



**BADWELL ASH PARISH COUNCIL
MINUTE OF THE MEETING HELD ON TUESDAY 1st JULY 2025 AT 7.00PM
IN BADWELL ASH VILLAGE HALL**

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

Also Present: One member of the public.

1. APOLOGIES

County Cllr Andy Mellen, District Cllr Richard Winch and Cllr Clare Taylor had sent notification of their 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 The minutes of the meeting held on the 3rd June were approved and signed by the Chair.

3.2 MATTERS ARISING FROM THE MINUTE NOT COVERED ON THE AGENDA

There were no matters arising from the minute not covered on the agenda.

4. REPORTS FROM LOCAL COUNCILLORS

4.1 County Councillor Andy Mellen had circulated a copy of his report prior to the meeting. The report was noted and will be filed with these minutes.

4.2 District Councillor Richard Winch had circulated a copy of his report prior to the meeting. The report was noted and will be filed with these minutes.

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. PARISH CLERK'S REPORT

6.1 Parish Council's Steering Group Structures

The Clerk circulated a copy of the BAPC steering group structures prior to the meeting. This was formally adopted by the Parish Council. A copy will be posted on the BAPC website.

ACTION Parish Clerk & Cllr Morgan

6.2 Badwell Ash Community Emergency Plan update

The BA Community Emergency Plan steering group has met and a copy of the template for an Emergency Plan had been circulated prior to the meeting. The Clerk reported he had written to the VHC inviting them to have a representative on this steering group and the VHC had declined this offer.

6.3 CPR and Defibrillator training for community update

A total of 14 parishioners have so far come forward to undertake this training. The minimum age of people who can undertake this training is 6yrs old. The Clerk has contacted SARS and is awaiting confirmation of dates. Once confirmed, these dates will be posted on both the BAPC website and FaceBook Page and shared with other Parish Council's in the locality.

ACTION Parish Clerk & Cllr Morgan

It was agreed that the PC would give a monetary donation to SARS for this training.

ACTION Cllr Taylor

6.4 Correspondence from Badwell Ash residents

The Clerk gave a verbal report on various matters which had been brought to his attention:

- 6.4.1** A complaint had been received about a large number of cones that had been left along the street outside the church in Badwell Ash for several weeks. The Clerk contacted the Highways Department, and the cones have now been removed.
- 6.4.2** A complaint had been received regarding 2x unemptied wheelie bins that had been left on a pavement in Badwell Ash for nearly a month. There was concern that these were now becoming a health hazard. The Clerk has written to District Councillor Richard Winch notifying him of this situation.
- 6.4.3** A complaint had been received about a blue car which had been parked outside the shop in Badwell Ash for several months. A road tax check of the car registration revealed it was not correctly taxed, and this was reported to the DVLA who subsequently removed the car.
- 6.4.4** A complaint had been received about unauthorised garden waste that had been dumped on the Orchard Way passage. The Clerk has arranged for this to be removed.
- 6.4.5** A complaint had been received about the overgrown weeds on the road and pavement around St Mary's Crescent. This was reported to the Highways Department and awaiting their reply.
- 6.4.6** The Clerk has been made aware of possible flooding of a ditch on the Langham Road. The Clerk is currently investigating who owns the ditch in question. Cllr Morgan directed the Clerk to look at the Parish online map.

ACTION Parish Clerk

7. FINANCE

7.1 Report by Responsible Financial Officer

Cllr Russell presented the finance report as Cllr Taylor was not at the meeting.

Cllr Taylor had circulated a finance report prior to the meeting. Payments for June were tabled and signed off, see Appendix 1. This month's bank statement has been checked and signed off. As of the 1st July 2025, the PC will no longer be charged bank charges by the HSBC.

- 7.1.2** A 365 Licence for the laptop used by the minute secretary has been ordered and awaiting delivery.

- 7.1.3** Cllr Taylor has investigated the PC having a savings account and the following accounts are available:

- a. 90 day no access 3.15% interest
- b. easy access account interest rate of 1.95%
- c. 45 day notice account, interest rate of 2.4%

Following further discussion, it was agreed that the sum of £85k would be invested into a 90 day no access account and Cllr Woodfine will undertake further research into other savings accounts available.

ACTION Finance Steering Group (FSG) and Cllr Woodfine.

7.2 Finance Steering Group (FSG) – Playground Maintenance proposal update

The FSG will conduct a cost evaluation of the 3x quotes received for ongoing maintenance of the playground equipment and submit their recommendations to the next meeting.

ACTION FSG

7.3 FSG – VHC Decoration cost evaluation update

The VHC CIL grant application included 3x quotes for the cost of decorating the main hall and toilet of the village hall. The FSG has conducted a cost evaluation to help the Parish Council determine the appropriate level of grant funding to be awarded and recommends the PC pays 50%, which would be the sum of £2,120. The PC voted 5 to 1 in favour of the recommendation.

Note: The PC wanted it noted that if the VHC had supported the grant application with a long-term plan in place, the award may have been considerably higher.

ACTION FSG

7.4 FSG – VHC Heating system for main hall update

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 and have provided three quotes. Cllr Russell reported that this application has now been withdrawn.

- 7.5 FSG – Comms and Social Media support service proposal update**
The Broadsheet Editor will resubmit a cost estimate to the FSG based on the requirements set out in the BAPC Communication Strategy document currently being drafted by the Comms & Social Media group. **ACTION FSG**
- 7.6 FSG – VHC Picnic tables for courtyard evaluation update**
The VHC has asked the PC if they would be willing to donate picnic tables for use on the new courtyard area at the back of the village hall. Details of the cost, and the type of tables had been obtained and evaluated by the FSG and the PC were requested to consider their recommendation.

The PC further discussed the recommendation and voted with 4 in favour, 1 against and 2 abstained to pay for the cost of two picnic tables with the caveat that the installation costs were not to be included and that the PC owned the benches. Furthermore, the PC requires a guarantee that a ramp for wheelchair access was in place prior to the purchase of the picnic tables. **ACTION FSG**
- 8. NEIGHBOURHOOD PLAN**
- 8.1 Neighbourhood Plan update**
The Regulator will finish the review of the draft Neighbourhood Plan by the end of this month. As long as there are no changes to be made, the next step will be to hold a referendum.
- 9. PRIDE IN OUR PLACE**
- 9.1 Grant update**
Cllr Tomkins reported that the benches purchased from this grant have been sited and plaques placed on them. An update will be featured in the next edition of the Broadsheet and an update will be posted on the BAPC website and FaceBook page.
- 10. TRAFFIC MANAGEMENT AND ROAD SAFETY**
- 10.1 Replacement Speed Cameras – update**
Traffic management and road safety were included within the Community Survey and will be taken forward in working groups that are formed in due course.
- 10.2 Traffic monitoring Parish wide- update**
This will be included within the working groups that are set up following the outcome of the Community Survey.
- 11. MINOR WORKS AND PROJECTS – UPDATE**
- 11.1 Memorial bench – St Mary’s Crescent**
The new bench is now in place and the plaque commemorating Cllr Austin will be re-instated.
- 11.2 Monthly inspection of defibrillators x (2)**
The monthly inspection of the defibrillators in Badwell Ash and Long Thurlow have been undertaken and status check logged.
- 11.3 Footpaths – update**
Cllr Woodhall reported that a complaint had been received regarding access on the footpath near the Mulberry Housing development. Maintenance has been undertaken, and the footpath is now passable.
- 11.4 Playground inspection**
Cllr Taylor carried out an inspection of the playground equipment for last month. Cllr Woodhall agreed to carry out this month’s inspection. **ACTION Cllr Woodhall**
- 12. PLANNING**
- 12.1 Report by the Badwell Ash Planning Assessment Group**
The Chair of the BA Planning Assessment Steering Group, David Girling, has requested a site meeting for the development on Broadway in Badwell Ash.

- 12.2 Report on discussions with Platinum Drive Action Group representatives on Planning Application Assessment Group (PAAG) addendum and general update**
Cllr Tomkins has recently met with representatives of the Platinum Drive Action Group and briefed them on the PAAG addendum.

13. COMMUNITY SURVEY

13.1 Community Survey Update

The closing date for returning the Community Survey forms was the 30th June. A total of 144 forms have been returned. The data from these will be collated and categorised. A total of 16 parishioners have expressed interest in getting involved in local projects etc. Cllr Russell and the Parish Clerk will organise two information days to be held this September.

ACTION Cllr Russell and Parish Clerk

14. REMEMBRANCE AND CELEBRATION OF 15TH AUGUST 1945

14.1 Update

Cllr Morgan reported he is looking for volunteers to help with organising this celebration. Anyone interested please step forward.

15. COMMUNICATIONS AND SOCIAL MEDIA

15.1 Update from Comms and Social Media Steering Group

A communications strategy is currently being drafted and will be circulated for comment by Cllrs before being brought to this meeting to be agreed and signed off.

15.2 The Parish Council Facebook page has been set up and is being piloted with key messages to establish links to other community Facebook groups across the Parish.

15.3 The Broadsheet will be increased to 12 pages, three of which will be for advertising sponsorship. The Clerk reported he will undertake the advertising sponsorship role for the Broadsheet until a volunteer can be found. The closing date for advertising sponsorship for the next edition is the 16th July.

15.4 Further volunteers are required to help distribute The Broadsheet, anyone interested is requested to contact the Parish Clerk.

15.5 Parish Council's key messages to the community

The following key messages from today's meeting/this month were agreed.

- Feedback on the response to the Community Survey
- Update on the development of the Community Emergency Plan and a request for volunteers to join the group
- Promote the outcome of the Pride in Place grant and how it was used to benefit the community
- Request for more volunteers who would like to get involved with the BAPC Comms & Social Media group
- Publish dates of future PCM meetings to website and promote via Facebook

16. DATES OF FUTURE MEETINGS

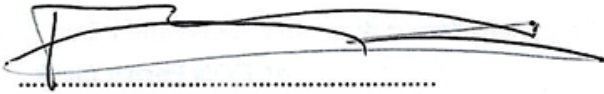
It was agreed that unless there was anything extraordinary, the PC would not meet in August. Therefore, the next meeting will be held on the 2nd September, 7pm

2 September 2025	7 October 2025	4 November 2025	2 December 2025
6 January 2026	3 February 2026	3 March 2026	

17. RESOLUTION

To consider excluding the public and the press from the meeting during consideration of item, 18,19 and 20 on this agenda, on the grounds that it is likely to touch on information relating to individuals. This information is classed as exempt under Paragraphs 1 & 2 of Schedule 12A to Section 100A of the Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) Order 20056.

The Chair closed the meeting to the public.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

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

Appendix 1

BACS Payments for Authorisation – July 2025

HSBC	Bank Charges 14/5/25	5.00	BACS
Badwell Village Hall	Room Hire April / May June Extra 1 Hour March 10 th	70.00	BACS
Gipping Press	Broadsheet Printing	193.00	BACS
Suffolk Cloud	Yearly Hosting & Support	120.00	BACS
Badwell Ash PPC	Digital Giving Grant	650.00	BACS
Badwell Ash PCC	Damp Survey Grant	360.00	BACS
Lorraine Pace	Salary	105.00	BACS
Clerk TD	Salary	633.07	BACS
HMRC	Tax & NS Ending Payment NOT before 6 th of the Month	214.34	BACS
Branded Cuppa Ltd Sarah Sharps	Broadsheet June / July 2025	180.00	BACS
Tavid Dobson (Clerk)	McAfee 2 Year Subscription	64.99	BACS
C & L Construction (BSE) Ltd	Ref Pride in Place 2025 Grant Signs Posts and Benches. Work Instruction Sheet CLCONST001	2630.94	BACS
C & L Construction (BSE) Ltd	Parish Sign and SID Poles Work Instruction Sheet CLCONST002	1223.16	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 McAfee.....

Signed..........Print Name.....S Russell.....