



BADWELL ASH PARISH COUNCIL
MINUTE OF THE MEETING HELD ON 2nd SEPTEMBER 2025, 7pm
IN THE VILLAGE HALL, BADWELL ASH

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

Also, present District Cllr Richard Winch and five members of the public

- 1. Apologies** Cllrs Will Draper, Clare Taylor, CCllr Andy Mellen
- 2. Declarations of Interest**
 - 2.1** None.
- 3. Minutes**
 - 3.1 To approve and sign the minute of the previous meeting**

The Minute of the Extraordinary Meeting held on 28th July was agreed and signed by the Chair.
- 4. Reports from Local Councilors**
 - 4.1** A copy of County Councillor Andy Mellen's report had been circulated 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. He gave an update on the Government's plans for local government re-organisation. Suffolk County Council is proposing to abolish county, borough and district

councils and replace them with a new unitary council arrangement and a directly elected mayor. Mid Suffolk District Council has formally agreed to join the county's other district and borough councils in further developing a business case and propose a three-unitary council solution in Suffolk. Existing councils must submit their proposals for a new structure in September, with the government making a final decision. In Suffolk this will be a decision between one unitary for the whole of Suffolk (as proposed by the County Council) or three unitary Councils (as proposed by the Districts and Boroughs). Public meetings will be held in the Food Museum Marquee in Stowmarket on the 10th September 6-8pm and in the ground floor meeting room at the Eye Town Council offices 6-8pm.

There are currently 63 households in temporary accommodation in Mid Suffolk. Mid Suffolk propose to increase the acquisition of temporary accommodation in Mid Suffolk by up to 30 units. This will cost c.£4m but will provide high quality accommodation and save spending money on using private sector hotels.

Chatsworth Homes Ltd was given permission to build the homes at Warren Farm in 2020 (now Platinum Drive). Mid Suffolk District Council visited the site in 2023 when it became apparent that the landscaping had not been finished. The developer was told the work must be completed, but subsequent attempts to contact Chatsworth Homes – including a warning that a Breach of Condition Notice would be served – received no response. The notice was served but not complied with, resulting in Mid Suffolk District Council taking legal action and the Developer has been fined £20k.

A copy of District Councillor Winch's report was noted and will be filed with this minute.

5. Review of outstanding actions from last meeting

5.1 Update of Action Tracker

The outstanding actions were reviewed, and the Action Tracker was updated. One outstanding action regarding ownership of the ditch on Langham Road along the boundary with Platinum estate. District Councillor Richard Winch to investigate and report back.

ACTION D Cllr Winch

6. Parish Clerk's report

6.1 CPR and Defibrillator training for community update

A total of 25 residents have registered so far to attend the CPR and Defibrillator training on the 20th December 2025. There are still places available and volunteers are encouraged to contact the Parish Clerk.

6.2 BAPC Standing Orders review and acceptance

A copy of the National Association of Local Councils Standing Orders updated 2025 had been circulated to Councilors prior to the meeting. Councilors are requested to review and submit proposed revisions to the Parish Clerk for debate at the next meeting.

ACTION All Cllrs

6.3 Community Self Help Scheme – SCC

A copy of the Suffolk Association of Local Council presentation on the Community Self Help Scheme had been circulated to Councilors prior to the meeting. The Scheme has been developed in partnership with town and parish councils across the county in response to demands to be allowed to do more to improve the look and feel of their communities by undertaking minor maintenance activities that Suffolk Highways are no longer able to deliver due to limitations on budgets.

Following further discussion, it was agreed that the Parish Council will adopt this scheme. Stephen Rose – BAPC Street Cleaner has agreed to undertake the training to be a Highways Ranger for the parish. Councillor Harvey volunteered to be the PC lead and also undertake training to be a Highways Ranger.

Action Councillor Nick Harvey/Parish Clerk

6.4 Tour of Britain Cycling race

The Tour of Britain cycling race will come through Badwell Ash between 12.50pm and 1.00pm on Weds 3rd September. Cones have been sited in the main road through Badwell Ash and the roads approaching the village. A rolling programme of road closures will be in place.

7. Finance

7.1 Report by Responsible Financial Officer

Councillor Russell presented the financial report prepared by Cllr Taylor in her absence as follows:

- BACS payments for authorisation were agreed and signed off by the Chair and Vice Chair together with this month's bank statement.
- An HSBC savings account has been opened and has a balance of £100k.
- The sum of £85k will be transferred to a Hickley and Rugby 90 Day (no access) account in due course

ACTION Cllr Taylor

7.2 FSG – Playground Maintenance project

Proludic have been awarded the service contract to undertake repairs to the playground equipment. Once the repairs are completed the FSG will invite quotes from three different suppliers to undertake an annual program of inspection and maintenance.

ACTION FSG

7.3 FSG Comms and Social Media support service proposal update

This will be reviewed at the next PC Meeting.

7.4 FSG VHC picnic tables update

The PC agreed to donate 2x picnic tables for the village hall with a caveat that a mobile ramp for wheelchair access is in place prior to the tables being purchased. The Parish Clerk wrote to the VHC outlining the PC's decision; however, the reply gave no categorical agreement that a mobile ramp would be purchased and installed. The Parish Clerk wrote again setting out the VHC's legal requirement to provide wheelchair access to those with disabilities and mobility issues. The VHC's response was discussed, and the PC voted unanimously in favour of proceeding with the purchase of the 2x picnic tables, but to hold them in storage until there is evidence that a mobile ramp has been purchased and installed. It was agreed that all the village hall entrances/exits should be wheelchair accessible.

The Parish Clerk was instructed to write to the VHC and reiterate the requirement for a mobile ramp to be purchased and installed before the 2x picnic tables are delivered.

ACTION Parish Clerk

8. Neighbourhood Plan

8.1 Neighbourhood Plan update

The Neighbourhood Plan has passed the regulation process and MSDC will now organise a referendum where Parishioners can vote as to whether they are in favour of the Plan.

9. Traffic management and road safety

9.1 Replacement speed cameras – update

A speed camera has been sited at the west end side of Long Thurlow and there are a further two to be erected. Cllr Tomkins reported he has spoken to Suffolk Highways regarding the siting of a pole at the east end of Long Thurlow which still needs to be undertaken. There is the potential to reuse the original SID if it can be fitted with a solar panel.

Cllr Russell met with the Suffolk Highways Officer who has confirmed that the SID on the Walsham Road should be relocated to its original location.

9.2 Traffic monitoring Parish wide update

Nothing further to report at present.

10. Minor works and projects update

10.1 Street Cleaning programme

The Parish Clerk reported he received notification that an old drum had been used to burn waste, and as in the process of being removed.

A request has been received to undertake a litter pick in October/November time to clear the ditches. This was unanimously agreed. **ACTION Cllr Woodhall**

Remembrance wreaths will be displayed on the war memorial in November. A request was received that the wreaths remain in place until after 5th January as a sign of respect for the American bomber that crashed just outside the village during the World War 2.

10.2 Monthly inspection of defibrillators (2)

Cllr Woodfine had undertaken the inspection of the defibrillator in LT and reported damage to the solar panel glass. The Parish Clerk reported that the warranty would be checked before placing an order to replace. **ACTION Parish Clerk**

Cllr Morgan will undertake an inspection of the defibrillator in BA this month.

10.3 Footpaths update

Cllr Woodhall reported he has checked the footpath on the Mulberry homes estate following complaints that it was not passable. The Parish Clerk was instructed to write to the developer requesting the footpath is cleared. **ACTION Parish Clerk.**

The footpaths that are maintained by SCC have been cut. A complaint has been received regarding the footpath on Broadway which is on private property. Cllr Woodhall has cleared around the footpath sign and notified the owner of their responsibility to ensure the path is kept clear and passable. There are further plans to clear the footpath near the Diaper chicken farm and the footpath on Richer Road has not been cut at present.

10.4 Playground inspection

The playground inspection was not undertaken last month. Cllr Morris volunteered to undertake the inspection for this month. The Parish Clerk reported that the playground inspection process requires updating. The PC instructed the Parish Clerk to update the playground inspection regime. The Parish Clerk agreed to complete the work over the next month and provide a 15min briefing on the new process to Councilors prior to the next meeting. **ACTION Parish Clerk**

11. Planning

11.1 Report by Badwell Ash Planning Application Assessment Group (BA PAAG)

Application Number	Property	Summary Assessment
13 DC/25/03292	Arkbridge House, Long Thurlow, Badwell Ash, Bury St Edmunds Suffolk IP31 3JA APPLICATION FOR PLANNING PERMISSION for conversion of garage/outbuilding into guest accommodation	Summary: On the face of it this is a simple remodelling of an existing garage to become a 1 bed guest annex. However, a property on the opposite side of Long Thurlow Road has had a previous request to build a garage approved by MSDC subject to: "This permission shall only authorise the use and occupation for purposes incidental to the principal dwelling known as xxxxxxxx; and does not permit the use of the accommodation for a separate household. Reason - The proposed garage constitutes a physically separate unit which would not be acceptable under the established policies of Local Plan and NPPF and having regard to its particular relationship with the principal dwelling and the potential for noise, activity and disturbance detrimental to the amenity of that principal dwelling were the development to be occupied as an unrelated dwelling". Another issue (and possibly a non-planning one) is whether the accommodation is to be used as a source of income from letting (e.g. Airbnb). Finally there is no information about energy source or energy efficiency and the intent of policy BALT15 Accessibility No information provided about energy source. Drawings do not indicate solar panels Rev3 Page 3 of 15 Assessment Relevance Design Code Reference Development Proposal Assessment Questions Comments Approval Rating 5.2.1 General Design Guidelines for New Development 5.2.1.1 New development will integrate with existing paths, streets, circulation networks and patterns of activity; be used as a source of income from letting (e.g. Airbnb). Finally there is no information about energy source or energy efficiency and the intent of policy BALT15 of the emerging Badwell Ash and Long Thurlow Neighbourhood Plan is that proposals for new or refurbished buildings should have an explanation of how they will achieve the predicted [energy] performance levels. Recommendation: Badwell Ash Parish Council support this planning application subject to information being provided as to the intended use of the annex (for business or for family guests?) and information regarding energy source and expected energy efficiency levels to assure they are in line with the emerging Badwell Ash and Long Thurlow Neighbourhood Plan.

Following discussion, the planning application was agreed unanimously.

11.2 Report on discussion with Platinum Drive Action Group

A Management Group has now been set up for Platinum Drive. The Parish Clerk agreed to attend the next meeting if invited.

ACTION Parish Clerk

12. Community Survey

12.1 Community Survey update

Responses from the Community Survey have been collated and two information days will be held in the VH on Sat 6th September and Monday 8th September. Details will be posted on the PC Facebook Page. Cllr Russell requested assistance with refreshments and for setting up the information boards. Cllrs Morris, Woodfine and Woodhall and the Parish Clerk volunteered to help.

The Chair thanked the Parish Clerk and Councilors involved in delivering the community survey briefing leaflets along with the VHC leaflets for the 'End of Summer Party'.

13. Village Hall Matters

13.1 VHC/BAPC Communication

The VHC has requested that the PC liaison representative no longer attends their committee. This is very disappointing and the PC's relationship with the VHC continues to have major difficulties. Following further discussion, it was agreed that the Parish Clerk will investigate the trustee role of the Parish Council representative to the VH Trust Management Committee set out in the conveyancing deed and advise the PC at the next meeting.

ACTION Parish Clerk

Several complaints have been made regarding the installation of internal CCTV in the VH. The PC discussed the draft guidance for members of the public regarding their rights to privacy prepared by the Parish Clerk document. A copy was circulated prior to the meeting. The guidance was agreed and is to be published, copy to be sent to D Cllr Richard Winch for information.

ACTION Parish Clerk.

14. Communications and Social Media

14.1 Update from Comms and Social Media Steering Group

The Comms and Social Media Steering Group have produced a draft policy and communications strategy. This carries unbudgeted costs, to be referred to the FSG for evaluation and will be brought to the next meeting

Action FSG

Several copies of the Broadsheet had gone missing which resulted in residents in Long Thurlow not receiving a copy.

Work is continuing with the PC website, and the PC Facebook page is now in place.

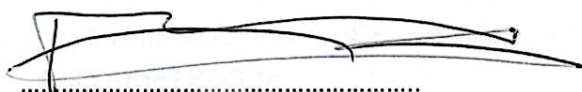
14.2 Parish Council's key messages to the community

The following key messages were agreed:

1. Share details of the Vintage and Classic Car and Fete held on the 17th August. This event was well attended and money raised is double the amount raised last year.
ACTION Cllr Harvey
2. CPR and Defibrillator training details and dates
ACTION Parish Clerk
3. Outcomes of the Community Survey Information Days
ACTION Cllr Russell
4. Crime – a break-in took place in LT recently. Publish details of the Neighbourhood Watch Coordinators so residents know who to contact.
ACTION Parish Clerk

15. Dates of future meetings

7 th October 2025	4 th November 2025	2 nd December 2025	6 th January 2026
3 rd February 2026	3 rd March 2026		



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

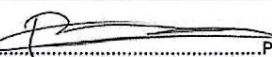
Appendix 1

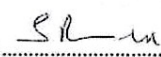
BACS Payments for Authorisation – September 2025

HMRC	Tax & NS Payment NOT before 6 th of the Month	214.34	BACS
Clerk T Dobson	Salary	633.07	BACS
MSDC	Advice Fee – Paid 14/08/25 Ref RM/CT	174.00	BACS
Badwell Ash Village Hall	Extra Meeting Monday 18/8/2025	20.00	BACS
PKF	External Audit 2024-25 Paid 18/08/25 Ref RM/CT	378.00	BACS
C & L Construction	Completion of the Signs and Poles Pride of Place Grant	£298.00	BACS
Stephen Rose	Street Cleaning August	108.00	BACS

Neighbourhood Plan Finances

	Balance Carried Forward 2024/25	£1899.97
5 May 2025	The Lord Thurlow Hall – NP Meeting	£ 25.00
15 July 2025	Rachel Leggett – Village Survey	£1007.20
15 August	Rachel Leggett – Village Survey	£ 536.00
	BALANCE	£ 331.77

Signed  Print Name P. Morris

Signed  Print Name S. Russell