



Paper submitted by the Clerk to the Council at the Parish Council meeting on 02 April 2025

Parish Clerk's Report – April 2025

a) To review actions from the previous meeting

MINUTE NO.	ACTION	WHO
PC 03.25.06	Send information about Japanese knot weed to Cllr Harley. <i>Completed</i>	Dismissed
PC 03.25.09	Put NP on agenda for full Council for discuss and make decisions. <i>Completed</i>	Dismissed
PC 03.25.13 (b)	Check whether or not the scouts could assist in helping to deliver the Affordable Housing Needs letters. <i>Completed – did not meet the timetable</i>	Dismissed
PC 03.25.13 (c)	Advertise Affordable Housing project on Social Media. <i>Completed</i>	Dismissed
PC 03.25.19 (a)	Approach an ice cream vendor to see if they can attend the VE day event. <i>Ongoing</i>	Ongoing
PC 03.25.20 (b)	Put the play equipment quotes on the Finance agenda <i>Completed</i>	Dismissed

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

- Met with Police to discuss issues of anti-social behaviour on Brantham Open Space
- Drafted Letter and Survey in partnership with Community Action Suffolk for Affordable Housing project
- Drafting CIL bid for BDC for Skate Park Project
- Notified BDC ref. Cllr Kanaris' resignation. Notice posted by Babergh District Council. No request for election made and therefore co-option can proceed

c) To receive items of correspondence for noting only

ITEM ONE

From: Office at Brooklands Primary School <office@brooklands.omat.org.uk>

Sent: 19 March 2025 10:17

To: undisclosed-recipients:

Subject: Brantham Anti-Social Behaviour and Drug Use

Good Morning,

It comes with great upset and disappointment that we have been advised by a local resident of anti-social behaviour taking place in the woodland in Brantham, Pattles Fen. We carry out our Forest School sessions at this site weekly and a kind neighbour informed us of a group of young people hanging out in the woodland. They advised us that our Forest site had been disrupted and wanted to advise us before taking our children down. When our staff member arrived there were nerf guns, energy drinks and holes dug around the site. Some of the area had also been tampered with and dens etc. had to be removed for the children's safety.

We were hopeful this was a one off, but unfortunately upon our staff members arrival today they discovered lighters, disposable vapes and remanence of drugs.

This is such a worrying situation as I am sure you can appreciate. During all the years of Brooklands carrying out our sessions, we have never come to face with a problem like this.

Sarah (Parish Council) - we wondered if you may be able to share, on behalf of the Parish Council, on social media about the recent events and that police have been made aware and for parents to talk with their teenage children. We have shared with our parents the current situation and what we are doing as a school.

East Bergholt High School - we are advising yourselves as we have had a high presence of children from your school in Brantham recently and wondered if you may be able to advise them also that police are involved. We of course cannot say who these children are and are not pointing any fingers, but we felt it important you are aware of local concerns.

This is not a nice email to be sending, but the priority is protecting not only the woodland but the children and residents too.

Thank you so much for any support you can provide us with this matter.

Kind regards,

CLERK'S UPDATE – Posted on social media

ITEM TWO

From: Linsay Silvester <linsay.Silvester@corballygroup.com>
Sent: 20 March 2025 09:31
To: Sarah Keys <clerk@branthamparishcouncil.gov.uk>
Subject: FW: BRANTHAM - Japanese knotweed - Factory Lane

Hello Sarah

Please can you send me a more detailed map of where the reported Knotweed is. I recall, previously it was closer to the footpath, but the below seems to indicate it is central on the piece of land to the left of Factory Lane.

Many thanks

Linsay

Linsay Silvester

ITEM THREE

From:
Date: 22 March 2025 at 15:43:36 GMT
To: clerk@branthamparishcouncil.co.uk
Subject: Grass verge new village

Good afternoon

Can you confirm when the grass verges along bottom row new village by the leisure centre are going to be cut please
Thank you

CLERKS UPDATE – Now cut

d) To receive items of correspondence for consideration of next steps

ITEM ONE

From: JARRETT, Katie <Katie.JARRETT@suffolk.police.uk>

Sent: 14 March 2025 15:23

To: clerk@branthamparishcouncil.gov.uk

Subject: Factory Lane

Good afternoon Sarah

I hope you are well.

I have had reports of cars meeting up, racing and revving their engines. The resident I spoke to said they used to have speed bumps along the road which would stop this from happening. Can this be mentioned in the next parish meeting?

Kind regards

Kate

PC Katie Jarrett 582

Community Police Officer for Claydon, Copdock and The Peninsular

ITEM TWO

From: Brantham GarageSale <branthamgaragesale@gmail.com>

Sent: 18 March 2025 14:30

To: Abi Edevane <abi.edevane@branthamparishcouncil.gov.uk>; Sarah Keys <clerk@branthamparishcouncil.gov.uk>

Subject: Ownership of Temp Pattle Playground

Abi and Sarah,

I know that the Skate park is planned to be part of the playground at the bottom of Temple Pattle, but is that Playground a Parish Council asset or is it run by the District Council.

If it is Parish Council Owned - could we hold a craft market extension in and around the playground on the 22nd June - just in case the District Council aren't happy to let us use the Temple Pattle Green space ?

From: Brantham GarageSale <branthamgaragesale@gmail.com>

Sent: 19 March 2025 11:17

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

Subject: Re: Ownership of Temp Pattle Playground

Thank you,

We are happy to submit risk assessments and proof on PLI on request.

Our intention would be to allow sellers on-site by 8:00am, and close down by 4:00pm.

We would have a designated member of the charity volunteer team who would be co-ordinating on behalf of the charity where the stalls would go, and ensuring that the clean up is completed on-time.

ITEM THREE

From: Terry Jacobs <terry@terryjacobs.co.uk>

Sent: 23 March 2025 12:26

To: clerk@branthamparishcouncil.gov.uk

Subject: Re: Fly Tipping in Brantham

On 16 Mar 2025, at 12:03,
Sarah,

wrote:

Please can you bring attention to the recent rise in fly tipping to the parish council.

I have reported three incidents in the past few weeks to BDC, who you will know have statutory responsibilities around fly tipping.

1. White good dumped by cattawade at the old bridge/fishing ponds
2. Bathroom commercial waste at the same location
3. Further commercial building waste at the layby by the bull.

I ask the parish council to explore the following

1. Liaise with BDC around preventative options to include trail cameras or signage where permission. These have been successful in other authorities and are inexpensive - could be funded by PC if BDC not supportive
2. Explore media messaging around the need to be vigilant, local community members to be the eyes and ears, record number plates and report to BDC. This can be low cost through current engagement - social/local magazines.
3. Establish what BDC are doing or will do to tackle fly tipping in the village. National SCRAP campaign for example.

I look forward to hearing from you

PAPER TWO



FINANCE REGULATIONS

BRANTHAM PARISH COUNCIL

Adopted:

Reviewed:

Review Due:

Brantham Parish Council FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the Finance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Finance Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance Committee at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance committee]. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year.

4.5. Each committee and sub-committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.

4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

- 4.7. Having considered the proposed budget, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the finance committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the finance committee. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the finance committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below £2,000 excluding VAT.
- The finance committee for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the finance committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the finance committee as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the finance committee is satisfied that the

necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services {above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the finance committee, unless the finance committee or the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the finance committee may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

- i. any payments of up to £1000 excluding VAT, within an agreed budget.

- ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or finance committee. The council or finance committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

- 7.9. With the approval of the finance committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the finance committee or the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the finance committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the finance committee at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or finance committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the finance committee or the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the finance committee or the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council finance committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the finance committee or the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk/RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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
Suffolk County Council	Street lighting (inv. 9555566)	BACS	1217.54	243.50	1461.04
Pips Trees and Landscaping Ltd	Tree works – Merriam Close	BACS	575.00	115.00	690.00
Community Action Suffolk	Assistant Clerk – Website Training (inv. 5434)	BACS	50.00	10.00	60.00
HMRC	P30 Q4	BACS	2049.08		2049.08

Accounts Paid since 05 March 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	March 2025 Salaries, Clerk & Assistant Clerk Office Allowance	BACS	2967.18		2967.18
Microsoft	Monthly Subscription Charges – March 2025	DD	20.60	4.12	24.72
Brantham Village Hall	Support for running costs - March 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
NEST	Clerk's Pension	Debit Card	106.73		106.73
Wybone	Dog litter bins – Cinder Path and Brooklands Road	Debit Card	564.98	113.00	677.98
Village Hall Brantham	Hall Hire (inv. 1130)	BACS	48.00		48.00
Heartwatch	Defibrillator costs (Inv. 25301)	BACS	93.95	18.79	112.74
NEST	Clerk's pension (Month 11 & 12)	Debit Card	213.46		213.46
Zurich	Village Hall Insurance 2025-26	BACS	1397.54		1397.54
Lloyds Bank	Service Charge – Salaries account	BACS	4.25		4.25
East of England Co-op	Provisions for litter pic – 29 March 2025	Debit Card	18.61	1.13	19.74

Items paid following authorisation at meeting of 05 March 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Birketts	Legal Advice ref. Pumping station	BACS	3300.00	660.00	3960.00
T A Mirtahmasebi	Purchases for Easter display at Village Sign	BACS	66.72		66.72
Birketts	Legal Advice (inv. 1047924)	BACS	1000.00	200.00	1200.00
HMRC	Outstanding PAYE Liabilities (as per advice from SALC)	BACS	2203.08		2203.08

Receipts allocated since 05 February 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	134.24
Highcliff Vets	Car Park Rent	BACS	1365.15
Babergh District Council	Recycling Credit	BACS	147.73
BMCIC	Quarterly Rent	BACS	412.50

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.

**Skate Park Correspondence
March 2025**

Item One:

From:

Sent: 13 March 2025 18:53

To: clerk@branthamparishcouncil.gov.uk

Subject: Brantham Skate Park

Good Evening,

I am looking to gain answers to the proposed skate park in Brantham. Could I please ask who I could contact regarding this. I have seen and commenting on posts on Facebook but my questions are not being answered. As a local to the area I believe I should have some fundamental questions answered to show transparency for the village?

Kind Regards

CLERK UPDATE – Response sent, further email received (see below)

Item Two:

From:

Sent: 14 March 2025 09:02

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

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

Subject: Re: Brantham Skate Park

Many Thanks for the email my questions are as follows:

- has the site of the skatepark been determined as I believe it will be the basketball court?
- what has determined the decision that the basketball court does not get used?
- if the basketball court was deemed not necessary what alternatives were explored for this area as it seems to be only one idea has been put forward?
- the data set used to determine the skatepark is wanted/needed rather than “300 people attended an event”
- if it is indeed the basketball court this will make the 7 a side football pitch become unsafe has this been considered?

I think full transparency on this matter will help people form informed opinions rather than emotional decisions.

I await your response

Kind Regards

CLERK UPDATE – Response sent

Item Three:

From:

Sent: 20 March 2025 16:13

To: clerk@branthamparishcouncil.gov.uk

Subject: Brantham skatepark project

Dear sir/madam

I feel I need to write something regarding the above.

My name is I'm a 58 year old that lives at temple pattle with my wife and have done for a few years now.

We are so in need of something to engage the youngsters today and the skatepark would be the ideal thing.

Many parents nowadays never know where or what their kids are upto.

But this would really engage them and thier parents as they can have a picnic on the green/benches that are already there.

When I was young we had skateparks galore, the biggest and still there was and is rom skate park in Romford this was buit in 1978 and still attracts visitors.

Skateboarding, bmx and scooters all can use this encompassing ages from toddler too teens.

If you need to contact me please do so at anytime

Regards

Item Four:

From:

Sent: 20 March 2025 16:14

To: clerk@branthamparishcouncil.gov.uk

Subject: Proposed Branthan Skate Park

Dear Sir/Madam

I would like to register my support for the above proposed Brantham Skate Park.

This is an excellent idea for not only youngsters but for the whole area and surrounds, It will certainly put Branthan on the map, good luck with this venture.

Kind regards (grandma of 3 energetic boys).

Sent from my iPhone

Item Five:

From:

Sent: 20 March 2025 13:33

To: clerk@branthamparishcouncil.gov.uk

Subject: Skate Park point of view

Hi Sarah,

I regularly walk the dog with Jackie and as you would imagine lots of people who live in close proximity to the lower playing fields are concerned about the proposal of the planned skate park. It was Jackie who suggested I write to you to express my concerns.

As you know I have young (now getting older!) children and I do understand and support the argument that the local community needs more for children and I'm not opposed to a skate park being built but I am strongly opposed to it being built on the concrete basketball court on the lower playing fields as I live probably 500 yards from it on Temple Pattle.

I would like to put forward my argument and this email isn't an attack on the parish council or any individual, far from it.

As a dog owner, I daily walk past the lower playing fields, sometimes use the playing fields to walk the dog and walk past this at different times of the day, early in the morning, if working from home during the day and every evening – and the evening bit is important as I will regularly walk this route at different times in the evening depending what I have on.

As stated, I have young children (all boys) who regularly use the park to play in and will play football and basketball on the concrete bit and it's a safe environment to do so and part of the reason we moved to this location.

It has been great to see the parish council investing in children equipment down at the lower playing fields and around the village and I applaud the parish council for doing so. But I do and so many equally share this view, question some of the choices. The concrete patch with the basketball net is probably the most used part of the lower playing fields especially with the older children playing basketball or ball related games on it. It is equally widely used by younger children learning to roller skate, ride a bike, drive a remote-control car the list goes on. But as I understand the parish council wants to remove this and plonk a skatepark on it. I imagine the parish council's argument will be that you have three basketballs nets located within the park – this is factually correct, but none are fit for purpose.

You have the two metal football goals which are barley used as children like to hit a football into a net (they then unlock the football clubs goals and then get told off! Kids like a proper goal to play football in..) , they are positioned in such a way that the balls regularly go over each fence, the goal on the righthand side is a magnet for dog mess and the footballs are regularly covered in dog faeces due to the mound behind which is never cut and dog walkers simply can't find the dog mess to pick up. You then have dips under each basketball net where the soil has been worn away and for half the year a puddle lives below the nets and you don't play basketball on grass – so in short, these basketball nets are only practical in July and august as long as it doesn't rain.

The parish council also built a smoking hut for the teenagers as I have never seen used for anything else and I walked past it daily since it's been built.

As previously stated, I walk the dog daily in the evenings past or in the park, what I would like to point out is that I have never had an issue with any teenager as you either recognise faces, you know the children, or I have coached them at cricket at some point. But the parish council invested in a security camera overlooking this site due to the vandalism caused and the constant drug taking at the park – the smell of weed is a common occurrence, the selling of drugs in the car park is equally a common occurrence but it does seem that the place to currently buy drugs is in laybys on factory lane.

So, a skatepark gets built here, I think its glaringly obvious what will happen, and this is why I simply do not want it. During the day it will be wonderful with younger families using it – but from having taken my children on numerous occasions to skate parks it will be dominated by older children on BMX's and Scooters running shear panic through younger children's parents that their children doesn't get taken out – kids generally don't think when on these things and children will get hit – but that's all fine because that's what a skatepark encourages – so I don't have an issue with this.

What I have an issue with is, how will this be policed in the evenings, how will the noise be controlled, how will the graffiti be controlled (yes, I am being presumptuous but show me a skatepark not littered with graffiti and foul language). How will the rubbish be cleaned up in the morning, I constantly pick up vapes, drugs, broken bottles in the mornings so dogs and children won't get harmed. Where are people going to park as my understanding is the car park next to the park is for the terraced houses.

What I do find interesting on the social media posts is that the target audience and people attending or backing this project are from outside the village (yes clearly there are local village supporters too). Why on earth does Brantham want to attract every single teenager from outside local villages. This is factually correct as walked past a photo shoot the other evening and I coach ones of the lads at cricket and his mates, and I know they don't all live in Brantham – so the adjoining statement asking what do these kids do – well they don't normally hang around down at the lower playing fields and that is factual.

So yes, I am hugely negative regarding this – but here is a thought. Put it somewhere else, put it on the green that the council own in Palfrey Heights, because I'm pretty sure they won't want it, put it at Slough Road playing fields – pretty sure they won't want it, put it up gravel pit lane – pretty sure they won't want it. See where I am going here, yes there will be people that want this, but would they want it on their doorstep – I think I've answered the question here.

Finally, to end on the parish council awarding £40K to this project. Firstly this is wonderful from the parish council as it shows that they will back projects for children, and I do think this is fantastic. But surely £40K can be better used. The most used site for children in Brantham is the astro pitch which is well past its sell by date next to the football club. I challenge you to walk past that and not seeing children playing on that. The Scout hut (and yes, I know there is ongoing politics with this) is in utter disrepair and has served thousands of children over the years (and my argument being here is that this is a supervised activity) – surely, they deserve better.

I could go on and on, but I'll stop. Social media is a very clever platform as personally I have used it to build a junior cricket program which has nearly 200 junior members (and my argument being here is that this is a supervised activity) – but it also doesn't paint reality. Yes, you can make things look amazing, you can get people to champion you, but if you look closely, it's the same people championing these things. Some people will put their views against such projects, but most people won't feel comfortable airing negative views on a social media platform.

I commend the lady in question for trying to get this built I really do as she is trying to do something for her own children, and I admire that. But does everyone want it, that's my question.

Item Six

From:

Sent: 20 March 2025 16:10

To: clerk@branthamparishcouncil.gov.uk

Subject: Skate park at Brantham

I am saddened to hear of some negative comments regarding this project. I have been involved in the Brantham Scout and Guide group for 12 + years as a parent and for the last 12 years as a Cub Scout Leader and once a trustee. I feel that this project would add a perfect mix to the current, few, places for youngsters within Brantham. It would be a great thing for all ages providing much needed space for outdoor activities and meeting others.

I do hope that this project comes to fruition.

Regards

Item Seven

From:

Sent: 20 March 2025 20:55

To: clerk@branthamparishcouncil.gov.uk

Subject: Skatepark Proposal

Dear Sir/Madam,

I hope this message finds you well.

I wanted to take a moment to discuss the idea of establishing a skatepark in our community, as I believe it would greatly benefit the young people in our area.

As a now 20 year old, who has lived in the village my whole life, I do feel it's imperative in this day and age to have an outside space for young people, one that encourages outdoor play, something often overlooked in today's digital society.

A skatepark would provide a safe and dedicated space for young people to engage in physical activity, fostering a sense of community and encouraging healthy lifestyles. It would promote social interaction, allowing young people to connect with their peers and build friendships through a shared interest in skating. Additionally, having a local skatepark would help keep our youth engaged in positive activities, reducing the likelihood of them getting involved in less constructive pursuits.

It may also serve as a hub for events and competitions, attracting visitors from surrounding areas. It would not only enhance the recreational options available to our young people but also contribute to the overall vibrancy of our community.

I think this prospect is incredibly exciting, and I hope in the near future it materialises.

Yours sincerely,

Item Eight

From:

Sent: 20 March 2025 17:37

To: clerk@branthamparishcouncil.gov.uk

Subject: Skate Park

Dear Clerk to the council

I think a skate park would be a great asset to the village, and surrounding villages. There are swings etc for little ones but not much for the older children and young adults to enjoy. Much better for them to meet up with friends and enjoy skate park than being at home on social media.

We take our grandsons to the Dovercourt skate park which they love and it's good to see how the older children and young adults are so mindful of the little ones, giving them space and not dominating the area. We have met with other families from Brantham there. It's so sad to read negative comments about drug taking. If they want to take drugs they will do it anywhere.

Hope the fund raising for the park is successful and the park comes to fruition.

Yours sincerely

Item Nine

From:

Sent: 20 March 2025 15:00

To: clerk@branthamparishcouncil.gov.uk

Subject: Brantham Skate Park

Dear Brantham parish Council

I am writing to express my strong support for the proposed skate park in Brantham. As a member of the community, I believe this project would provide an invaluable space for our local teenagers to gather, exercise, and engage in a positive and healthy activity.

Currently, there are limited recreational facilities in Brantham tailored to young people, leaving them with few options for outdoor socialisation and exercise. A skate park would offer a dedicated and safe environment where teenagers can spend time with their friends, develop their skills, and build confidence. Furthermore, skateboarding, scootering, and BMX riding are excellent forms of exercise that promote both physical health and mental well-being.

Beyond the health benefits, a skate park fosters a sense of community and inclusion. It would provide a constructive outlet for young people, helping to deter anti-social behaviour by giving them a space where they feel welcomed and valued. Additionally, a well-designed and maintained skate park could attract visitors from nearby areas, contributing to local businesses and enhancing the village's appeal.

Many towns and villages across the country have successfully implemented skate parks, resulting in thriving, multi-generational recreational spaces that benefit the entire community. I believe Brantham could experience similar positive outcomes.

I urge the council to seriously consider the advantages of this project and support the creation of a skate park for our youth. I appreciate your time and effort in working toward the improvement of our community and would be happy to discuss this further.

Yours sincerely,

Item Ten

From:

Sent: 20 March 2025 15:35

To: clerk@branthamparishcouncil.gov.uk

Subject: Skatepark

Good afternoon,

Having seen a few negative comments on social media around this issue I felt I wanted to reach out and lend my voice in support of the idea to provide a skatepark for the community.

So little is invested in general into the young in our communities and this is such a positive and worthwhile proposal that I think it would be a dreadful shame if it didn't go ahead.

The young in our communities deserve facilities that reflect their interests and channel their energy and I sincerely hope you can get behind this project.

Many thanks

Item Eleven

From:

Sent: 20 March 2025 15:07

To: clerk@branthamparishcouncil.gov.uk

Subject: Skatepark

Hi

I just wanted to show my support for the proposed skatepark in Brantham.

I hope the few negative comments will not deter the locals and council getting behind this amazing project 100% I really feel our children need more focus on outdoor activities.

Regards

Item Twelve

From:

Sent: 20 March 2025 15:08

To: clerk@branthamparishcouncil.gov.uk

Subject: Skate Park

I no longer live in the village but I bring my Grandsons often to play at the Brantham play parks as I used to when I lived in the village.

A skate park for Brantham will be a great assist to the village and help the young people to have somewhere they can meet up and take part in such a great are.

I think I would also help with children meet up from surrounding villages who have friends in Brantham. Keeping the youngsters in the great out doors and away from screen time boys and girls alike.

Item Thirteen

From:

Sent: 20 March 2025 17:47

To: clerk@branthamparishcouncil.gov.uk

Subject: A skatepark from Brantham

Dear Parish Council

I am writing to express mine and my family's support for the proposed skatepark in Brantham.

I have two children, currently aged 6 and 9, both of whom currently use skateparks located in Ipswich, Colchester and Harwich. They love to ride their skateboards, bikes and scooters at the skateparks and practice tricks and skills. It also keeps them active.

Unfortunately all the current options for us involve a drive of at least 15 minutes in the car. It's not ideal, from time, convenience or environmental perspectives.

As the children get older I would like them to be able to do these activities independently. That won't be possible as things stand.

I would love them to have more places that they go to locally, to play, spend time with friends and, again, be active! We are in desperate need of more facilities locally that provide opportunities for our young people to be occupied, outside, with purpose and away from digital devices.

A skatepark in Brantham would be a brilliant opportunity to provide this, and I am thoroughly supportive of the initiative.

Kind regards

Item Fourteen

From:

Sent: 20 March 2025 23:58

To: clerk@branthamparishcouncil.gov.uk

Subject: Brantham Skatepark

Hi there,

I am writing to inform you of my support for the proposed local skatepark in Brantham.

I personally grew up in the area on Temple Pattle for 15 years and whilst it provided an amazing childhood, a place to visit with friends such as a skatepark was obviously never an option.

The local park (next to the proposed location of the skatepark) was great initially, but soon outgrown for us as we grew older.

I have recently become a dad and Brantham will always hold a special place in my heart. I have moved to Wix in recent years but would absolutely move back for my children to grow up in the area, especially if it had a facility like the proposed skatepark.

I have seen a few negative comments online but I really do believe these are in the minority. I live by the attitude of "change is inevitable, progress is a choice", and this certainly falls into that bracket in my view.

I would welcome the chance to add further support in any capacity available.

I hope to hear more positive feedback in the coming weeks and months on this exciting opportunity for Brantham!

Kind Regards,

Item Fifteen**From:****Sent:** 20 March 2025 21:43**To:** clerk@branthamparishcouncil.gov.uk**Subject:** Skatepark.

To whom it may concern,

Please can u consider supporting the skatepark at brantham as there is so many young people that would love to have somewhere to be safe and enjoy a brilliant local facility .

Currently there isn't any such place for them .

I have lived in the area all my life (I'm 56) and would have been so excited to have had the opportunity of this !!

Thankyou

Item Sixteen**From:****Sent:** 20 March 2025 16:31**To:** clerk@branthamparishcouncil.gov.uk**Subject:** Proposed Brantham skate park

To whom it may concern

With regards to the above proposal, I full support this.

Children have no where to go nowadays and the idea of giving them something to do and getting them away from mobile phones, Xboxes etc can only be a good thing.

Every child should have the opportunity for an outside space to play, it gets them to interact with other children and the opportunity to be outside which is beneficial to them. I was always outside as a child, for me being stuck indoors was a punishment.

Lets get kids playing outside again, who could possible be against that!

Kind regards

Item Seventeen**From:****Sent:** 21 March 2025 16:22**To:** clerk@branthamparishcouncil.gov.uk**Subject:** Brantham Skatepark

Hi

I am writing to you as a grandmother and wanted to say how much I hope the Skatepark in Brantham goes ahead.

A Skatepark would be a hub for our young people to come together, to play, exercise and generally have fun. Perhaps even get them off their phones for a few hours. Many youngsters are not into traditional sports but go to any Skatepark and see how busy it is.

Perhaps even get those lunatic motor cyclists, currently causing mayhem locally, to find another outlet for their energy.

Here's hoping the Skatepark goes ahead and congratulations to all those making a huge effort to make it happen.

Item Eighteen

From:

Sent: 21 March 2025 13:25

To: clerk@branthamparishcouncil.gov.uk

Subject: Skatepark

Good afternoon,

I have seen some negative comments online about the skatepark and thought I would reach out with some positive views!

I honestly think a skatepark in our local area would be a fantastic asset to our community.

There are so many children, young and old who love this hobby yet have to travel so far to do the things they love! Myself and own children included. My daughter especially would love a safe local area when she can go and practice her skills, be around like-minded people and even teach others! I think skateparks are a wonderful haven for children or all ages and our area definitely needs a space where they can go and be themselves.

I so hope to see this go ahead with much excitement for the future of our children!

Kind regards

Item Nineteen

From:

Sent: 21 March 2025 09:23

To: clerk@branthamparishcouncil.gov.uk

Subject: Brantham skatepark

Morning.

Just a quick email to express our gratitude to the parish council for the Brantham skatepark project. We think it will be a great asset to the children in the village and surrounding areas, to have a place to meet constructively, learn new skills and burn off energy.

Thank you very much

Item Twenty

From:

Sent: 21 March 2025 14:34

To: clerk@branthamparishcouncil.gov.uk

Subject: Brantham Skate park

Dear parish Council,

I am sending you an email in regards to the potential skate park project within Brantham.

Both my children currently have skateboarding lessons in Ipswich and we live in Lawford. We would love them to have a facility which is close to the area so they can practice their skateboarding.

I do hope that you get enough support to help get the project through and build a skate park as it would be a fantastic community asset.

Look forward to hearing from you many thanks,

Sent from my iPhone

This email has been scanned by iomartcloud.

Item Twenty-one

From:

Sent: 21 March 2025 21:06

To: clerk@branthamparishcouncil.gov.uk

Subject: Brantham Community Skatepark

Hi, I just wanted to voice my opinion with regard to the proposed skatepark for Brantham.

It's been a massive undertaking so far, particularly by Abi who has dedicated so much time and energy to this cause, and I agree that this would be a fantastic community investment for Brantham.

I don't really understand the negative Facebook comments, but our youngsters certainly need additional outdoor activity areas to compliment those currently offered by Brantham Leisure Centre and this can only be hugely positive for the village.

Kind regards

Item Twenty-two

From:

Sent: 22 March 2025 17:53

To: clerk@branthamparishcouncil.gov.uk

Subject: Skatepark for Brantham

Dear Sir/Madam

I've been following on Facebook the request for a skatepark in Brantham and I've seen a few negative comments from people. I just wanted to reach out and say that I really think it would be great to have a skatepark for the children to use, somewhere for them to meet up with friends, enjoy being outside and somewhere for the parents to come and spend time with their children. Something which is enjoyable and doesn't cost the parents anything to take them there. I think it would be a positive step for Brantham.

Thankyou

Kind regards

Item Twenty-three

From: Vicki Fletcher <vicki@littlecityuk.com>

Sent: 24 March 2025 11:41

To: Brantham Clerk <clerk@branthamparishcouncil.co.uk>

Subject: Skate Park

Hi team Brantham

I just wanted to get in touch regarding the skate park project and confirm how much our local children and young adults will benefit from it.

I am a parent to two children who currently both attend Brooklands Primary School. As they get older I vehemently want them to stay away from smart phones and too much screen time as much as possible and I think the only way I will be able to do that is to be able to offer them spaces and times to get outside and be active - and a free skatepark for them to use locally will massively help with that. My girls are currently very active doing various sports and love riding their bikes and scooters to/from school. A place where they can socialise but also practice and learn and play would be wonderfully positive for the local children and community.

Whilst I realise this project will have its detractors, I think we need to understand and open our eyes to the fact that the village is getting bigger, there are more children and families here and as they get older, by giving these children something to do we will see reduced anti-social behaviour and issues associated with that. I realise that it won't be perfect all the time but all children need somewhere to gather and see their peers.

Keep up the good work with the fundraising!

Item Twenty-Four

From:
Sent: 25 March 2025 13:12
To: clerk@branthamparishcouncil.gov.uk
Subject: Brantham skate park

To whom it may concern,

I have seen some negative comments online regarding the development of a local skate park and am writing to you to counter these comments.

With all the local housing developments there are a lot of youngsters looking for an outlet and somewhere they can go and let off steam. A skate park would be a perfect opportunity for those youngsters to have somewhere safe they can congregate and keep out of trouble, as well as getting to learn a new skill/develop a skill they already have. I have two children myself and would love for them to have somewhere safe they can go when they get older.

Yours,

Item Twenty-Five

From:
Sent: 25 March 2025 12:20
To: clerk@branthamparishcouncil.gov.uk
Subject: Skate Park

I think the skate park is a great idea for the area giving the youngsters lots of fun. It is an opportunity to make friends and get fresh air and be amongst like minded friends. In the villages there are lots of play areas for under 5s but lacking facilities for the next age group I do hope it gets built thank you

Item Twenty-Six

From:
Sent: 26 March 2025 09:00
To: clerk@branthamparishcouncil.gov.uk
Subject: Proposed Skatepark

Dear Clerk,

I would like to say, how much In favour I am of having a skatepark in the locality. With all the negative press that children of all ages receive, it would be great to offer something positive for them to be able to access.

It would be great to see children outside entertaining and enjoying themselves.

We are continually living in negative times, let's do something positive in our locality.

Kind regards

Item Twenty-Seven

From:
Sent: 27 March 2025 06:45
To: clerk@branthamparishcouncil.gov.uk
Subject: skatepark in Brantham

Good morning

I hope this email finds Brantham Parish council well.

I am eager to show my support for a slate park in Brantham. My family and I live in brantham and all our 3 children attend Brooklands.

In an increasingly changing world particularly in regards to the internet, smart phones, gaming, social media and frightening violent, pornographic, misogynistic sexual internet content, I am deeply concerned that our youth face immense challenges to be kids and enjoy their childhood.

I strongly believe that a skatepark (and any other joyful non screen related measures) will drastically improve the mental wellbeing and physical wellbeing of our communities children. The skatepark will be a place for children to challenge themselves, learn new skills, be outside, and socialise in a normal as well as encouraging our youth to be active given the highly concerning levels of obesity.

There's not enough for our youth to do it's our responsibility to help them and encourage them with investing in things like the skatepark.

Best wishes

Item Twenty-Eight

From:

Sent: 28 March 2025 17:17

To: clerk@branthamparishcouncil.gov.uk

Subject: Proposed Skatepark

Good Afternoon

I just wanted to email in support of the proposed skatepark in Brantham. Whilst I don't live in Brantham, my two young nephews do.

I have taken them to the skatepark in Dovercourt on a number of occasions. I have witnessed their enjoyment of the park and interactions with other children, some of which are several years older. The older children often help the younger ones, showing them how to use the park etc. They all politely wait their turn and support each other if someone falls. I have even seen really young children on scooters, maybe no more than 3 years old using the edges of the park, and all the older children are always so careful around them.

I think it would be a real asset to the village, a meeting place for children and adults to share the experience, without the need to always drive to another town or village for a skatepark.

Thank you for taking the time to read this.

Kind regards

Item Twenty-Nine

From:

Sent: 27 March 2025 18:55

To: clerk@branthamparishcouncil.gov.uk

Subject: Brantham Skate Park

Hi Sarah

I just wanted to email with regard to the skate park proposal. We as a family are excited to the prospect of a Skate Park in the village, it will bring the youth something really amazing in terms of free physical activity and also I believe that it will also help with mental health.

I really hope that we can rally the support from the village.

Best wishes

PAPER NINE

BRANTHAM PARISH COUNCIL MEETING – Councillor Reports Wednesday 02 April 2025

Skate Park Project – Cllr Edevane

I've spent this month looking into all sorts of things!

I've spoken with Sport England & they have a movement fund, it matches up to £15k with a Crowdfunder page, so potentially £30k from that 🤖 They have quite a bit of criteria we'll have hit but most if we already have, like proof a skatepark is wanted & that we have consulted the community. I need to get rewards that people can bid for, I've started reaching out to companies, including some big boys like Nike & Adidas. I've heard back from Adidas & O'Neil, they'll put it to their marketing team so we'll see! I've heard back from so local skate shops with positive replies.. But so far my only rewards are a £50 voucher from Constable Park for afternoon tea for two & a family ticket (2 adults 2 children) for Tendring hundred show 2026 😊 Also got to make a video which it turns out is so out of my comfort zone it's off the scale 🤖

But unfortunately until we have our CIL funding from Suffolk we can't launch the page. As our target is so far off.

It's been held up because we're waiting for a final quote & design from Canvas, they called me Fri & promised we'll have it Monday, so by the time I see you guys Wednesday we should have it & the awesome Sarah will be doing whatever clever stuff she has to do to complete the bid!

I met with some mum friends on Thurs to discuss some fund raising events, so as you know a Colour Run on the same day the fete is something I'm really keen to do!

A sponsored skate/scoot in September (so not too close to colour run) thought I could ask Christian Davy if the school would let us host it there, she messaged me the other day saying is still really keen to support the project.

Then Carly Phillips who works at The Haywain said they are happy to let us host a quiz night.

I realise these events won't raise millions but what they will do is get more awareness so when the crowdfunder is launched, hopefully my social media following will be much bigger so more people to donate!

Also I'm contacting Ed Sheeran via socials 🤖🤖 You never know!!

I've been asked by Tattingstone council to write a piece for their village mag, I'm feeling confident we might get something from them.

Lawford council have said as they've already put in swings & slides in this year in the village, they want to make sure the community would be happy to contribute to the skatepark, they've said they've got a stand at Tendring hundred show & would I get some posters of designs to show people, improving said yes & that I will be there as they won't promote it or be as passionate as I am about it, their clerk said she'd check this is okay with other councillors. Trouble is, I'm not that bothered what they say as I'm going to go anyway 🤖 I've already got my ticket!

Recreation Sub-Committee – Cllr Heywood

Village Hall Management Committee – Cllr Cherry Update on progress with the Village Hall Charter.

Toni has kindly worked on the Terms of Reference for the committee. The new committee met last week and although I did not show them the actual TOR, I mentioned some of the points that were relevant to appointing a new Chair for the management committee, along with some of the other points being considered for this. It has not formally been adopted and is still a work in progress.

BATs Meeting

Sarah and I met with two representatives for BATs, the chair Tina and Mark who was up until recently a trustee.

It was a productive meeting, covering all the points that we wanted to raise, staging, lights, speakers, tv, insurance, cleaning up, mezzanine being tidy, keeping the rear of the building tidy and clear of combustible materials, rates of hire, making sure all bookings were accurate and closing the hall to other users during show week.

The lights and poles are in the process of being removed, storage has been agreed within the building. Rates of hire are coming into line with other users from the 1st April this year, which is a £4 an hour increase for them. Agreement on a skip for when they are working on the set, and set strike, so no waste will be left lying around. Insurance has been confirmed that the lights are covered for public liability. A strategy for bookings has been agreed.

The only outstanding item is how long they would like the stage extension to be up before the show. I had said one week, but it was stated by Tina that that was not enough time. Bats will come back with what they think is the least amount of time. It will then be discussed by the committee to see if we all agree.

They have provided one rep for the management committee who has changed to Pippa Revell.

Planned improvements

At the recent meeting it was agreed to start work on the three rooms out the back of the hall. Adrian Cherry has offered to work for free if all the materials are covered by the Hall, he asked for £1,000 towards the Kitchen. This will be turned into a committee room. The kitchen removed, and new cupboards and sink put back in after tanking the external wall. The floor may or may not be replaced with wood effect click flooring, depending on how the budget goes. New table and chairs will be sourced to make a permanent area for smaller meetings. New lighting and fresh paint work. The WI cupboard will be emptied and that sealed up to make the room look more modern and tidier. If there is enough room in the budget a coffee machine could also be set up.

£500 to turn the second largest room into a more relaxed space with chairs and coffee tables, new flooring, new lighting, and fresh paint. The external wall will also be tanked as this is also below ground level.

£200 for the smaller room next to the toilet, a desk and chair, with fresh paint and possibly some wall boards where the stud wall has never been completed. If room in the budget possibly new lighting.

The committee were all in favour and gave agreement to a budget of £2,000 for all three rooms.

A new price list will need to be agreed.

The plan is to get all this work completed before the toilet refurb in Oct. After that a grand relaunch of the Hall to the village, an open day, possibly some stalls in the Hall. WI cake stall, before and after pictures etc. But this will need to be planned nearer the time. To show case the improved areas, hopefully villagers will see that it is a worthwhile space to hire for parties etc.

Footpaths and Services Report for PC meeting – Cllr Cherry

A couple of people have asked me about putting in a dog waste bin by the footbridge over the railway line. But after speaking to the clerk, this is private land and not in our gift to do. If the council feel this is a good place to put one, the workers drive round that way to empty the one on the wildflower meadow, then we could ask Mr Keeble if he would allow it.

Works on church path by Suffolk CC have been completed, including a new drain. This has a bucket within it to collect leaves etc. Adrian is happy to keep an eye on that when he walks the dog that way, to keep it clear. Otherwise, it will block and the path will flood as before!

2 different people have complained to me that the wooded area at the top of the wildflower meadow, is being encroached by those gardens. They have moved their fences and put in a gate well into the wooded area. One has a sign saying private no entry. I wondered if the council need to have a brief discussion about whether anything should be done about this? I can then feed back to those who have mentioned it to me.

