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Please ask for:	Paige Bull
Email to:	Public.realm@baberghmidsuffolk.gov.uk

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Date: Tuesday 17<sup>th</sup> February 2026

Dear Clerk

### **Annual price increase for litter and dog bin emptying services.**

I am writing to inform you of the annual price review for our litter and dog bin emptying service.

The current charge for emptying bins in Babergh is **£83** per bin per annum (£1.60 per week). As litter and dog waste require the same level of staffing, collection, vehicle use and disposal, we continue to apply a single charge for emptying either type of bin.

Following our review, the proposed cost for 2026/27 is **£108.00** per bin per annum. These charges are subject to ratification by Cabinet in February and, if approved, will take effect from 1 April 2026.

Even at this revised rate, the service remains significantly subsidised by the Council. To fully reflect the true cost of collection and disposal, the annual charge would need to be £175 per bin.

**Upon receiving this email, please kindly confirm your agreement to continue with the service from April 2026.**

If you would find it helpful to review the number or placement of bins within your Town or Parish—particularly if there may be opportunities to rationalise provision—we would be happy to support you. Please get in touch if you would like to discuss this further.

Yours Sincerely

Paige Bull  
Business Support Officer – Public Realm

## PAPER 2



# SALC INTERNAL AUDIT SERVICE – LETTER OF ENGAGEMENT

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SALC is committed to providing a high-quality internal audit service which aims to assist local councils to maintain and improve internal controls in accordance with proper practices as set out in the Accounts and Audit Regulations.

This letter of engagement sets the terms of the agreement between SALC and the council which includes details such as the scope, responsibilities and fees. This will need to be approved at the next council meeting and recorded in your minutes of the decision to appoint SALC as the internal auditor for the period 1st April 2025 - 31st March 2026.

### Internal audit objectives and responsibilities

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- the integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits internal audit may:

- carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete the Annual Internal Audit Report (AIAR) section of the Annual Governance and Accountability Return (AGAR).

- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

## The scope of the internal audit activity

There are no limitations on internal audit's scope of activities. The scope of internal audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

## Independence

The main determinant of the effectiveness of internal audit is that it is seen to be independent in its planning and operation. To ensure this, internal audit will operate within a framework that allows:

- unrestricted access to the officers of the council
- reporting in its own name
- segregation from the day to day operations of the council

Every effort will be made to preserve objectivity by ensuring that all internal auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

## Rights of access

There are no limitations on internal audit's access to records. Internal auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee to the council to account for cash, stores or any other council asset under his/her control
- access records belonging to third parties, such as contractors when required

## The council's responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for risk management, internal control, internal audit and preventing fraud and corruption.

The existence of internal audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner. **Please be aware that if the council is late reporting for the present year, the council will fail the public rights test on the AGAR for the following year.**

When booking the internal audit through the SALC member portal, please ensure that you are confident that the required information to carry out the internal audit will be uploaded by that booking date. We kindly ask that this is uploaded a week prior to that date. **If the supporting documents are not uploaded in time, there is a risk that SALC is not able to deliver the service at that time as the date may potentially be pushed back.**

The auditor will request additional information which forms part of the spot-checking process as well as any information that has not been supplied. If the clerk does not respond to the auditor's request for additional information, the following steps will be taken:

- **The auditor will follow up within the first 7 working days.**
- **If no response is received after 7 working days, the auditor will inform SALC.**
- **SALC will then follow up and include the council chair in the correspondence.**

If the requested information is still not provided after these steps, the council must be aware that delays may result in additional charges.

## Reporting

The internal auditor will formally report the results of audits and the recommendations made to the council and will follow up at subsequent internal audits to make sure that corrective actions are taken.

## Data protection

This internal audit offer is an additional service provided by SALC as described in our published privacy notice (section 6) [available on our website here](#). When booking this service you are providing consent to proceed. The delivery of the internal audit service involves the handling of some personal data supplied by the member council. For the purposes of data protection legislation SALC is the data controller and the internal auditor is the data processor. SALC and internal auditors, whilst separate entities, work in partnership to deliver a service that seeks to support and improve local councils. SALC and the internal auditor have entered into a data sharing agreement as part of their terms of engagement.

# AUDIT PROCEDURE

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The internal audit service will remain electronic and commence on 7<sup>th</sup> April 2026.

The clerk of the council will be able to book the audit for a specific week, if available, through the SALC member portal, by clicking on the view button on the 'booking page' card. Select 'BOOK internal audit' drop down box to reveal the weekly booking slots. Upon booking, SALC will provide the clerk with a link to a dedicated folder on our shared secure Office 365 OneDrive. Council papers and the completed customer information and guidance sheet must be uploaded to the dedicated folder. You can upload the information in an electronic format or be available to view on the council's website – **it is therefore important that you complete the customer information and guidance sheet provided and add any hyperlinks to information available on the council's website**. Electronic documents supplied shall be stored securely for six months following completion of the audit on SALC's secure Office 365 OneDrive. SALC will inform you of the internal auditor that will carry out the internal audit.

When allocated the internal auditor shall:

- process the documents in line with SALC's policies and procedures
- raise queries or points of clarification as soon as possible direct with you
- aim to complete the audit and upload the report to the allocated council folder on SALC's secure Office 365 OneDrive within 7-10 working days.

On receipt of the report [admin@suffolk-alc.gov.uk](mailto:admin@suffolk-alc.gov.uk) will provide a link to an electronic copy together with a signed copy of the AIAR, which forms part of the AGAR, which can be downloaded. This will be sent to both the chairperson and clerk/RFO/lead officer.

## Audit fees for 2026

### Income/expenditure, whichever is higher (excl. VAT)

Up to £5,000	£128.00
£5,001 - £15,000	£189.00
£15,001 - £25,000	£237.00
£25,001 - £50,000	£290.00
£50,001 - £100,000	£342.00
£100,001 - £200,000	£419.00
£200,001 - £300,000	£505.00
£300,001 - £400,000	£558.00
£400,001 - £500,000	£618.00
£500,001 +	£713.00
£29 hourly rate for meetings/ad-hoc training/development of materials	

## Brantham Parish Council

## Donations for the year ending 31 March 2026 using the General Power of Competence\*

Recipient	Reason for request	Amount Requested	Actioned	Funded Elsewhere	Minute no.
Sharon Barker	Donation for Skate Park Equipment	£0	£50.00		PC 05.25.13
Brantham Bowls Club	Commemorative Golf Towels	£1,000	£763.02		FC 06.25.04
Manningtree & District Community Bus	Bus running costs	£500	£250.00		FC 06.25.04
Stour Wanderers	Football Training equipment	£500	£500.00		FC 07.25.05
Brantham WI	Commemorative Tote Bags	£500	£500.00		FC 08.25.04
Brantham Methodist Church	Road repairs	£4,651	500.00		FC 10.25.05
Headway Suffolk	Charity running costs	£200	100.00		FC 11.25.04

Subtotal of expenditure incurred in 2025-26 to date			<b>£2,663.02</b>
Donations budget for 2025-26			£2,500.00
Funding carried over from 2024-25			£308.00
Donations over/underspend for 2025-26			<b>£144.98</b>

\* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012.

At its Annual Parish Council Meeting of 10 May 2023 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)

PAPER 4



**BRANTHAM**  
Parish Council

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

**APPLICATION FOR A GRANT OR CONTRIBUTION**

Before completing this form, please carefully read Brantham Parish Council's Contributions Policy. Copies of this form must be submitted to the Parish Council along with any necessary supporting document to the address or email detailed above.

**General Information for Applicants**

It is Brantham Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Brantham Parish Council. The size of any contribution is awarded at the discretion of the Parish Council but will not exceed £500 in any one application.

A word copy of this form is available on request to the Clerk. If you have any queries on the completion of this form please contact the Parish Clerk using the details above.

**ORGANISATION/GROUP DETAILS**

Organisation/Group name:

BRANTHAM SHORT MAT BOWLS CLUB

Address:

NEW VILLAGE  
BRANTHAM  
CO 11-1RZ

Contact Email:

Contact Telephone:

Registered Charity no. (if applicable):

N/A.

If you are part of a larger organisation enter its name:

NONE

Aims and objectives of your organisation/group:

TO PROVIDE WINTER INDOOR SPORT

**DETAILS OF PROJECT/ACTIVITY**

Provide an overview of your project/request:

TO PROVIDE GAMES OF INDOOR BOWLS THROUGH THE WINTER WHILE THE GREEN IS CLOSED



**BRANTHAM**  
Parish Council

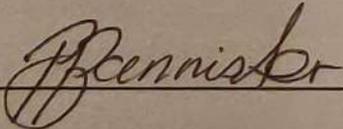
Thornfield Cottage, Windmill Road  
Bradfield, CO11 2QW  
01206 645111  
clerk@branthamparishcouncil.gov.uk

What is the likely number of beneficiaries?	15-20
Age profile of beneficiaries	70 - 90 YEAR OLDS.
Provide details of long-term sustainability	THE EQUIPMENT REQUIRED IS FOR ROLLING SHORT-MAT BOWLS AND MADE OF A STEEL FRAME, THE HARDWARE WOULD LAST 20+YEARS

DETAILS OF PARISH COUNCIL FUNDING REQUESTED	
Contribution requested	£425.00
Received in the last 4 years	NIL

Please use this space for any other information about your project or organisation that may be helpful to your application: The SHORT MAT BOWLS CLUB WAS SET UP AS A SEPERATE CLUB BY A BRANTHAM BOWLS CLUB MEMBER TO CONTINUE PLAYING BOWLS THROUGH THE CLOSED "GREEN SEASON"(WINTER). AT THE MOMENT THE EDERLY PLAYERS HAVE TO GET ON THEIR KNEES TO ENABLE THEM TO ROLL UP THE MATS AND THEN LIFT THEM INTO BOXES FOR STORAGE. A CARPET BOWLS MAT STORAGE UNIT WOULD GREATLY BENEFIT THE MEMBER OF THIS CLUB.

I certify that the responses provided are accurate to the best of my knowledge

Signature of applicant  PAUL BANNISTER.

Office held PLAYING MEMBER Date 29<sup>TH</sup> JANUARY 2026

# PAPER 5



**BRANTHAM**  
Parish Council

Brantham Parish Council  
Thornfield Cottage  
Windmill Road, Bradfield  
CO11 2QW  
01206 645111

[clerk@branthamparishcouncil.gov.uk](mailto:clerk@branthamparishcouncil.gov.uk)  
[www.branthamparishcouncil.gov.uk](http://www.branthamparishcouncil.gov.uk)

## 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		£5,551.83	£98,708.79	
	Committed	£86,526.00	£12,182.79	Balance after committed funds
<b>Totals</b>	<b>£112,051.51</b>	<b>£149,843.36</b>		

### 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

**TOTAL****£5,551.83****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

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)			



## BRANTHAM Parish Council CIL Funding Application Form

1.	<b>Applicant organisation</b>	<i>The River Stour Trust</i>
2.	<b>Name and position of main contact</b>	Richard Blay <b>Position:</b> Trustee of the River Stour Trust (RST) and leader of the RST's River Maintenance Group (RMG) <b>Email:</b> [REDACTED] <b>Phone:</b> [REDACTED]
3	<b>Applicant contact details (phone, email and address)</b>	Manager, River Stour Trust (Catherine Burrows) The Granary, Quay Lane, Sudbury, Suffolk, CO10 2AN  <b>Email:</b> <a href="mailto:manager@riverstourtrust.org">manager@riverstourtrust.org</a> <b>Office Phone :</b> 01737 313199 [REDACTED]
4.	<b>Type of organisation (If a charity please provide charity number)</b>	<b>Charity:</b> Number 257806
5.	<b>Is the organisation able to reclaim VAT?</b>	Yes
6.	<b>Location of project</b>	Cattawade Picnic Site Darwin Close Cattawade Brantham Suffolk CO11 1QW  A diagram and photographs of the project location are provided in the separate document entitled 'Cattawade Picnic Site Overview'
7.	<b>Summary of the project proposal</b>	<i>The project is the second phase of a two phase programme that began in 2023 to re-develop and improve the Cattawade Picnic Site for public use.</i>



		<p><i>Phase 1 was completed in 2024 and included extension to the car park, widening of the pedestrian walkway for disabled access, replacement / repair of site timberwork and fencing, and installation of additional picnic tables designed to accommodate wheelchairs.</i></p> <p><i>Phase 2 (the subject of this application) is to be completed in 2026 and will consist of installing a new and larger jetty (in place of the existing degraded one), installing an access path section leading to the jetty, and installing a soak away channel on one side of the site to aid the dispersal of surface water.</i></p> <p><i>Details of the proposed jetty and access path works are provided in the attached separate documents</i></p> <ul style="list-style-type: none"><li><i>Cattawade Jetty Works Plan</i></li><li><i>Cattawade Jetty Access Path Works Plan</i></li></ul> <p><i>Further documents detailing the jetty specification, risk assessments and the works management plan can be submitted if required.</i></p>
8	<b>Estimated project cost (excl. VAT)</b>	<p><i>The total cost of materials, plant hire and permits for completion of the Phase 2 works will total £12,276 ex VAT, and comprised as follows.</i></p> <p><i>Jetty: £8098</i> <i>Access Path and Soak Away Channel: £3220</i> <i>Environment Agency Work Permits: £958 (paid)</i> <b>Total: £12,276 ex VAT</b></p> <p><i>A full cost breakdown is provided in the separate document entitled 'Cattawade Jetty Costings_Final 2026'.</i></p>
9.	<b>Amount of CIL funding requested</b>	£4500 (ex VAT)
10.	<b>Detail of additional sources of funding available</b>	<p><i>A grant of £4000 has already been secured from National Landscapes towards the Phase 2 jetty and associated works.</i></p> <p><i>In addition, the RST proposes to cover the project costs up to a maximum of £4000, as well as providing the construction labour free of charge.</i></p>



<p><b>11.</b></p>	<p><b>Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding</b></p>	<p>New development and increased population in the Brantham area has combined with a significant increase in the popularity of canoeing and paddleboarding in recent years to greatly increase demand for recreational activities on the River Stour.</p> <p>The Cattawade Picnic Site is one of only very few facilities available to the public with easy parking and free access to the river. The existing jetty at the site is in need of urgent replacement, and this, together with the other desirable improvement works still needed at the site represent a substantial infrastructure investment for a small charity (the RST) that has many demands on its limited resources. The improvement works to be undertaken are being done for the benefit of the whole community, and can only take place with financial contribution from multiple sources including CIL funding.</p> <p>Please see the answer to Question 10 above in regards to the other funding applications already considered and made.</p>
<p><b>12.</b></p>	<p><b>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</b></p>	<p>CIL funding of £5731 was provided by Brantham Parish Council towards Phase 1 of the Cattawade Picnic Site redevelopment project that were completed in 2024. Those works included extension to the car park, replacement of site timberwork, new fencing, improvements to the pedestrian walkway (for improved disabled access) and the installation of additional picnic tables designed to accommodate wheelchairs.</p> <p>The CIL funding application submitted for Phase 1 only pertained to the Phase 1 works and specified that replacement of the jetty would form a separate Phase 2 of the project to be assessed and funded at a later date. Phase 2 is the subject of this further CIL funding request.</p>
<p><b>13</b></p>	<p><b>How does the project help address the demands of development in the area. What evidence is there to support this?</b></p>	<p>As mentioned above (see Q11), completing the project will provide an enhanced amenity for the community of Brantham.</p> <p>The re-development project aligns to environmental, economic, and social sustainability principles as summarised below.</p> <p><b>Environmental sustainability</b></p> <p>The combined project (Phases 1 and 2) will significantly improve the utility and capacity of the Cattawade site. Mostly, completely natural</p>



		<p>materials (oak and stone) will be used for the works and these will blend naturally to the surroundings. The new facilities will be long lasting with minimal ongoing maintenance requirements for at least 15-20 years. Use of powered plant for the works will be minimal, resulting in negligible pollution risk; and the requirement for waste removal from the site is also minimal, with only rotted timbers from the existing jetty needing to be removed from the site to landfill.</p> <p><b>Economic Sustainability</b></p> <p>Use of the site is free to the public. The RST wishes to encourage wider and increased use of the site by people of all ages, means, and abilities. Completion of the planned works will encourage more visitors to the area, and this in turn will increase footfall and benefit to local businesses.</p> <p><b>Social Sustainability</b></p> <p>The site's use for physical activities and relaxation promotes well-being, physical fitness, and appreciation of the natural world; and the focus on improving the site for disabled use and all ages also promotes inclusivity and quality of life.</p>
14.	<p><b>What evidence of support is there from the local community?</b></p>	<p>We have not undertaken a survey of support from the local community, but we know that the demand for better access to the river from the wider public is increasing and that the site is popular with, and relied upon by local canoe clubs, scout groups and similar organisations to facilitate their activities. Photographic evidence and observation also indicate that the site car park is frequently full between the spring to autumn months each year - mostly with canoe / paddleboard users wishing to use the jetty, and as a rest stop.</p>
15.	<p><b>Approximately how many of those who will benefit from the project are Brantham parishioners?</b></p>	<p>We believe that most Brantham parishioners have the potential to benefit from completion of the project but can't estimate what proportion of the total population this represents.</p>
16.	<p><b>Proposed timescales for</b></p>	<p>It is proposed to complete the project between April and September this</p>





**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:	Richard Blay, Trustee
Organisation:	The River Stour Trust
Date:	11 <sup>th</sup> February 2026

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