



BRANTHAM

Parish Council

Sarah Keys

Clerk to the Council

Thornfield Cottage
Windmill Road
Bradfield
CO11 2QW
01206 645111
clerk@branthamparishcouncil.gov.uk

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

Parish Clerk's Report – December 2025

a) To review actions from the previous meeting

MINUTE NO.	ACTION	Completed/ Dismissed
PC 11.25.07	Submit report to Planning Enforcement ref. demolition of pumping station on Factory Lane <i>Completed</i>	Dismissed
PC 11.25.11	Inform CAS that Flagship is preferred housing partner for Affordable Housing project <i>Completed</i>	Dismissed

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

- Reviewed LPF after Fireworks event and confirmed that debris is cleared
- Informed Anglian Water of water issue at Lower Playing Field
- Responded to a local resident with numerous queries about the dilapidations survey, Brantham Skate Park and Affordable housing
- Responded to a local resident with queries about the funding of the skate park and the placement of the proposed skate park
- Email received from local resident with concerns about comments on social media platform X which states *"We've now decided that instead of being a nice jolly part of the football club we will turn into regular teenage boys and start causing havoc on the streets of Brantham and see how the neighbours like that."* I have responded to the resident advising them to contact the police if they feel at any risk and I have made the management team at Brantham Leisure Centre aware of these comments and asked them to work with BAFC to reduce this threatening behaviour
- Worked with Babergh District Council to agree a location for a bench on the Brantham Open Space. Currently awaiting confirmation of the type of bench that can be installed and the ongoing maintenance arrangements



Policy for memorial trees and benches in public spaces

1. Scope of the Policy

- 1.1. When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory but provides a beautiful and functional improvement to the local environment.
- 1.2. This policy sets out how we approve memorial benches and trees; who is responsible for their upkeep; and what is expected from the donor and the council.
- 1.3. The council will always endeavour to be respectful, sympathetic, and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

2. What and Who is Covered by the Policy

- 2.1. The policy covers any memorial bench, tree, or other lasting item placed on Brantham Parish Council-owned or managed property and is relevant to anyone who has commissioned or is thinking of commissioning a memorial tree or bench.

3. Legal Framework

- 3.1. The planting of trees or installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial and the landowner. As such, the Parish Council can only approve memorials on Parish Council-owned or managed land. This includes;
 - Brantham Lower Playing Field
 - Merriam Close Play area
 - Gravel Pit Lane Play areaThe council may also support applications for benches placed;
 - on the public highway (permission is required from the local highways authority, Suffolk County Council)
 - on District Council-owned land, (permission is required from Babergh District Council)
- 3.2. Generally-speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Parish Council is unable to install benches for such reasons.
- 3.3. Under the Crime and Disorder Act 1998, the council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.
- 3.4. When the council agrees to install a bench or tree, the council will purchase the bench or tree, and the friends and family donate a set amount to the council for the cost of the bench or tree.
- 3.5. The tree or bench is the property of the council, and the donor does not retain any right to determine its future management. The council will nevertheless endeavour to ensure it is properly insured, maintained and cared for.

4. Determining requests

- 4.1. Enquiries for a memorial bench or tree should be made by email to clerk@branthamparishcouncil.gov.uk or in writing to Brantham Parish Council, Thornfield Cottage, Windmill Road, Bradfield, CO11 2QW. The requests will be determined by the Parish Council using the advice of the Brantham Finance Committee.
- 4.2. The council will endeavour to accommodate any reasonable requests for the planting of memorial trees or installation of memorial benches on council-owned property only. Requests may not be able

to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees or benches, or any other material factors.

- 4.3. Only trees and benches suitable, in-keeping to the immediate surrounds, and benches of a robust design will be used. The council will decide on the style and make of bench. The council will supply a list of suitable trees and the appropriate location as well as the cost, so that the friends or family can choose the one that meets their preference and budget. The council will decide the size of the tree according to the location it will be planted in. Any request to plant a tree that has been grown by the applicant(s) will be considered on a case-by-case basis.
- 4.4. The exact location of the tree or bench will be agreed with council staff or from the master plan and with the advice of the Brantham Recreation Ground Committee. It is the donor's responsibility to ensure that the location is well-communicated to the council and confirmed in writing, by letter or email, with an accompanying sketch if needed.
- 4.5. Where an existing bench is in poor condition, the council and donor may agree to install a memorial bench in its place, the full cost of which shall be met by the donor as detailed below.
- 4.6. Memorial benches and trees will only be considered from people that can demonstrate a close tie with the person being commemorated. The council reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin or the memorialisation cause offence to the wider community. The council reserves the right to refuse a memorial bench or tree for other reasons. The reasons will be supplied to the applicant if requested.

5. Costs

- 5.1. The cost of the tree or bench will include any plaques, delivery, and installation/planting costs (e.g. fixings, tree guard). It will not include the cost of the base for the bench, for which an additional donation as detailed below is appreciated.
- 5.2. Cost for benches vary due to the current economic climate. Please ask the Clerk or Responsible Financial Officer for current prices.
- 5.3. An additional fee of £50 will be payable at the time the request is granted to cover the costs associated with the ongoing maintenance and upkeep of memorial trees or benches. This contribution will help ensure that all memorials remain in good condition and continue to provide a respectful and well-maintained environment within the parish for years to come.

6. Installing/Planting

- 6.1. The arrangements for ordering and installing the bench or tree will be the responsibility of the Council but will only be done once the financial donation has been made.
- 6.2. The species of tree will be a native variety and will be at the discretion of the Parish Council, chosen to enhance the planting scheme of the specific area.
- 6.3. Tree planting will usually only be permitted between late autumn and early spring, in line with the tree-planting season.
- 6.4. Trees will normally be planted by the Parish Council contractor or staff/volunteers. However, donors are welcome to be present at the tree planting and carry out a small ceremony if they wish.
- 6.5. No scattering of ashes of humans or pets at any site either at the time or a later date will be permitted.

7. Plaques

- 7.1. Commemorative plaques can be affixed to a memorial bench, or placed next to a memorial tree, subject to agreeing a size, wording, and specification with the Council. This will be included in the cost of the bench if wanted. No plaque may be affixed to a tree itself.

8. Maintenance

- 8.1. The Council will only source high quality/durable benches, and will endeavour to insure, maintain and care for the memorial bench or tree. However, it cannot guarantee their condition.
- 8.2. Donors should also be aware that benches or young trees in public areas may be subject to vandalism, and the Council will not be held responsible for any costs in replacing them.
- 8.3. The Council shall endeavour to maintain and care for a memorial tree and bench for as long as possible. However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable, or other reasons.
- 8.4. No placing of flowers or other objects at memorials will be permitted, except with the permission of the Council.
- 8.5. The donor shall not be permitted to undertake any maintenance of the memorial tree or bench without the permission of the Council.

9. Memorabilia

- 9.1. No non-compostable memorabilia may be added to benches or trees such as teddy bears or fake flowers due to the environmental impact of such items.

10. Terms and Conditions

- 10.1. The Parish Council has the right to limit, in both location and number, the types of memorial in any one area
- 10.2. The appropriate donation must be received before the installation of any memorial takes place.
- 10.3. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead plaques being removed without notice to the donor.
- 10.4. The Parish Council does not accept applications for memorials for pets,

CIL Grant awarding Policy

What is CIL and how is it allocated:

The Community Infrastructure Levy (CIL) allows Babergh District Council (BDC) to raise funds, from some forms of new development, to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either infrastructure of wider strategic benefit to the District or local infrastructure.

- Neighbourhood CIL is passed to parish or town councils by BDC where development is taking place. The amount will be 15% or 25% depending on whether the community has an adopted Neighbourhood Development Plan (NDP). Brantham does not currently have an adopted NDP.
- Up to 5% of CIL funds collected are retained by BDC for the administration of CIL.
- The remaining income of CIL funds collected are retained by BDC to fund or part fund strategic infrastructure that is needed by new housing development or other growth. These infrastructure projects should be set out in the Infrastructure Delivery Plan for the District Council. Following amendments to the CIL regulations of 2019, this portion of CIL may be spent by the relevant Councils on infrastructure projects anywhere within or outside their district to support development within the districts.

Spending:

The Parish Council has a duty to spend CIL income on providing, improving, replacing, operating or maintaining infrastructure that supports the development of the parish council area or anything else concerned with addressing the demands that development places on the area. The CIL Regulations 2010 as amended state that the parish council must spend the CIL income they received from the District on either:

- The provision, improvement, replacement, operation or maintenance of infrastructure;
- Anything else that is concerned with addressing the demands that development places on an area.

Providing CIL is spent in accordance with the above, CIL monies may be used to provide seed or match funding with other income streams and/or may be spent collaboratively with other parish councils, community interest companies or other providers to make the most efficient use of funding to benefit the community.

These definitions allow Brantham Parish Council and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Brantham. Brantham Parish Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable. sponsoring applications put forward.

As Brantham Parish Council has adopted the General Power of Competence (GPC), it will also be able to spend CIL receipts on all the infrastructure items that non-GPC local councils can spend CIL receipts on and will also be able to rely on the exercise of the GPC to fund wider strategic infrastructure. For example, providing new roads or new or extended school, libraries or doctors surgeries or providing affordable housing or village shops, gyms or cafés or funding or funding a PCSO or a Community Warden etc. - so long as such expenditure can properly be said to relate to the provision, improvement, replacement, operation or maintenance of infrastructure or assists in addressing the demands that development places on the area.

Brantham Parish Council has a five-year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects.

All decisions involving the approval of CIL applications and disbursement of CIL payments must be made at meetings of the Finance Committee.

Who can apply:

Applications may be made either by:

- Brantham Parish Council Committees.
- External applications from “not-for-profit” organisations.
- Applicants may include statutory infrastructure providers, state schools, community groups and registered charities.
- Applications by membership organisations must be able to demonstrate a wider community benefit.
- Given that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community.
- Applications must be received from the delivery organization, rather than an individual

What is not eligible:

We will normally reject applications from:

- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by “for profit” commercial organisations
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Brantham Parish Council
- From organizations with political affiliations or those established for the purpose of forwarding a party-political agenda
- Projects that have been completed prior to an application being submitted
- Projects that are ongoing revenue costs for an existing project
- Proposals for annual repair or maintenance
- If an external organization has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

Please note it may be determined that some projects are better funded through other funding sources.

What does a project need to demonstrate:

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- a) Addressing impacts created by new development
- b) Wider community benefit: beyond just the benefits to the organisation submitting the application.
- c) Deliverability: a clear delivery plan in place
- d) Evidence of additional resources (people or money) available from partners to complement funding

How much can I apply for:

Applications can be made for full or part funding of a project. It is in the interests of Brantham Parish Council to make CIL monies collected go further by availing of opportunities such as match funding therefore applications for 100% funding are less likely to be supported. CIL funding should be the funding

of last resort, with other funding sources having been considered first. If other forms of funding have been sought but are unsuccessful, please provide details within the application.

Evidence will be requested that other sources of funding have been sought.

Conditions of grant:

Brantham Parish Council support must be acknowledged, as appropriate, on all publicity and promotional material including posters, advertisements, press releases and leaflets.

Financial support can only be used for the purpose for which the grant is given. Grants must not be distributed to any other organisation.

Completing the application form:

Applications forms including supporting evidence should be emailed to the Clerk to the Parish Council: clerk@branthamparishcouncil.gov.uk.

If supporting evidence is being provided that is not electronic, please send the evidence along with the CIL Application Form to:

Sarah Keys, Thornfield Cottage, Windmill Road, Bradfield, CO11 2QW.



APPLICATION FOR CIL FUNDING

A proportion of CIL payments collected by Babergh District Council are passed on to the Parish or Town Council in which development is taking place.

The Parish Council has a duty to spend CIL income on:

- providing, improving, replacing, operating or maintaining infrastructure that supports the development of the parish council area

or

- anything else concerned with addressing the demands that development places on the area.

Providing CIL is spent in accordance with the above CIL monies may be used to provide seed or match funding with other income streams and/or may be spent collaboratively with other Parish Councils, community interest companies or other providers to make the most efficient use of funding to benefit the community.

Any CIL monies due to the Parish Council are confirmed by Babergh District Council at six monthly intervals in March and September with funds being paid to Brantham Parish Council in April and October.

Please read the Brantham Parish Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Parish Clerk at clerk@branthamparishcouncil.gov.uk or on 01206 645111.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

Please return completed application forms and supporting information to:
clerk@branthamparishcouncil.gov.uk.



BRANTHAM Parish Council CIL Funding Application Form

1.	Applicant organisation	
2.	Name and position of main contact	
3	Applicant contact details (phone, email and address)	
4.	Type of organisation (If a charity please provide charity number)	
5.	Is the organisation able to reclaim VAT?	
6.	Location of project	
7.	Summary of the project proposal	
8	Estimated project cost (excl. VAT)	



9.	Amount of CIL funding requested	
10.	Detail of additional sources of funding available	
11.	Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	
12.	Please indicate whether the organisation has previously received CIL or other funding sources from Brantham Parish Council and/or Babergh District Council. If yes, please provide details	
13	How does the project help address the demands of development in the area. What evidence is there to support this?	
14.	What evidence of support is there from the local community?	



15.	Approximately how many of those who will benefit from the project are Brantham parishioners?					
16.	Proposed timescales for the project					
17.	Is there a related revenue spend (ie. day-to-day running costs) associated with project? How will this be addressed?					
18.	If the organisation is not in the public sector please provide details of the organisations finances					
19.	Do you need planning permission to carry out the works? If planning permission is required is it in place to carry out the works?	<p><i>Find out if your project needs planning permission:</i> <u>www.planningportal.co.uk/permission</u></p> <table border="1"><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr></table> <p><i>If yes, please provide the application number</i></p>	Yes		No	
Yes						
No						



DECLARATION

When you have completed the application form, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Brantham Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Brantham Parish Council of any material changes to the proposals set out above.

When requested, I agree to provide Brantham Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project.

I recognise the Parish Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Brantham Parish Council checking all supplied information for the purposes of informing decision making.

The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Brantham Parish Council's website and in public material for publicity purposes.

Personal data will not be disclosed without any prior agreement of those concerned, unless required by law.

Signed:	
Organisation:	
Date:	

All organisations involved with the application will need to sign and date the form.



MEETING DATES

2026

ALL MEETINGS HELD AT BRANTHAM VILLAGE HALL UNLESS OTHERWISE DETAILED

January	
Parish Council meeting	07 January 2026, 7pm
Finance Committee meeting	28 January 2026, 7.30pm
February	
Parish Council meeting	04 February 2026, 7pm
Finance Committee meeting	25 February 2026, 7 pm
March	
Parish Council meeting	04 March 2026, 7pm
Finance Committee meetings	25 March 2026, 7pm
April	
Parish Council meeting	01 April 2026, 7pm
Finance Committee meetings	22 April 2026, 7pm
Annual Parish meeting	29 April 2026, 6.30pm
May	
Annual Parish Council meeting	6 May 2026, 7pm
Finance Committee meeting	27 May 2026, 7pm
June	
Parish Council meeting	03 June 2026, 7pm
Finance Committee meeting	24 June 2026, 7pm
July	
Parish Council meeting	01 July 2026, 7pm
Finance Committee meeting	22 July 2026, 7pm
August	
Finance Committee meeting	26 August 2026, 7pm
September	
Parish Council meeting	02 September 2026, 7pm
Finance Committee meeting	23 September 2026, 7pm
October	
Parish Council meeting	07 October 2026, 7pm
Finance Committee meeting	28 October 2026, 7pm
November	
Parish Council meeting	04 November 2026, 7pm
Finance Committee meeting	25 November 2026, 7pm
December	
Parish Council meeting	02 December 2026, 7pm

PAPER 5

BPC ANNUAL BUDGET 2026-27

DRAFT BUDGET

DATE OF ADOPTION:

MINUTE NO.

Updated:

CATEGORY	BUDGET 2022-23	ACTUAL 2022-23
EXPENDITURE		
<u>SALARY/CONTRACT</u>		
Staffing costs incl. salary, pension, tax etc	29,000	28,935
TOTAL	29,000	28,935

BUDGET 2023-24	ACTUAL 2023-24
30,850	33,022
30,850	33,022

UPDATED BUDGET 2024-25	BUDGET 2025-26
47620	54,90

OPTION 1	OPTION 2	OPTION 3	OPTION 4
Band D Council tax +7.17%	Band D Council Tax +13.7%	Band D Council tax +20.2%	Band D Council tax in line with 25-26 national average (+34.4%)
BUDGET 2026-27	BUDGET 2026-27	BUDGET 2026-27	BUDGET 2026-27
67,870	67,870	67,870	67,870
67,870	67,870	67,870	67,870

ADMINISTRATION							
Audit	700	592		700	797	800	800
Hall Hire	400	265		500	488	580	720
Insurance	5,500	3,290		5,500	5,268	6,125	5,214
Office Allowance - Clerk & Assistant Clerk	240	200		240	246	480	312
Petrol/travel costs	50	0		50	62	50	50
Postage	60	87		70	85	100	25
Telephone - Virtual landline	300	100		300	0	177	84
Stationery	300	98		300	125	300	200
Website/Email	500	400		500	204	338	600
Training	1,000	143		500	642	1,500	1,000
GDPR costs	50	35		50	35	35	40
Miscellaneous	1,000	638			1,365		
Staff recruitment	200	0		200	0	200	
Election costs	1,000	0		1,500	204	500	
Councillor expenses	200	0		200	0	100	100
Purchases (i.e. office equipment)		0		200	0	200	200
ZOOM subscription	180	180			0		
Accounting software		0			288	300	484
Microsoft subscription		0			102	110	124
TOTAL	11,680	6,040		10,810	9,910	10,195	11,154

SUBS/GRANTS/DONATIONS							
SALC Subscription	850	886		850	808	850	903
SLCC Subscription	197	111		197	144	120	300
Donations	1,900	2,099		1,500	1,650	2,700	2,500
Brantham Open Spaces support				1,200	318	1,200	1,200
TOTAL	2,947	3,096		3,747	2,921	4,870	4,838

<u>SERVICES</u>							
BDC Litter bin emptying	1,800	1,420	2,000	1,792	2,830	2,970	3,500
Litter purchases	500	162	900	62	1,000	0	0
Playground Inspection	300		300	0	300	192	180
General Village Maintenance	9,960	3,283	7,000	2,257	2,500	3,000	3,000
Playground equipment/repairs	1,000	40,136	4,000	101	1,500	1,500	1,500
BLC Grounds Maintenance	4,000	3,984	4,000	2,942	480	480	480
GPL Play area rent	10	10	10	10	10	10	10
Horticulture	170	0	200	36	200	0	0
SCC Street Light contract Maintenance	2,250	1,004	2,400	1,217	1,400	1,140	1,278
Village Hall Maintenance Grant	3,000	3,000	3,000	3,117	5,000	0	0
TOTAL	22,990	52,999	23,810	11,532	15,220	14,292	9,948

<u>OTHER</u>							
CCTV Costs			590	400	290	290	290
SID/SID Maintenance	100	0	100	0	500	500	500
Defibrillator Maintenance	250	53	250	127	500	500	500
Parish Plan activities/support		0		310	500	1,000	1,000
Projects/CIL	332	0	1,586	30			
Contingency/unanticipated spend		10,149		7,936		0	10,000
December Meeting supplies					100	100	100
Seasonal displays					250	500	500
VAT		10,247					
TOTAL	682	20,449	1,936	8,963	4,430	2,140	2,890
							7,890
							12,890
							23,711

budget set at pre

<u>CIL FUNDED PROJECTS</u>							
Village Hall Toilet updates				2,915	2,915	2,915	2,915
Skate Park				45,000	40,000	40,000	40,000
Recreational equipment/Assets			33,234	10,000	2,500	2,500	2,500
Village Assets i.e. bins etc				1,000	1,000	1,000	1,000
Donations				5,000	5,000	5,000	5,000
Neighbourhood Plan				15,000	15,000	15,000	15,000
TOTAL			33,234	63,915	66,415	66,415	66,415

TOTAL EXPENDITURE	67,299	111,519	71,153	99,582	82,335	151,244	161,979	166,979	171,979	182,800
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FUNDED BY:

Precept	53,728	53,728	57,581	57,581	63,636	74,966	82,054	87,054	92,054	102,875
Bank Interest	30	223	30	1,615	1,877	1,200	1,500	1,500	1,500	1,500
Rent (BMCIC)	1,650	1,388	1,650	1,801	1,650	1,650	1,650	1,650	1,650	1,650

Annual Insurance repayment from BMCIC											
Highcliff Lease	5,000	5,000		5,000	5,000	2,221	2,222	2,569	2,569	2,569	2,569
Braiswick road contribution						5,460	6,800	6,800	6,800	6,800	6,800
VAT reclaimed	1,500	8,024		1,500	5,887	150	150	150	150	150	150
Recycling	300	182		300	493	2,000	300	300	300	300	300
Scouts Ground Rent	1	1		1	0	300	1	1	1	1	1
Private Road contribution	40	40		40	40	40	40	40	40	40	40
CIL reserves	5,000	12,482		5,000	29,351	5,000	63,915	66,415	66,415	66,415	66,415
CIL Grant (BDC)					3,883						
LPF Hire											
miscellaneous		4,433			291						
TOTAL	67,249	85,501		71,102	106,918	82,335	151,244	161,979	166,979	171,979	182,800

Budget calculated



Paper submitted by the Clerk to the Council at the Finance Committee meeting on 26 November 2025

A briefing paper for Finance Committee on the Budget Preparation for 2026-27

INTRODUCTION

The budget is a key part of the Council's plans and must tie in with its policies. The Council needs to budget for a number of reasons:

- To plan its future activities
- To provide an opportunity to monitor progress during the year by comparing what it actually spends against what it plans to spend
- To assist the council in setting its precept
- To provide the framework authority for expenditure under various headings.

PRECEPT – what is the precept and its legal basis

The Precept is a tax that Parish Council's charge their local electors to meet their budget requirements. Parish Councils do not receive any direct funding from central government and rely on their Precept plus any other income they generate from services or facilities they provide.

The Parish Council Precept is part of the Council Tax and precept demand goes to the billing authority (the district council or equivalent) and is collected from local electors via their Council Tax payments.

Section 50 of the Local Government Act Finance Act 1992 specifies the calculation of the budget requirement for local precepting authorities. In accordance with the Accounts and Audit Regulations 2015, the Parish Council must also ensure that its financial management is adequate and effective and that it has a sound system of internal control.

During the process of calculating the precept. Council should be mindful that the sums it sets must be sufficient to cover the following:

- Next year's expenditure, including an allowance for contingencies
- Outstanding expenditure in previous years
- Expenditure that is anticipated to be incurred before the precepted sum becomes available
- Payments to a sinking fund, capital fund or a renewal and repairs fund
- Comparisons between expenditure and income

Risks associated with the setting of the budget

1. Risk 1 – Capping of Parish Council precepts

Whilst capping is possible in the future, the Department for Levelling Up, Housing and Communities proposed in the 2025/26 settlement that parish and town councils be exempt from "excessive council tax increase referendum principles" (i.e. threshold beyond which a referendum is required). This means that whilst there will be council tax referendum limits for principal councils, there is again an exemption for town and parish councils. As a result Councils can continue to set precepts without a referendum.

Risk Assessment – Low likelihood and low impact

2. Risk 2 – Sustainability of village amenities

The continuing operation of amenities in the parish relies upon efforts of the parish council to raise income whilst controlling costs. There are times and circumstances when the Parish Council will need to rely on external funding or where the parish council itself will be asked for financial assistance. With the continued growth of the village of Brantham there will be a greater call on the current facilities as well as the need for improved or a wider range available to the population. There is an expectation that, as in the previous year, the parish council will be expected to undertake a number of services that are no longer offered by either the District or the County ie. hedge clearance, gully and gutter clearance etc.

Risk Assessment – Medium likelihood and medium impact

3. Risk 3 - Personnel costs

Council must be aware that it needs to comply with employment law and pension legislation. Annual pay awards and performance reviews should be built into budgets for future years. In addition, if any new employees “opt-in” to the local government pension scheme, there will be higher staff costs through employer contributions to the pension scheme.

From 01 November 2025 the Clerk is the only member of staff enrolled into the Local Government Pension Scheme (as operated by Suffolk County Council) with employers contributions at 20% for 2026-27. The detailed breakdown of the budget to be set (Paper 4) shows the hours covered by the budget and any associated employment costs (including unknown annual pay increase for 2026/2027). The costings for the annual pay award for 25/26 have been fully implemented in the current year).

Risk Assessment – Medium likelihood and medium impact

4. Risk 4 – Asset Replacement Reserve

Council should consider allocating on an annual basis a sum to be made as a contribution to an Asset Replacement Reserve to allow a reasonable sum to be maintained for the replacement of the assets held by the Council on a rolling basis. Currently the Council has no reserves for recreational equipment or property maintenance. New equipment over the last couple of years has been funded from Neighbourhood CIL monies held by the Parish Council. Over time this will lead to a reduction in the total CIL reserve available and all associated revenue costs will need to be brought into the revenue budgets funded by the Precept.

Risk Assessment – Medium likelihood and medium impact

5. Risk 5 – Failure to contribute to General Reserves

The Parish Council currently has a significantly low level of general reserves and should ensure that such reserves are held in accordance with Proper Practices which states that one of the key in determining the budget is to “provide for contingencies and consider the need for reserves”. As with any financial entity, the parish council must ensure that it has sufficient reserves (both general and earmarked) to finance both its day-to-day operations and future plans. However, it should be remembered that given that the majority of its funds are generated from taxation / public reserves, it needs to ensure that such reserves are not excessive.

Risk Assessment – Medium likelihood and High impact

6. Failure to manage Restricted Reserves (CIL Funds)

A portion of CIL income is paid to the Parish Council to be spent by the Parish Council on offsetting the impacts of development in the area. These sums must be held in a designated reserve (restricted reserve) to support the expenditure on facilities and services to ensure that there is the capacity to sustain such growth. Over time this will lead to a reduction in the total reserve available and all associated revenue costs will need to be brought into the revenue budgets funded by the Precept. Such reserves have a time limit in which expenditure must be incurred.

Risk Assessment – Medium likelihood and medium impact

TAX BASE

Babergh District Council have advised that although the Taxbase calculator and Indicative Tax Base information as issued via email on 17th November 2025 is not anticipated to change this will not be confirmed until early January 2025.

Tax Base for 2026-27 1115.57	Tax Base for 2025-26 £1092.33	% Change 2.13%	Status INDICATIVE – to be confirmed January 2026
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PRECEPT DEMAND

The starting point for the preparation of the Draft Budget involves a review of recent trends in respect of receipts and payments along with known associated costs for new assets and anew expenditure incurred. Council has previously run with the presumption that any increase in Precept shall be in line with inflation with an explanation for departure from such a trend.

BDC issued a statement dated 17th November 2025 which detailed an indicative tax base and whilst they did not anticipate any significant changes, the Final Tax Base will not be confirmed until January 2026. The District Council has set a deadline of 31st January 2026 for the submission of the Parish Precept by the Parish Council.

Please see the attached Budget spreadsheet for first indication of precept demand for 2026-27. Please note that I have included four options for the precept demand for 20256-27:

OPTION 1	OPTION 2	OPTION 3	OPTION 4
Budget calculated to cover likely costs with no contingency fund in case of unanticipated spend/reserves top-up	Budget includes a £5000 contingency fund for unanticipated spend or reserves top-up	Budget includes a £10,000 contingency fund for unanticipated spend or reserves top-up	Budget to bring Band D council tax in line with 25-26 UK National average. Includes a £20,821 contingency fund
Band D council tax Annual increase: £4.68	Band D council tax Annual increase: £9.36	Band D council tax Annual increase: £14.04	Band D council tax Annual increase: £23.40

Please note that the Calculator Tab on the Budget spreadsheet will give details on the weekly impact on households for each option.

Reserves – Earmarked, Restricted and General

Council should be mindful of guidance given within the Practitioners Guide to Proper Practices to be applied in the preparation of Statutory Annual Accounts and Governance Statements (March 2025) which states that “The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves.”

As with any financial entity, the Parish Council must ensure that it has sufficient reserves (both general and earmarked) to finance both its day-to-day operations and future plans. However, it should be remembered that given that the majority of its funds are generated from taxation/public reserves, it needs to ensure that such reserves are not excessive.

Earmarked reserves

Earmarked and Other Reserves – none of the above in any way affects the level of Earmarked and/or Capital Receipts Reserves (EMR/CRRs) that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and intended purposes, and their level should be subject to regular review and justification (at least annually) and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from Internal and/or External Auditors.

Restricted Reserves

Neighbourhood CIL is passed to Parish Councils by BDC where development is taking place. The amount will be 15% or 25 % depending on whether the community has an adopted Neighbourhood Development Plan (NDP). Brantham does not have an adopted NDP.

The CIL regulations 2010 as amended state that the parish council must spend the CIL income they received from the District on either:

- The provision, improvement, replacement, operation or maintenance of infrastructure

Or

- Anything else that is concerned with addressing the demands that development places on an area

Providing CIL is spent in accordance with the above, CIL monies may be used to provide seed or match funding with other income streams and/or may be spent collaboratively with other parish councils, community interest companies or other providers to make the most efficient use of funding to benefit the community.

General Reserves

JPAG (March 2025 edition) advises:

“5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.”

This (subject to planned surplus or deficit) is effectively the precept less any loan amounts included in the precept for capital projects and transfers to earmarked funds.

Net expenditure in 2026-27 is budgeted to be between Option 1 - £161,979 up to Option 4 - £182,800 and Council is therefore encouraged to adopt as a General Reserve the level that is appropriate to its size and situation and plan its Budget so as to ensure that the adopted level is maintained.

Current reserves balance is detailed below. **The final General Reserve Fund will be determined at 31 March 2026 (the end of the Financial Year) and Council is encouraged to ensure that it meets at least the 1-month contractual obligation as detailed above.**

Current General Reserve	General Reserve - 1 month's contractual duties (does not include donations or non-contractual expenditure)	Level under 3-month equivalents to be held for contractual duties
£45,263	£12,113	£38,615

Paper 7 – Payments and Receipts**Agenda Item PC 12.25.10**

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. 2398)	BACS	90.00		90.00
Brantham Village Hall	Hall Hire costs (inv. 2005)	BACS	48.00		48.00
SALC	Councillor training (inv. 30704)	BACS	132.00	26.40	158.40
MJS Systems Ltd	Annual management and Maintenance of CCTV cameras (inv. 8906)	BACS	560.00	112.00	672.00
Headway Suffolk	Donation as per FC 11.25.04	BACS	100.00		100.00

Accounts Paid since 01 November 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments	BACS	4328.75		4328.75
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
RD Hyatt	BOS Fuel Costs	BACS	40.59		40.59
Currys	Laptop for Clerk	Debit Card	479.20	119.80	599.00
Whybrow	Dilapidations Survey of Brantham Leisure Centre	BACS	1800.00	360.00	2160.00
IT Services at CAS	Email mailboxes	BACS	40.00		40.00
Lloyds Bank	Service Charges	BACS	8.50		8.50

Items paid following authorisation at meeting of 01 October 2025

Payee	Detail	Method	NETT	VAT	TOTAL
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Dave Childs	Grounds Maintenance (inv. 2373)	BACS	345.00		345.00
Brantham Village Hall	Hall Hire costs (inv. TBC)	BACS	96.00		96.00

Receipts allocated since 01 November 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	122.53
Sumup Payments	Received in error – VH Income for Halloween event	BACS	123.88
Cash Deposit	Skate Park Fundraising income	Dep	535.00
1 st Brantham Cub Scout Group	Refund for additional payment made in error	BACS	39.58

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: _____
Name and Role (Clerk/RFO etc)

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/11/2025			
	Cash in Hand 01/04/2025		170,338.90
	ADD Receipts 01/04/2025 - 30/11/2025		97,368.13
	SUBTRACT Payments 01/04/2025 - 30/11/2025		267,707.03
A	Cash in Hand 30/11/2025 (per Cash Book)		198,043.15
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2025	0.00	
	Current Account 30/11/2025	5,000.00	
	Deposit Account 30/11/2025	192,970.14	
	Salaries Account 30/11/2025	73.01	
			198,043.15
	Less unpresented payments		
			198,043.15
	Plus unpresented receipts		
B	Adjusted Bank Balance		198,043.15
	A = B Checks out OK		



Sarah Keys

Clerk to the Council

01206 645111

Clerk@branthamparishcouncil.gov.uk

The following paper was submitted by the Clerk to the Parish Council at its meeting of 3rd December 2025

Agenda Item: PC 12.25.12 (h) – To consider/review the proposals from SCC Highways and agree next steps as necessary

1. INTRODUCTION

- 1.1 On 08 September a paper by Cllr Osben requesting the consideration of multiple crossing points along the A137 was submitted to Suffolk Highways via County Councillor Simon Harley.
- 1.2 An online meeting with the Chair, Vice Chair and Clerk to the Council along with Highways Liaison Officer Josh White was held on 13 November 2025. This meeting reviewed the issues experienced in the village and the possible mitigations.
- 1.3 A site visit between Josh White and the Clerk was held on 24 November 2025 where the road was reviewed and options for possible crossing points were considered. Following that meeting Josh provided some thoughts on options and the likely considerations for the Council.

2. FEEDBACK FROM SCC HIGHWAYS

“I have just pulled together some initial thoughts, please see below.

1. Bus Stop Lay-by.

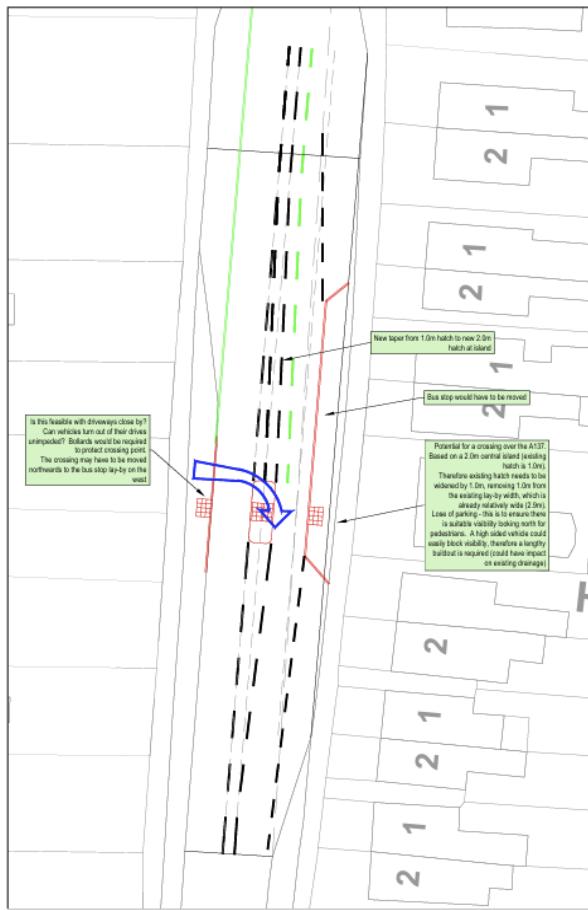
This appears to be the widest part of the A137, therefore we have more scope to consider a traffic island here.

We have a road width (including the lay-by) of around 10.4m, and this includes a central hatch that is approximately 1.0m in width. We discussed an option outside of the property Greytiles, however as you can see from **Sketch 1** attached, an island installed here would prohibit a right turn for the residents located opposite. So unfortunately, an island is not practical where we have driveways on the western side.

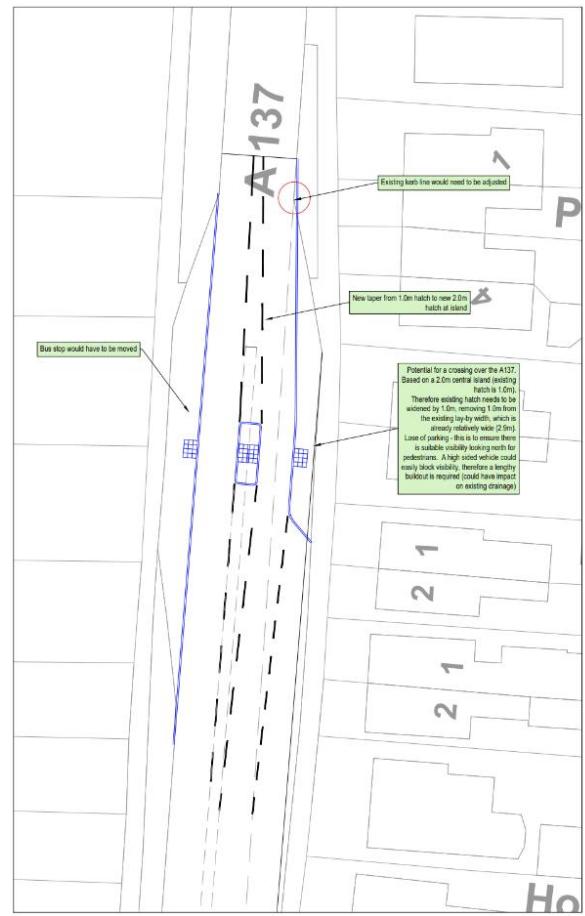
Sketch 2 shows a potential island location slightly further north in the Bus Stop on the west hand side. In my opinion, this could be a viable option.

However, there are considerations. Where will the bus stop go? Are the PC and locals content with the loss of parking? The whole bus stop layby will need to be converted to footway and verge, retaining the two private vehicle accesses to the property, and the layby to the east, where residents park, will have to be shortened. This is to ensure that pedestrians crossing from east to west can view traffic coming from the north, without their visibility being impeded. In my opinion, this is viable, however is subject to a full design and safety audits. It appears we could do the majority of the work within the existing carriageway width.

Sketch 1

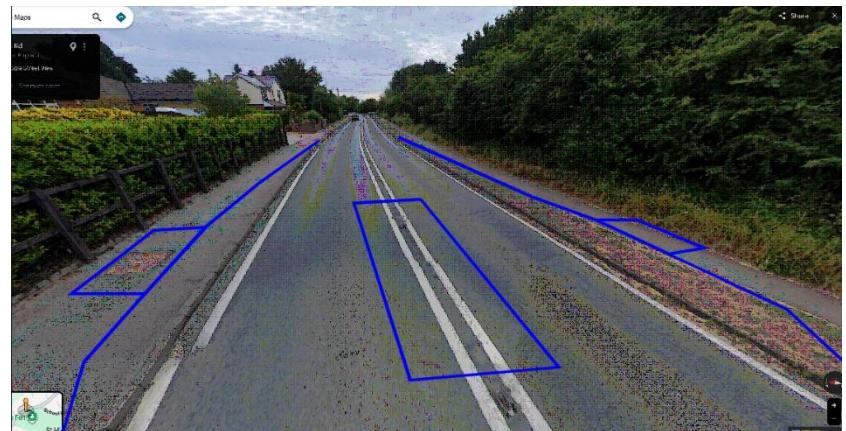


Sketch 2



2. Opposite Pottles Fen.

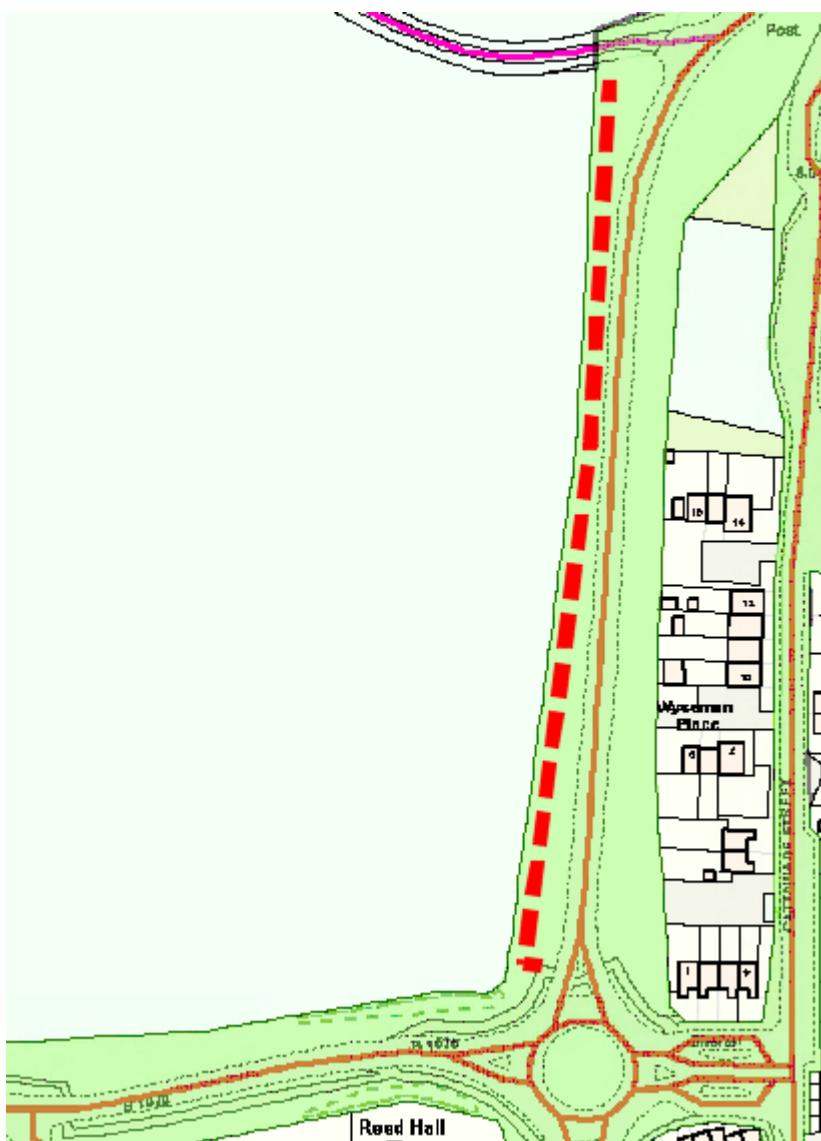
The carriageway here is narrower than the above location. There is no central hatching, therefore more land is required from the adjacent footways. This is going to be harder to achieve, with the removal of kerb lines, potential underground services (which I will need to check), I am unsure if sufficient road width will remain. Verge will have to be converted to carriageway. See below a crude sketch of what it could look like, as you can see quite a significant change is required. In my initial opinion, I am unconvinced that this is necessarily viable, it would need to be determined in a full design



3. Sandy Lane Footpath.

There appears to be more width here than location 2, with a central hatch present. This location is on the bend, therefore wider lane widths are required for larger vehicles. Due to its location on the bend, the kerb radius would need to be altered for some considerable length to provide a smooth radius for vehicles. Again a significant amount of work and potential disruption to services, there appears to be a wide verge here, so technically viable, but more complicated in some respects than Location 1. I guess it poses the question, how

frequently is this footpath used? Through the Community Self Help scheme can areas of vegetation to the west be removed to improve visibility? It appears that the verge to the west is all highways, could vegetation be removed to allow peds to walk southwards to the roundabout crossing? This could be formalised into the Public Right of Way network, allowing a safer crossing location? This is indicated in the red dashed line."



4. NEXT STEPS

Council to review the information above and to consider/agree next steps

Brantham Neighbourhood Plan Steering Group

TERMS OF REFERENCE

1. Purpose

The main purpose of the Steering Group is to prepare a Neighbourhood Plan for the parish, on behalf of the Parish Council, in line with the requirements of the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012, which sets out policies and proposals that seek to address the community's aspirations for the area.

In undertaking this role, the Steering Group will:

- Ensure that Neighbourhood Planning legislation, as set out in the Localism Act 2011, as well as the Neighbourhood Planning (General) Regulations 2012, are followed in the preparation and submission of the Neighbourhood Plan.
- Set out and publish a project timetable, featuring key milestones.
- Plan, manage and monitor expenditure incurred in the preparation of the plan and report back to the Parish Council on these matters as requested by the Council.
- Report regularly to the Parish Council on progress with the preparation of the Neighbourhood Plan and make recommendations on any proposed content of the Plan.
- Seek to gather the views of the whole community, including residents, community groups, businesses, landowners etc., in order to inform the development of the Neighbourhood Plan.
- Liaise with Babergh District Council, Suffolk County Council and other relevant authorities and organisations in order to make the plan as effective as possible and to ensure that it remains in conformity with local, and national planning legislation.
- Be responsible for the analysis of evidence gathered from the community and elsewhere, development of local policies, and the production of the Neighbourhood Plan.

2. Membership

The Steering Group will include at least 8 and up to 13 members, including representatives of the Parish Council and any interested members of the community, as approved by the Parish Council.

Meetings will be chaired by a Parish Councillor. At the first meeting, the Group will elect a vice-chair and will appoint a secretary.

All members of the Steering Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group.

This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

3. Meetings

The Steering Group shall meet every month, on the first Wednesday, or more frequently as may be required. Notice of Steering Group meetings shall be given to its members, by email, at least five working days in advance of the meeting date by the chairperson or the secretary. Notices must include an agenda giving details of the matters to be discussed.

Decisions on operational matters (relating to the process of refreshing the Plan) shall be determined by a majority of votes of the Steering Group members present and voting. In the case of an equal number of votes, the chairperson shall have a casting vote.

Decisions on matters relating to proposed content of the Plan shall be made by the full Parish Council, following consideration of recommendations made by the Steering Group.

The Steering Group may decide the quorum necessary to conduct business – with a minimum of five members.

The secretary shall circulate Steering Group meeting minutes to members of the Steering Group not more than 14 days after each meeting.

4. Working Groups

The Steering Group may appoint such working groups as it considers necessary, to carry out functions specified by the Steering Group. Each working group should have a nominated chair and this person does have to be a member of the Steering Group.

Working groups do not have the power to authorise expenditure or make decisions on behalf of the Steering Group.

5. Finance

The Parish Council will fund the Neighbourhood Plan process from its Parish CIL funding. Available Neighbourhood Planning funding should be sourced where appropriate.

The Parish Clerk shall keep a clear record of expenditure, where necessary, supported by receipted invoices. Members of the Steering Group, or a working group, may claim back an expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This could include postage, stationery, telephone calls, travel costs, childcare costs etc. The procedure for claiming and rates for these expenses shall be drawn up by the Parish Clerk and agreed by the Steering Group.

BPC and the Steering Group will hold details of the overall budget and give regular updates of spending.

6. Changes to the Terms of Reference

These Terms of Reference may be altered and additional clauses added by agreement, shown by majority votes, of the Steering Group. No such alterations and additions shall take effect until they have been approved by the Parish Council.

Adopted by Brantham Parish Council on ???

Adopted by Brantham Neighbourhood Plan Steering Group on ???

DRAFT

PAPER 11

BRANTHAM PARISH COUNCIL MEETING – Councillor Reports

Wednesday 03 December 2025

Village Hall Management Committee – Cllr Cherry

We had a long meeting last week of the committee. The Halloween fundraising event had been a great success. Lots of positive feedback. Thank you emails have been sent out to those mainly responsible for this event. More plans are in place for further fundraising ideas, and the Liz (new manager) came with lots of ideas, some of which she has begun looking into. Warm space, theatre group and also a tennis coach indoor winter user. Among others. A very promising start!

BATS had written to request some lights going up in the hall for the Junior show, as these were only to be on the front bar this was agreed. A further request to have the additional stage up from the first week of January was discussed at length. Other user groups expressed their dissatisfaction with the loss of floor space; it takes up about a 5th of the overall hall floor. Sarah suggested that perhaps this next show could continue to have the stage up for 7 weeks before the show, but after that it would be reduced to 4. This would give them time to work out how to shorten the length for future shows. I then received an email from the BATS rep. This was an emotive email about how difficult things were, also how upset BATS are after all the work they have done in the hall over the years. I replied with an idea about purchasing temporary staging, and also saying that we need to look forward. Things have to change if we are going to increase the usage of the hall. I stressed that without compromise the hall will close. I was told that BATS do not have the funds for staging.

Further to that Alistair has offered some funding £1200. I am waiting for full quote but I am aiming to spend about £4,000 in total on this staging. With help from the Parish Council of £2,800 I should be able to buy enough staging to go across the width of the hall, with a few extra sections to future proof this and make it very versatile. This has adjustable height legs and could match the height of the stage, or be different heights. This temporary staging could be quickly unbolted and stood on the stage between rehearsals, thereby not restricting the floor space for other users. Liz informed me this week that with the staging up the tennis coach could not use the hall and he has taken his booking elsewhere. Moving forward we would be more attractive to new users. The staging would then belong to the hall, and we can use it for other events. Such as a Cat Walk. Also, we are having an Elvis evening and it may be useful for him to strut along. It will open up other fundraising avenues. I would like to ask for the £2,800 from the pot of money that is put aside for the village hall.

It was suggested that the old cleaner's cupboard be adapted into an office for the hall manager and the Parish Council clerk. A window will be added and a barn style door. The bottom section will lock thereby giving protection to the Clerk if it is decided to have an open session while the Post office is in the hall.

This was originally going to be a Bar for the hall, but after discussion it was decided that a small bar area could be created attached to the kitchen. Making the Bar more accessible. Very conveniently near to a water source. We hope that this will add a vital revenue stream. Also make events more attractive, allowing us to operate a bar for private functions etc.

Work on the toilets has begun, alongside other smaller projects which continue to appear on a weekly basis. A cupboard in the entrance hall has been created to keep cleaning items in for hall users. We are trying to minimize the number of people that need to access the boiler room, after an unfortunate incident where someone turned the boiler off completely. Meaning the toddler group spent 2 hours with no heating. It was also agreed to turn the back emergency exit into a second entrance. Enabling users booking the back rooms have a different entrance. This was agreed, and if this had been in place, the heating could have been sorted for the toddler group as they lock the main door. This idea came from Liz.

Never a dull moment on the village hall management committee!

Footpaths and Services Report for PC meeting – Cllr Cherry

The progress on getting the bench installed on the wildflower meadow by decoy pond continues.

It has been suggested to me yet again about having a dog bin by the footbridge over the railway. Rather than install a new one we could consider moving one from the end of birch drive on Church path to that spot. I think we would need permission from the landowner. The van does drive past that bridge on its way to empty the dog bin on the wildflower meadow.

Last month I mentioned that there had been a very near miss between a cyclist and a child on the footway to the fields at the end of Cedar Close. This is a blind exit, and cyclists love to speed down the hill. Kissing gates (if that is the right term) would not work as the path is so narrow they would effectively block the whole width. I looked a speed bumps. It may be worth considering some bumps as a run up to the blind exit, this may force the cyclists onto the grass, but would move them away from the exit. Also, some signs saying "beware blind exit children" or something similar. A quick look at the internet, 2 speed bumps are around £50. Obviously, we would need permission for these additions.