



Paper 1 submitted by the Clerk to the Council at the Parish Council meeting on 03 June 2026

Parish Clerk's Report – April 2026

a) To review actions from the previous meeting

MINUTE NO.	ACTION	Ongoing/ 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
- Meeting held with Skate Park provider to share information about ESPO Framework
- Meeting with Babergh District Council tree experts to discuss possible locations for tree planting in the village
- Work on Internal audit with SALC
- Attendance at meeting with Chair of Brantham PC and BLC to hear more about proposed Padel Club

Correspondence to note:

Date rec'd	Who	Subject	Action
01.05.26	RKemp, SCC	Ref. Bus shelters in Brantham Update to say that there had been limited progress on this issue but that SCC remained committed to getting this done	No action
13.05.26	Resident	Email from local resident indicating they would like to get involved with local initiatives and organisations	Responded with details of how to get involved
15.05.26	BDC	Email from Planning Enforcement noting the case had now been closed since work is complete and planning permission has been granted	None
16.05.26	Resident	Email with concerns about overgrown hedges along Church Lane which are blocked by wide traffic	To be confirmed
17.05.26	BLC on the Run	Email from BLC on the Run querying who owns the land around Decoy Pond	Confirmed that this is BDC
19.05.26	Resident	Email from local resident ref concerns about damaged bollard on Brooklands Road. SCC have indicated that this is not their responsibility. Asked me to find out who should repair this	Queried with SCC, awaiting response



INFORMATION AVAILABLE FROM BRANTHAM PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 – who we are and what we do		
Current information only: <ul style="list-style-type: none"> • Parish Council and its Committees Structure Chart • Contact details for Parish Clerk and Assistant Clerk • Contact details (in accordance with GDPR) for Council members • Details of accessibility to Parish Council 	Available free on website address: www.branthamparishcouncil.gov.uk Available free as hard copy from Clerk	see below **
Location of Parish Council Office and accessibility details	Parish Council Office Thornfield Cottage Windmill Road, Bradfield CO11 2QW For an appointment to see the Clerk email: clerk@branthamparishcouncil.gov.uk or call 01206 645111	
Staffing Structure	Clerk to the Council Assistant Clerk Village Hall Manager Litter Picker x 3	
Class 2 – What we spend and how we spend it		
<ul style="list-style-type: none"> • Current and previous financial year’s accounts • Annual Governance and Accountability Return Form • Internal and External Auditors Return Form • Finalised Budget • Precept Details • Financial Regulations • CIL reporting: <ul style="list-style-type: none"> ○ CIL Income received ○ CIL expenditure incurred • Grants received • Grants given including: 	Available free on website: www.branthamparishcouncil.gov.uk or hard copy from Clerk*	see below **

<ul style="list-style-type: none"> ○ Support to Village Organisations for Open Spaces maintenance ○ Support to Brantham Village Hall ○ Grants or donations to local groups ○ Grants relating to CIL expenditure ● Members allowances and expenses ● List of contracts awarded and value of contract 		
Class 3 – What our priorities are and how we are doing		
<ul style="list-style-type: none"> ● Annual Report to Parish Meeting ● Surveys ● Brantham 2034 Business Plan 	Available free on website or from Clerk*	see below **
Class 4 – How we make decisions		
<ul style="list-style-type: none"> ● Timetable of Parish Council meetings for current year which will include: <ul style="list-style-type: none"> ○ Full Council meetings ○ Finance Committee meetings ● Agendas of all meetings – Council and Committee ● Minutes of all meetings – Council and Committee (this will exclude anything that is properly regarded as private to the meeting) ● Reports presented to meetings – Council and Committee (this will exclude information that is regarded as private to the meetings) 	Available free on website or from the Clerk*	see below **
<ul style="list-style-type: none"> ● Responses to consultation papers 	On request to the Parish Clerk*	See below *
<ul style="list-style-type: none"> ● Responses to planning applications 	Included with the minutes of on the Local Planning Authority’s website	see below *
Class 5 – Our policies and procedures		
<ul style="list-style-type: none"> ● Procedural Standing Orders ● Financial Regulations ● BPC Committees/Sub-Committees etc Terms of Reference ● Code of Conduct (included in Standing Orders) 	Available free on website or from the Clerk*	see below *
<ul style="list-style-type: none"> ● Policies relating to the Employment of Staff 	Available free on website or from the Clerk*	See below **
<ul style="list-style-type: none"> ● Policies for Handling Request for Information 	“	“
<ul style="list-style-type: none"> ● Policies for Handling Accidents and Health and Safety 	“	“
<ul style="list-style-type: none"> ● Complaints Procedure and Policy 	“	“
<ul style="list-style-type: none"> ● Media & Reporting Protocol Policies 	“	“
<ul style="list-style-type: none"> ● Records Management Policies 	“	“

<ul style="list-style-type: none"> • Protocol for Public Participation in meetings 	“	“
<ul style="list-style-type: none"> • Data Protection Policies 	“	“
<ul style="list-style-type: none"> • Policies for dealing with the handling of Personal Data 	“	“
<ul style="list-style-type: none"> • Privacy notices 	“	“
<ul style="list-style-type: none"> • Schedule of Charges for the publication of information 	Attached to this register	“
Class 6 – Lists and Registers		
<ul style="list-style-type: none"> • Assets Register • Register of Members’ Interests • Register of Gifts and Hospitality 	On website or on request to the Parish Clerk* Link available via website On request to the Parish Clerk	See below ** See below **
<ul style="list-style-type: none"> • Disclosure Log (indicating the information that has been provided in response to requests) 	On request to the Clerk	See below **
<ul style="list-style-type: none"> • Leases and Sub-Leases held 	On request to the Parish Clerk	See below **
<ul style="list-style-type: none"> • Planning Registers 	On website or on request to the Parish Clerk*	See below **
Class 7 – The Services we offer		
<ul style="list-style-type: none"> • Provision and maintenance of Receptions Grounds/play areas • Provision and maintenance of Bus Shelters • Emptying of Litter Bins and Dog Bins • Litter clearance • Funding of the provision and maintenance of Street Lighting • Provision and maintenance of seating in open areas • Hedge Cutting and Verge Clearance on parish-maintained land • Provision of speed monitoring devices • Maintenance of trees and hedgerows within the ownership of the Parish Council • Provision, maintenance and supervision of CCTV on land or premises maintained by the Parish Council on the Lower Playing Field, Merriam Close Play Area and Gravel Pit Lane Play area • Provision and maintenance of assets contained with the Council’s Fixed Asset Register 	Details and information on request to the Parish Clerk	See below **

Contact details:

Sarah Keys, Clerk & RFO, Brantham Parish Council, Thornfield Cottage, Windmill Road, Bradfield, CO11 2QW.

Tel. 01206 645111,

email: clerk@branthamparishcouncil.gov.uk

SCHEDULE OF CHARGES – where applicable

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
Disbursement costs	Photocopying @ £1 first sheet and then 10p per sheet (black and white) or 15p per sheet (colour)	Actual Costs
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* hard copy will incur a fee – see table above

** the actual cost incurred by the public authority

**the actual printing cost incurred by the public authority

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 01 May 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments	BACS	4178.41		4178.41
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	DD	14.58	2.92	17.50
Smarty.co.uk	CCTV SIM Cards	DD	54.00		54.00
Amazon	Card for Dog Show Certificates	DC			7.99
RD Hyatt	BOS costs	BACS	64.44		64.44
Suffolk Preservation Society	Membership – to attend NP Training	BACS	10.00		10.00
Dependable Dave	Grounds Maintenance (inv. 2498)	BACS	330.00		330.00
Whybrow & Dodds Ltd	Legal costs (Inv. 26593)	BACS			1512.00
Amazon	BOS costs	DC	17.24	3.45	20.69
Paul Bannister	Donation to Brantham Indoor Bowls Club	BACS	425.00		425.00
Brantham Angling Club	Donation for Otter fencing	BACS	500.00		500.00
East of England Co-op	Envelope	DC			2.75
Post Office	Postage for Owl	DC			25.95
Canva	Annual Subscription	BACS			100.00
Lloyds Bank	Service Charges	BACS	8.50		8.50

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Receipts allocated since 01 May 2026

Who	Detail	Method	Amount
Sport England (Lottery Fund)	Skate Park	BACS	15,000
Crowdfunder	Skate Park	BACS	6554.52
Brantham Good Neighbour Scheme	Skate Park donation	BACS	500.00
Cash Deposit	Dog Show	BACS	225.00
Stour Wanderers	Hire of LPF for Football activities	BACS	200.00
Essex Ice Cream	Dog Show	BACS	35.00
The Tudwick Foundation	Skate Park	BACS	3000.00
Lawford Parish Council	Skate Park	BACS	10,000.00
Lloyds Bank PLC	Bank Interest	BACS	120.97

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.

PAPER 6

From:

Sent: 22 May 2026 12:58

To: clerk@branthamparishcouncil.gov.uk

Cc:

Subject: Request to Use Parish Land for Annual Fun Run – Friday 10th July 2026

Dear Parish Council,

I am writing on behalf of the Brantham 5 Mile and Junior Fun Run committee to formally request permission to use the parish-owned land at the lower field of the football club / Brantham Leisure Centre for our annual fun run event on Friday 10th July 2026, from approximately 5:30pm until 9:00pm.

The event is expected to attract up to 400 runners and participants. We believe that using this managed parking area will cause the least disruption to the rest of the village whilst allowing the event to be run safely and efficiently.

We can confirm that we hold our own insurance cover, including public liability insurance, and a copy of the certificate is attached for your records. In addition, we will ensure that:

- A sufficient number of marshals are in place throughout the event
- Appropriate safety inspections are carried out before and after the event
- The area is left clean and tidy following use

We would be very grateful for the council's consideration of this request and are happy to provide any further information required.

Kind regards,



HIRE OF PLAYING FIELDS AND OPEN SPACES

APPLICATION FORM

Name of requesting individual, organisation or group:
Registered charity Number (if applicable):
Contact address:
Contact Email:
Contact telephone number(s):
Organiser in charge of event and contact telephone number for public enquiries:
Requested date of event(s):
Location:
Is this a charity, community, commercial or private event?:
Description and purpose of event (please include as much detail as possible):
Target audience:
Approximate numbers attending the event:
If parking is required please indicate the number of vehicles that will be parking:
Traffic management will be required. Please supply details of your traffic management plan:

Contact number for Traffic Marshall Manager:
(Please note: traffic marshalls must wear Hi Vis vests)

Setting up time:

Event start time:

Event end time:

Clearing away time:

Will any of the following be on site? (please tick)

Licensed Bar	<input type="checkbox"/>
Fairground equipment (rides, roundabouts, bouncy castles etc)	<input type="checkbox"/>
Novelty acts	<input type="checkbox"/>
Trade exhibition Stalls or stands	<input type="checkbox"/>
Activities involving children	<input type="checkbox"/>
Static food stands and mobile stands	<input type="checkbox"/>
Toilet provision (give details)	<input type="checkbox"/>
Other items (please specify):	<input type="checkbox"/>

Please detail your arrangements for the clearing and removal of litter (we advocate that you recycle your waste wherever possible):

Please provide details of your TEN (Temporary Event Notice) if applicable:

Please provide details of any sound or public address system you are intending to use:

Public liability Insurance Number (minimum £5m indemnity required):

Please tick to note that a copy of the public liability insurance policy, risk assessment and child protection policy (if applicable) is included with your application to the Council. *(This will need to be deemed suitable by a council officer before your event is approved.)*

Name/address of policy holder:

How will you notify nearby residents of your event?
Please state whether you would like details of your event posted on the Parish Council website/social media channels? YES/NO

Document checklist

I confirm that the following documents will be presented to the Council in advance of the event:

- | | |
|---------------------------------|--------------------------|
| Public liability insurance | <input type="checkbox"/> |
| Risk Assessment | <input type="checkbox"/> |
| Safeguarding Policy | <input type="checkbox"/> |
| Details of any music to be used | <input type="checkbox"/> |
| Details of TEN licence | <input type="checkbox"/> |

I confirm that the above details are correct at the time of filling out this form and if any changes are made with regards to the event itself, I will inform the Council immediately and submit any amendments for approval.

Hirer:

Sign:

Date:

By signing this form you consent to Brantham Parish Council holding your personal data for the purpose of following up your enquiry and authorise the Council to contact you in order to process your booking. Please refer to the Council's privacy policy at www.branthamparishcouncil.gov.uk



Playing Fields and Open Spaces

FEES AND CONDITIONS OF HIRE

Type of Event Fee

Community events	If associated with events organised by the Community Events Team and/or Parish Council	Free
Community or Charity Events	Up to 500 people	Free
Commercial, promotional or private events	Full Day • (incl. vehicles) • (excl. vehicles) Half Day • (incl. vehicles) • (excl. vehicles)	TBC
Car parking events	Full Day Half Day	TBC
Sport events	Full Day Half Day Per Hour	TBC
Deposit required	To be agreed by the Council per event	TBC

(The deposit, to be paid by BACS to Brantham Parish Council, will be held until after the event. This will be returned once it is ascertained that the space is in the same condition as before the hire)

Applicants are reminded:

The organiser must obtain the Council's permission before committing themselves to organising this event.
No section of the play areas may be fenced off and no restrictions to entry be made and no charges levied on persons entering the Play areas without obtaining special permission from the Council.

Conditions of hire

1. Applications

All applications to use the playing field must be made in writing to the Parish Clerk using the application form.

Brantham Parish Council reserves the right to grant or refuse permission for use of the playing field. The Parish Council's decision will be final.

2. Vehicle Access

Unless the purpose of the extraordinary use application is to use the Lower Playing Field as a carpark, no vehicles will be permitted on the land excluding emergency vehicles.

Any vehicles requiring access to the site for the purpose of any event set up must be agreed by the Landowner minimum 24 hours prior to access being required.

All equipment and materials must be transported in a manner that minimises impact on the land.

No heavy vehicles may be moved on or off the area between the hours of midnight and 7am, to minimise disturbance to neighbouring residences.

3. Debris Cleanup

Any debris resulting from events on the land must be removed within 48 hours after the conclusion of the event.

4. Ground Damage Rectification:

Any damage done to the surface of the site must be reported to Brantham Parish Council at the earliest opportunity and the damage made good as quickly as possible (and within at least three months) to the Council's satisfaction.

5. Risk Assessment

Prior to any event a comprehensive risk assessment must be completed and shared with the Parish Council.

This assessment should identify potential hazards that may arise during, or as a consequence of, holding an event and have appropriate measures in place to mitigate associated risks.

6. Liability:

The hirer assumes full liability for any injuries, damages, or losses arising from the event and agrees to indemnify and hold the Landowner harmless from any claims related to the event.

7. Insurance:

The hirer shall provide proof of comprehensive liability insurance covering the event

8. Permits and Compliance:

The hirer is responsible for obtaining all necessary permits and ensuring compliance with any relevant regulations for any hosted events.

9. CCTV

All hirers to note that the areas are covered by CCTV.

The Parish Council reserve the right to prosecute anyone found to be damaging the playing field and or the equipment.

10. Event Cancellation and termination

Events may be cancelled by either party given due notice if the condition of the site deteriorates due to inclement weather. In this case the hire fee and deposit will both be returned.

Either party may terminate the hire agreement with written notice if the other party breaches any terms.

11. Governing Law

Any agreement for hire made shall be governed by and construed in accordance with the UK Law.



BRANTHAM
Parish Council

Thornfield Cottage, Windmill Road
Bradfield
CO11 2QW
01206 645111

clerk@branthamparishcouncil.gov.uk
www.branthamparishcouncil.gov.uk

Playing Fields and Open Spaces

HIRE AGREEMENT

The Hirer agrees to observe and perform the provisions and stipulations contained in the 'Conditions of Hire' attached to, and forming part of, this document.

Name of Hirer	
Event	
Hire Period	
Hire Fee	
Signature of Hirer	
Date:	

By signing this form, you consent to Brantham Parish Council holding your personal data for the purpose of following up your enquiry and authorise the Council to contact you in order to process your booking. Please refer to the Council's Privacy Policy www.branthamparishcouncil.gov.uk

On receipt of the deposit and related hire documentation the Council agrees to permit the Hirer to use the site for the purpose of the event described during the Hire period.

Signed on behalf of Brantham Parish Council	
Date:	

From: Josh White <>

Sent: 14 May 2026 07:48

To: Brantham Parish Council <clerk@branthamparishcouncil.gov.uk>

Cc: 'Eric Osben' <eric.osben@branthamparishcouncil.gov.uk>; 'Mal Bridgeman' <mal.bridgeman@branthamparishcouncil.gov.uk>; 'BPC Assistant Clerk' <assistantclerk@branthamparishcouncil.gov.uk>

Subject: RE: A137 crossing options

Good morning Sarah,

Thank you for the email, and sorry for the frustrating delay on this.

I have spoken to our designers, and management here, and they have raised a number of concerns regarding the technical side of a proposal, but also in relation to local support, value for money, desire lines and the potential use of the island.

For us to pursue a crossing or crossings with an island on the A137 we feel we would need to follow the below steps / have the below answered (we have done this in other parishes) before committing Parish funds to a detailed design :

1. Carry out a formal consultation with members of the public. I know you have spoken to residents regarding parking space losses, but we would need a formal and written confirmation that residents support a scheme before committing funds :
 - a. We need to understand where residents want to see a crossing on the A137, identify where they live (roughly via Zoning on a map), and for them to identify where they would want a crossing point (again voted for on a map). I can help with producing something for this.
 - b. The loss of parking spaces in the lay-by to potentially cater for an island, we need confirmation that residents would be happy with this.
 - c. Understand what type of crossing members of the public would like. An island? A narrowing? Tactile paving crossings?

Why this is needed is we need to be able to back up with evidence the need for a crossing, that will cost a large sum of money initially, and from a maintenance perspective moving forward that will become SCCs asset. Our asset team have reservations that a crossing here would be used significantly by the public, so we need to gather evidence to suggest otherwise. With the village so spread out with no obvious desire line in terms of crossing the road, we could propose to install an island, that could cost many tens of thousands, and only a handful of people use it. So ideally we need to get buy-in from local residents and the new County Councillor to have evidence-based justification for the scheme that we can push for.

I think this is the best place to start in terms of formalising the discussions we have been having and to open it up to the public for their opinion.

If you agree with this, should we setup a call to discuss what sort of questions should go into a questionnaire and what the best approach would be?

I am also conscious we have had a change in County Councillor, and we will need to bring them into the picture at some point.

Kind Regards

Joshua

PAPER 10

From: Liz

Sent: 06 May 2026 06:43

To: Sarah Keys <clerk@branthamparishcouncil.gov.uk>

Subject: Brantham Heritage project

Hi! I'm attaching an overview of the project I would be keen to run (possibly under the banner of 'Stories of Place CIC') to create a permanent history archive for Brantham. Would love to see if/how the PC could support at all, even a chat around the principle of the idea, potential support for initial feasibility and engagement work, and whether there may be an opportunity to collaboratively develop the concept into a future application to the National Lottery Heritage Fund and other external funding bodies?

I have been told that East Bergholt are possibly doing something similar but haven't found out yet what this looks like....

Brantham Heritage Hub – Initial Project Summary

I would like to explore the development of a long-term heritage project for Brantham which would create a permanent focal point for local history, remembrance, and community engagement within the village.

The idea has grown directly from the success of recent local history exhibitions, talks, and heritage events in Brantham, which were extremely well received by residents and visitors. These events demonstrated a clear appetite for learning more about the village's past, and many attendees commented on the need for a more permanent space where Brantham's history could be displayed, preserved, and shared throughout the year.

The initial concept is to install a small freestanding heritage building on the grassed area near Brantham Village Hall. This could potentially be a repurposed heritage structure, such as a railway carriage or similar character building, adapted to create a small local museum and interpretation space. The nearby village hall could support the facility through the provision of toilets, refreshments, and event space when the museum is open.

The aim would be for the space to showcase Brantham's social and industrial history, local stories, photographs, memorabilia, wartime heritage, and the experiences of local people across generations. Alongside physical displays, the project would include the creation of a dedicated website and digital archive where residents could contribute photographs, documents, and memories to help build a long-term community record of the village.

An important part of the project would also be the development of an oral history programme, capturing interviews with local residents and former workers connected to Brantham's factories and industries. This would help preserve first-hand memories and ensure local voices remain central to the interpretation and future legacy of the project.

The project would initially focus on feasibility work and community engagement, including:

Community consultation and public engagement

Exploring suitable site and structure options

Heritage research and archive collection

Oral history recording

Website and digital archive development

Partnerships with schools, community groups, and local organisations

The longer-term ambition would be to develop the area into a more formal civic heritage space, ultimately supporting the relocation and re-siting of the Brantham War Memorial onto the same area of grass. This would help create a stronger and more visible heritage and remembrance destination for the village.