

Draft Minutes from Parish Council Meeting

Monday 21st July 2025, 19:30, The Old School House, The Street, IP28 6PS.

These draft minutes will be approved at the Parish Council Meeting on 15th September.

Present:

Cllr Darren Baugh (Chair), Cllr Veronica Halford (Vice Chair), Cllrs Karrie Baugh and Joe Fisher.

Cllr Susan Glossop, Clerk Justin Hook, Andrew Blenkiron (AB) (Elveden Estate) and 2 members of the public.

Agenda Items

1. Chair's welcome, opening remarks and to receive apologies for absence
Chair welcomed those in attendance. County Cllr Colin Noble absent, no apology received.
2. (i) To receive members Declarations of Interests
Cllr Fisher advised council that Mollie Grey was his partner.
(ii) Council to consider any new written requests for dispensation and/or requests which have been received - **none received**.
3. To approve & adopt the minutes from the Council meeting & AGM held on 19th May 2025
Council resolved to approve and adopt the minutes, the Chair signed them.
4. Council to consider co-opting Bruce Hamill and Mollie Gray onto the Council
Bruce Hamill was not in attendance. Co-option deferred until September.
Action: Clerk to check in and see if all okay.
Cllr Fisher abstained from the following vote, after declaring his interest in the matter.
Council resolved to co-opt Mollie Grey onto the Council and she joined the table and signed the Declaration of Acceptance of Office.
5. To receive County Councillor's report from Cllr. Colin Noble
None received.
6. To receive Borough Councillor's report from Cllr. Susan Glossop
Local plan has been adopted - the village remains a Category B village. Next local plan planning starts immediately.
Cllr K Baugh asked what that means for the village especially regarding Elveden's plans?
AB confirmed that the Church Farm development sat partially outside of the development boundary, hence it did not progress, and the site had now been rented out to the scaffolding company.
Council agreed to include this information in the newsletter and maybe a statement on the website to be able to refer villagers to.
Cllr Glossop has been speaking with MP Nick Timothy regarding the A1101 issues especially regarding motorbikes. The MP wants the police to attend, but having troubles getting any commitment, and suggesting she contact the Safer Neighbourhood Team. Cllr Glossop looking to get SCC presence to attend, either Cllr Noble or Cllr Hopfensperger (who represents the villages closer to Bury).
Resident in Hall Barn Close contacted Cllr Glossop to advise cars parking on the green areas in the close. Clerk confirmed that Havebury don't own and is asking for WSC for their input. Cllr Glossop identified the homes belonged to Flagship and now owned by Samphire who she has contacted for further information.
WSC Thriving Communities fund is now open - potential funding opportunity for the basketball court resurfacing.
Regarding byways, there seems to be less issues currently whilst some remain closed.
Regarding ANPR equipment - best to speak to Cllr Noble.
Cllr K Baugh added that the police are potentially looking to move their monitoring spot to a more central location in the village.
7. Public open session up to 10 minutes - questions and issues on matters arising from the agenda and from the village
Cllr Halford brought some questions from a resident;

- a. Where the road has been dug up for the Mill entrance, when will it be reinstated?
Potential tree removed?

AB thought that another silo was yet to be delivered, and advised that the land had been sold from Elevden to Heygates and was currently going through the solicitors.

Action: Clerk to wait a couple of weeks and then make contact with Heygates.

- b. Empty properties in the village

This was covered in the last meeting and a statement placed on the parish council website.

Cllr Halford raised the ongoing issue of rubbish at Ramparts Field car park.

Cllr Fisher and the Clerk also highlighted that the picnic area was being used as a memorial/shrine, with bottles of drink, food stuffs, flowers etc. and that one picnic table was all but non-existent anymore, through decay or vandalism.

Cllr Baugh advised ongoing issues with the car park and access and that the owner Charles Browning was not taking an interest.

Action: Clerk to speak to owner to report issues and discuss way forward.

8. To receive updates on the following matters:

- a. Highway gates installation update - Clerk

Suffolk Highways have confirmed that the last proposal was not compliant. Council are to resubmit plans, with a separate gate to the speed signs. These must sit independently on a pole behind the gates, so that Highways can maintain their responsibilities to replace, if they were ever damaged.

Action: Clerk to requote new concept, and reapply for license.

- b. VAS data report - Cllr Fisher

From Mildenhall: average incoming speed was 37mph, with a top speed of 116mph outgoing and 56% of traffic compliant with 30mph limit and 18% between 31-35mph.
From Bury: average incoming speed was 30mph, with a top speed of 88mph outgoing and 86% of traffic compliant with 30mph limit and 10% between 31-35mph.

- c. Play park cleaning - **covered under agenda item 15**

- d. Basketball resurfacing - Clerk

Funding request from Alice Dix charity for the repairs is almost complete. They are prepared to cover 70% of the cost.

Action: Clerk to look at funding options for the other 30%.

- e. ANPR devices - Cllr Baugh

Lengthy form to complete for council to request, involving neighbour consent etc. Clerk advised Fornham All Saints has been added to the list after contact with the Community Policing Team.

Action: Clerk to see if Icklingham can be added.

- f. Phone box repair - Cllr Baugh

Cllr Baugh has glass and will complete repair imminently.

9. To receive Clerks report

- a. Damaged signs

All damaged signs reported, some replaced. SCC advise they are aware of what's needed. **Item Closed.**

- b. Empty properties

Website has been updated with a statement about the empty properties. **Item Closed.**

- c. Tuddenham PC joint meeting

No contact since April. **Item Closed.**

- d. Dog fouling signs

Cllr Halford happy to put some up around the village. Clerk suggested some of the larger ones could go along the byway behind Hall Barn Close.

Action: Clerk to drop signs off to Cllr Halford.

- e. Grass cutting

New contractor appointed and Cllrs confirmed that a good job had been done and to pass on their thanks.

- f. Play park sign

Action: Clerk to arrange.

- g. Highways signs
All signs have been collected. **Item Closed.**
- h. Dog bin outside church
WSC no longer supply or stock bins, so council to replace themselves.
Council resolved to purchase a like for like unit and approved a budget of up to £400.
- i. Pavements from All Saints Church down to houses at bottom of hill
Cllr Halford confirmed this had been done and looking good. **Item Closed.**
- j. Email to Matthew Hicks
No response received.
Action: Clerk to send to Cllr Glossop to escalate.
- k. Noticeboard key for Cllr Halford
New keys handed to Cllr Halford and Cllr Baugh (Clerk also has a key). **Item Closed.**

Clerk attended a SCC session on LGR, outlining the proposal for One Suffolk, a single unitary council for Suffolk. Stand out points were that one council would provide the greatest savings and perhaps the simplest transition. Also that we need to NOT see it as Suffolk County Council absorbing all of the district councils - it would be an entirely new organisation from top to bottom.

10. Planning:

Council to discuss the following applications;

No new applications to discuss

11. Finance update

- i. **Council resolved to approve payment of the following accounts and outstanding invoices:**

Payee & details	Total
J Hook, Clerks salary, May	£466.76
J Hook, Clerks salary, June	£466.96
HMRC, Clerks tax & NI, Q1	£334.06
SLCC, CiLCA qualification fee	£450.00
The Old School House, hall hire May meeting	£30.00
Lloyds, bank charges, Apr-May	£4.25
Lloyds, bank charges, May-Jun	£4.25
V Waples, Internal Auditor	£188.40
Total Payments	£1,944.68

- ii. Council noted payments received to 30th June.

From & details	Total
Lloyds, interest x 2 months	£33.03
Total Monies Received	£33.03

- iii. Council noted bank balances to 30th June.

Current	£676.50
Savings	£27,845.41
Total Bank Balance	£28,521.91

- iv. **Council resolved to approve bank reconciliation for May/June 2025.**

- v. **Council resolved to approve the end of Q1 finance report, April-June.**

12. End of year finance & audit

- i. **Council reviewed the Internal Audit Report and Clerks report of audit findings, resolving to adopt both documents.**
- ii. **Council resolved to confirm the effectiveness of Internal Audit.**
- iii. **Council resolved to appoint Vicky Waples as the Internal Auditor for 2025/26 period.**

13. Policies & Procedures

Council resolved to approve and adopt the following revised policies;

- a. Model Publication Scheme
- b. Lawful Basis for Processing Data
- c. Privacy Policy
- d. Subject Access Request (SAR) Policy
- e. Freedom of Information
- f. Document & Electronic Data Retention Policy
- g. Media Policy
- h. Complaints Policy

14. Play park inspections

Council noted from report that remedial work required, but all low to very low risk.

15. Play park cleaning & creation of a 'friends of the play park' scheme

Council agreed that a 'friends' scheme is unlikely to work and that council ought seek advice from the inspector on how best to tackle the algae.

Action: Cllr Fisher to speak to the inspector for more information and report back.

16. Bus Stop Improvements

Cllr Halford suggested the bus stop opposite The Farthings appears little more than a grass verge, and could be improved with an area of hard standing.

No other improvements were suggested.

Action: Clerk to raise a request and complete the necessary forms.

17. Motorbikes speeding and noise disturbance

Item covered earlier in the meeting.

The Clerk added that in Fornham All Saints he had spoken to the Community Policing Team and they provided greater attendance on event nights, which Cllrs and the Clerk confirmed was more visible. Clerk also confirmed that the VAS units in FAS picked up some of the highest recorded speeds on event nights.

Action: Clerk to speak to local Community Policing Team to raise the issue and ask for greater presence on event nights.

18. Correspondence

Email from Cllr Glossop re: parking on the grassed areas in Hall Farm Close

Covered earlier in the meeting.

19. Date of next meeting

The next Parish Council Meeting will be held on September 15th, commencing 19:30 at The Old School House, The Street, IP28 6PS

Meeting closed 20:45

..... Sign & date

..... Print name

Chairman

Signed as confirmation that they are a true record.