



BRANTHAM

Parish Council

Sarah Keys
Clerk to the Council

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Paper 1 submitted by the Clerk to the Council at the Parish Council meeting on 03 November 2025

Parish Clerk's Report – November 2025

a) To review actions from the previous meeting

MINUTE NO.	ACTION	Completed/ Dismissed
PC 10.25.09	Make payment to 1 st Brantham Cub Scout Group <i>Completed</i>	Dismissed
PC 10.25.10	Work with contractor to install plaques <i>Completed – plaques to be formally unveiled on 07 Nov 25, 9am by MP James Cartlidge</i>	Dismissed
PC 10.25.10	Purchase camera and arrange installation <i>Completed</i>	Dismissed

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

- Emails received from a number of residents close to Brantham Leisure Centre raising concerns about drumming during football matches, foul language and anti-social behaviour – worked with the Management team at the Leisure Centre and agreed that this will be monitored and the use of the drum will be banned from matches going forward.
- Raised queries with insurers about the possibility of BOS volunteers undertaking work on the Brantham Open Space and whether this would be covered by Parish Council insurance. Insurers confirmed that this would not be possible.
- Following receipt of concerns from a local residents about the work being undertaken at the Pumping Station on Factory Lane and whether this has planning permission – have liaised with Babergh District Council who confirmed that no planning permission for demolition is in place. BDC advised that if the Parish Council would like to pursue this further they should contact Planning Enforcement.
TO CONSIDER – would Parish Council like me to contact enforcement about this?
- Email received from Scout and Guide Group requesting financial support with the repair and improvement of the current Scout Hut. Advised the group of the process to request funds and this will be reviewed by the Finance Committee at their next meeting.



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

1. PURPOSE OF THE REPORT

- 1.1 To update Councillors on the progress of the Brantham Skate Park Project, including the current funding position.
- 1.2 To present a means to progress the project with the temporary reallocation of Parish Council reserves to enable confirmation of external funding from Babergh District Council and progression of the project.

2. BACKGROUND

- 2.1 The Parish Council has been working with local residents and the Skate Park Working Group to develop a proposal for a new skate park in Brantham.
- 2.2 The project aims to deliver a modern, inclusive, and safe recreational facility for skateboarding, scootering, and BMX use. Community consultation has demonstrated strong support for the initiative, particularly among young people and families.
- 2.3 The Parish Council submitted a Community Infrastructure Levy (CIL) bid to Babergh District Council to support this project. However, Babergh has advised that they cannot confirm funding until all other sources of funding are identified and secured.
- 2.4 The total estimated cost of the project currently exceeds available confirmed funds by approximately £30,000. The Skate Park Working Group is actively pursuing additional grants and community fundraising to close this shortfall.

3. CURRENT FINANCIAL POSITION

- 3.1 The Parish Council presently holds reserves of £34,510 earmarked for **Village Hall projects** and £43,464 of **CIL funding** that has not yet been allocated
- 3.2 In order to unlock the Babergh District Council CIL contribution, the Parish Council must demonstrate that the entire project cost is fully funded.
- 3.3 Without confirmation of full funding, Babergh District Council is unable to release their CIL allocation, delaying the start of the project.

4. RECOMMENDATION

- 4.1 The Finance Committee recommends that since there are no major un-funded projects underway at the Village Hall at the moment the Parish Council temporarily reallocates at least £20,000 from the Village Hall reserves to the Skate Park Project to confirm full project funding.
- 4.2 This reallocation would be made on the understanding that if sufficient funds are raised through community fundraising and grant applications, the amount used from reserves may not need to be spent and could be reinstated to the Village Hall reserve fund.
- 4.3 The reallocation would enable the Parish Council to confirm full project funding, thereby allowing Babergh District Council to release its CIL contribution and permitting the project to progress to the next stage.

5. ADVANTAGES OF THE PROPOSAL

- 5.1 **Unlocks Babergh funding:** Enables Babergh District Council to confirm and release CIL funding, allowing the project to proceed.
- 5.2 **Prevents delays:** Facilitates timely progress to design and construction, avoiding cost inflation and further delay.

- 5.3 **Demonstrates community leadership:** Shows commitment from the Parish Council, strengthening public confidence and potential fundraising success.
- 5.4 **Potential reimbursement:** If fundraising targets are achieved, the reserve funds can be replenished, limiting the long-term financial impact.
- 5.5 **Supports project delivery:** Moves the project forward into tangible development stages, benefiting the community sooner.

6. DISADVANTAGES OF THE PROPOSAL

- 6.1 **Financial exposure:** If sufficient fundraising is not achieved, the Parish Council may need to permanently allocate up to £30,000 from reserves to the project.
- 6.2 **Reduced reserves for Village Hall projects:** The reallocation would temporarily limit funds available for Village Hall maintenance or improvement works.
- 6.3 **Reduced flexibility:** Committing reserves reduces the Council's capacity to respond to other unforeseen capital needs.
- 6.4 **Community perception:** Some residents may prefer that Village Hall reserves remain ring-fenced for their original purpose, or indeed some other purpose.

7. RISK AND MITIGATION

Risk	Mitigation
Insufficient fundraising achieved	Continue to pursue multiple grants and fundraising activities; monitor progress monthly.
Community opposition to reserve use	Clear communication that the reallocation is temporary and conditional upon funding success.
Future Village Hall needs arise	Review reserve levels during budget-setting and consider replenishment through future precepts or external funding.

8. FINANCIAL IMPLICATIONS

- 8.1 The proposed reallocation represents a temporary adjustment of earmarked reserves, not additional expenditure.
- 8.2 The Council would retain financial oversight to ensure transparent accounting, with the aim of reimbursing the reserves once alternative funding sources are confirmed.

9. NEXT STEPS

- 9.1 If approved, the Parish Clerk and Skate Park Working Group will:
- Notify Babergh District Council that full project funding has been identified;
 - Confirm the release of CIL funding;
 - Continue community fundraising and external grant applications to reduce or eliminate the use of reserves;
 - Proceed to the next project phase (design and planning).

10. RECOMMENDATION

It is recommended that Brantham Parish Council:

1. **Notes** the current position of the Brantham Skate Park Project and the funding shortfall of approximately £30,000.
2. **Considers** and approves the temporary reallocation of up to £20,000 from Parish Council reserves currently earmarked for Village Hall projects to the Skate Park Project, and additional CIL funding to enable full project funding to be demonstrated (final figures to be presented to Finance Committee)
3. **Confirms** that if sufficient community fundraising and grant funding are achieved, the reserve funds will be reimbursed to the Village Hall allocation.

4. **Delegates** authority to the Finance Committee to monitor this allocation and approve next steps as deemed necessary.

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. 2373)	BACS	345.00		345.00
Brantham Village Hall	Hall Hire costs (inv. TBC)	BACS	96.00		96.00

Accounts Paid since 01 September 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries & back pay for Clerk & Assistant Clerk, Office Allowance, Pension payments	BACS	4495.56		4495.56
BMCIC	Grounds Maintenance Payment	BACS	40.00		40.00
Microsoft	Monthly Subscription Charges	DD			24.19
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
T. Mirtahmeasebi	Halloween display	BACS	138.78		138.78
Birketts	Legal Advice (Inv. 1088218)	BACS			1405.20
Lloyds Bank	Salaries and Current Account service charges	BACS	8.50		8.50
Lesley Cherry	Leaving gift for Assistant Clerk	BACS	25.00		25.00
East of England Co-op	Biscuits etc for Neighbourhood Plan Consultation event	BACS	6.46	0.33	6.79

Items paid following authorisation at meeting of 01 October 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2352)	BACS	255.00		255.00

Babergh District Council	Annual Play area Inspections (inv. 1000020623, 1000020624, 1000020625)	BACS	191.40	34.80	226.20
Brantham Village Hall	Hall Hire	BACS	TBC		TBC
HMRC	P30 Q2	BACS	3049.84		3049.84
SALC	Payroll Provision (inv. No. 30463)	BACS	150.00	30.00	180.00``
Brantham Scout and Guide Group	Daffodil Bulbs purchase	BACS	39.58		39.58

Receipts allocated since 01 October 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	119.91
Stripe Payments	Skate Park income	BACS	7.77
Sumup Payments	Skate Park income	BACS	74.70
P. Brackley	Pine Cottage Annual Payment	BACS	40.00
Brantham Scout and Guide Group	Annual Rent of Land for Scout Hut	BACS	1.00
Babergh District Council	Recycling payment	BACS	142.97

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

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

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

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

Brantham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/10/2025		
	Cash in Hand 01/04/2025		170,338.90
	ADD Receipts 01/04/2025 - 31/10/2025		96,547.14
	SUBTRACT Payments 01/04/2025 - 31/10/2025		61,913.11
	Cash in Hand 31/10/2025 (per Cash Book)		204,972.93
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Current Account 31/10/2025	5,000.00	
	Deposit Account 31/10/2025	199,895.67	
	Salaries Account 31/10/2025	77.26	
			204,972.93
	Less unrepresented payments		
			204,972.93
	Plus unrepresented receipts		
	Adjusted Bank Balance		204,972.93
	A = B Checks out OK		

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BRANTHAM PARISH COUNCIL MEETING – Councillor Reports

Wednesday 05 November 2025

Village Hall Management Committee – Cllr Cherry

As we are holding the AGM tonight after this meeting I will report to that meeting this month.

Footpaths and Services Report for PC meeting – Cllr Cherry

The progress on getting the bench installed on the wildflower meadow by decoy pond continues. Alistair is still looking into this and is informing Babergh that we are happy to cover the cost of this bench.

We have been unable to resolve the issue of insurance to cover BOS to strim around decoy pond. This is a shame as some areas are very difficult to walk along with a stick now.

Dog issues around not using disposal bins continues. But those people who do not pick up are in a minority, the majority of dog owners are extremely responsible. We have, as a council, provided and maintained more dog bins than waste bins around the village.

Lesley Cherry

Skate Park Working Group – Cllr Edevane

So Sarah & I, mainly Sarah 😊 Have been putting together the crowdfunder page. Very exciting! I've been working with TazzyBro to put together a video, definitely out of my comfort zone to talk to a camera but fingers crossed we can pull it all together!

In the crowdfunder we want to offer rewards, things people can get in return for pledging their money. I've managed to get quite a bit of good stuff including skateboards from a company in Germany! A 3 night holiday from a camper van holiday company 🏠 Quite a few vouchers from local companies for food, Tending hundred show family ticket, 2 adult Suffolk show passes. If anyone has any ideas people I could contact to ask for stuff I'd very much appreciate it!

I'm also looking for ideas on how we can create a donor recognition wall. Filled with plaques of some description to show companies logos/names who have donated larger sums of money. Any ideas welcome!