



**BADWELL ASH PARISH COUNCIL
MINUTE OF THE MEETING HELD ON TUESDAY 6TH MAY 2025 AT 8.00PM
IN BADWELL ASH VILLAGE HALL**

Present: Cllrs Richard Morris (Chair), Stephen Russell (Vice Chair), Will Draper, Nick Harvey, John Morgan, Clare Taylor, Mark Tomkins, Tavid Dobson (Parish Clerk) and Lainey Pace (Minute Secretary)

Also Present: County Cllr Andy Mellen, District Councillor Richard Winch

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

1.1 Cllr Taylor proposed Cllr Richard Morris to stand for the position of Chairman. Cllr Harvey seconded the proposal. Cllr Morris accepted the nomination, and this was unanimously voted on by the remaining Parish Cllrs.

1.2 Cllr Morris signed the Declaration of Acceptance of Office.

1.3 Cllr Tomkins proposed Cllr Stephen Russell for the position of Vice Chairman. This was seconded by Cllr Morgan. Cllr Russell agreed to stand, and this was voted unanimously by the Parish Cllrs.

1.4 Cllr Russell signed the Declaration of Acceptance of Office.

2. APOLOGIES

Cllrs Roy Woodfine and Bill Woodhall had formally sent notification of their absence which was noted.

3. DECLARATIONS OF INTEREST

3.1 Cllr Taylor has an item of interest under 12.1 regarding planning application DC/25/01854.

4. MINUTES

4.1 To approve and sign the minute of the previous meeting

The minute of the meeting held on 1st April 2025 were approved and signed off by the Chairman.

4.2 Matters arising from the minute not covered on the agenda

None.

5. REVIEW OF OUTSTANDING ACTIONS FROM LAST MEETING

5.1 The Outstanding Actions from the last meeting were reviewed and the Action Tracker was updated.

6. GOVERNANCE

6.1 Proposal that the PC approves the officio appointment of the Parish Clerk to all BAPC Steering Groups that the PC chooses

The Clerk requested approval from the Parish Council to sit on all BAPC Steering Groups in order to fully understand and support the business of the Parish Council. This was agreed.

6.2 Policy update and introduction of process for evaluating CIL and Small Grant Applications.

The Clerk reported these policies have been updated. The Finance Steering Group will produce a process for evaluating local CIL and Small Grant Applications to make the process more transparent and will bring this back to this meeting. This was agreed.

ACTION Finance Steering Group

6.3 Update on BAPC policy and process for evaluating Planning applications.

The Clerk Reported he has updated the Master Planning Application Register and the Planning Assessment Steering Group has produced a process for evaluating planning applications, a summary of each month's applications will be emailed to all Parish Cllrs prior to the meeting to support discussion and approval.

6.4 Proposal to develop a scope for a BAPC Emergency Plan

The Clerk reported he has received an email from the Emergency Plan Support Officer who has offered to help the Parish Council to develop an Emergency Plan. District Councillor Winch confirmed that Walsham Le Willows has produced an Emergency Plan and would email a copy to Cllrs for information.

ACTION D Cllr Winch

Following further discussion it was agreed that the Clerk will organise a meeting with the Emergency Plan Support Officer, for them to come along and meet with the Parish Cllrs prior to a Parish Council meeting. **ACTION Parish Clerk**

7. FINANCE

7.1 Report by Responsible Finance Officer

A copy of payments for May were circulated, and signed off by the Chairman, see Appendix 1. Cllr Harvey checked and signed off this month's bank statement.

Cllr Taylor reported that the Parish Council bank mandate has now been updated and all issues had been resolved. She will request a Parish Council debit card and also look into a Parish Council savings account

The Parish accounts were signed off by the Auditor today and these will be brought to the next Parish Council meeting.

7.2 Proposal to form the BAPC Finance Steering Group

The Clerk requested approval from the Parish Council to form a Finance Steering Group which was agreed. This will include Cllrs Taylor, Russell and Morgan and the Clerk. Key functions of the Steering Group had been circulated to the Parish Council and were agreed.

7.3 BAPC Small Grant application submitted by PCC for evaluation

The Clerk reported he had received the small grant application from the PCC for a camera survey to ascertain the cause of damp to the south aisle in St Mary's church and for the installation of a digital Giving device. This has now been passed to the Finance Steering Group for action. **ACTION Finance Steering Group**

7.4 BAPC CIL Grant application submitted by VHC for evaluation

The Clerk reported he had received a CIL Grant application from the VHC Trustees for an infrared heating system and decoration of the large hall. This has been passed to the Finance Steering Group for action. **ACTION Finance Steering Group**

8. NEIGHBOURHOOD PLAN

8.1 Neighbourhood Plan Update

Cllr Russell confirmed the end of year report has been submitted and the Neighbourhood Plan has been sent to the Examiner. Suffolk County Council has appointed an Examiner, and agreement has been given for the Parish to hold two public survey days to ascertain what amenities parishioners would like in Badwell Green, Badwell Ash and Long Thurlow. These recommendations will be taken forward as projects within the Parish Infrastructure Investment Plan (PIIP). Cllr Russell to provide a further update at the next meeting. **ACTION Cllr Russell**

9. MULTI USE GAMES AREA (MUGA)

9.1 Update

Cllr Harvey reported that the MUGA will be considered on the 7th May. Once approved, this can proceed. Cllrs Morgan and Tomkins will be attending the meeting on the 7th May. Cllr Harvey to provide a further update at the next meeting. **ACTION Cllr Harvey**

10. TRAFFIC MANAGEMENT AND ROAD SAFETY

10.1 Replacement Speed Cameras update

Cllr Tomkins reported that the poles for mounting the new speed cameras in Long Thurlow need to be upgraded and he has obtained a quote for the cost which is £328 per pole. This cost is within the proposed budget for this expense and agreement was given to proceed. Cllr Tomkins will take this forward and Cllr Russell will speak to Ed Walsh regarding the speed camera for Badwell Ash. Cllrs Tomkins and Russell to provide an update at the next meeting. **ACTION Cllrs Tomkins and Russell**

10.2 Traffic monitoring parish wide

Cllr Russell confirmed that traffic monitoring will be picked up within the proposed community survey. Cllr Russell to provide an update at the next meeting.

ACTION Councillor Russell

11. MINOR WORKS AND PROJECTS

11.1 "Pride of Place" expenditure/street furniture renewal update

Two new benches have been purchased and delivered and awaiting placement. These are to be located and positioned together as talking benches. Cllr Tomkins to report back on proposals on where these benches are to be located. **ACTION Cllr Tomkins**

11.2 Replacement bench – St Mary's Crescent

Cllr Draper reported he has spoken to the owner of the replacement bench who has confirmed they are happy with the suggestion of locating this bench near the junction of St Mary's Crescent looking back into the village. It was agreed that the Clerk would write to residents of St Mary's Crescent to confirm this proposal.

ACTION Clerk

11.3 Defibrillators (2) update

The Clerk reported he had updated and confirmed the management arrangements for both defibrillators. Cllr Morgan had undertaken the inspection of the defibrillator in Badwell Ash for this month and in the absence of Cllr Woodfine, the Clerk will carry out this month's inspection of the defibrillator in Long Thurlow. The Clerk is to provide an update at the next meeting. **ACTION Clerk**

11.4 Footpaths update

Update to be given at the next meeting. **ACTION Cllr Woodhall**

11.5 Playground Inspection - Discussion of annual playground inspection report findings and proposed action

A copy of the annual playground inspection had been circulated, and the Clerk will follow up on the minor issues identified in the report and to provide an update on progress at the next meeting. Cllr Russell agreed to undertake the inspection for this month. **ACTION Clerk and Cllr Russell**

11.6 Grounds and Village assets maintenance schedule 2025

Update on specification and schedule of works

The Clerk has met with Stephen Rose who has been given a schedule of works to be undertaken within the Parish and will carry these out within 6 hours per month.

11.6.1 Discussion on fly posting on village assets

Cllrs Taylor and Tomkins visited the Mulberry Home Site Manager this morning regarding fly posting on village assets. Cllr Taylor reported that the footpath to the right of the Mulberry Homes site will not be completed until the building work has been completed, however, there is access through.

The Cllrs also made enquiries as to whether anyone who purchased one of the new houses on the site were given the opportunity of purchasing additional land on the site. The Site Manager confirmed this was being offered by the land owner and had nothing to do with either Mulberry Homes or the housing development site.

12. PLANNING

Application **DC/25/00353** This is for the retrospective planning application for the installation of a wooden canopy fronting Rumbles Fish Bar. A letter has been sent to Rumbles Fish Bar inviting them to discuss their proposals if they would like to submit a new application and as yet no response has been received.

Thanks were extended to District Cllr Winch for circulating a summary of the current planning applications.

12.1 Report by Badwell Ash Planning Assessment Steering Group

The BALT (Badwell Ash and Long Thurlow) Planning Assessment Steering Group have met to scrutinise and consider the following planning applications and has

produced a summary of their recommendations for further discussion/approval at this meeting as follows.

12.1.1 DC/25/00365 Olive House, Langham Road, Badwell Ash – This Application for planning permission to build a 5-bedroom detached house on land which sits outside the settlement boundary of Badwell Ash village is not supported as it goes against BALT 2 and BALT 3 policies of the Neighbourhood Plan and was unanimously refused.

12.1.2 DC/25/01649 Tiptofts Farm House, Long Thurlow, Badwell Ash – Application for planning permission for structural repairs, installation of ground source heat pump, external repairs and alterations, erection of an extension to the west elevation, and erection of a three bay cart lodge (following demolition of existing stables). This application was approved.

12.1.3 DC/25/01650 Tiptofts Farm House, Long Thurlow, Badwell Ash - The Parish Council have no objection to Listed Building Consent being granted as long as the works to be carried out are done in accordance with the MSDC Conservation and Heritage Officers' direction.

12.1.4 DC/25/01854 Proposed residential development off Dovedale Close, Richer Road, Badwell Ash – This Application is for planning revision of the approved plans and the Parish Council supports the use of solar panels in this development. The other proposed amendments are relatively minor, and the Parish Council do not consider them to be detrimental to neighbours and the immediate environment and therefore supports this application. This was approved.

12.2 The Planning Application Assessment Addendum

The Parish Council were asked to consider the following Planning Application Addendum;

"To ensure no additional dwellings within the Parish are connected to the Anglia Water Badwell Ash Foul Water Sewer until there is a resolution with an agreed development strategy to prevent future Foul Water Sewer Overload".

This was unanimously agreed.

13. COMMUNICATIONS AND SOCIAL MEDIA

13.1 Proposal to form a Communications and Social Media Steering Group

The Clerk reported that he would like to look at the way the PC communicates with its Parishioners. He therefore proposed that a steering group is set up that deal with communications and social media and he would like to approach the editor of the Broadsheet to lead on this group. It was agreed that the Clerk obtains costings from the Broadsheet editor for this additional work and submit to the Finance Steering Group for evaluation and assessment. **ACTION Clerk and Finance Steering Group**

13.2 Proposal to change the name of the Badwell Ash Broadsheet

Sarah Sharps, Editor of the Badwell Broadsheet, has suggested changing the name of the Broadsheet so that it includes the villages it covers. This was agreed.

13.3 Request for Cllr to volunteer to manage advertising account

The Clerk explained he would like to have the Broadsheet self-financing and the way to do this is via advertising revenue. He was looking for a Cllr to volunteer to manage the advertising account and to seek advertisers. Cllr Tomkins put forward the name of a parishioner who may be interested in undertaking this role as a volunteer. It was agreed that the Clerk and Cllr Tomkins meet with them to discuss.

ACTION Cllr Tomkins and Clerk

13.4 Request for Cllr to volunteer as proofreader

A Cllr volunteer is required to undertake proofreading the Broadsheet and Cllr Russell volunteered to undertake this role. The Clerk to arrange with the Editor of the Broadsheet. **ACTION Clerk**

13.5 Update on review of the Badwell Ash Parish Council website

Cllr Morgan has now updated the website. It was noted that the website needs to be reviewed and revised and this will be carried out by the work undertaken by the communications and media steering group. **ACTION Communications and media steering group**

13.6. Proposal to create a Badwell Ash Parish Council Facebook page

The Clerk explained he would like to set up a Facebook Page for Badwell Ash Parish Council which can be used to communicate specific council messages to the Parish. This was agreed and furthermore that communications is a regular agenda item.

ACTION Clerk

Dates of future meetings 2025

3RD June, 1st July, 5th August (if needed), 2nd September, 7th October, 4th November and 2nd December.

Signed as an accurate minute of the meeting



Chair of Parish Council

Appendix 1

BACS Payments for Authorisation – May 2025

HSBC	Bank Charges 14/3/25	5.00	BACS
Gipping Press	Broadsheet April – May	274.00	BACS
Elan City Ltd	3 x New Sid's	8303.96	BACS
Currys	1 x Lap Top	422.78	BACS
Lorraine Pace	Salary	112.50	BACS
Clerk TD	Salary	633.07	BACS
HMRC	Tax & NS Ending 5 th May 25	214.34	BACS

Neighbourhood Plan Finances

	Balance Carried Forward 2024/25	£1899.97
	BALANCE	

Signed S Russell Print name S Russell

Signed [Signature] Print name BA Morris