>	Clerk
PC 09.24.14	Arrange a meeting with BMCIC <i>Awaiting a date from BMCIC</i>	Chair

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

- Induction and training underway with Assistant Clerk
- Residents only parking signs ordered and installed at New Village
- Arranged for removal of litter at Lower Playing Field

c) To receive items of correspondence for noting only

ITEM ONE

From: Dulake, David <David.Dulake@environment-agency.gov.uk>

Sent: 09 September 2024 11:12

To: clerk@branthamparishcouncil.gov.uk

Subject: Slipway Signage at Cattawade

Hello Sarah

Thank you for reporting the damaged signage at the slipway at Cattawade.

The field team at the Cattawade Barrier are now aware of this and will be reaffixing the displaced sign as shown in your photograph.

Kind Regards.

David.

David DULAKE

ITEM TWO FOR CONSIDERATION

From: Eloise Markwick

Sent: Thursday, September 12, 2024 3:45 PM

To: clerk@branthamparishcouncil.co.uk

Subject: Expression of Interest to Install 'Welcome to National Landscape' Highway Signs

Dear Sir/Madam

I recently started working for the Suffolk & Essex Coast & Heaths National Landscape Team (formally Area of Outstanding Natural Beauty (AONB) Team). My manager is Simon Amstutz.

The National Landscape Team are investigating the possibility of installing 'Welcome' signs on key roads into the National Landscape which inform drivers that they are entering the Suffolk & Essex Coast & Heaths National Landscape. Please see an example attached of the sort of sign we are considering. Note that the final design will have to conform to Highway's Design Regulations.

I am contacting several parish councils located along the National Landscape boundary to gauge interest in this project. With particular regard to Brantham Parish Council, we have identified that the A137 may be a good place to install a 'Welcome' sign. We would like to propose a partnership where the National Landscape would cover all of the costs to install the sign as well taking the lead in working with Highways to design and install the sign. We propose that the Parish Council would take responsibility for maintaining the sign once it was installed.

We don't expect the Parish Council to make a commitment at this point, but could you please let me know if you are supportive of working in partnership with the National Landscape Team to install a 'Welcome' sign in principle?

I'll let you know if we received interest from the other Parish Councils.

Regards, Eloise

Example 'Welcome' Sign.
Note: The final design will have to conform with Highways Regulations – this is a 'mock' design only



ITEM THREE



Contact Us E-Form Submission

Submission Reference	BMCU647263425
Submission Date & Time	2024-09-15 19:07:08
Directed to	Communities
Complaints Reference	
Other Relevant Reference (if applicable)	
Customer's Message	Hi, I just wondered if there was a way I could apply for an allotment and how I can go about this online? Thankyou, Kiera

CLERK'S UPDATE – Response sent

ITEM FOUR

From: Youth <youth@branthamathletic.com>
Sent: 17 September 2024 08:19
To: Sarah Keys <clerk@branthamparishcouncil.gov.uk>
Cc:
Subject: Re: Storage of Goals

Good Morning Sarah,

This is very good news, thank you for your support and we accept all points outlined in your email below.

We hope to have the new goals in place in the next month or two so I will let you know when we intend to put this agreement in place.

Kind regards

ITEM FIVE

From: Christine Davy
Sent: 09 September 2024 19:33
To: Sarah Keys <clerk@branthamparishcouncil.gov.uk>; simon.harley@suffolk.gov.uk
Cc: Mal Bridgeman <mal.bridgeman@branthamparishcouncil.gov.uk>; Mike Waddell

www.brantham.onesuffolk.net
www.facebook.com/BranthamParishCouncil

Subject: RE: Brooklands - car issues

Thanks for getting in touch Sarah.

I don't know the specific details but a piece of work was done by Suffolk County Council ahead of the building works linked to roads.

We also had to produce a travel plan at the time this included things like increased cycling and scooter storage.

Happy to meet to discuss further, if that would be helpful.

Christine

ITEM SIX

From: Michael Brooks <Michael.Brooks@suffolk.gov.uk>

Sent: Tuesday, September 17, 2024 16:22

To: Brantham Parish Council <clerk@branthamparishcouncil.gov.uk>; Simon Harley (SCC Councillor) <Simon.Harley@suffolk.gov.uk>

Cc: Mal Bridgeman <mal.bridgeman@branthamparishcouncil.gov.uk>

Subject: RE: Brooklands - car issues

Hi Sarah & Simon

Christine has already replied to say that she would support us investigating a School Crossing Patrol.

On reflection, if it's ok with yourselves, we'll come out do our survey and counts that we need to do to see if there is a justification for a patrol.

We will do a site survey, and also we need to do a count of traffic and pedestrian footfall, during a typical morning and afternoon, in good weather. We'll observe the school and then have an idea of a way forward. I would suggest it might be worth our while sending this through ahead of meeting or anything else at this stage.

I do have a couple of suggestions that might be worthwhile looking at should a patrol not be possible, but rather than discuss these at this stage, I think we'd be better investigating, before reporting back, assuming that meets with your approval. I'm trying to save a visit out that might not necessarily be beneficial at this stage.

In terms of timings, I would suggest that I could be back to you in the next month, weather permitting, but I will keep you informed, if that's ok with you both?

Many thanks

Mike Brooks

School Crossing Patrol Manager

ITEM SEVEN



Important roadworks information
A12 junction 29 exit-slip – drainage work

Dear Customer

I am writing to tell you that we plan to carry out drainage work on the A12 at the junction 29 exit-slip towards Crown Interchange. Once complete, the road will be able to disperse surface water better and will be less prone to flooding.

We plan to complete this work over **three nights** between **Monday 14 October** and **Thursday 17 October 2024**. We will work between **9pm** and **5am** on weeknights only, weather permitting.

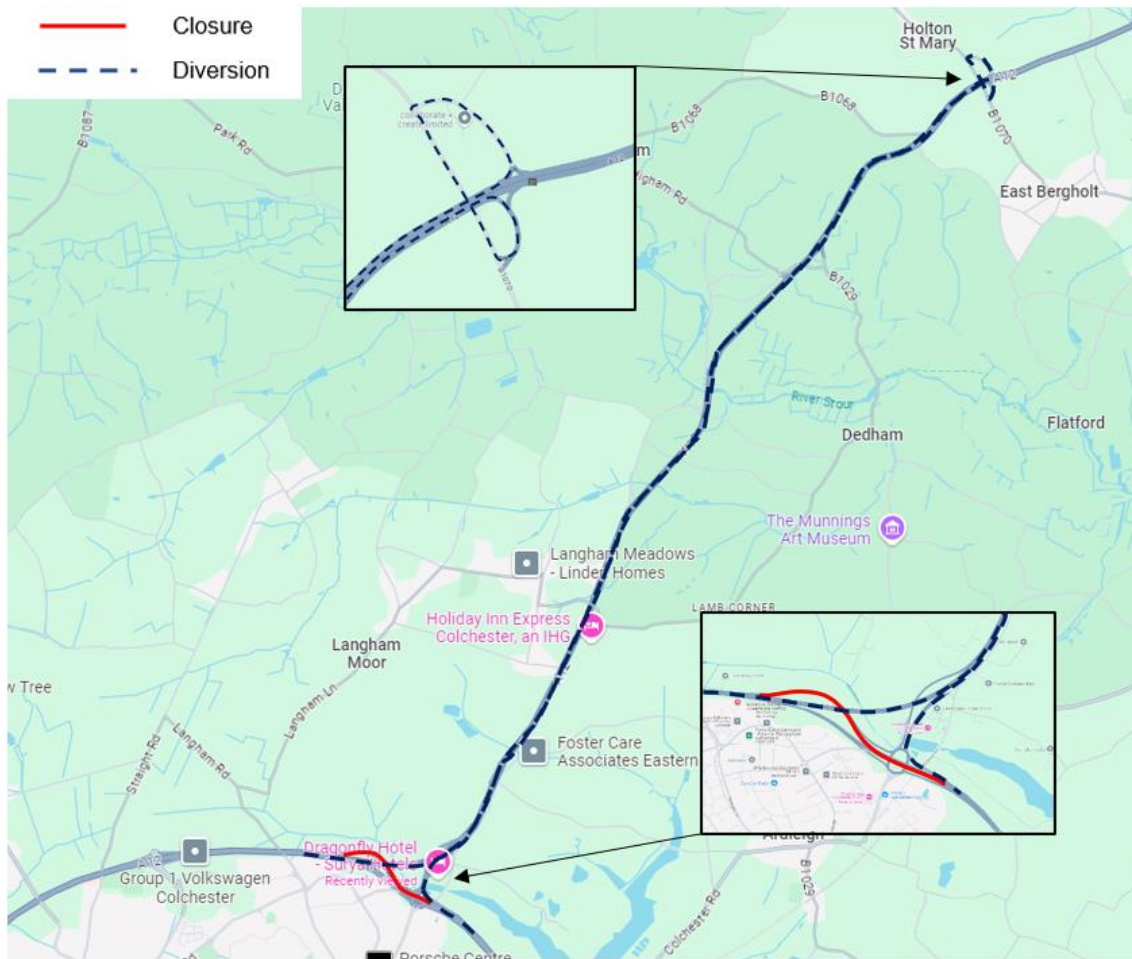
Closures and diversions

To carry out the work safely, we will need to close the exit-slip at junction 29 of the A12, and divert traffic as detailed below:

Traffic travelling northbound on the A12 wishing to exit at junction 29 will need to continue on the A12 to junction 31. Exit the A12 at junction 31 and turn onto B1070, follow the B1070 round to rejoin the A12 southbound towards junction 29. Traffic can then exit southbound at junction 29.

A map of the diversions can be found below

A12 northbound junction 29 exit-slip – drainage work



© Google 2024

Paper 2 – Expenditure to be approved**Agenda Item PC 10.24.09**

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 (5.15) – 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
Dave Childs	Grounds Maintenance (inv. TBC)	BACS	240.00		240.00
PKF Littlejohn LLP	External Audit 2024-25	BACS	504.00		504.00
Richard Blay	Cattawade Picnic site project	BACS	702.00		702.00

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 £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 04 September 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	September 2024 Salaries, Clerk Office Allowance	BACS	?		?
Microsoft	Monthly Subscription Charges – September 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs – September 2024	BACS	416.67		416.67
Amazon	Refuse sacks for litter picker	DC	14.98	2.99	17.97
NEST	Clerk's pension	DC	102.29		102.29
Techtronic Industries	Ryobi Leafblower for BOS	DC	124.99	25.00	149.99
Marktek	Signs for New Village – CIL	DC	83.85	16.77	100.62
Suffolk County Council	Christmas Tree Highways licence	DC	85.00		85.00
Virtual Landline	Parish Council Phone number	DD	7.29	1.46	8.75
Currys Online	Laptop for Assistant Clerk	DC	415.83	83.17	499.00
Smarty	3 x SIM cards for CCTV camera	DD	27.00		27.00
GiffGaff	SIM card for Assistant Clerk	DD	6.00		6.00
Microsoft	Subscription Charges – additional user	DD	10.30	2.06	12.36
Two-Toed Skateboards	Skateboard lessons	BACS	300.00		300.00
Suffolk Association of Local Councils	Membership fees 2024-25	BACS	850.46		850.46
Amazon	2 x replacement batteries for SIDS	DC	149.17	29.83	179.000

Items paid following authorisation at meeting of 04 September 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 1976 and 2003)	CHQ – 003560	480.00		480.00
NBB Recycled Furniture	Picnic benches for cattawade picnic site	CHQ – 003561	1310.50	262.10	1572.60
Richard Blay	CIL – River Stour Trust project costs	CHQ – 003562	520.05		520.05
Highline Adventure	Costs incurred for cancelled event (INV – 0305)	CHQ – 003563	250.00	50.00	300.00
Orman Landscapes	Watering of trees at New Village July & August (INV – 0041 and 0044)	CHQ – 003564	175.00	35.00	210.00
Business Services at CAS	Parish Council Insurance Renewal 2024-25	CHQ – 003565	1183.37		1183.37
Ardleigh Building Supplies	CIL – River Stour Trust Limestone/granite (INV – 5703)	CHQ – 003566	174.16	34.84	209.00
Acacia Court Community Garden	Donation for hose and plants	CHQ - 003567	120.00		120.00
Village Hall Brantham	Hall Hire – August 2024 (Inv. 1077)	CHQ – 003568	48.00		48.00

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

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

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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 – Sept 2024	DEP	TBC
Highcliff Vets	Car Park Rent	DEP	1365.50
Babergh District Council	Precept Pt 2 of 2	DEP	31,818.00

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

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



BRANTHAM
Parish Council

PAPER 6

Brantham Parish Council
34 Sycamore Way
Brantham
CO11 1TL
01206 645111

clerk@branthamparishcouncil.gov.uk
www.brantham.onesuffolk.net

CIL SPENDING REVIEW FOR THE YEAR ENDING 31 MARCH 2025

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	£34,323.89	£67,603.98	13.10.28
2024-25	£24,987.32	£6,964.54	£85,626.76	
	Committed	£109.29	£85,517.47	Balance after committed funds
Totals	£112,051.51	£51,521.36		

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
Replacement bench - at parish sign	None	£310.00	£0	£310.00	May-24	Completed
Replacement play area signs	None	£379.75	£0	£379.75	Jan-24	Completed
Installation of Hearing Loop at VH	None allocated	£798.08	None	£798.08	Aug-24	Completed
Update to Cattawade Picnic area	None allocated	£5,586.00	None	£5,476.71	Summer 2024	Project underway

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
Update to Cattawade Picnic area	None allocated	£5,586.00	None	£5,586.00	Summer 2024	

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
Skate Park at LPF	None allocated	£100,000	Neighbourhood CIL (BDC), and external funding	Unknown	Consultation with Brantham residents and PC needed	
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown	Consultation with Brantham residents and PC needed	
Crossing on A137	None allocated	£150,000	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)		

Brantham Parish Council

Donations for the year ending 31 March 2025 using the General Power of Competence*

Recipient	Reason for request	Amount Requested	Actioned	Funded Elsewhere	Minute no.
Village Hall Brantham	Purchase of new tables	£233	£233		PC 05.24.09
Manningtree & District Community Bus	Contribution towards bus costs	£500	£250		FC 05.24.06
Brantham Cricket Club	Contribution towards running costs	£500	£250		FC 06.24.05
Brantham Open Spaces Group	Purchase of leaf blower	£150	£0	£150	FC 06.24.06
Acacia Court Community Garden	Extra long hose	£100	£0	£120	FC 09.24.05

Subtotal of expenditure incurred in 2024-25 to date			£733
Donations budget for 2024-25			£3,000
Funding carried over from 2023-24			£151
Donations over/underspend for 2024-25			£2,418

* 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)



Mrs Sarah Keys
Brantham Parish Council
34 Sycamore Way
Brantham
MANNINGTREE
Essex
CO11 1TL

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
29 September 2024

Our Ref:
SF0059

SAAA Ref:
SB01202

Brantham Parish Council
Completion of the limited assurance review for the year ended 31 March 2024

Dear Mrs Keys

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Brantham Parish Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2024, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SF0059 or Brantham Parish Council as a reference when paying by BACS.

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LV

PKF Littlejohn LLP

Brantham Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Brantham Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Brantham Parish Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>



Mrs Sarah Keys
Brantham Parish Council
34 Sycamore Way
Brantham
MANNINGTREE
Essex
CO11 1TL

Our ref SF0059
SAAA Ref SB01202
Invoice No. SB20243083
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 29 September 2024

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£420.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£420.00
VAT @ 20%	£84.00
TOTAL PAYABLE	£504.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SF0059 or Brantham Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



Mrs Sarah Keys
Brantham Parish Council
34 Sycamore Way
Brantham
MANNINGTREE
Essex
CO11 1TL

Our ref SF0059

SAAA Ref SB01202

Invoice No. SB20243083

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 29 September 2024

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£420.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£420.00
VAT @ 20%	£84.00
TOTAL PAYABLE	£504.00

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PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SF0059 or Brantham Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
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T: +44 (0)20 7516 2200
www.pkf-l.com

BRANTHAM PARISH COUNCIL MEETING – Councillor Reports
Wednesday 02 October 2024

Recreation Sub-Committee – Cllr Heywood

There is very little to report.

The Mathew Gleeson memorial bench at Gravel Pit lane has been repaired.

All three play areas seem to be in reasonably good order but are still awaiting the repainting work to be carried out, and some weed removal from safety matting.

Village Hall Management Committee – Cllr Cherry

At the recent AGM Jackie stood down after many years in the role as Chair of this committee. The meeting voted myself in as the new Chairperson. I want to add my thanks here as well as at the meeting. Jackie has steered this committee through many years, and has proved to be a great asset. I will look to Jackie for support and draw on her local knowledge as we move forward.

The village charter was discussed at this meeting, and it was agreed that it is out of date. It was decided that I would write to all of those listed on the charter (some 19 local groups) and find out if they wanted to put forward a representative. It was also agreed that the Charter needed to be updated. I reminded the committee that the Parish Council is the custodial trustee and they needed to be consulted before any changes are made. Various fundraising events were discussed including a Quiz and possible Jaz concert. Plans are well underway for the spooky Halloween event. It was decided not to charge for entry, but visitors would be offered a drink of blood (vimto) and a spooky biscuit. A donations welcome pot will be left out.

The Hall was shut for one week for the electrician to carry out the works to the dangerous wiring. The certificate has now been received for these works.

Three quotes for the new toilets were considered, in my absence. After some discussion it was decided that the lowest, and the quote that was firm with no caveats for extras, would be accepted. That was Adrian Cherry at just over £23,000

We are looking at various options for funding and are hoping to apply to several charities that offer money to village halls for improvements. As well as approaching the parish council.

Skate Park Project – Cllr Edevane

What an awesome month August was!! The skatepark event was just a massive success 🥳 We had 78 children from outside the village, 102 from the village attend, I actually believe there were more but Sarah (who saved my bacon by staying All day!) And I just couldn't grab everyone s they came.. So with adults too, I'm thinking at least 300 people attended! This was/is amazing.. Mal said what would I do if too many people turned up & I thought he was nuts haha but at one point in the afternoon I thought I'd have to do crowd control 🤪 It was so funny to watch so many near misses with the kids, all scooting & skating like crazy!

So clearly a skatepark is wanted & needed.. My online survey was responded to by 123 people! Again, amazing.. I shared it on every FB page I could think of but only one negative response.. Which surprised me but also had me do a little happy dance 😄 (RESULTS BELOW)

So.. I'm on it! Had a great chat with a guy from Wheelscape.. He's given me loads of good advice & I'm waiting for an email from him including a basic design & quote.. He's advised me to do a Crowdfunding page, he said they are linked to the likes of Sport England unlike Gofundme page.. He said to do the header for it not just we want a skatepark give me money but to make it more personal & just why this is so important to me.. So I'll get that done & get it checked by Sarah to make sure all good before I set up the page.. He said one in Devon got 60k 🤖

Also thank you so much to Mal & Eric for hanging out for so long at the event, Toni for the risk assessment I don't have a clue about & Jackie & Lesley for lending me stuff.. Sounds like an Oscars speech, but I'm not wearing a ball gown hahaha 😂😂😂

I've actually got loads more to say but you must be bored now so I'll rabbit on some more on Wednesday

So yet again a most professional report..

Legal Sub-Committee – Cllr Bridgeman

1. Vets have now actually paid up – we will monitor when the next payment is due that it is at the revised amount ... then prepare for the 2025 Rent Review!!
2. BMCIC have confirmed they will comply with the lease agreement and reimburse the Parish Council for the costs of Buildings Insurance with a settlement figure expected in October and paid monthly thereafter.
3. The Parish Council have agreed to the BMCIC request for a meeting and the ball is in BMCIC's court to suggest a date

Footpaths and Services Report for PC meeting – Cllr Cherry

Very little to report this month.

New Batteries have arrived for the Speed Indicator Display units, to replace one that will not charge and one that does not hold its charge for more than a few days.

I attach to my report 3 lists taken from the asset register, and put into areas of the village for the annual check. Each grit bin, rubbish bin, dog bin, bus shelter and bench need to be checked for any repairs that may be needed. Also to ensure that the grit bins are ready for the winter. I will take the middle section of the village as I did last year, and wonder if someone would take the other 2 areas. Please let me know so that I don't double up on those sections.