



INTERNAL AUDIT 2025-26

BPC ACTION PLAN

NB: Lines highlighted in Light Blue have been completed

Subject	Requirements	Comment/Recommendation	Actions for the Council	Who	Date Completed
SECTION 1 Financial Regulation and Standing Orders	Are Financial Regulations up to date and reviewed annually?	Comment: council might wish to review the NALC Advice Note – Procurement, 3 February 2026 and ensure any applicable revisions are incorporated at the next annual review.	Review NALC Advice note – Procurement 3 and incorporate revisions if appropriate	Clerk/RFO and FC	Clerk reviewed August 2026. Revisions included.
SECTION 1 Financial Regulation and Standing Orders	Has the Council appointed a Responsible Financial Officer (RFO)?	Comment: council might wish to review Financial Regulation 1.5 and ensure that there is clarity on the appointment of the Clerk as RFO.	Review Financial Regulation 1.5 and ensure clarity if appropriate	RFO/Finance Committee	June 2026 - Completed – FR 1.5 states that Clerk is employed as RFO
SECTION 2 Budgetary Controls	Verify that budget has been properly prepared and agreed	Comment: whilst council might be able, in extreme circumstances to draw down from its earmarked reserves to provide short-term resources, if general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council is advised to review its level of general reserves and seek to adopt a level equal to 3 months of NRE.	Review Earmarked and General Reserves held and amend level of Earmarked reserves as appropriate	RFO/Parish Council	To be completed as part of budget setting process



INTERNAL AUDIT 2025-26

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SECTION 7 – Bank Reconciliation	Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?	Comment: Council might wish to note FR 2.6 which states that at least once in each quarter, and at each financial year end, a member other than the Chairperson shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. If such a system is set-up, council might want to ensure that the minutes record that the member so appointed has undertaken this activity, including any exceptions, and that their report is received and noted by the council.	This is already in place. Each month a bank reconciliation is undertaken by Cllr Osben. Ensure that this is minuted clearly each month	Clerk/RFO and Assistant Clerk	June 2026 Completed – Bank rec and spot check completed monthly. Now included as part of monthly minutes
SECTION 9 – Year end procedures	Has the appropriate end of year AGAR7 documents been completed?	Comment: council is advised to review its response to Line 11 – Disclosure note regarding trust funds - and refer to paragraph 2.31 of the Practitioners' Guide 2025 which states that a local council is required to answer 'Yes' or 'No' to whether the figures within the Accounting Statements exclude a trust transactions or balances.	Clarity sought from SALC and Internal Auditor in June 2026. Line 11 completed according to guidance received	Clerk/RFO	June 2026
SECTION 12 – Assertion 10	Is there an adopted council publication scheme and is it reviewed regularly?	The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the ICO, and to publish information covered by this scheme. Council does not appear to have a tailored publication scheme but the Clerk to the Council has confirmed that such a scheme has been produced and will be presented to Council for adoption at its June 2026 meeting.	FOI Publication Scheme submitted to and approved by Parish Council at its meeting on 03 June 2026	Clerk/RFO	June 2026
SECTION 12 – Assertion 10	Has the Transparency Code been correctly applied, and information published in accordance with current	Comment: Council might wish to review its provisions and consider whether it might be able to work towards ensuring compliancy with the	This will be added to the website as part of quarterly financial papers going forward	Clerk/RFO	June 2026 - already completed



INTERNAL AUDIT 2025-26

BPC ACTION PLAN

	legislation?	requirements of publishing the following data on its website in accordance with the required timescales: Publish quarterly: Individual items of expenditure that exceed £500 (currently published on an annual basis); Government Procurement Card transactions; Invitations to tender for contracts over £5,000; Details of contracts that exceed £5,000. Publish annually: Details of all land and building assets; Grants to Voluntary, Community and Social Enterprise Organisations; Organisational Chart.			and on website
SECTION 15 – Additional Information	Is there evidence that Minutes are administered in accordance with legislation?	Recommendation: in accordance with legislation, looseleaf minutes should either have agenda items or pages that are consecutively numbered.	Looseleaf minutes to be consecutively numbered from June/July 2026	Assistant Clerk	Consecutive numbering commenced July 2026
SECTION 15 – Additional Information	Is there a list of members' interests held?	Comment: the Register of Interests for Cllr. Donaldson and Shadrake were missing from the District Council website.	ROI for Cllr Shadrake present on BDC website on 10.06.26 ROI for Cllr Donaldson to follow	Clerk/RFO	Completed

PAPER 2

PREMIUM NOTIFICATION

Agent

James Hallam Insurance (CAS)
Spargo House
10 Budshead Way
Crownhill, Plymouth
PL6 5FE

Phone: 01752 670440
UK 6171

Policyholder

Brantham Parish Council
Thornfield Cottage, Windmill R
Bradfield
Manningtree
CO11 2QW

525449

Policy number **ACY 2388843**

Reason **Renewal**

Policy type **Charity and Community (Essentials)**

Period of insurance from **0:01 Hrs 1/10/26**
to **Midnight 30/09/27**

Premium £1,100.46
Insurance Premium Tax (IPT) £132.05 at 12.0%

Total premium £1,232.51

Number of claims in previous insurance year: 0

Your Long Term Undertaking (LTU) expires on 30/09/28

Please refer to the notes overleaf regarding renewal of your policy.

Date of Issue 25/08/26

Paper ? submitted by the Clerk to the Council at the Finance Committee meeting on ??

Review of CCTV Policy against current legislation and Government Guidance

1. Purpose of Report

The purpose of this report is to review Brantham Parish Council's current CCTV Policy against the current legal and regulatory framework governing the use of surveillance cameras by local authorities.

The review has been undertaken following the publication of the Surveillance Camera Code of Practice: A Guide for Local Authorities (August 2026) and ahead of the scheduled September 2026 review of the Council's CCTV Policy.

The review considers the Council's arrangements against:

- the Surveillance Camera Code of Practice
- Protection of Freedoms Act 2012
- UK GDPR
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- current ICO guidance on CCTV and Subject Access Requests.

Parish councils operating surveillance cameras monitoring public space are relevant authorities for the purposes of the Surveillance Camera Code and should be able to demonstrate that they have had regard to it.

2. Summary

Brantham Parish Council has an established CCTV policy and a number of appropriate controls governing the operation of its CCTV systems.

The existing policy provides a reasonable framework covering the purposes of CCTV, access to footage, security, retention, Police disclosure, evidence handling, complaints and review. The Council should therefore not be regarded as fundamentally non-compliant.

However, the policy contains some outdated legal references and provisions and should be updated to reflect the current legal and regulatory framework.

The main areas requiring amendment are:

- updating references to current legislation and guidance
- removing the reference to a £10 charge for Subject Access Requests
- clearly recording the Council's lawful basis for CCTV processing
- documenting why CCTV remains necessary and proportionate
- ensuring privacy and transparency requirements are addressed
- strengthening provisions relating to access and system security
- establishing a simple annual review of the CCTV system

The review does not indicate that the Council needs to create a large number of separate policies and procedures. A proportionate approach would be to address the requirements principally through an updated CCTV Policy, supported by a single CCTV Data Protection Impact Assessment (DPIA), a simple CCTV Register and an annual review.

3. Current CCTV Arrangements

The Council operates CCTV for purposes including:

- protecting Parish Council property and assets
- improving public safety
- reducing the fear of crime
- assisting the Police in the investigation and prosecution of offences
- protecting public and private property
- managing and protecting public recreational areas.

The existing policy establishes a CCTV Control Group and provides for restricted access to footage. Routine footage is retained for 30 days, after which it is automatically overwritten, unless footage needs to be retained for an investigation or other lawful purpose.

These arrangements provide a reasonable foundation for compliance.

4. Key Areas Requiring Update

CCTV Policy and Legal References

The existing policy contains references to legislation and guidance which have been superseded, including the Data Protection Act 1998 and older data protection terminology.

The policy should instead refer to the current framework, including:

- UK GDPR
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- Protection of Freedoms Act 2012
- Surveillance Camera Code of Practice.

The outdated reference to a £10 charge for Subject Access Requests should also be removed. The Council's existing general data protection and Subject Access Request arrangements can be cross-referenced rather than creating a separate CCTV-specific procedure.

Necessity, Proportionality and Privacy

The Council should be able to demonstrate why CCTV is necessary and proportionate and should periodically consider whether cameras remain necessary and effective.

Rather than creating a separate detailed operational requirement for every camera, this can be addressed through a simple CCTV Register, recording each camera/location, its purpose and any relevant privacy considerations.

A single CCTV-specific Data Protection Impact Assessment (DPIA) should also be completed. This should consider the CCTV system as a whole, including privacy, necessity, proportionality, lawful basis, retention, access and security.

The DPIA should be reviewed if there is a significant change to the CCTV system.

Transparency and Signage

The existing policy provides for CCTV warning signs.

The Council should undertake a simple check of signage at its CCTV locations to ensure that members of the public can understand that CCTV is operating, who operates it and how to contact the Council.

The Council's existing website privacy information should also be checked to ensure that CCTV is appropriately covered.

This can be dealt with as a one-off review rather than creating a separate CCTV transparency document.

Access and Security

The existing policy contains useful controls including restricted access, password-protected remote access, limited authorised users and secure handling of exported footage.

The revised policy should strengthen these provisions where appropriate, particularly in relation to:

- authorised users
- passwords and user accounts
- remote access
- contractor access
- removal of access when a person leaves their role
- appropriate system updates and security

The Council should also confirm with its CCTV provider that appropriate technical and cybersecurity arrangements are in place.

There is no need for the Council to create a separate technical or cybersecurity policy for CCTV.

Retention and Police Requests

The current 30-day retention period can remain, provided the Council is satisfied that it is appropriate for its purposes.

The revised policy should explain that footage may be retained for longer where it is required for a Police investigation, legal proceedings, complaint, insurance claim or other lawful purpose.

The existing arrangements for providing footage to the Police should also be clarified within the CCTV Policy, including who may authorise disclosure and the requirement to preserve relevant footage.

A separate Police disclosure procedure is not considered necessary at this stage.

Subject Access Requests

The existing £10 charge for Subject Access Requests should be removed.

The CCTV Policy should simply refer to the Council's existing Subject Access Request and data protection arrangements rather than creating a separate CCTV SAR procedure.

5. Proportionate Compliance Arrangements

It is recommended that the Council's CCTV governance arrangements consist principally of four elements:

1. Updated CCTV Policy

Containing the Council's legal framework, purposes, responsibilities, retention, access, disclosure, security and review arrangements.

2. CCTV Data Protection Impact Assessment

One assessment covering the Council's CCTV system, recording the key privacy, necessity, proportionality and data protection considerations.

3. CCTV Register

A simple record of each camera/location, its purpose and any relevant privacy considerations.

4. Annual CCTV Review

A short annual check confirming that the cameras remain necessary and proportionate, access remains appropriately controlled, the system is being maintained and the retention period remains appropriate.

This approach should provide the Council with appropriate evidence that it has considered the requirements of the Surveillance Camera Code and data protection legislation without creating unnecessary administrative procedures.

6. Recommended Actions

Immediate:

The Clerk, in consultation with the CCTV Control Group, should:

1. Revise the existing CCTV Policy to reflect current legislation and the August 2026 Surveillance Camera Code.
2. Remove obsolete legal references and the £10 Subject Access Request fee.
3. Include clear provisions covering lawful basis, retention, Police disclosure, access and security.
4. Complete one CCTV-specific DPIA.
5. Establish a simple CCTV Register.

Following Completion of the Policy Review:

6. Check CCTV signage and the Council's website privacy information.
7. Confirm with the CCTV provider that appropriate system security, maintenance and remote access arrangements are in place.

Annually:

8. Undertake a brief annual review of the CCTV system, including confirmation that:
 - each camera remains necessary and proportionate
 - there have been no significant changes requiring the DPIA to be reviewed
 - access remains appropriately controlled
 - the system remains secure and maintained
 - the 30-day retention period remains appropriate.

A short record of the annual review should be retained and reported to the Parish Council.

7. Conclusion

Brantham Parish Council already has a substantially sound framework for the responsible operation of CCTV. The review has identified a number of areas where the existing policy should be brought up to date, but it does not indicate that extensive new governance arrangements are necessary. A proportionate approach is recommended, based around an updated CCTV Policy, one CCTV DPIA, a simple CCTV Register and an annual review.

This should allow the Council to demonstrate that it has properly considered the requirements of the current legal and regulatory framework while avoiding unnecessary duplication of the Council's existing data protection, IT and administrative procedures.

8. Recommendation

It is recommended that the Finance Committee:

1. Notes the findings of this CCTV compliance review.
2. Notes the updated [Surveillance Camera Code of Practice: A Guide for Local Authorities](#) published in August 2026.
3. Agrees that the Council's CCTV Policy should be revised to reflect current legislation and guidance.
4. Agrees that a single CCTV-specific Data Protection Impact Assessment should be completed.
5. Agrees that a simple CCTV Register should be maintained recording the Council's CCTV locations, purposes and relevant privacy considerations.
6. Agrees that CCTV signage, website information and system security arrangements should be checked and updated where necessary.
7. Agrees that an annual review of the CCTV system should be undertaken to confirm that cameras remain necessary, proportionate and effective.
8. Delegates authority to the Parish Clerk, in consultation with the CCTV Control Group, to prepare the revised policy and supporting documentation for consideration and approval by the Parish Council.

Paper 4 submitted by the Clerk to the Council at the Finance Committee meeting on ??

Review of Data Protection and SAR Policy against current legislation and ICO Guidance

1. Purpose of Report

The Council's current Subject Access Request (SAR) arrangements have been reviewed alongside the Council's Data Protection & Information Management Policy and current Information Commissioner's Office (ICO) guidance.

2. Separate Subject Access Request Policy

It is considered that it is no longer necessary for the Council to hold a specific Subject Access Request Policy.

The Council's Data Protection & Information Management Policy already addresses individuals' rights, including the right of access and Subject Access Requests. The policy should continue to set out the Council's overall responsibilities, with the more detailed practical arrangements contained within the separate Subject Access Request Procedure.

This avoids unnecessary duplication while ensuring that the Council has a clear procedure for dealing with requests in practice.

3. Existing Subject Access Request Procedure

The Council's existing Subject Access Request Procedure already provides a useful framework and can be retained, subject to some amendments to bring it into line with current ICO guidance.

The following amendments are recommended:

- Requests do not need to be in writing - The procedure should make clear that a SAR may be made verbally or in writing. A person does not need to use the words "Subject Access Request" or refer to data protection legislation for their request to be valid.
- Identification requirements should be proportionate - Rather than requiring a fixed list of identification documents in every case, the procedure should state that the Council may request reasonable and proportionate evidence of identity where necessary. The ICO advises that formal identification should only be requested where necessary.
- Replace "full exhaustive search" - The procedure should state that the Council will undertake a "reasonable and proportionate search" for the requested personal information. This is the terminology used by the ICO.
- Include provision for extensions - The procedure should recognise that the response period can be extended by up to a further two months where the request is complex or the Council has received a number of requests from the same person. The requester must be informed within the first month and given the reason for the extension.
- Clarification of requests - The procedure should allow the Council to seek clarification where this is reasonably necessary to identify the information being requested. The Council should nevertheless begin its search as soon as possible and should not use clarification unnecessarily to delay a response.

4. Recommendation

It is recommended that the Parish Council:

1. No longer holds a separate Subject Access Request Policy - the relevant rights and responsibilities are already covered by the Data Protection & Information Management Policy.
2. Retains the existing Subject Access Request Procedure - subject to the amendments identified above.
3. Updates the Data Protection & Information Management Policy and SAR Procedure together so that the two documents are consistent.

Paper 5 submitted by the Clerk to the Council at the Finance Committee meeting on 23 September 2026

Review of Document Retention Policy

1. Purpose of Report

I have reviewed the Council's current [Document and Electronic Data Retention Policy](#) as part of the wider review of the Council's data protection and information management arrangements.

The existing document provides a useful framework for the retention and disposal of Council records.

However, it is my view that the arrangements could be simplified and updated to avoid duplication with the Council's Data Protection & Information Management Policy and to provide clearer guidance for Parish Council staff and Councillors.

2. Recommendation

It is my recommendation that the existing Document and Electronic Data Retention Policy is replaced with a shorter Document Retention Schedule.

The Council does not necessarily need a separate policy document covering all aspects of document and electronic data retention. What is important is that the Council has a clear and documented schedule setting out how long different categories of records should be retained and the reasons for doing so.

3. Proposed changes

The following changes are recommended:

a) Rename the document

Rename the document "Document Retention Schedule" rather than Document and Electronic Data Retention Policy. The schedule would provide the definitive list of Council records and their appropriate retention periods.

b) Remove duplication

The Data Protection & Information Management Policy currently contains its own detailed retention table. This duplicates the existing retention document.

It is recommended that the detailed retention table is removed from the Data Protection Policy and replaced with a statement that the Council maintains a separate Document Retention Schedule. This will ensure there is one definitive source for retention periods and avoid the possibility of conflicting information.

c) Review the retention periods

The retention periods in the existing document should be reviewed before the revised schedule is adopted, particularly the financial records and staff records. The revised schedule should be checked against current statutory requirements and relevant NALC/SALC guidance.

d) Simplify electronic records and email retention

The existing policy assigns blanket retention periods to categories such as emails and electronic files. These should be removed. Electronic records should generally be subject to the same retention requirements as the corresponding paper or substantive Council record.

For example, an email forming part of a contractual, financial or legal record should be retained with that record, whereas routine or transitory emails should be deleted when they are no longer required.

e) Move IT-related matters to the IT Policy

The current document contains provisions relating to electronic backups, removable media and disposal of IT equipment.

These matters would be more appropriately addressed within the Council's IT Policy, alongside other requirements relating to:

- security of electronic devices;
- councillors' use of personal devices;
- passwords and access;
- backups;
- secure disposal of equipment; and
- protection of electronic information.

This will avoid the retention document becoming a general IT policy.

f) Legal claims and important records

The revised schedule should include a provision that records relating to actual or anticipated legal proceedings, complaints, investigations or other matters requiring continued retention are not routinely destroyed while the matter remains ongoing.

4. Proposed changes

Following this review, it is recommended that the Council's documentation is structured as follows:

- **Data Protection & Information Management Policy**
Sets out the Council's overall data protection responsibilities and principles, including the requirement to comply with the Council's Document Retention Schedule.
- **Document Retention Schedule**
Provides the definitive retention periods for different categories of Council records.
- **Subject Access Request Procedure**
Sets out the practical process for dealing with Subject Access Requests
- **IT Policy**
Covers the secure use of Council IT systems, personal devices, email, backups, electronic security and disposal of IT equipment.

5. Recommendation

It is recommended that the Parish Council approves the recommendations below in order to create a clearer, more proportionate and less duplicated set of information-management documents:

1. Agrees that a separate detailed Document and Electronic Data Retention Policy is not required.
2. Agrees to replace the existing document with a Document Retention Schedule.
3. Agrees that the retention periods within the existing document should be reviewed and updated against current statutory requirements and relevant NALC/SALC guidance.
4. Agrees that the detailed retention table should be removed from the Data Protection & Information Management Policy, with that policy instead referring to the Document Retention Schedule.
5. Agrees that IT-specific provisions, including electronic backups and disposal of IT equipment, should be incorporated into the Council's IT Policy.



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.
Brantham Indoor Bowls Club	Carpet Bowls Mat storage unit	£425	£425.00		FC 05.26.07
Brantham Angling Club	Otter Fencing	£4,500	£500.00		FC 05.26.07

Subtotal of expenditure incurred in 2025-26 to date		£925.00
Donations budget for 2026-27		£2,500.00
Funding carried over from 2025-26		£0.00
Donations over/underspend for 2026-27		£1,575.00

* 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)



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.

Applications will be considered at the Finance Committee meetings of May and September (usually held on the fourth Wednesday) each year. Applications should be submitted two weeks prior to the date of the meeting.

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: WeCare Wildlife Rescue
Address: 7 Ipswich Road Brantham CO11 1PB
Contact Email: wecare-wildlife@outlook.com
Contact Telephone: 07912 862739
Registered Charity no. (if applicable): N/A
If you are part of a larger organisation enter its name: N/A
Aims and objectives of your organisation/group: We are a volunteer non profit group based in Brantham, established in 2020 to care for and rehabilitate sick and injured wildlife. Our aim is to always release back into the wild whenever humanely possible. We provide help and assistance free of charge and rely on donations to help pay for equipment, food and medicines.



DETAILS OF PROJECT/ACTIVITY

Provide an overview of your project/request:	We have recently purchased a 2 man canoe and now need roof bars to transport it when called out to water based rescues. There is a high number of water rescues needed at Cattawade and The Walls. Previously we asked for anyone with a canoe to assist but this is not effective as time delays nearly always result in loss of the bird. We respond to requests from members of the public, businesses and our local volunteers who spot wildlife in trouble. Having our own equipment enables us to respond quickly. We would like to apply for retrospective funding to help with canoe purchase and to fund the roof bars. We fundraise as much as we can but a successful grant application would mean we can purchase the bars quickly and use our funds for medicines and food.
What is the likely number of beneficiaries?	This is impossible to calculate as there are so many different situations. Damage to birds from foreign bodies such as fishing lines, damaged wings and eye infections. Birds hit on the roads who then seek solace in the water.
Age profile of beneficiaries	Anything from newly hatched signets and goslings to large sea birds and swans.
Provide details of long-term sustainability	The canoe will form a significant part of our rescues and will do in the future. We will fundraise to ensure repairs and equipment are up to date.

DETAILS OF PARISH COUNCIL FUNDING REQUESTED

Contribution requested	£500
Received in the last 4 years	N/A

Please use this space for any other information about your project or organisation that may be helpful to your application:

We are volunteer led and supported through a team of local people helping with transport, rescues, paperwork and liaising with local vets who often contact us to rehabilitate wildlife brought in by members of the public. We have good partnership working with the Brantham vets and where needed specialist hospital facilities and sanctuaries.

Note: apologies spelling of signet should read cygnet but the form won't allow me to change



DOCUMENT CHECKLIST

I confirm that the following documents are included with my application:

Application Form

X

Statement of Accounts for last financial year

X

Any other relevant documentation

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

Signature of applicant Gill Lewis

Office held Founder & Volunteer

Date 02/09/2026

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 application. Please refer to the Council's privacy policy at www.branthamparishcouncil.gov.uk



BRANTHAM
Parish Council

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

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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:	Lawford Buggy Club
Address:	Lawford Buggy Club, Unit 1 The Avenue, Lawford, CO11 2FR
Contact Email:	cliveperks@hotmail.com
Contact Telephone:	07341 980599
Registered Charity no. (if applicable):	N/A
If you are part of a larger organisation enter its name:	N/A
Aims and objectives of your organisation/group:	To provide a fun and engaging activity within the local area and develop a youth program to support the Development and application of STEM skills.



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

DETAILS OF PROJECT/ACTIVITY

Provide an overview of your project/request:	Funding is requested to support the creation of a youth development program where STEM skills are developed and applied through the building and racing of radio controlled cars. Working with Manningtree High School, we are providing kits tools and equipment to build the cars. Volunteers from the club will go into the school to offer support through the build phase. for further details please review the supporting document Lawford Buggy Club Grant proposal issue 1
What is the likely number of beneficiaries?	20 local young people
Age profile of beneficiaries	Senior school aged people between 12 and 18.
Provide details of long-term sustainability	The club was founded in 1989 and continues to run today. We have 30+ members that pay race fees on race days. The clubs facebook group has 270 follows demonstrating the wider reaching appeal. The club has recently relocated to the grounds of the Lawford Parish Hub were attendance at race events has doubled since the relocation.

DETAILS OF PARISH COUNCIL FUNDING REQUESTED

Contribution requested	£2910.00
Received in the last 4 years	N/A

Please use this space for any other information about your project or organisation that may be helpful to your application:

Please refer to supporting document Lawford Buggy Club Grant proposal issue 1



BRANTHAM
Parish Council

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

DOCUMENT CHECKLIST

I confirm that the following documents are included with my application:

Application Form

x

Statement of Accounts for last financial year

Any other relevant documentation

x

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

Signature of applicant 

Office held _____ Date 16/9/26

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 application. Please refer to the Council's privacy policy at www.branthamparishcouncil.gov.uk

Lawford Buggy Club – Provisional Information for Grant application

1 Summary

Lawford Buggy Club (LBC) is a community-based Radio Control (RC) racing club with approximately 30 regular members, including 20 residents of Lawford. The club races 1/10-scale electric off-road buggies and provides an accessible, family-friendly motorsport activity for people of all ages.

The club has, following support from Lawford Parish Council, relocated from a non-accessible location in Wrabness to the grounds of the Lawford Parish Hub. The new location has provided a permanent and accessible venue that will support the club's long-term development and allow it to expand its membership. When the club met at previous venues, which were closer to the heart of the villages, memberships of up to 90 were common, with approximately 60% of members being young people.

A key objective of the relocation is the development of a youth engagement program focused on Science, Technology, Engineering and Mathematics (STEM). The club is currently engaging with Manningtree High School to explore opportunities for pupils who are unable to access the school's over-subscribed electric vehicle racing programme. The school has responded positively indicating “they are certain they want to be part of the project” given that the proposal aligning closely with the school's desire to expand STEM-based extracurricular activities and encourage engagement with the local community.

The club has also identified opportunities to work alongside local youth organisations, including 1st Lawford Scout Group, Manningtree Cadets and Colchester Institute.

To support this initiative, Lawford Buggy Club is seeking funding of £5,820.00. The funding would be used to purchase six RC racing kits and supporting equipment (£3,600) together with an electronic lap timing system (£620.00) and some additional materials for boundary marking. These resources would enable young people to build, maintain and race vehicles while developing practical engineering, problem-solving and teamwork skills.

Previous funding application to the Tudwick Foundation has been successful and £2110.00 of funding has been provided. LBC has raised £800 for the purchase of 200m of boundary rope. LBC are looking for additional funding to provide the provision for the remainder of the budget which is £2910.00

The proposed project will provide a positive, community-focused activity for local young people, encourage participation in STEM subjects. It will also strengthen links between local organisations, schools and the wider community.

Lawford Buggy Club welcomes the opportunity to present this proposal and answer any questions regarding the project and its future development.

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2 Club Details

2.1 Who Are We?

A local club of radio control car enthusiasts who meet to race their hand built and tuned 1/10th scale electrically powered racing cars.

2.2 What we do



We meet 2 – 3 times a month on a Sunday morning / afternoon to race 1/10 scale electrically powered buggies in the local area.

We run different race classes, currently split between 2-wheel drive and 4-wheel drive buggies.

Points are scored over the course of an event and in a final. Points count towards the club championship at the end of the year.

We also regularly meet at local businesses such as local pubs and cafes post racing each week to debrief and discuss club matters. Typically, we stay on the premises for 1-2 hours and on average spend per head is in the region of £15 - £20.

2.3 Unique Aspects of the Club

The club is a true grass roots RC car club racing on grass where the majority of clubs have moved to man-made surfaces. Grass racing provides a unique challenge due to the uneven surface and varied grip levels.

The format of the events is unique. Each qualifier is a race over a set number of laps. The more modern format is a staggered start against the clock, reserving the actual racing to a single final.

2.4 Club Development

The club has been kindly supported by Lawford Parish Council and has been allowed access to the Lawford Parish Hub grounds to relocate the club in a central location. The relocation has proven successful with an increase in attendance and the reintroduction of spectators.

A key element to its future success was to seek financial assistance to support the development of the youth program. The target is to create a race series for young people and new members where the sport can be learned within a competitive to but balanced series.

2.5 Engagement with the local schools

The club is currently in discussions with Manningtree High School, which offers a limited number of places on its existing electric car racing program. In 2026, only eight places were available despite receiving approximately 80 applications.

To help address this demand, the club is developing an alternative program that delivers similar learning and engagement opportunities while being accessible to a much larger number of students. Ongoing feedback from the school has been very positive, as the concept aligns closely with its objective of expanding STEM (Science, Technology, Engineering and Mathematics) opportunities, especially now the club is back in a very central location. The school have commented that they are certain they want to be part of this project. The Club are seeking further meetings with the school to agree on the delivery of the project and any other matters such as safeguarding which will need to be in place before the delivery of the project starts.

The program is also seen as an effective way to encourage pupils to engage with the local community and may appeal to a different demographic from those who typically participate in traditional team sports, but it will also provide an excellent alternative to fill the time void that will be created by the newly announced social media ban for young people. In a further development, the department of education is targeting increase attendance on Fridays by dedicating time to clubs and extracurricular activities. This project aligns well with these initiatives where we aim to bring a fun and engaging activity to the school.

In addition to the Manningtree high, contact has been made with Colchester Institute to establish whether the project is of interest within the STEM dedicated departments.

3 Requested funding

Assistance for the club is required to purchase equipment to support youth focus program.

Purchase of racing kits – To support project(s) with local school and youth groups. This is to provide the hands-on application of Science Technology Engineering and Mathematics skills (STEM). This also removes the main barrier to entry for children to the sport due to upfront cost without first trying the sport.

The intent is for the youth members to assemble their own cars applying and developing mechanical and electrical engineering knowledge. Once the cars are assembled, come and race their creations at Lawford Buggy Club in a dedicated race class.

Between events the cars be stored in the locked outbuilding within the Parish Council Community Hub's grounds and used during further hands-on sessions covering maintenance and turning.

A list has been compiled to illustrate the components required to create the race class. Full details of equipment to be purchase are provided in Appendix 1.

Total Price £3600.00

Note for the price indicated we can supply vehicle kits to the local school to support the project. Members of the club will then go into the school to assist with the assembly and tuning of the cars before the pupils visit the track to take part in events. All support provided by the club will be on volunteer basis and free of charge.

Timing Equipment.

Currently during events, the laps are counted manually. This system works while all members are known and are regular. The downside of this system is that it is prone to error especially if there are new participants with their cars on track who are not familiar to the lap counter. The system is not scalable and therefore not in line with the expansion plans of the club.

A lap counting system provides accurate lap counting and lap timing. This provides an opportunity for the drivers to understand the benefit of any tuning or driving improvement.

The time system is considered key to the development of the youth membership because it provides a scalable system and the instant feedback that younger generations are accustomed too.

Timing system includes a decoder, PC software and reading loop that is laid over the track.

Total Price - £620.00

Boundary Marking

The track is marked using different materials such as rope and plastic tubing. The club is seeking funding to standardise the materials used to mark the boundary. Note that the buggy club has raised some of its own funding to purchase 200m of blue polypropylene rope. The funding is to purchase an additional 200m of rope to match the previously purchased product. This provides three advantages.

- The rope is easier to handle and reposition which will support the training phase of the project.
- Rope will be used to aid the flexible arrangements required to share the space with the scouts and other community events. Rope can be quickly moved to create space and is easier to store.
- A uniform material will create a polished perception for newcomers which is important while trying to attract new members.

3.1 Other Funding Initiatives

Funding has been applied for and granted by the Tudwick Foundation providing £2110.00

LBC has combined member contributions with club funds to purchase materials for track improvements to ensure the track looks fun and engaging. Club and membership contributions - £800.00

In the period before the new season starts, the club intends to hold an open day to invite the local community to attend the site and try the sport. As part of this event, the local community will be invited to bring their own cars to try on the track.

LBC are reaching out to a well-established vlogger within the race community called Popalong RC. The vlogger promotes RC racing and the development of the next generation. If a collaboration is successful the reach of this will expand into the larger RC community.

Contact has been made with the Rotary Club and we have been invited to present our proposal to their committee in February 2027.

3.2 Benefit to the area

The club is intended for local people and families. RC car racing provides an opportunity for groups of friends or families to get outside into the local area to enjoy the surrounding and build a club spirit.

The presence of the track will provide an activity for the under-catered senior school-aged children, offering a viable alternative to screen time or less socially acceptable activities. This could also provide an activity for parent-child bonding as the hobby is accessible by all ages.

3.3 Benefits to members + younger generation

RC racing involves developing certain skills and attributes both personal and valuable STEM (Science, Technology, Engineering, and Mathematics) related areas of knowledge.

- Basic mechanical engineering skills are developed through the building maintaining of the vehicle.
- Basic electrical engineer skills are developed through the assembly and maintaining of the propulsion and steering systems of the vehicle.
- Problem solving, which is utilised during fault find and resolution or optimisation of the car, problem solving is a key skill within RC racing.
- Fine motor skills and reactions are developed through the smooth operation of the controls of the car.
- Hand eye coordination and reflexes are developed to react to the car's behaviour during off road racing.
- Spatial awareness and ability to make decision under pressure are developed during wheel-to-wheel racing.
- Concentration levels and mental stamina are developed to perform at your best during a 5-to-10-minute race. Note loss of concentration typically results in a crash.
- Emotional regulation and mental robustness are developed through the racing of the cars which can provide a safe but significant situational pressure and emotional highs and lows when winning and losing.
- Strategic thinking is required and developed through the race. A good racer knows when to push, when to attempt and overtake, when to defend and when to operate within their capability to maintain track position.
- Vehicle dynamics and associated tuning is a skill that develops as the driver becomes more complete. Note this is transferable to larger vehicles

4 Project targets and objectives

- Recruit 20 new youth members within 2 years.
- Deliver at least 6 school or youth-group sessions annually.
- Provide access to RC racing equipment for at least 30 young people per year.
- Maintain a minimum of 12 club race meetings through the summer season.

5 Conclusion

The Lawford Buggy Club is keen to grow its youth membership, and to support this, we are working closely with the local high school to develop a project alongside their existing in-school racing program. This initiative aims to offer similar STEM (Science, Technology, Engineering, and Mathematics) learning opportunities, giving young people hands-on experience and skill development.

The timing of this project is particularly important given rising concerns about screen time, social media exposure, and the growing push for extracurricular activities that encourage better school attendance.

To bring this vision to life, we need funding to create a dedicated race class and provide the necessary equipment to attract and support local young people. By offering the equipment upfront, we remove the main barrier to entry and make it easier for new members to get involved, while also nurturing STEM skills and strengthening the club's presence in the community.

We are requesting £5,820 to fund this project. Thanks to generous member contributions and a successful grant from the Tudwick Foundation, the outstanding amount needed is now reduced to £2,910.

The Lawford Buggy Club would be happy to discuss this proposal in more detail, answer any questions.

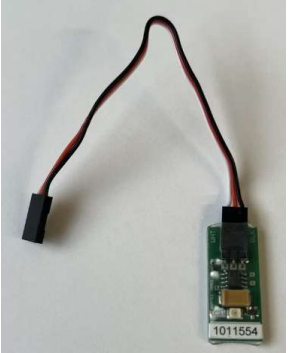
Thank you for considering our request and for supporting the future of our club.

6 Appendix 1 – Detailed List of Equipment.

Item	Picture	Qty	Comment
Yokomo Rookie Off- Road RO2.0 2WD Buggy kit		6	Product has been selected as it represents a competitive kit at a budget price point. The design features the tuning and adjustability of more premium product and therefore offers the same learning STEM learning opportunities.
Hobbywing Quicrun Electronic speed control		6	The ESC is the main control unit of the car. The Quicrun range is a more budget option but both provides enough power for competitive racing and offer a robust option for beginners
SKY RC 8.5t Electric brushless motor		6	The motor powers the vehicle and the unit has been selected to provide a budget friendly but proven performance and durability.
Futaba 3PV Radio with receiver		6	The controller is the link between the driver and the vehicle. The unit selected is a tried and tested model that includes all functionality to maintain the systems within the car and offer adjustability for the user.
SAVOX Digital servo		6	The servo provides the steering control to the vehicle. The unit has been selected due to proven use within the club and good reputation of the manufacturer.

LIPO Battery		12	The battery is the power source of the vehicle. The capacity selected will provide 2 races per battery which will be adequate for the race events.
LIFE Battery		6	Power source for the controller.
Tyres		6	Tyres and wheels for the vehicle to race

Timing equipment

Item	Picture	Qty	Comment
IRACE Lap scoring system IR		1	The product come with hardware and software to install a timing system at the track to oversee timing and lap counting in a race. Note the system has been modified to expand the hardware supplied to meet the needs of the club.
I Race Personal Transponder		6	The transponders work with the lapping system. They emit an IR beam with a unique ID which the sensors in the system read to record laps and lap times. One is required per car.

Transponder mounting bracket		6	One bracket is required per car to mount the transponder in a visible location.
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Boundary Marking Materials.

Item	Picture	Qty	Comment
60mm diameter Polypropylene rope		200m	The product is the same material and specification used within the current layout. The previous rope was funded by LBC own fund raising. The rope marks the track boundary with a contrasting colour with a robust rope which is easily positioned and handled. In addition to the functional aspects of the rope, the additional rope matches materials already in use and provides a more polished appearance to attract new members including youth membership.



BRANTHAM
Parish Council

PAPER 9

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

clerk@branthamparishcouncil.gov.uk
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		£7,713.90	£96,546.72	
	Committed	£88,526.00	£8,020.72	Balance after committed funds
Totals	£112,051.51	£154,005.43		

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	£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			
RST - Jetty improvements	4500.00	£8,000	Unknown to date	£1,500	FC 03.26.10	2026	Completed
BMCIC	500.00	£700	Unknown	£500	FC 05.26.08	Jul-26	Completed
TOTAL				£7,713.90			

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

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			

30 July 2026

Three Valleys Neighbourhood Plans Alliance
Neighbourhood Plan Support: Indicative Housing Requirements Calculation
Fee Proposal

CONTEXT

There is currently no adopted indicative housing requirement in the Babergh and Mid Suffolk Joint Local Plan Part 1 (November 2023). A Briefing Paper was published by the District Council in March 2025 that divided up the projected housing growth for Babergh, based on the Government's standard methodology, according to size of parish in terms of the existing number of dwellings. The District Council is encouraging parish councils preparing neighbourhood plans to use these figures for their housing allocations.

The approach in the Briefing Paper does not take account of a spatial strategy for the distribution of growth across the district. Such an approach is typically used in local plans to direct growth to those settlements where services and facilities exist, as was proposed in the draft Joint Local Plan in 2019. That draft Plan had a hierarchy of Ipswich Fringe, Market Towns and Urban Areas, Core Villages, Hinterland Villages and Hamlets. It allocated 28% of growth to Core Villages, whereas the Briefing Paper allocated 42%. However, there is currently no spatial strategy in Babergh as it was deleted by the Planning Inspectors examining the Local Plan.

It is currently unlikely that there will be any indication of neighbourhood plan housing requirements until January 2027, when the District Council consults on the proposed Local Plan content and evidence. Given the desire of parish councils to press ahead with their Plans / Reviews, this proposal considers an option for calculating an interim indicative housing requirements for neighbourhood plan areas in the "Alliance" area. It should be noted that **using the proposed approach does not in itself guarantee that the housing numbers when published in the Draft Local Plan will be the same**. They could increase or decrease, depending upon the spatial strategy that the District Council proposes in the Plan and the availability of sites to deliver the housing requirement. Likewise, the indicative number identified by the proposed Methodology may not be deliverable if there are insufficient sites put forward in the Babergh "Call-for-Sites" exercises in 2024 and 2025. This would be a matter for each parish council to address at the time.

PROPOSAL

Places4People propose to:

1. Prepare a Methodology Paper to identify an approach to determining an "Indicative Housing Requirement" for the parishes in the "Alliance". The approach will be based on the Government's Standard Methodology, currently set out in the Draft NPPF (December 2025). It had been expected that the final new NPPF would be published in July, but this has been postponed. The methodology will have regard to the new NPPF if it is published at the time of preparing the

Methodology Paper. We will build in an allowance to review/amend the approach once the final NPPF is published. The methodology will take account of the most up-to-date published data concerning housing stock and permissions in each parish and the level of housing growth planned across Babergh in the period to be covered in the emerging Local Plan.

2. Seek sign-off of the "Alliance" to the draft Methodology through attending a meeting of representatives.
3. Liaise with officers at Babergh District Council (expected to be via email) to seek their approval of using the methodology to calculate an indicative housing requirement for the neighbourhood plan areas (parishes).
4. Carry out the calculation of housing requirements based on the agreed methodology.

We have allowed for attending 2 meetings of the "Alliance", at stage 2 and stage 4.

Fees			
ITEM	HOURS	RATE	FEE
Prepare draft Methodology Paper	3	£65.00	£195.00
Meeting with Alliance	1.5	£65.00	£147.50
Calculation of Indicative Housing Requirement for parishes	2	£65.00	£130.00
Meeting with Alliance to agree results	1.5	£65.00	£147.50
TOTAL			£620.00

All fees are net of VAT

Places4People Ltd

Registered Office: The Maltings, Rosemary Lane, Halstead, Essex CO9 1HZ
Registered in England & Wales - Company registration number 09551615

VAT Registration Number: 291 9963 46