



**BADWELL ASH PARISH COUNCIL
MINUTE OF THE MEETING HELD ON TUESDAY 3rd JUNE 2025 AT 7.00PM
IN BADWELL ASH VILLAGE HALL**

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

Also Present: County Cllr Andy Mellen, District Councillor Richard Winch and two members of the public.

1. APOLOGIES

Cllr Roy Woodfine had formally sent notification of his absence which was noted.

2. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATION

There were no declarations of interest nor requests for dispensation.

3. MINUTES

3.1 To approve and sign the minute of the previous meeting

The minutes of the meeting held on the 6th May were approved and signed by the Chair with one amendment to item 8.1 Neighbourhood Plan. Suffolk County Council has appointed an Examiner.

3.2 Matters arising from the minute not covered on the agenda

None.

3.3 To approve and sign the minute of the Parish AGM minutes

The minute of the Parish AGM held on the 6th May were approved and signed by the Chair.

4. REPORTS FROM LOCAL COUNCILLORS

4.1 A copy of County Cllr Mellen's report was circulated prior to the meeting.

C Cllr Mellen reported on the following points from his report. SCC Cabinet has approved its new Care Strategy. A total of £380 million was spent in the last year on care.

SCC has agreed to proceed with Sea Link which is a proposal to build a 2GW High Voltage Direct Current (HVDC) undersea electricity link between Suffolk and Kent.

Suffolk's 50-year-old two-tier council structure is set to change with the government proposing to abolish county, borough and district councils and replace them with a new unitary council arrangement and a directly elected mayor. A series of engagement exercises are underway.

- 4.2** D Cllr Winch had circulated a copy of his report prior to the meeting. He drew particular attention to the following items.

Solar for Business. Businesses can reduce their carbon emissions and save money on energy bills by signing up to have solar panels provided and installed on their premises for free. Electricity then generated from the solar panels is then sold to the business at a rate lower than their current tariff, helping to slash energy bills and improve their bottom line.

To help further improve performance and tenant satisfaction, the councils have launched their "repairs pledges" reflecting what tenants say is more important to them, to help guide decisions and day-to-day activities.

Nine organisations have now signed up to the Mid Suffolk Culture Fund and have received a share of £100,505 for projects that contribute toward Mid Suffolk's rich cultural scene.

5. REVIEW OF OUTSTANDING ACTIONS FROM LAST MEETING

5.1 Update of Action Tracker

The outstanding actions from the last meeting were reviewed and the Action Tracker was updated.

6. PARISH CLERK'S REPORT

6.1 Discuss outputs and actions from BAPC Emergency Plan meeting held with representatives from B&MSDC Emergency Planning team (Babergh and Mid Suffolk District Council).

The Clerk highlighted the salient points from the meeting held with representatives from B&MSDC Emergency Planning team. The three points of note from the meeting were as follows;

1. To set up a working group to draft an Emergency Plan to consist of Cllrs Russell and Woodhall, the Clerk and a VHC representative
Action Parish Clerk
2. B&MSDC Emergency Planning team have a template that can be used to produce a plan and support the PC in producing a plan
3. B&MSDC Emergency Planning team also provide a range of associated training

D Cllr Winch suggested the working group has a look at the emergency plan that has been drawn up by Walsham-Le-Willows PC and links in with them.

Action Emergency Plan Working Group

6.2 Proposal for Parish Council to donate picnic tables to village hall for new courtyard area

The Village Hall has asked if the PC would be willing to donate picnic tables for use on the new courtyard area at the back of the village hall. The PC voted 5 to 3 in principle. The Parish Clerk was instructed to write to the VHC requesting further details on cost, types of tables, security and access for those with disabilities.

Action Parish Clerk

The Clerk reminded the PC about the Wilder Ecology survey which closes on 18th June. Wilder Ecology are part of Suffolk Wildlife Trust Trading Ltd.
Link to survey: <https://forms.office.com/e/6LYj1N5amZ>

Action PC members

The Clerk reported he will be attending the SCC briefing regarding council re-organisation on the 6th June. Cllr Taylor reported she is attending an event in Norton.

The Clerk has received an email from a member of the parish regarding a proposal to the PC to consider setting up a pre-school play group in the parish. Cllr Harvey explained that the proposed industrial units would not get planning permission for this type of use but suggested that this was something the village hall could be used for. Thanks were extended to the member of the parish for their proposal.

7. FINANCE

7.1 Report by the Responsible Financial Officer

Cllr Taylor tabled payments for June which was agreed and signed off, see attached. This month's bank statement has been checked and signed off. Cllr Taylor will request a Parish Council debit card and also look into setting up a savings account for the PC. **Action Cllr Taylor**

A 365 licence has been ordered for the laptop used by the minute secretary which is an outstanding payment.

7.2 Grant application evaluations – update

7.2.1 PCC – Digital Giving device

The PCC small grant application is for the installation of a digital Giving Device in St Mary's Church. The Finance Steering Group (FSG) conducted an assessment and recommended the application be approved. The Parish Council voted to approve the grant funding. **Action FSG**

7.2.2 PCC South Aisle Damp Survey

The PCC small grant application is to conduct a camera survey to ascertain the cause of damp to the south aisle in St Mary's church. The FSG conducted an assessment and recommended the application be approved. The Parish Council voted to approve the grant funding on the basis that the costs for the main body of the work are to be obtained from other funding sources. **Action FSG**

7.2.3 VHC Decoration of Main Hall

The VHC CIL grant application included three quotes for the cost of decorating the main hall and toilet of the village hall. The FSG conducted an assessment and recommended the application be approved. Following further discussion, the Parish Council voted 5 to 2 in principle to support, however were still concerned with the high costs of all the quotes provided. The FSG were instructed to conduct a cost evaluation to help the Parish Council determine the appropriate level of grant funding to be awarded. **Action FSG**

7.2.4 VHC – New Heating System

The VHC has submitted a CIL Grant application for the cost of an infrared heating system for the main hall to replace the current heating system in the main hall and have provided three quotes. The FSG conducted an assessment and recommended the application not be approved. The PC agreed the Parish Clerk is to write to the VHC and propose the VHC apply for partial funding to replace the faulty heater in the

main hall, while both the PC and VHC consider the community survey outcomes.

Action Parish Clerk

7.3 Annual audit from internal auditors – current status

Cllr Taylor reported that the annual audit has been undertaken. The report was duly signed by the Chair, Clerk and RFO. The report is to be published on noticeboards in the parish and on the website.

Action Parish Clerk

8. COMMUNITY SURVEY

8.1 Community Survey Update

Cllr Russell confirmed the majority of the neighbourhood plan community survey forms have been delivered. There are three forms still to be delivered to Shackland Hall, Fairviews and Thistle Farm.

ACTION Cllr Morgan, Cllr Draper and Peter Dixon

- 8.2** The PC has given agreement for the Parish to hold two information days to feedback the results of the 2025 Community Survey to the Parish. These results will help to prioritise the amenities the parishioners feel are important to them and their families within our Parish.

ACTION NP Group and Parish Clerk

Cllr Tomkins reported that 48 forms have been returned so far. The meeting was reminded the community survey closing date is the 30th June.

9. MUGA

8.1 Update

Approval has been given to proceed with the MUGA and once the data from the community survey is available, consideration will be given as to how to proceed

10. TRAFFIC MANAGEMENT AND ROAD SAFETY

10.1 Replacement Speed Cameras – update

Traffic monitoring and road safety has been included within the community survey. Cllr Russell will provide a report at the next meeting. **ACTION Cllr Russell**

11. MINOR WORKS AND PROJECTS – UPDATE

11.1 Results of residents' survey on location of benches – St Mary's Crescent

The Parish Clerk wrote to residents of St Mary's Crescent regarding the location of benches and a decision has now been made. The benches will be positioned in due course. Residents have requested that a bin is also located with the benches which was agreed.

ACTION Parish Clerk

11.2 Defibrillators (2) update

The pads in the defibrillator in Long Thurlow have recently been replaced. Cllr Morgan has undertaken the inspection of the defibrillator in Badwell Ash and the Clerk has inspected the defibrillator in Long Thurlow in the absence of Cllr Woodfine.

ACTION Cllr Morgan and Woodfine.

The PC also suggested that the community should be offered the opportunity to undertake Defib training. The Parish Clerk was instructed to investigate and organise.

ACTION Parish Clerk

11.3 Footpath update

Cllr Woodhall confirmed he has had a reply from the Council and footpaths 9, 1, 2 and 5 have been cut.

11.4 Monthly playground inspection by PC

Cllr Russell has undertaken the playground inspection for this month and the results are the same as reported previously. Cllr Taylor agreed to undertake the inspection for this month.

ACTION Cllr Taylor

11.5 Playground and equipment service contract – update

The Parish Clerk reported that a quote to address the items in the MSDC playground safety inspection report and to provide ongoing maintenance had been received from ProLudic, who installed the equipment. This would now be reviewed by the FSG with a recommendation provided at the next meeting.

ACTION FSG

12. PLANNING

12.1 Report by BALT (Badwell Ash and Long Thurlow) Planning Assessment Steering Group

Application **DC/25/0281** Anglian Water Mast, Sewage Works, The Street. The PC were asked to vote on the recommended response drafted by the BALT Planning Assessment Steering Group. It was unanimously agreed to invite Anglian Water and/or their agents for a formal presentation on the overall and local plans.

ACTION Clerk

13. Remembrance and Celebration 15th August 2025

13.1 Discussion

Cllr Morgan requested that an event is organised in remembrance and celebration of August 15th 1945. This was unanimously agreed. Cllr Morgan agreed to speak to the VHC and the History Society.

ACTION Cllr Morgan

14. COMMUNICATIONS AND SOCIAL MEDIA

14.1 Communication and Social Media Steering Group update

The group held its first meeting and agreed the scope would focus around 3 specific areas:

- The Broadsheet: Renamed from the original 'The Badwell Broadsheet' from the next edition. The Broadsheet will also be increased to 12 pages, three of which will be for advertising. Cllr Russell volunteered to be the Broadsheet proofreader
- BAPC Facebook page: To be set up to support effective communication and messaging across other Badwell Ash community Facebook pages.
- BAPC Website: It was noted that the parish website needs to be improved to become user friendly. In the short term only, minor changes will be made, whilst a cost analysis is undertaken to determine the needs of the parish council and the community. Cllr Morgan agreed to continue to manage the website

14.2 Key communication messages from meeting

This item is a standing agenda item for all parish council meetings. The key messages from each meeting are to be summarised by the Chair and agreed by councilmembers. The messages will be processed by the C&MSG and posted on the BAPC Facebook page:

The following key messages were agreed:

- The development of an Emergency Plan for the parish
- Free solar power for local businesses
- Importance of Community Survey and closing date of 30th June
- Community volunteers who would like to undertake defibrillator training

Dates of further meetings 2025

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

Apologies were given by Cllr Taylor for the next meeting, 1st July.


Signed as an accurate minute of the meeting
Chair of Parish Council

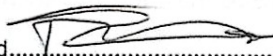
Appendix 1

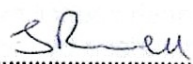
BACS Payments for Authorisation – June 2025

HSBC	Bank Charges 14/4/25	5.00	BACS
M Saunders	Completing Internal Audit	160.00	BACS
Lorraine Pace	Salary	142.50	BACS
Clerk TD	Salary	633.07	BACS
HMRC	Tax & NS Ending	214.34	BACS

Neighbourhood Plan Finances

	Balance Carried Forward 2024/25	£1899.97
5 th May 2025	The Lord Thurlow Hall – NP Meeting	£ 25.00
	BALANCE	£1874.97

Signed  Print Name RA Morris

Signed  Print Name S Russe

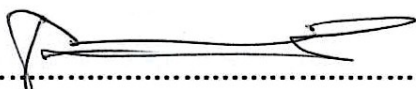
BACS Payments for Authorisation – EXTRA JUNE Payments 2025

Curry's	365 Licence LP PAID 5/6/25	102.59	BACS
Stephen Rose	Street Cleaning 6 Hours PAID 9/6/25	129.60	BACS
SALC	Yearly Membership PAID 12/06/25	416.41	BACS
SALC	Clerk Training x 3 PAID 12/06/25	118.80	BACS
SALC	6 Months Payroll Service PAID 12/06/25	54.00	BACS

Due to the urgency of the 365 Licence for LP, Stephen Rose Invoice missed CT holiday and SALC invoices delivered in the SPAM email an extra payment runs has taken place this month.

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5 th May 2025	The Lord Thurlow Hall – NP Meeting	£ 25.00
	BALANCE	£1874.97

Signed..........Print Name.....RA Morris

Signed..........Print Name.....E Raven