



Paper 1 submitted by the Clerk to the Council at the Parish Council meeting on 04 March 2026

Parish Clerk's Report – March 2026

a) To review actions from the previous meeting

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 01.26.15	Find out whether Council's insurance of BLC is invalidated by lack of proper Safety measures and assessments <i>Complete – response received and comments noted and reviewed with Birketts</i>	Dismissed
PC 02.26.13	Ask Robert Kemp to move forward with Bus Shelters project <i>Completed</i>	Dismissed

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

- Weekly attendance at "Meet the Clerk" sessions at Brantham VH
- Liaison with CIL and Grants team at BDC ref. Skate Park project and Village Hall toilets project

Correspondence to note:

Date rec'd	Who	Subject	Action taken
02.02.26	Resident	Highlighted concerns about parking on verge along Sycamore Way/Pine Close and proposals to address this	Advice given ref. highways and licences required
02.02.26	Resident	Query ref. boundary line at Gravel Pit Lane Play area	Liaised with landowner and homeowner
09.02.26	Resident	Advice requested ref. overhanging hedges along School and Church Lane	Response made. Link to SCC reporting tool provided
09.02.26	BDC	Response received from BDC ref. reports of ASB at Pattles Fen stating that ASB is a police matter	Responded noting link to ASB reporting tool on BDC website and discussions had with community safety team at BDC
09.02.26	Resident	Follow up email requesting progress made to secure land for Allotments in Brantham	Update provided
18.02.26	Resident	Request from local resident for additional tree and hedge planting at New Village. Further request for extension of the verge in front of the Leisure Centre gate (see below)	Query sent to BDC ref. tree provision. On site meeting requested. Responded to the resident agreeing to refer request ref. verge to BPC



		ACTION – BPC to consider/approve next steps as appropriate	
20.02.26	Resident	Email confirming that resident has walked (between PRow11 & PRow9) on many occasions over the past year without being challenged by the land owner.	Noted comments received and informed resident that this had been discussed with landowner who had agreed this could be formalised as a footpath.
23.02.26	Lou Madley	Notification of purse found on Lower Playing Field containing possible drug paraphernalia	Contacted PC K Jarrett and asked for advice. LMadley reported purse and dropped to local police
24.02.26	Resident	Queries for BPC ref. funds provided to BMCIC over last ten years	Draft response in progress

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

Accounts Paid since 04 February 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments	BACS	3611.75		3611.75
BMCIC	Grounds Maintenance Payment	BACS	40.00		40.00
Microsoft	Monthly Subscription Charges	DD	20.16	4.03	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
Birketts	Legal Advice	BACS			223.20
Amazon	Office equipment	DC	18.30	3.66	21.96
Lloyds Bank	Bank Charges	BACS	8.92		8.92
Brantham Village Hall	Hall Hire costs (inv. 2022)	BACS	48.00		48.00
D Childs	Grounds Maintenance (inv. 2458)	BACS	60.00		60.00

Items paid following authorisation at meeting of 04 February 2026

Payee	Detail	Method	NETT	VAT	TOTAL

Receipts allocated since 04 February 2026

Who	Detail	Method	Amount

Lloyds	Bank Interest	BACS	102.90
HMRC	VAT Reclaim to 31 January 2026	BACS	4553.29

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.

