

**BADWELL ASH PARISH COUNCIL
MINUTE OF THE MEETING HELD ON 7TH OCTOBER 2025, 7PM
IN THE VILLAGE HALL BADWELL ASH**

Present:

Cllrs Richard Morris (Chair), Will Draper, Clare Taylor, Mark Tomkins, Bill Woodhall, Tavid Dobson (Parish Clerk), Lainey Pace (Minute Secretary)

Also Present: County Councillor Andy Mellen, District Counsellor Richard Winch and one member of the public.

1. Apologies

Cllrs Nick Harvey, John Morgan, Stephen Russell, and Roy Woodfine

2. Declarations of Interest

- 2.1** Cllr Richard Morris has an item of interest under 11.1 Planning Application DC/25/03507.

3. Minutes

3.1 To approve and sign the minute of the previous meeting

The Minute of the meeting held on the 2nd September was agreed and signed by the Chair.

4. Reports from Local Councillors

- 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. C Cllr Mellen reported that Suffolk County Council has submitted a business case and consultations will take place between November 2025 and January 2026. A decision is expected in March 2026.

The Nature Recovery Strategy has been approved by SCC Cabinet It sets out priority habitat and species for nature conservation in the county and includes advice on how different habitats can be improved by landowners to protect and encourage wildlife.

The financial forecast for quarter one of this financial year and predicts an overspend of £13.3 million which it will balance by taking £13.3 million from its Risk Reserve. It also predicts a rise of £63.3 million in its Designated Schools Grant.

- 4.2** District Councillor Richard Winch had circulated a copy of his report prior to the meeting. He gave an update on housing for asylum seekers. SERCO have been contracted by the Government to purchase/lease properties to house asylum seekers. Neither SCC nor MSDC are the decision makers. The D Cllr will be contacted if there are any properties due to be assigned in their ward. The number in mid Suffolk is expected to be very low.

MSDC has secured a 62-acre site in Thorndon and will work with the local community to protect and enhance the area.

MSDC has pledged the sum of £4.8 million to create hundreds of new places at Stowmarket High School.

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.

5.1.1

028	03.06.25	6.1	Emergency plan	The Emergency Plan working group to review the Walsham-Le-Willows Emergency Plan
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Cllr Woodhall reported that the Emergency Plan Working Group have drawn up the following community contingency plans:

- Flood Risk Plan
- Agricultural Fire Plan
- Power Outage Plan
- Road Traffic Accident Plan
- Meth Lab Explosion Plan

5.1.2

049	01.07.25	6.4.6	Land ownership	Investigate and identify who owns the ditch on Langham Road along the boundary with Platinum Estate.
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D Cllr Richard Winch reported he is in discussion with other housing associations regarding take up of affordable housing that is being built in small developments. He will report back.

6. Parish Clerk's Report

6.1 Revised playground inspection process

The playground inspection process has been updated, and the new Visual Inspection for Outdoor Asset form was trialled by Cllr Morris who undertook the inspection for September. The new Inspection form was agreed and adopted by the PC for use when completing monthly inspections. The Clerk also suggested that Cllrs conducting inspections take photos of any faults and hazards to help with rectification, and

these should be forwarded to the Clerk for immediate action. Cllr Draper volunteered to undertake the inspection for October.

The Clerk was asked to check to see if MSDC Public Realm are undertaking the annual safety inspection of the Playground Equipment and Outdoor Gym at the end of the year and to report back to the next meeting. **ACTION Parish Clerk**

6.2 CPR and Defibrillator training for community update

CPR and Defibrillator training by SARS took place last month. Following discussion with Cllr Woodhall research is now taking place to consider offering basic first aid training to volunteers to support the Community Contingency Plan. The Parish Clerk is to consult with the community via Facebook to determine volunteer interest. A discussion followed regarding the purchase and storage of first aid kits. The PC asked the Clerk to ascertain the unit costs of first aid kits and provide an update at the next meeting. **ACTION Parish Clerk**

6.3 BAPC Standing Orders review and acceptance

The PC voted unanimously to adopt the National Association of Local Councils Standing Orders 2025. These were duly signed by the Chair and are to be posted on the website. It was agreed that these should be reviewed over the course of the remaining year to reflect the organisational structure of the PC and presented at next year's PC AGM. **ACTION Parish Clerk**

6.4 Community Self Help Scheme – SCC Update

The Clerk reported that agreements are now in place with Suffolk Highways for the use of Community Volunteers and Highway Rangers to undertake minor maintenance activities around the parish. Highway Ranger training has been arranged for Cllrs Woodhall and Harvey, and the Clerk in November. Stephen Rose, BAPC Street Cleaner, has already completed training and holds a valid certificate.

Once the training has been completed a list of required equipment will be drawn up and suitable storage facilities identified. **ACTION Parish Clerk**

6.5 Woolpit Health Centre Open Day – Tues 14th October, 18.30pm

The PC have been invited to attend this Open Day. Cllrs Taylor and Tomkins volunteered to attend and feedback to the PC. **ACTION Cllrs Taylor and Tomkins**

6.6 Remembrance Sunday, 9th Nov 2025.

A service for Remembrance Day will be held in Badwell Ash Church at 11am. Cllr Taylor volunteered to lay a wreath at the Memorial on behalf of the PC.

ACTION Cllr Taylor

The Clerk was asked to book the Village Hall for teas and coffees after the ceremony.

ACTION Parish Clerk

7. Finance

BACS payments for this month were authorised and signed off by the Chair and Cllr Tomkins in the absence of the Vice Chair together with this month's bank statement.

A copy of the RFO's report was circulated prior to the meeting and Cllr Taylor highlighted the following items from her report.

7.1 Update Hickley and Rigby 90 Day Account

This account is now open and the sum of £85k has been transferred.

7.2 WhiteITSolutions – BAPC Secretary laptop set up

The BAPC Secretary laptop was now set up and the invoice for WhiteITSolutions has been paid.

7.3 Budget 2006/27

Cllr Taylor is now in the process of preparing the budget for 2026/27 and this will be presented to the PC in due course.

7.4 External Grants – nothing outstanding

There are no external grants outstanding however, one from the Church is expected very soon.

7.5 Update from PC grants

The Financial Steering Group (FSG) have recently met to discuss Grants. The PC still need to work on a plan for the MUGA and further expansion in the community to obtain funding from the Sports Infrastructure Grant which is available from MSDC.

7.6 SARs Donation

The PC donated £200 to SARs following the successful defibrillation training held in September. The overall cost of the event was £40.00 for the hire of the Village Hall.

7.7 Village Hall Picnic Tables update

The picnic tables and fixing brackets have been ordered and delivery will be between four to six weeks. The final cost was £1647.50 excluding VAT.

8. Community Survey

8.1 Community Survey Update

The Community Survey Report is now available on the PC website and via FaceBook.

9. Traffic Management and Road Safety

9.1 Replacement Speed Cameras Update

Cllr Tomkins reported that the pole at the east end of Long Thurlow still needs to be installed. Cllr Tomkins agreed to update at the next meeting

ACTION Cllr Tomkins

A 30mph sign in Dovedale Close which was removed whilst building works were undertaken has gone missing, and a grate also needs to be replaced in recently constructed culvert on Richer Road. Cllr Taylor agreed to liaise with the developer using already 'as built' relationship.

ACTION Cllr Taylor

The Parish Clerk is to report the missing 30mph sign to Suffolk Highways as potential speeding cars could be a hazard to pedestrians. **ACTION Parish Clerk**

10. Minor Works and Projects Update

10.1 Defibrillators (2) monthly inspection update

This month's inspections have been undertaken and the results uploaded.

10.2 LT Defibrillators Solar Panel replacement update

The existing solar panel for the defibrillator in LT is no longer manufactured. The Parish Clerk is investigating a suitable replacement and will report back at the next meeting. **ACTION Parish Clerk**

10.3 Footpaths- Update

Cllr Woodhall reported that the footpaths maintained by SCC have all been cut, a total of 9 footpaths and he has cleared a further two. The Parish Clerk reported the footpath on the Mulberry homes estate is now passable.

Cllr Morris reported he has been approached by a resident who would like to get involved in clearing footpaths and will pass on their details on to Cllr Woodhall.

ACTION Cllrs Morris and Woodhall

10.4 Parish Autumn Litter Pick

An Autumn litter pick will take place in Badwell Ash and Long Thurlow on the 15th November. Cllr Tomkins will liaise with Cllr Woodfine regarding Long Thurlow.

ACTION Cllrs Tomkins and Woodfine

A request for volunteers will be posted on the PC's FaceBook by the Parish Clerk.

ACTION Parish Clerk

10.5 Monthly playground inspection by PC

The playground equipment inspection for September has been undertaken.

10.6 Playground equipment service contract

All repairs to the playground equipment have now been completed by Proluctic. The FSG will invite quotes from three different suppliers to undertake an annual programme on inspection and maintenance.

10.7 Update on potential new bench locations

A Pride of Place grant has been provisionally approved for 4 x new benches. Discussions with Suffolk Highways and Local developers continue to confirm exactly where the benches can be located. Cllr Tomkins to provide a further update at the next meeting. **ACTION Cllr Tomkins**

Cllr Taylor will investigate whether permission is required from the family to relocate the big bench near the old Telephone Box which is in memory of a previous Head Mistress. **ACTION Cllr Taylor**

11. Planning

11.1 Report by Badwell Ash Planning Assessment Group

No new planning applications submitted this month.

Badwell Ash and Long Thurlow Planning Application Register 2025 – Current Status Sep 2025

Application Number	Property	Summary Assessment
DC/25/035 07	3 and 4 Symonds Close, Badwell Ash, Bury St Edmunds, Suffolk, IP31 3FH. Planning Application – Erection of a single storey link passageway extension.	Summary: This is an unusual request to join 2 existing properties via a short single storey. A site visit has determined that the link as proposed would not be detrimental to the neighbourhood. The proposal falls within the Design Guidance of the forthcoming Neighbourhood Plan and would provide greater utility and future proofing for the owners (we believe they own both properties, one of which is a bungalow). Recommendation: Badwell Ash Parish Council has no objection to this Planning Application.

The above planning application was unanimously agreed.

12. Village Hall Matters

12.1 Appointment of PC representative to the VHC of trustees

The Parish Clerk reported that based on advice from SALC and the Community Development Officer (Village Hall Governance) the PC is entitled to have a representative on the VH Management Committee of Trustees.

The PC voted unanimously for Richard Locke to be the appointed as the PC representative. The Clerk was instructed to write and inform the VH Management Committee of Trustees of the appointment.

ACTION Parish Clerk

12.2 PC/VHC Liaison meeting Weds 1st October 2025 – Update

Both members of the PC and the VHC met on the 1st October to discuss the results of the Community Survey and how they can work together to take matters forward. There was broad agreement to set up a joint working group to take matters forward. Cllr Tomkins and the Parish Clerk agreed to draft a mission statement for the joint working group for discussion and agreement at the next PC/VHC meeting on the 3rd November.

ACTION Cllr Tomkins and the Parish Clerk

13. Communications & Social Media

13.1 Communication & Social Media Steering Group update

The Parish Clerk is now overseeing both the PC website and FaceBook page and further work will be undertaken on the website in due course.

The latest edition of the Broadsheet has been produced and was delivered promptly. The Broadsheet is now 12 pages long and includes advertisements from several local businesses which is producing revenue.

13.2 Key communication messages from the meeting

These were agreed as follows:

1. Share details of the contingency emergency plans that have been produced to date and link this with a request for volunteer first aiders
ACTION Cllr Woodhall and Parish Clerk
2. Share details of the Community Self Help Scheme and a request for volunteers
ACTION Parish Clerk
3. Share Autumn litter pick date 15th November and a request for volunteers
ACTION Cllr Woodhall and Parish Clerk
4. Share Update on footpath clearing and a request for volunteers
ACTION Cllr Woodhall and Parish Clerk

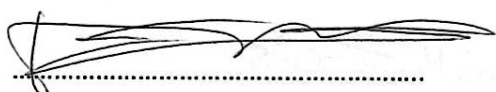
Date of future meetings

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

14. Resolution

To consider excluding the public and the press from the meeting during consideration of item 15, and 16 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 drew the public meeting to a close and the PC discussed items 15 and 16 on the agenda in "camera".



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

Appendix 1

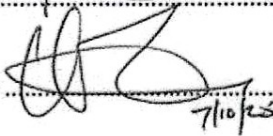
BACS Payments for Authorisation – October 2025

Lorraine Pace	Salary	97.50	BACS
Badwell Ash Village Hall	Q3 Parish Council Meetings	60.00	BACS
Badwell Ash Village Hall	CPR & Defibrillator Training	40.00	BACS
Badwell Ash Heritage	Hire of XL Stands – For Community Survey information events	60.00	BACS
MSDC	Dog and Litter Bin Emptying – PAID 19/09/25	999.94	BACS
HMRC	Tax & NS Payment NOT before 6 th of the month	214.34	BACS
Clerk T Dobson	Salary	633.07	BACS
Clerk T Dobson	Expenses	22.12	BACS
White IT Solutions	IT Repairs / Updates	55.00	BACS
MSDC	Playground Inspection 2025	75.40	BACS
Stephen Rose	Street Cleaning	108.00	BACS
Zurich	Insurance PAID 2/10/25	721.04	BACS
SALC	Payroll Service period ending 30/9/25	54.00	BACS
Gipping Press	Oct/Nov Broadsheet	247.00	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 2025	Rachel Leggett – Village Survey	£ 536.00
16 Sept 2025	Compass Point – NP PAID 19/09/25	£1070.70
	BALANCE	(£ 738.93)

Signed  Print Name R. M. Morris

Signed  Print Name M. Tomkins