



BRANTHAM Parish Council

Sarah Keys
Clerk to the Council

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Paper submitted by the Clerk to the Council at the Parish Council meeting on 04 June 2025

Parish Clerk's Report – June 2025

a) To review actions from the previous meeting

MINUTE NO.	ACTION	WHO
PC 05.25.09 (c)	Contact SCC and Simon Harley about the possible purchase of a Bollard <i>Request sent to SCC and Sharley – no response received to date</i>	Dismissed
PC 05.25.10 (b)	To amend the signatories on committee structure paper <i>Completed</i>	Dismissed

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

- External Audit Paperwork submitted
- Meeting held with Babergh District Council Locality Officer ref. support available for Brantham

c) To receive items of correspondence for noting only

ITEM ONE

From:

Sent: 03 May 2025 12:55

To: clerk@branthamparishcouncil.gov.uk

Subject: Voluntary Repair Fund Raising Suggestion for Brantham Village Hall

Importance: High

Hi Sarah,

I hope you're very well and enjoying your new house.

I was out with some friends in London yesterday, one of whom has ended up working with the University of Kent and many others, to drive sustainability issues.

I almost drove him mad with my Global Respect Numbers, so he started another business and got grant funding etc.. to help promote these things in the UK and beyond.

[Webcomm: driving sustainability in the manufacturing industry – Research and Innovation Success Stories](#)

Anyway, as a voluntary sideline, they have what they call a "Repair Café" in Canterbury, where people take in items that would otherwise go into land fill and a bunch of nerdy engineers, old & young, try to do what they can to fix them.

Obviously if they can't fix things, they just give them back, but for those things that can be fixed, the owners then make a voluntary donation for the repair job.

(The art of repairing provides a negative GRN and thus helps to offset emissions generated elsewhere, potentially attracting additional government funding, while simultaneously educating people).

Hence it occurred to me, that sort of idea might be of interest to Jackie et al, especially given that BPC are now Trustees of the hall. The "repair café" also serves as a community hub and social gathering.

How it would work in practice, if at all, I have no idea.. it's just a thought.

Anyway, I wish you all the best, and trust that the new clock Jackie installed some years back, is still telling good time.

There is no need to reply or confirm receipt, and please treat the suggestion as entirely anonymous...

In fact, if you want, just say it was your idea 😊

All the best,

CLERKS UPDATE – Email forwarded to Village Hall Management Committee

ITEM TWO

From:

Sent: 13 May 2025 14:56

To: clerk@branthamparishcouncil.gov.uk

Subject: Request to Address Overgrowth Blocking Access to the Park

Dear Brantham Local Parish,

I hope this email finds you well. My name is _____, and I have been a resident of Gravel Pit Lane for the past three, nearly four years. I am writing to kindly bring to your attention an issue that has arisen regarding access to the park at the back of our property and my neighbours' properties.

For the first two years of living here, we had clear and convenient access to the park via the back of our homes. However, over the past year, this access has been obstructed due to overgrowth and bushes that have not been maintained. This has not only impacted the usability of our gates but has also made it difficult for residents like myself to enjoy the park.

As someone classified as disabled and with limited mobility, this change has had a significant impact on my ability to access the park. Walking the longer route to the park is not feasible for me, and the overgrowth has taken away what was once an inclusive and accessible space. I believe that maintaining this access is important not just for me but for all residents who rely on it for convenience and community connection.

I kindly request that the parish council consider arranging for the overgrowth to be cleared and the gates made accessible again. This would greatly improve the quality of life for myself and my neighbours, ensuring that the park remains a welcoming and accessible space for everyone.

Thank you for your attention to this matter. I truly appreciate the work the council does to maintain and improve Brantham and I hope this can be resolved soon. Please do not hesitate to contact me if you require any further information or would like to discuss this matter in more detail.

Yours sincerely,

CLERKS UPDATE – Response sent to individual noting that maintenance of the fence boundary is the responsibility of the homeowner. Instructed Dave Childs to create access for properties with gates on a one-off basis

ITEM THREE

From: clerk@manningtreetowncouncil.gov.uk <clerk@manningtreetowncouncil.gov.uk>

Sent: 18 May 2025 19:16

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

Subject: Donation to Skate Park

Good evening, ladies, I hope you are both well.

At the last Town Council meeting it was agreed that we would donate £100 to the Skate Park.

Sarah if you could let me know how you would like me to get this money to you that would be great.

thanks
Fi

ITEM FOUR

From:
Sent: 19 May 2025 19:00
To: clerk@branthamparishcouncil.gov.uk
Subject: Parking in New Village.

Mrs Sarah Keys,
My name is I live at New Village.
I phoned Mrs Keys on Monday 19th May 25, to voice my concerns about the cars parking along New Village, on Saturday 17th May the road was blocked by a bus that could not get through, when there is an event on at the club New Village is used as a car park.
I do not wish to stop anyone's fun?
But this is an accident waiting to happen, someone NEEDS to find a carpark?.

Kind regards

ITEM FIVE

From:
Sent: 20 May 2025 09:02
To: clerk@branthamparishcouncil.gov.uk
Subject: Broken baby/ toddler swing

Hi,

I'm not sure who this concerns but one of the baby/ toddler swings at the lower playing field park is missing a screw in the leg support. Just wanted to make you aware in case it gets worse.

Thank you

CLERKS UPDATE – Checked by Recreation Sub-Committee and no major issue identified

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. 2208)	BACS	TBC		TBC
Birketts	Legal Advice ref. pumping station (inv. 1070179)	BACS	500.00	100.00	600.00

Accounts Paid since 01 May 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	Salaries, Clerk & Assistant Clerk Office Allowance	BACS	3032.50		3032.50
BMCIC	Grounds Maintenance Payment	BACS	40.00		40.00
Microsoft	Monthly Subscription Charges – May 2025	DD	20.60	4.12	24.72
Brantham Village Hall	Standing order – Paid in error	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
Amazon	Stationary	Debit Card	9.98	2.00	11.98
Amazon	Fencing pins for Brazier Barrier	Debit Card	14.99	3.00	17.99
Amazon	Microphones for VE Day event	Debit Card	14.16	2.83	16.99
Amazon	Colour Run supplies	Debit Card	57.14	11.44	67.30
B. Soames	Chips (VE Day celebration)	BACS	217.00		217.00

Items paid following authorisation at meeting of 07 May 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Business Services at CAS	Buildings Insurance (Brantham Leisure Centre)	BACS	2513.28		2513.28

SALC	Internal Audit (inv. 30152)	BACS	407.00	81.40	488.40
Dave Childs	Grounds Maintenance (inv. 2208)	BACS	225.00		225.00
Village Hall Brantham	Hall Hire (inv. 1151)	BACS	72.00		72.00
Michelle Barker	Donation for Skate equipment	BACS	50.00		50.00

Receipts allocated since 07 May 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	147.25
Stripe	Colour Run Entries	BACS	336.51
Various	Colour Run Sponsorship	BACS	400.00
Village Hall Brantham	Refunded payment made in error	BACS	416.67
BMCIC	2025-26 Insurance Reimbursement (Pt 2)	BACS	1253.28
Manningtree Town Council	Donation for Brantham Skate Park	BACS	100.00

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

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

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.