



DRAFT

BADWELL PARISH COUNCIL MEETING

MINUTE OF THE MEETING HELD ON THE 4TH NOVEMBER 2025, 7PM

IN THE VILLAGE HALL, BADWELL ASH

Present:

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

Also Present: District Councillor Richard Winch and two members of the public

1. Apologies: County Councillor Andy Mellen and Cllr Will Draper

2. Declarations of Interest

None.

3. Minutes

3.1 To approve and sign the Minute of the previous meeting

The minute of the previous meeting held on the 7th October 2025 was agreed and signed by the Chair.

4. Reports from Local Councillors

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.

A copy of District Councillor Richard Winch's report had been circulated prior to the meeting and will be filed with these minutes.

District Councillor Winch highlighted the following items within his report.

MSDC has launched a "Call for Sites" which runs from October 2025 to January 2026. It invites submissions of land to be put forward for consideration to be included in the Local Plans. Land to be used for housing, employment, sports, and leisure and

Community purposes. These are not planning applications, and no site put forward will automatically see development take place.

MSDC is introducing a new brokerage service for where Biodiversity Net Gain (BNG) needs to be delivered off-site. This will allow landowners to get funding to improve the biodiversity of their land where developers are unable to get the BNG off-site.

Mid Suffolk is one of eight councils in the UK who reported no rough sleepers for the month of October 2025.

4.1 SCC proposal to install EAV charging points in Richer Close

An Electric Vehicle charging point survey has recently been carried out on Richer Close by SCC to establish suitable EV charging points. It was subsequently identified that the proposed site is not suitable. Following discussion, it was agreed that a message be posted on the PC Facebook page inviting comments from the community on possible locations across Badwell Ash.

ACTION Parish Clerk

5. Review of outstanding actions from last meeting

5.1 Update of Action Tracker

The outstanding actions were reviewed and the action tracker updated.

5.1.1

075	07.10.2025	6.4	Village Amenities	Compile a list of the required equipment to support Highways Self-Help Scheme Volunteers and identify suitable storage facilities.
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Highways Ranger training has been arranged for Cllrs Harvey and Woodhall. Once this is completed a list of equipment requirements will be drawn up to support the proposed works to be undertaken. It was agreed the equipment will need to be stored and Cllr Tomkins will forward details of a container storage company to Cllr Woodhall to explore this option. Cllr Morgan suggested the idea of the Parish Council having an office space locally where drop-in surgeries could be held, which was duly noted.

ACTION Cllrs Tomkins and Woodhall

5.1.2

082	07.10.2025	10.2	Minor Works & Projects	The Parish Clerk is to investigate a suitable replacement solar panel for the defibrillator in LT and report back at the next meeting.
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Cllr Woodfine reported that he has a spare solar panel that may be a suitable replacement for defective panel on the LT Defibrillator. **ACTION Cllr Woodfine**

6. Parish Clerk's Report

6.1 Residents reports

Report 1 - Green waste left on the pavement on Richer Road following cemetery hedge trimming work by a church contractor. The Church Warden was contacted, and the waste was removed the following day.

Report 2 - An unauthorised advertising sign has been erected on the verge at the Hunston Road end of the Village. This has been reported to Suffolk Highways who are in the process of taking appropriate action.

Report 3 - Suspected fly tipping of various items of camping equipment, including a camping gas bottle was discovered in the corner of the playing field behind the Village Hall. All items were removed for disposal.

6.2 Assertion 10 – digital, data and information governance briefing

Assertion 10 is a new mandatory declaration in the Annual Governance and Accountability Return (AGAR) which focuses on digital governance, data protection and IT compliance. The Parish Clerk explained that Parish Councils must demonstrate active compliance with the UK GDPR and Data Protection Act 2018 and FOI Act 2000. Parish Councils must use official domain-based emails, and each Councillor will be issued their own gov.uk email address. The Parish Clerk is working with the FSG to review and identify a support service supplier. The FSG will provide a report and recommendations at the next meeting for further discussion and agreement. **ACTION Parish Clerk and FSG**

6.3 BAPC Vision Statement

A Parish Council Vision Statement drafted by the Clerk and Cllr Tomkins was presented to the meeting. Following discussion, it was unanimously agreed by the PC and signed by the Chair. This will be published on the PC website and FaceBook page.

ACTION Parish Clerk.

6.4 Remembrance Sunday – 9th November arrangements

A remembrance service will be held in Badwell Ash Church at 11am on Sunday 9th November. Teas and coffees will be provided by the Village Hall Committee. Cllr Woodhall volunteered to lay the wreath on behalf of the PC. Details have been posted on the PC website and Face Book page.

6.5 Notice of Community Governance Review 2025

Mid Suffolk Council has commenced a Community Governance Review in all parts of the district. The purpose of the review is to enable councils and residents to consider what changes are needed to parish arrangements for effective future governance. Initial requests may be submitted between Monday, 27 October 2025 and Friday, 7 November 2025. The first stage of consultation, on valid initial requests, will start from Monday, 8 December 2025. The Council welcomes representations from any residents and interested organisations who may wish to comment on the proposals in their local area or on any aspect of the matters under review. The deadline for responding to the consultation is Friday 23 January 2026.

7. Finance

7.1 Report by Responsible Financial Officer (RFO)

A copy of the RFO's report was circulated prior to the meeting. BACs payments for this month were authorised and signed off by the Chair and Vice Chair. Cllr Woodhall signed off this month's bank statement. The total funds available is £205,153.57 which includes the second CIL payment.

7.1.1 First draft budget 2026/2027

A copy of the first draft budget for 2026/2027 was circulated prior to the meeting. Cllr Taylor explained that these have based on a 5% increase. Cllr Taylor requested Cllrs forward any comments on this to her prior to the next meeting when the budget will be agreed.

ACTION AII

7.1.2 Sports infrastructure grant update

The FSG has now completed the Sports Infrastructure Grant paperwork which will be sent off next week and will include the revised plans for the MUGA following the outcome of the Community Survey.

7.1.3 SALC subscriptions – March 2026

Cllr Taylor reported that SALC has confirmed an increase of 3% in their subscriptions.

The FSG has reviewed an email received from Stowmarket Citizens Advice Bureau regarding a donation as they have supported several parishioners. The PC unanimously agreed to make a donation of £200.

Cllr Taylor requested permission to order a new laptop for the RFO to use which was agreed.

Action Cllr Taylor

8. Community Development Plan

8.1 Community Working Group and Mission Statement

A community working group comprising members of the Parochial Church Committee, Village Hall Committee and the Parish Council is being set up. This joint working group will work together to take forward the wishes of the parish following the community survey which was undertaken this summer. A Mission Statement has been drawn up and is being ratified by each community group. Following discussion, it was unanimously agreed by the PC and signed by the Chair.

8.2 MUGA update

The MUGA was discussed at the PC/VHC meeting held on the 3rd November where it was unanimously agreed to reduce the size of the MUGA and to build an additional hall with the subsequent funds this would release. Following discussion, it was agreed that Cllr Harvey will produce and submit a revised planning application for the MUGA.

ACTION Cllr Harvey.

8.3 Pride in Place – Benches

Cllr Tomkins reported that a license has now been granted. The Parish Clerk has spoken to Denby Homes Development about installing benches on the green by Ladywood Drive – verbal approval has been received, however waiting for written confirmation before work can proceed.

ACTION Parish Clerk and Cllr Tomkins

9. Traffic management and road safety

9.1 Replacement SID East End, Long Thurlow – update

It was noted that work by Suffolk Highways to install a pole at the east end of Long Thurlow is still outstanding.

9.2 Traffic Surveys – update

Cllr Russell reported that the traffic surveys on Richer Road and The Street have been completed. The scope of the surveys included volume and speed of traffic, and the axle weight of vehicles. The results will be published once the Suffolk Highways report has been received.

10. Minor works and projects – update

10.1 Defibrillators (2) monthly inspection – update

This month's inspections were undertaken and results recorded by the Parish Clerk.

10.2 LT Defibrillators solar panel replacement update

This item was discussed under item 5.1.2.

10.3 Footpaths – update

The footpaths maintained by SCC have all been cut for the time being. The Parish Clerk was asked to chase up invoices for last month's grass cutting. **ACTION Parish Clerk**

10.4 Parish Autumn Litter Pick

An autumn litter pick will take place in Badwell Ash on Saturday 15th November at 09.45am starting from the Village Hall and in Long Thurlow on Sunday 16th November at 09.45am starting from Cllrs Woodfine's house in Long Thurlow. Details have been published on the PC website and PC Facebook page and the Parish Clerk will publish a further post regarding the change to meeting point in LT. **ACTION Parish Clerk**

10.5 Monthly playground inspection by PC

The playground equipment inspection was undertaken for October and Cllr Russell volunteered to undertake the inspection for this month. **ACTION Cllr Russell**

11. Planning

11.1 Report by Badwell Ash Planning Application Assessment Group

The PC were required to consider the following planning applications

DC/25/04544	1 The Wurlie, The Street, Badwell Ash, Bury St Edmunds, Suffolk, IP31 3DP Householder Application - Replacement render, replacement fenestration, internal alterations and general refurbishment & timber frame repairs	Summary and Recommendation: The Parish Council support this application at the Wurlie as long as it is implemented in keeping with the District Council Heritage Officer's guidance/directions. The general repairs and changes will improve the property from a liveability perspective whilst enhancing the character of this listed building and the general environment in which it sits.
DC/25/04499	Orchard House, Riicher Road, Badwell Ash, Bury St Edmunds, Suffolk, IP31 3DQ. Application for works to trees subject to Tree Preservation Order MS279/T1 - reduce crown of 1 No. Walnut by 3m.	Summary and Recommendation TPO's are normally a District responsibility but the Parish Council has reviewed the proposal and agree that it is order and support the application.

DC/25/04589	Tiptofts Farm House, Long Thurlow, Badwell Ash, Bury St Edmunds, Suffolk, IP31 3JF. Householder Application – Reinstatement of two dormers to front roof	Summary and Recommendation: This application relates to a property for which the Parish Council has previously recommended approval (DC/25/01649) for extensive works requiring planning permission and listed building consent. Given the listed nature of this building and the extensive support documentation provided by the applicant, the Parish Council approve the applicationn DC/25/04589 subject to all works being conducted to the guidance/standards set by the District Council Heritage Officer.
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The planning applications were unanimously agreed by the PC.

12. Village Hall Matters

12.1 PC/VHC liaison meeting 3rd Nov 2025 – update

Representatives of the VHC and the PC met on the 3rd November to agree on the principles for an embryonic project development plan to enlarge the village hall in Badwell Ash.

The PC recognises the work that has been undertaken thus far by the VHC which has brought the village hall up to its current standard. The VHC presented a document which reviewed the entire Community Survey Report.

Cllr Tomkins presented the PC’s proposals along with an outline sketch of the proposed extended village hall footprint which incorporates the community wish list as outlined in the Community Survey Report. A Community Working Group will be set up to take the plans forward. An article will be produced for the PC website and Broadsheet outlining the good news and the proposed plans for an enlarged village hall.

13. Communications and Social Media

13.1 Website & Social Media update

The Parish Clerk is continuing to oversee both the PC’s website and Facebook page.

13.2 Review of Broadsheet editorial process

Cllrs’ comments on the Broadsheet editorial process have been noted. A regular number of local businesses are signed up for advertising sponsors.

13.3 Key communication messages from the meeting

The following key messages from the meeting were agreed:

1. Prepare message and post on PC Website and PC Facebook inviting community to identify potential locations for EV charging points across the parish
ACTION Parish Clerk
2. Prepare and publish article for The Broadsheet expanding on the PC's Vision Statement
ACTION Cllr Morris (Chair
3. Prepare message and post on PC Website and PC Facebook updating the community on the collaborative work between the PC/VH/PCC to deliver the outcomes of the Community Survey Report.
ACTION Cllr Tomkins

Dates of future meetings 2025/2026

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|-------------------------------------|--------------------------|
| 2nd December 2025 | apologies Cllr Tomkins |
| 6th January 2026 | apologies Cllr Woodhall. |
| 3rd February 2026 | apologies Cllr Woodhall |
| 3rd March 2026 | apologies Cllr Woodhall. |

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

Appendix 1

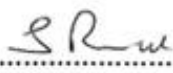
BACS Payments for Authorisation – November 2025

Lorraine Pace	Salary	112.50	BACS
NBB	Badwell Ash Village Hall Picnic Tables	1977.00	BACS
Branded Cuppa Ltd – Sarah Sharps	Broadsheet October / November	180.00	BACS
Anglia Designs	Professional Advice	468.00	BACS
HMRC	Tax & NS Payment NOT before 6th of the month	425.97	BACS
Clerk T Dobson	Salary	1116.28	BACS
Stephen Rose	Street Cleaning Oct 2025	108.00	BACS
Clare Taylor RFO	Highways New Bench License – Expenses	170.00	BACS
Branded Cuppa Ltd Sarah	Communications Policy, Strategy Writing and PC/Clerk Training	840.00	BACS
Clerk T Dobson	Expenses – Milk and Wreath	48.10	BACS
Parish On Line	Mapping Software – Per Year	75.60	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 A Morris*.....

Signed..........Print Name.....*S Russell*.....
(S Russell)