



PAPER 1 submitted by the Clerk to the Council on 06 May 2026

Parish Clerk's Report – April 2026

a) To review actions from the previous meeting

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 04.26.06	Contact SCC ref. bollard at Red Bridge <i>Email request for update submitted</i>	Dismissed
PC 04.26.11	Contact Babergh District Council ref. additional trees for Brantham <i>Completed, on site meeting taking place in May</i>	Dismissed
PC 04.26.16	Inform vexatious correspondence of Council's resolution <i>Email sent</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
- Training/induction with Assistant Clerk
- Research sessions undertaken with SALC Knowledge Champion ref. Procurement and tendering
- Meeting held with Skate Park provider to review next steps and gather advice
- "Brantham in Bloom" meeting held, action plan and strategy for the year agreed

Correspondence to note:

Date rec'd	Who	Subject	Action
14.04.26	Resident	Email with concerns about the switch off of Brantham Parish Council street lights from 11.30pm – 6pm	Response sent
29.04.26	SCC PRoW Team	Email with responses to landowner ref. adoption of PRoW at New Mill Lane	Forwarded to landowner. Response and next steps awaited.



PARISH COUNCIL STRUCTURE 2026-27

What	Committee/Sub-Committee/Working Group or Rep	Chair	Current Membership	Meeting schedule
Finance	Committee	Eric Osben	Mal Bridgeman Lesley Cherry Martin Clark RFO/Clerk (non-voting)	Monthly
Legal	Sub-Committee	Mal Bridgeman	Alastair McCraw Cathie Donaldson Eric Osben	Ad hoc
Footpaths & Services	Sub-Committee	Lesley Cherry	Eric Osben	Ad hoc
Recreation	Sub-Committee	Jackie Heywood	Lesley Cherry Abi Edevane	Ad hoc
Parish Plan/Brantham 2034	Sub-Committee	Clerk	Open to any/all Cllrs	Ad hoc
Community Emergency Planning	Representative	Clerk	Alastair McCraw	Ad hoc
Planning	Lead Cllr	Robert Chamberlain		Lead at PC meetings
Brantham Skate Park	Working Group	Abi Edevane		Ad hoc
Neighbourhood Plan	Steering Group	Robert Chamberlain	Clerk Eric Osben Jackie Heywood Village Reps	Ad hoc
Speed & Road Safety	Working Group		Kevin Rose (Public member)	Ad hoc

Appointment	Current Nominees	Meeting Schedule
VH Management Committee	Lesley Cherry Eric Osben VACANCY	Monthly
Safer Neighbourhood Team	Mark Chatfield	Bi-monthly
Brantham Leisure Centre	Mal Bridgeman	Monthly
SALC (attends quarterly forums)	Mal Bridgeman	Quarterly forums
Brantham Village Events Committee	Eric Osben	Ad Hoc

Appointment	Current Nominee
Bank Signatories	Mal Bridgeman Martin Clark Lesley Cherry Eric Osben

Internal Control Officer (undertakes bank reconciliations with RFO)

Eric Osben

**Brantham Parish Council Speed and Road Safety Working Group
TERMS OF REFERENCE**

INTRODUCTION

The Parish Speed and Road Safety Working Group is established to take the lead responsibility, on behalf of Brantham Parish Council, for investigating and assessing speed and road safety issues in Brantham.

The group will work to identify viable solutions for improving road safety and reducing vehicle speeds through evidence-based proposals, community engagement, and liaison with relevant authorities.

The Working Group comprises an unlimited number of members from the Parish Council, with input from other partners and village residents.

RESPONSIBILITIES

The Speed and Road Safety Working Group will:

1. Review and assess current speed-related issues across the parish.
2. Gather input from data, local organisations, and other stakeholders.
3. Identify potential speed reduction measures (e.g., traffic calming, signage, speed limits).
4. Liaise with Suffolk County Council, Suffolk Police, and other bodies as appropriate.
5. Make formal recommendations to the Parish Council for action and/or funding.
6. Monitor the effectiveness of any implemented measures and report back findings.
7. Manage working groups and ensuring that they have clear delegation of responsibilities
8. Consider progress reports and work undertaken and agree an appropriate course of action
9. To provide regular updates to the Parish Council as appropriate

MEETINGS

- Meetings will be held as required and agreed by members.
- Notes of each meeting shall be taken and shared with the Parish Council.
- The group does not have decision-making powers but may make recommendations for Parish Council consideration.

REPORTING

The Working Group may submit a short monthly report to the Parish Council. The Working Group may produce written proposals which could meet the needs of various community groups.

AUTHORITY

The group operates under the authority of Brantham Parish Council. It may not commit the Council to any expenditure or course of action without prior approval.

This Working Group has no delegated powers.

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 14 April 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments	BACS	4152.41		4152.41
BMCIC	Grounds Maintenance Payment	BACS	80.00		80.00
Microsoft	Monthly Subscription Charges	DD	40.32	8.06	48.38
Virtual Landline	Phone number for Parish Council	Direct Debit	14.58	2.92	17.50
Smarty.co.uk	CCTV SIM Cards	Direct Debit	54.00		54.00
East of England Co-op	Spring Litter pick cake and biscuits	DC	12.48		12.48
Lloyds Bank	Service Charges	BACS	8.50		8.50
Brantham Garage Sale Foundation	Donation towards cost of promotional banners	BACS	180.00		180.00
Tendring Garden Centre	BOS Equipment servicing	BACS	198.19	39.64	237.83
IT Services at CAS	.gov.uk domain and Email domain hosting	BACS	338.33	67.67	406.00
SLCC	Membership Fees	BACS	253.00		253.00

Receipts allocated since 14 April 2026

Who	Detail	Method	Amount
Babergh District Council	Recycling Credit (3 years payment)	BACS	634.00

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.



CIL SPENDING REVIEW FOR THE YEAR ENDING 31 MARCH 2026

Neighbourhood CIL is governed by the CIL regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAP and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation).

The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1st January each year.

1. CIL Resources available

CIL Funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2018-19	£2,556.87		£2,556.87	SPENT
2019-20	£104.01			SPENT
	£3,258.75		£5,919.63	SPENT
2020-21	£3,258.67			SPENT
	£2,681.48		£11,859.78	SPENT
2021-22			£11,859.78	
2022-23	£9,734.69			SPENT
	£7,747.54	£10,123.64	£19,218.37	SPENT
2023-24	£53,848.41			14.04.28
	£28,861.09	£34,323.89	£67,603.98	13.10.28
2024-25	£24,987.32			08.04.29
	£24,987.32	£13,318.00	£104,260.62	08.10.29
2025-26		£5,713.90	£98,546.72	
	Committed	£88,026.00	£10,520.72	Balance after committed funds
Totals	£112,051.51	£151,505.43		

2. Projects completed as bids against the Neighbourhood CIL pot

The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out.

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Minute number	Start date	Current Position
Bench for Brantham Open Space	£0		None	£820.83	FC 08.25.06	Dec-25	Complete
Village Hall Toilet Refit	3296.00	Unknown	Neighbourhood CIL (BDC),	£3,296	FC 06.24.07	Nov-25	Ongoing
Neighbourhood Plan	15000.00	£15,000	Unknown to date	£1,435	PC 07.25.12	Jul-25	Ongoing

Dog litter bin	2500.00	162.07	None	162.07			
TOTAL				£5,713.90			

3. Projects identified as potential bids against the Neighbourhood CIL Pot

The following projects have been identified as valid bids against the Neighbourhood CIL pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Minute number	Start date	Current Position
Play equipment replacement/repair	2500.00	Unknown	None	£2,500	FC 06.24.07	Ongoing	no projects identified
Skate Park at LPF	None allocated	£180,000	Neighbourhood CIL (BDC), and external funding	£40,000	FC 01.25.07	Summer 2025	Bid submitted to BDC
Neighbourhood Plan	15000.00	£15,000	Unknown to date	£13,565	PC 07.25.12	Ongoing	Project underway
Scout Hut Repairs	1000.00	£1,000	Unknown to date	£1,000	FC 12.25.04	Ongoing	Project underway
50% Year 1 PCSO Funding	26165.00	£26,165	None	£26,165	PC 01.26.11	TBC	In discussion with EBPC and Suffolk Police
RST - Jetty improvements	4500.00	£8,000	Unknown to date	£1,500	FC 03.26.10	TBC	Project underway

Items highlighted in GREY will be identified as on an "as and when demand" as the parish continues to grow

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding		Additional consultation required	Further information
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown		Consultation with Brantham residents and PC needed	
Crossing on A137	None allocated	£150,000	S106 /locality funding	£unknown		Community Consultation needed	
Other major projects	None allocated	Unknown	To be determined			Subject to consultation	
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)			
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)			



Neighbourhood CIL Expenditure Report

Town or Parish Council: Brantham Parish Council
1 April 2025 to 31 March 2026

A	Total CIL income balance carried over from previous year	£104,260.62
B	Total CIL income received in reporting year (receipts received in April and October)	£0
C	Total CIL spent within reporting year (expenditure, net amount if VAT recoverable)	£5713.90
D	Total CIL retained at year end (A+B-C)	£98,546.72

Neighbourhood CIL Expenditure – Details of Spent Funds

Items to which CIL funds have been spent:	(Net amount if VAT recoverable)
Bench at Brantham Open Space	820.83
Toilets upgrade at Brantham Village Hall	3296.00
Neighbourhood Planning	1435.00
Dog litter bin	162.07
Total spent	£5713.90

Neighbourhood CIL – Details of Allocated Funds (not yet spent)

Items to which CIL funds have been allocated but not yet spent:	(Net amount if VAT recoverable)
Play equipment replacement/repair	2500.00
Skate Park at Lower Playing Field	40,000.00
Neighbourhood Plan	13,565.00
Scout Hut Repairs	1000.00
50% Year 1 PCSO funding	26,165.00
Improvements to Cattawade jetty	1500.00
Total Allocated	£88,026.00

Has the expenditure report been uploaded onto the Parish's website: (Y)

**This form needs to be signed by two representatives of the Parish/Town Council
(electronic signatures are not acceptable)**

Signed: Position:

Verified: Position:

Please scan and email this form to the following email address

infrastructure@babberghmidsuffolk.gov.uk

In accordance with Brantham Financial Regulation FR 5.6 the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively; Salaries, PAYE and NI) and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

Frequency Expenditure Incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	NETT	VAT recoverable	Category
Monthly	Standing Order	BMCIC	Grounds maintenance payment	40.00	0.00	Services
Monthly	BACS	Dave Childs	Grounds Maintenance	Variable	0.00	Services
Monthly	Direct Debit	Smarty	Provision of data SIMS for CCTV	27.00	0.00	Services
Monthly	Debit Card	Amazon	Stationary	Variable	Variable	Administration
Monthly	Direct Debit	Microsoft Office 365	Subscription	10.32	1.72	Administration
Monthly	BACS	Suffolk County Council	Clerk/RFO pensions	Variable	0.00	Administration
Monthly	BACS	Salaries	Staff remuneration	Variable	0.00	Administration
Quarterly	BACS	HMRC	PAYE & NI deductions	Variable		Administration
6-monthly	BACS	SALC	Payroll Provision	115.20	19.20	Administration
Annually	Direct Debit	ICO	Data Controller Registration	35.00	0.00	Administration
Annually	BACS	Community Action Suffolk	Email account provision	264.00	0.00	Administration
Annually	BACS	VCS Websites	Website hosting and management	135.00	0.00	Administration
Annually	BACS	Scribe	Accounting system	Variable	Variable	Administration
Annually	BACS	SALC	Internal Audit	Variable	Variable	Administration
Annually	BACS	PKF Littlejohn	External Audit	Variable	Variable	Administration
Annually	BACS	SALC	Annual Membership fees	Variable	Variable	Subscriptions
Annually	BACS	SLCC	Clerk's Membership fees	Variable	Variable	Subscriptions
Annually	BACS	Suffolk County Council	Street Lighting	Variable	Variable	Services
Annually	BACS	Babergh District Council	Bin emptying	Variable	Variable	Services
Annually	BACS	Community Action Suffolk	Insurances	Variable	0.00	Services
Annually	BACS	Zurich	Insurances	Variable	0.00	Services

Annually	BACS	Canva	Presentation formatting	Variable	Variable	Administration
Annually	BACS	Babergh District Council	Play area inspections	Variable	Variable	Services



U8Skate Park Project – Tendering, Procurement and Delegated Authority

INTRODUCTION

The purpose of this report is to note the procurement and tendering requirements for the proposed skate park project and to resolve that delegated authority be given to the Parish Clerk to commence and manage the tendering process and associated project management.

BACKGROUND

The Parish Council is progressing plans for the delivery of a new skate park facility for the community.

As the project moves from concept and funding preparation into delivery planning, the Council is required to ensure that all procurement activity is undertaken in accordance with:

- the Parish Council's Financial Regulations;
- the Council's Standing Orders;
- relevant public procurement legislation and best practice guidance;
- any grant funding conditions attached to external funding.

Given the anticipated contract value and the importance of ensuring transparency, value for money, and legal compliance, a formal tendering process is required.

This process will include preparation of tender documentation, specification of works, contractor evaluation criteria, contract management arrangements, and appropriate governance reporting.

RISK ASSESSMENT

A Risk Assessment for the skate park tendering and procurement process has been prepared and is included below.

The assessment identifies key areas of risk including:

- project definition and scope clarity;
- procurement compliance;
- contractor selection;
- funding and budget control;
- site and ground condition risks;
- construction health and safety;
- operational safety of the completed facility;
- ongoing maintenance responsibilities;
- governance and public transparency.

Appropriate mitigation measures have been identified for each risk to support effective project delivery and to protect the Council's financial and legal position.

Members are asked to formally note the Risk Assessment as part of the governance process.



DELEGATED AUTHORITY

To ensure timely progress of the project and effective operational management, it is proposed that delegated authority be granted to the Parish Clerk to:

1. commence and manage the formal tendering and procurement process for the skate park project;
2. prepare and issue tender documentation in compliance with Financial Regulations and procurement requirements;
3. obtain specialist professional advice where necessary, including procurement, legal, technical, and project management support;
4. act as the Council's lead officer for contractor liaison and project coordination;
5. oversee project management during procurement and delivery stages;
6. report progress, key decisions, and recommendations back to Members as required.

Delegated authority will ensure compliance, improve efficiency, and allow the project to proceed within required funding and delivery timescales while maintaining Member oversight through regular reporting.

FINANCIAL IMPLICATIONS

The tendering process itself may involve professional support costs, including legal advice, technical design review, and procurement consultancy where necessary.

These costs will be managed within approved project budgets and/or grant funding where eligible.

A clear procurement process will also reduce the risk of cost escalation, contractor disputes, and procurement challenge.

LEGAL AND GOVERNANCE ISSUES

Failure to follow appropriate procurement procedures could expose the Council to:

- legal challenge;
- financial loss;
- reputational damage;
- grant funding issues;
- delays in project delivery.

It is therefore essential that the Council's Financial Regulations and governance procedures are followed throughout.

RECOMMENDATION

The Council is recommended to:

- a) Note that, in accordance with the Parish Council's Financial Regulations, Standing Orders, and procurement requirements, the Council must now commence the formal tendering and procurement process for the skate park project.



BRANTHAM
Parish Council

- b) Note the Risk Assessment for the skate park tendering and procurement process as circulated by the Responsible Financial Officer.
- c) Agree that delegated authority be granted to the Parish Clerk to commence and manage the tendering process and associated project management for the skate park project, with progress reported back to Members as appropriate.

PROPOSED RESOLUTION

That the Parish Council notes the contents of this report and approves the recommendations above.