



Paper submitted by the Clerk to the Council at the Parish Council meeting on 05 February 2025

**Parish Clerk's Report – February 2025**

**a) To review actions from the previous meeting**

MINUTE NO.	ACTION	ONGOING/ DISMISSED
PC 01.25.06	Arrange for the hedge to be cut back. <i>Completed</i>	Dismissed
PC 01.25.08	Advertise Councillor Vacancy <i>Advert published on Facebook</i>	Dismissed
PC 01.25.11	Email to offer printing maps to Garage Sale committee <i>Completed</i>	Dismissed
PC 01.25.12	Set up meeting with MB, Clerk and Taz. <i>Completed</i>	Dismissed

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

- Arranged meeting with Paul Bryant for Chair and Clerk ref. Neighbourhood Planning
- Worked with Savills, Parish Council and interested groups on the sale of the Pumping Station on Factory Lane
- Contacted Babergh District Council CIL team ref. Skate Park at Lower Playing Field

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

**ITEM ONE**

**From:**

**Sent:** 10 January 2025 20:02

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

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

**Subject:** Re: Support from Brantham Parish Council

Sarah,

Happy New Year to you too: Christmas was lovely, but the cold weather isn't great. Sorry I missed the meeting last night.

Firstly thank you to the Parish Council for their generous offer to help - it really is greatly appreciated. The maps are home produced and probably the least costly of everything we do - the cost (paper and ink is probably only a few pounds). We don't go out to a 3rd party printer to get them done for a few reasons :

1) The actual layout is complex - in 2024 the map was in 3 sections due to the location of the sale locations and the need to keep the map legible. That layout was compiled by hand less than a week before the event, as we want to maximize the amount of time for people to register their locations.

2) We are not aware of any company that could take the raw map data (and the sponsors logos and address list), and compile that into a effective and legible readable map in a reasonable time scale - and any company

capable of doing that would be very costly and with long lead times, as you would pay for both the design and printing.

3) The print run for the maps is pretty small and are barely used - as far as we can tell most buyers use the electronic map on their phones (we printed 30 maps last year and shredded 15 or so after the event).

Since the Parish council is willing to support the sale - can I suggest that they consider funding another element - for example the A5 leaflets that we got delivered to all households. The printing of the 1200 leaflets cost us around £60, and it would help significantly if the council could fund all or part of that.

Kind regards,

: Brantham Garage Sale Trustee Chairperson.

**CLERK'S UPDATE:** Response sent asking the Committee to submit an official request to the Finance Committee. No request received to date.

## ITEM TWO

**From:** Alex Burr <alex.burr@savills.com>

**Sent:** 14 January 2025 12:57

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

**Subject:** Factory Lane SP, Cattawade

Good afternoon Parish Clerk,

Further to our correspondence at the end of last year, I can advise that Anglian Water Services are entering their redundant site next to the former Scout Hut into the Savills Auction on the 28<sup>th</sup> of January 2025.

The catalogue itself will be going live early evening today.

If you or the Parish Council have any questions, please don't hesitate to ask.

Kind Regards,

**Alex Burr MSc MRICS (He/Him)**

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)

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.

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 *(SUBJECT TO ADDITIONS)***

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2124)	BACS	225.00		225.00
Brantham Village Hall	Hall Hire – December & January (Inv. 1123	BACS	66.00		66.00
Adrian Cherry	Re-surfacing of path alongside Merriam Close Play area	BACS	2320.00		2320.00

**Accounts Paid since 08 January 2025**

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	January 2025 Salaries, Clerk & Assistant Clerk Office Allowance	BACS	2963.13		2963.13
Microsoft	Monthly Subscription Charges – January 2025	DD	20.60	4.12	24.72
Brantham Village Hall	Support for running costs – January 2025	BACS	416.67		416.67
Virtual Landline	Phone number for Parish Council	Direct Debit	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
Microsoft	Microsoft Subscription	Direct Debit	19.78	4.94	24.72
Kingfisher Direct	2 x grit bins and grit	Debit Card	317.45	63.49	380.94
Amazon	Printer Ink and Filing hangers	Debit Card	39.44	7.90	47.34
Amazon	New Printer and printer protection	Debit Card	227.56	45.52	273.08
Nest	Clerk's Pension	Debit Card	106.73		106.73
SLCC	Annual Subscription	Debit Card	240.00		240.00
Amazon	Stationary – large envelopes for filing	Debit Card	13.32	2.67	15.99
Amazon	Bin bags for litter picker	Debit Card	17.48	3.49	20.97

**Items paid following authorisation at meeting of 08 January 2025**

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2104)	BACS	260.00		260.00
Brantham Village Hall	Hall Hire – December 2024 (Inv. 1112)	BACS	24.00		24.00
HMRC	P30 Q3	BACS	2148.25		2148.25
SALC	CIlr Training – AKanaris (Inv. 29393)	BACS	32.00	6.40	38.40
Dennis Hyatt	Fuel Costs (Brantham Open Spaces Group)	BACS	107.11		107.11

**Receipts allocated since 08 January 2025**

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	161.11

**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.**

Brantham Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 31/01/2025</b>		
	Cash in Hand 01/04/2024		146,349.63
	<b>ADD</b> Receipts 01/04/2024 - 31/01/2025		126,317.75
			272,667.38
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/01/2025		83,229.51
<b>A</b>	<b>Cash in Hand 31/01/2025</b> (per Cash Book)		<b>189,437.87</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2025	0.00	
	Current Account 31/01/2025	5,013.20	
	Deposit Account 31/01/2025	184,387.35	
	Salaries Account 31/01/2025	37.32	
			<b>189,437.87</b>
	Less unrepresented payments		
			189,437.87
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>189,437.87</b>
	<b>A = B Checks out OK</b>		

**BRANTHAM PARISH COUNCIL MEETING – Councillor Reports**  
Wednesday 05 February 2025

**Recreation Sub-Committee – Cllr Heywood**

Sorry for the late delivery of this report – I have been waiting for a quotation for a large nest swing for Gravel Pit Lane from Johnny Hambrook of Kompan. He has supplied three different quotes as follows:

Kompan Bird's Nest Swing, 2.5mm high, 100mm dia., with shell seat, in grey –

Installed with grass matting, Heras fencing, freight, post installation inspection and VAT - £7,488.73

As above but installed with wetpour matting – above price plus approx. £4,000.00

As above but installed with bonded rubber mulch – above price plus approx. £5,000.00

If this project is likely to be approved I will seek two further quotations from other companies.

It has been suggested by members of the public that the Lower Playing Field could benefit from the installation of a Teqball table. This is an outdoor (or indoor) sport that can be played by anyone of any age and gender, and could potentially increase the age range of the users of the Lower Playing Field.

I have also had a suggestion from members of the public that the grassed area on the river bank opposite the vet would benefit from the installation of a seat. It is a beautiful spot where one could sit and look at the river and its wildlife, and in the early morning watch the sun rise. I do believe that this section of land is the responsibility of the Environment Agency.

**Village Hall Management Committee – Cllr Cherry**

**Update on progress with the Village Hall Charter.**

At the last village hall trustee meeting, it was voted unanimously to ask the Parish Council to become the sole trustee of Brantham Village Hall.

The Parish Council now need to formally vote to take over as the sole trustee.

Once this is completed, it is suggested that the PC have overall control of any subcommittee. The Trustees currently number 7 including 2 parish councillors. A new format for the committee needs to be agreed by the sole trustee. Clerk and Assistant clerk will now have a vote and Eric has agreed to join the committee. I think the chair of this new subcommittee should be a parish councillor or its representative.

I suggest that a meeting with Toni, Mal, Sarah, Fi and myself to put together a plan to bring back to the sole trustee next month. We need a clear guide for control and responsibility.

**Repairs**

There was a leak in the kitchen from the roof, the disabled toilet was out of order. The gates were falling off the post and one of the fire doors was extremely hard to open. It was felt these were urgent jobs, so instead of getting quotes, A Cherry was asked to help. When repairing and replacing some of the lead work, it was noted the guttering was in need of some repair, also a hip tile over the main door had slipped. Mr Cherry, did a full survey of all the rooves and guttering and reported no other obvious issues. All works and repairs, replacement get posts etc have now been carried out. Cost £250.

**Other matters**

BATs have now completed their Pat testing, highlighting that the loft space is full of combustible materials, from previous sets. This has started to be cleared as it is a fire hazard. Unfortunately, they put all the waste in the bins. Also, items of wood left over from the recent set building. They were completely full and some material was left around on the ground near the bins. (some of this was removed to Manningtree waste disposal by A Cherry while he was there, as it would not have been taken by the dustbin men) They are yet to complete removing of the plastic ties around the cables.

BATs put up an extended stage, without asking for permission, this resulted in very little floor space for other classes. Some of the additional staging was removed, but one group has left the hall and is using the leisure centre now, due to lack of floor space.

The waste and staging will be discussed at the next meeting.

I understand that during the week of the BATs performance, the Post Office is not allowed to operate as Bats do not want the public in the hall during the day. All normal bookings are cancelled for that week. I think this is worth noting and considering if this is a reasonable way to treat our regular hall users.

#### Toilet refurbishment update.

We have at last secured a second quote, and the more detailed quote broken down item by item that the CIL bid required. I am still chasing the drawings for building regs. The village hall will be approaching the Parish Council for a 12.5% donation to these works. Equating to £3,296. We hope to raise the rest of the £26,370 through other grants, covering any shortfall from existing funds.

#### **Skate Park Project – Cllr Edevane**

#### **Footpaths and Services Report for PC meeting – Cllr Cherry**

I have had no complaints directly to me about over full bins this month. No reports of issues with footpaths despite the strong winds.

I can confirm that the footpath at the side of the under 5 play ground has been completed. Sadly, several people chose to ignore the closed signs and walked through the wet concrete, and according to the lady who lives next to the path, 2 youngsters on electric bikes pushed through during the late evening. The repairs that could be done have been. Whilst the contractor was on site, waiting for deliveries, he cleared the wildflower area at the back of the playground. He is also going to sow wildflower seeds over this area, as there has been no maintenance or cutting back of the brambles since it was set up. There is a pile of cuttings, some from the bush overhanging the path, which will be cleared by the contractor in the near future.

#### **BLC Representative – Cllr Donaldson**