



BRANTHAM

Parish Council

Sarah Keys
Clerk to the Council

Thornfield Cottage
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Bradfield
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Paper submitted by the Clerk to the Council at the Parish Council meeting on 08 January 2025

Parish Clerk's Report – January 2025

a) To review actions from the previous meeting

MINUTE NO.	ACTION	ONGOING/ DISMISSED
PC 12.24.07	Put advert in Bugle about dog faeces. <i>To be completed</i>	Ongoing
PC 12.24.06	Suggestions on how the village could support a Charity event. <i>To be completed – on agenda for discussion</i>	Ongoing
PC 12.24.11	Arrange meeting with MB, LC and Clerk about next steps. <i>To be completed</i>	Ongoing
PC 12.24.12	Publish the abridged version of the Brantham 2034 plan <i>Completed</i>	Dismissed

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

- Arranged removal of Christmas tree
- Grit bin on Private Road replaced and grit to fill ordered
- Purchase of new Grit bin for near Westerns End
- Arranged date for next Affordable Housing meeting with BDC/CAS – 13 January 2025, 11am

c) To receive items of correspondence for noting only or for consideration/agreement of next steps

ITEM ONE

From: David Steel

Sent: 23 December 2024 10:52

To: mal.bridgeman@branthamparishcouncil.gov.uk; Brantham Parish Council
<clerk@branthamparishcouncil.gov.uk>; Alastair McCraw (Cllr) <Alastair.Mccraw@babergh.gov.uk>

Subject: RE: EN/23/00652, Brantham Open Space (EMS & CLRU)

Good morning, Mr Bridgeman.

Thank you for your reply.

As I understand it, the paths etc will fall to whomever takes on the scheme, once decided. I would hope that now access (unlocked gate) is not being impeded that paths will grow over time.

I am happy to have the matter reviewed as and when updates to the management etc are made, and as always you are welcome to contact me with any questions or queries.

Many thanks and kind regards,

David Steel.
Senior Planning Enforcement Officer.
Babergh and Mid Suffolk District Councils

From: David Steel

Sent: 17 December 2024 11:22

To: mal.bridgeman@branthamparishcouncil.gov.uk; Brantham Parish Council
<clerk@branthamparishcouncil.gov.uk>; Alastair McCraw (Cllr) <Alastair.Mccraw@babergh.gov.uk>

Subject: RE: EN/23/00652, Brantham Open Space (EMS & CLRU)

Good afternoon, Cllr, Sirs.

Following a review of the alleged matters, this case file is now to be closed. With the matter of the locked gate and felled tree now being resolved. The space appears to be available for public access.

I am aware of the ongoing enquiries as to who will have ultimate responsibility for the management of the open space and have directed our legal team to provide further advice, which I will then pass to the parties engaged in conveyancing.

As ever, should there be any concerns going forwards, the Planning Enforcement Team remain open to investigating matters following any referrals.

Yours sincerely,

David Steel.
Senior Planning Enforcement Officer.
Babergh and Mid Suffolk District Councils

From: David Steel

Sent: 10 December 2024 14:46

To: mal.bridgeman@branthamparishcouncil.gov.uk; Brantham Parish Council
<clerk@branthamparishcouncil.gov.uk>

Cc: Alastair McCraw (Cllr) <Alastair.Mccraw@babergh.gov.uk>

Subject: EN/23/00652, Brantham Open Space (EMS & CLRU)

Good afternoon, Cllr, Sirs.

I trust you are all well. As you may or may not have been aware I have recently been on paternity leave and have just returned to the office, I am working my way through emails and enquiries received in my absence.

I cannot recall if I confirmed to yourselves previously that the gate access to the open space was unlocked, I did take a walk through the woodland prior to my leave and confirmed it was accessible at either end, however a large tree had fallen and was blocking the path. Which I did highlight to interested parties.

Interestingly, the tree has been cleared, however no party has advised any other of this work being undertaken and I am being queried as to who may have instructed this. If you have any information that might assist me in clarifying this matter, please do let me know. Similarly, a lock on the aforementioned gate was removed with nobody claiming responsibility.

I am working through my caseload and please be assured that this file remains open for the time being and will be re-visited at my earliest opportunity.

Many thanks and kind regards,

David Steel.
Senior Planning Enforcement Officer.
Babergh and Mid Suffolk District Councils

ITEM TWO

From:

Sent: 02 January 2025 12:57

To: Sarah Keys <clerk@branthamparishcouncil.gov.uk>

Subject: Taylor Wimpey Sustainable Travel vouchers

Hi Sarah,

Could I ask you/the parish council to look into the Sustainable Travel vouchers that Taylor Wimpey were supposed to distribute to new resident of Stour View.

I mentioned the vouchers on a facebook post at new year and had a resident private message me explaining the issues they had getting these £200 vouchers. Please see the attachment for details of this conversation.

I would recommend that BPC put something in the Bugle, maybe including a QR code link to the relevant WEB site survey where the vouchers can be claimed.

I would also recommend enquiring of Taylor Wimpey how many of these vouchers have been claimed in each category ie Bike, Train, Bus.

Regards

[My original fb comment]

There seem to be several new residents on this conversation, welcome to Brantham and this facebook group. If any of you are living on Stour View I am curious to know if you got a travel guide from Taylor Wimpey when you moved in. I also have a vague memory that they should have offered you a contribution towards a bike but I am getting old and my memory is not what it was 😊

[Private msg to me]

Hi . Hope you had a great Christmas. Noticed your post on Facebook RE travel guide/vouchers. Thought it best not to post this publicly but there was something a bit off going on with all that. Can't remember where we heard about the vouchers, might have been the TW website, but the sales office had no idea about them at the time. When I applied for ours, I didn't hear anything back for months (they were done via a separate company, not TW themselves). Eventually I called them up and was told that my voucher had already been claimed by someone with a very similar email address to myself! After some back and forth I finally managed to get ours issued, and the company claimed that I was the only one that this happened too, but I suspect something funny was going on. Whether it was internal or someone getting people's names/addresses from Facebook or similar I'm not sure. Most residents I've spoken to are not aware of the scheme.

[my response]

Hmmm. I think you heard about the vouchers from me. Are you OK with me adding ANO comment to that post eg "I have had a private msg from a resident of Stour View saying that after enquiring about the bikes they eventually got a voucher for £200. Could I ask Brantham Parish Council to put something in the Bugle telling residents who want a voucher to apply."

[Private]

Sure, that's fine. I believe the proper name for it was "active travel voucher". You then got the choice between greater Anglia voucher, decathlon voucher and one other that I can't remember.



Stour View is the place you will call home. To help you get started, check out the latest [Stour View Travel Newsletter from Spring 2024!](#)

Don't forget to claim your free voucher, you can claim one of the below by completing the travel [survey](#):

- Two months bus travel pass to either Ipswich or Manningtree

Or

- A £200 active travel voucher

Or

- £200 train services with Greater Anglia from Manningtree Train Station

Did you know 2/3rds of car journeys are less than 5 miles away?

Before exploring the rest of the information, don't forget to:

Claim your Sustainable Travel Vouchers

As part of Taylor Wimpey's commitment to you, you can claim a £200 active travel voucher, a £200 train voucher or a 2 month bus voucher to Ipswich or Manningtree. To claim, please [complete this survey](#). You can find the full details on what is available to you in the Smarter Travel

https://l.facebook.com/l.php?u=https%3A%2F%2Fwww.smartertravel.uk.com%2Fyour-travel-plan%2Fsuffolk%2Fstour-view-brantham-travel-plan%2F%3Ffbclid%3DIwZXh0bgNhZW0CMTAAAR33NjgHqIKrzVO4ZDdIE_aWGVbTb4a_oSaAvbnxYmu1rsQmBcoS-2_YiXE_aem_psOe1bNQk6Zgr4XjkFai_w&h=AT3iFEWJa_6UeSj5PS1YF--GzzNMy2kPGsAMgPqmUSrMI3wjriM_NnVvh1m4zKHihJh3beJyCUGHPN2JnEm8vw1m8Rb9TMk13rjcZCDNYsdRSz_y1FI_v7ZPK1wGkLPzV0qiC5Jpg6uYFp8

I seem to remember that you had to claim within a year of moving in so deadline may have passed for some residents unless maybe they can argue they were not made aware of the scheme
But like I said, there was definitely some funny business going on with it all



ITEM THREE

From: mal.bridgeman@branthamparishcouncil.co.uk <mal.bridgeman@branthamparishcouncil.co.uk>
Sent: 05 January 2025 16:17
To: Louise Madley ; Sarah Keys <clerk@branthamparishcouncil.gov.uk>
Subject: Re: Happy New Year Mal

Hi Lou

Happy New Year to you too.

I'll ask Sarah to add this to our correspondence agenda for Wednesday and will get a rep for your meeting

Best Regards
Mal

On 03/01/2025, 13:01, "Louise Madley" <loumadley@gmail.com> wrote:

I have attached a picture of my first meeting with Lauren who has replaced Tony. Tony has resigned wef 31st December. I'm not sure if you are aware but Darren Smith has given notice to resign wef May 2025.

We will be having a look at the committee this month and how we move forward with clarity.

How funny that a village fete was in our plans for 2025. I did email Sarah last year but it was too much for me on my own to organise a Village Fete.

I'm glad we are on the same page. Lauren is back from Australia. It would be good to get a Fete Committee organised so we can push forward with this and make it an excellent event all round.

Are you free first Wednesday in February so I can drum up some local interest to help organise?

Lou

Paper 2 – Expenditure to be approved**Agenda Item PC 01.25.09**

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. 2104)	BACS	260.00		260.00
Brantham Village Hall	Hall Hire – November 2024 (Inv. 1103)	BACS	48.00		48.00
HMRC	P30 Q3	BACS	2148.25		2148.25
SALC	Cllr Training – AKanaris (Inv. 29393)	BACS	32.00	6.40	38.40
Dennis Hyatt	Fuel Costs (Brantham Open Spaces Group)	BACS	107.11		107.11

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 December 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	December 2024 Salaries, Clerk & Assistant Clerk Office Allowance (incl. back pay for Clerk & Assistant Clerk)	BACS	3291.88		3291.88
Microsoft	Monthly Subscription Charges – December 2024	DD	20.60	4.12	24.72
Brantham Village Hall	Support for running costs – December 2024	BACS	416.67		416.67
Virtual Landline	Phone number for Parish Council		7.29	1.46	8.75
Smarty.co.uk	CCTV SIM Cards	Direct Debit	27.00		27.00
GiffGaff	Assistant Clerk SIM card	Direct Debit	6.00		6.00
Raydon Christmas Trees	Christmas Tree 2024	Debit Card	112.00		112.00
Collier & Catchpole	Fixing for Christmas Tree	Debit Card	TBC		11.98
NEST	Clerk's Pension	Debit card	102.29		102.29
East of England Co-op	Drink/food – Xmas celebration	Debit Card	87.28	11.38	98.66
1 st Brantham Cub Scouts	Donation for Daffodil bulbs	BACS	35.98		35.98

Items paid following authorisation at meeting of 04 December 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Brantham Village Hall	Hall Hire – October 2024 Inv. 1095	BACS	48.00		48.00
SALC	Counillor Training – Tlancaster, CDonaldson, AEdevane (inv. 29359 & 29372)	BACS	192.00	38.40	230.40

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
Brantham Management CIC	Quarterly Rent	BACS	412.50
Highcliff Veterinary Clinic	Quarterly Rent	BACS	1365.15

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

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



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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			08.04.29
	£24,987.32	£11,772.35	£105,806.27	08.10.29
Committed		£5,796.00	£100,010.27	Balance after committed funds
Totals	£112,051.51	£62,015.88		

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	Minute number	Start date	Current Position
Replacement play area signs	None	£379.75	£0	£379.75	TBC	Jan-24	Completed
Replacement bench - at parish sign	None	£310.00	£0	£310.00	TBC	May-24	Completed

Beacon Brazier	None allocated	£4,200.00	None	£4,200.00	FC 04.24.10	Apr-24	Completed
Signage at New Village	None			£361.85	TBC	May-24	Completed
Installation of Hearing Loop at VH	None allocated	£798.08	None	£798.08	FC 06.24.07	Aug-24	Completed
Update to Cattawade Picnic area	None allocated	£5,586.00	None	£5,722.67	FC 05.24.08	Summer 2024	Project complete
TOTAL				£11,772.35			

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	Minute number	Start date	Current Position
Play equipment replacement/repair	2500.00	Unknown	None	£2,500.00	FC 06.24.07	Ongoing	no projects identified
Village Hall Toilet Refit	3296.00	Unknown	Neighbourhood CIL (BDC), and external funding	£3,296.00	FC 06.24.07	Ongoing	no projects identified

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
1st Brantham Cub Scouts	Daffodil Bulbs	£36	£0	£36	FC 10.24.05

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)

BRANTHAM PARISH COUNCIL MEETING – Councillor Reports
Wednesday 04 December 2024

Recreation Sub-Committee – Cllr Heywood

Nothing to report

Village Hall Management Committee – Cllr Cherry

Nothing to report

Skate Park Project – Cllr Edevane

Nothing to report

Footpaths and Services Report for PC meeting – Cllr Cherry

Nothing to report

BLC Representative – Cllr Donaldson

Not much has happened since the last council meeting but I do have information re personal changes that Darren Smith has advised me of.

- Darren has resigned his post as CEO and will be leaving in May. After 15 years in role he feels it is time to move on and spend more time with his family. No successor has been announced as yet.
- Tony has resigned as Centre manager and I understand left last month. Louise is now Centre manager and is also to take up director position.