



BADWELL PARISH COUNCIL MEETING

MINUTE OF THE MEETING HELD ON THE 2nd DECEMBER 2025, 7PM

IN THE VILLAGE HALL, BADWELL ASH

Present:

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

Also Present: County Councillor Andy Mellen and District Councillor Richard Winch and Richard Locke, VHC.

1. Apologies: Cllr Mark Tomkins

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 4th November 2025 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.

County Cllr Mellen reported that Suffolk's borough and district councils have submitted proposals regarding the re-organisation of councils in Suffolk. The proposal is for three unitary councils: (1) Western Suffolk (2) Central and Eastern (3) Ipswich and Southern Suffolk.

Suffolk County Council has developed and submitted a business case for the government proposing one council for the whole county.

There is an opportunity to have a say on the future shape of our local democracy in Suffolk by completing the consultation. It is only available until 11 January 2026. Details

can be found at: <https://consult.communities.gov.uk/local-government-reorganisation/norfolk-suffolk/>

For details of the business cases submitted go to:

<https://threecouncilsforsuffolk.org/wp-content/uploads/Three-Councils-For-Suffolk-Case-for-Change-1pd>

The County Council Cabinet reviewed the council's financial performance for the first two quarters of the 2025-26 financial year. The council is now predicting an overspend for the year of £20.8m, which it will have to fund using its Risk Reserve.

County Cllr Mellen is due to meet with Suffolk Highways regarding the 30mph speed limit sign in Richer Road. Cllr Russell agreed to forward a copy of the recent traffic survey results.

ACTION Cllr Russell

County Cllr Mellen confirmed he has raised the matter of a replacement grate in the recently constructed culvert on Richer Road.

4.2 District Cllr Winch had circulated a copy of his report prior to the meeting. District Cllr Winch reported that Mid Suffolk District Council has launched A 'Call for Sites'. This invites submissions of land to be put forward for consideration to be included in Local Plans - for uses such as housing, employment, sports and leisure and community purposes. These are not planning applications, and no site put forward will automatically see development take place. The closing date is 9th January 2026.

Mid Suffolk District Council has allocated a budget of £1.8m to support nature recovery. This covers: Grant funding for communities, for river catchment and landscape, habitat creation management and monitoring on new sites recovery, pond creation and restoration, tree planting, meadow management, public engagement and awareness/school programmes.

Mid Suffolk District Council has committed around £500k of Community Infrastructure Levy (CIL) funding to Network Rail to develop solutions for the dangerous pedestrian crossing at Thurston station.

Funding is available from Central Government to install limited on-street electric vehicle (EV) charging points somewhere around Badwell Ash. SCC have reviewed potential locations within the village and Richer Close was suggested as a suitable location. The PC considered this location unsuitable and posted a message on the PC's Facebook asking for parishioners' suggestions of possible locations. So far, no responses have been received, and further messages will be posted on Facebook page and PC website to

raise awareness. District Cllr Winch agreed to find out the locations SCC are proposing and report back.

ACTION Parish Clerk and District Cllr Winch

5. Review of outstanding actions from last meeting

5.1 Update of Action Tracker

The outstanding actions were reviewed and the Action Tracker updated.

087	07.10.2025	10.7	New Benches	Cllr Taylor to 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.
-----	------------	------	-------------	--

Cllr Taylor reported that no further information has been received. It was unanimously agreed by the Council that the bench should be relocated.

ACTION Closed

091	04.11.2025	Parish Clerk's report	Assertion 10 – digital data. The Parish Clerk and FSG investigate suitable service supplier and conduct evaluation report with recommendation.
-----	------------	-----------------------	--

The Clerk has obtained three quotes for digital governance which will be reviewed by the FSG.

ACTION FSG

6. Finance

6.1 Report by Responsible Financial Officer

A copy of the RFO's financial report had been circulated prior to the meeting. BAC's payments for this month were authorised and signed off by the Chair and Vice Chair. Cllr Draper signed off this month's bank statement. The total funds available are £239,272.42.

6.2 Draft Budget 2026/2027

A copy of the draft budget for 2026/2027 which was reviewed by the FSG had been circulated prior to the meeting and was unanimously agreed as submitted.

A new laptop specifically for use by the RFO has been purchased. Councillor Taylor reported a new email address has been set up specifically for parish council financial matters and is now in use: badwellashpc_finance@outlook.com

7. Community Development Plan

7.1 Community Working Group Terms of Reference

A community working group comprising members of the Parochial Church Committee, Village Hall Committee, and the Parish Council has been set up. This working group will work together to take forward the wishes of the parish following the community survey and all three parties have now signed the Mission Statement. It was recorded during

the meeting that this is a positive move forward for the Parish and the PC would like to thank all involved in making this happen.

The Clerk tabled draft Terms of Reference (ToR's) for the Community Working Group, to aid them in continuing the positive momentum. Discussion followed on the role of this group and the need for ToRs. It was noted that the Neighbourhood Plan and the outcome of the Community Survey provide the Parish Council with a clear picture of its long-term financial commitments, and any projects undertaken will be included within the Parish Infrastructure Investment Plan (PIIP). Cllrs Morgan, Russell, Taylor, and Tomkins will work on the draft PIIP.

It was also agreed that Cllr Morris would review the ToR's and make a recommendation at the next PC meeting. The recommendation will be based on; 1) Do they just need to be simplified 2) Does the PC believe the existing funding request process is robust enough to cater for additional projects that might be raised as part of the Community Working Group's activity 3) Do we need TOR's or will that just restrict the group from operating with additional processes and procedures

ACTION Cllrs Morris, Morgan, Russell, Taylor, and Tomkins

7.2 MUGA update and Architect's meeting

It has been agreed by the PC and the VHC to reduce the size of the MUGA and a revised plan has been drawn up and discussed at the recent meeting with the Architect.

7.3 Pride in Place – Benches

Funding has been granted and verbal approval has been received to install benches on the green by Ladywood Drive. This will be confirmed by Denby Homes once the bench locations have been confirmed. The Parish Clerk agreed to liaise with Pete Dixon who volunteered to pursue this.

ACTION Parish Clerk and Pete Dixon

7.4 Bird Boxes – Green ConneXions

A new informal group of local volunteers, Green ConneXions has been formed with the aim of undertaking projects to enhance wildlife across the Parish. One of their projects has been the siting of several bird boxes in Badwell Ash and Long Thurlow. The Clerk has written to residents of St Mary's Crescent to see if there are any objections to the siting of two bird boxes on the trees either side of the new benches on the green in St Mary's Crescent. No objections have been received, so these bird boxes will be sited in due course.

7.5 Village Hall Access Road Lighting

A number of lights have been purchased to light up the access road to the Village Hall. Thanks were extended to Cllr Tomkins and Mike Smith of the VHC. The Parish Clerk agreed to write a thank you letter to Mike Smith.

ACTION Parish Clerk

7.6 Proposal for Coffee Mornings at the VH

The Parish Council received an enquiry from the 4C's Coffee Morning Group regarding possible funding support to cover the cost of hiring the Village Hall and purchasing supplies. It was noted that all proceeds from the group's events are donated to charity. Following discussion, it was agreed that the group should be invited to submit a formal application for a small grant, which will then be considered under the Council's evaluation process.

8. Traffic Management and road safety

8.1 Replacement SID east end of Long Thurlow – update

Cllr Russell reported that the SID on Walsham Road is still to be replaced. No update was available regarding the replacement SID at the east end of Long Thurlow. Cllr Tomkins to update at the next meeting.

ACTION Cllrs Russell and Tomkins

8.2 Traffic Surveys – update

Cllr Russell reported on the results of the traffic surveys undertaken on Richer Road and The Street in Badwell Ash. Both locations show an increase in speed on exiting the locations but do not meet the criteria for a speed buffer zone prior to the 30mph speed sign. The Safety Team do not feel Richer Road is in need of any traffic calming however, they would support some traffic calming coming into Badwell Ash north of the Broadway.

Following further discussion District Cllr Winch will look into the process for moving the mandatory 30mph road sign further south in Richer Road so the Hartog Hutton development is within the 30mph speed limit. The PC accepts this will be a shared cost and Cllr Taylor agreed to speak to the developer and Cllr Russell agreed to forward the relevant information to District Cllr Winch.

ACTION District Cllr Winch, Cllrs Taylor and Russell

9. Village Assets – Update

9.1 Defibrillators (2) monthly inspection update

Inspections of the defibrillators were undertaken and results recorded.

9.2 LT Defibrillators Solar Panel replacement update

The replacement solar panel for this defibrillator will be replaced before Christmas.

9.3 Highways Ranger Training update

Cllrs Harvey and Woodhall and Stephen Rose have all undertaken this training and are now fully trained and certified. Cllr Woodhall reported that the County Council will provide the necessary PPE clothing for the Highway Rangers and the PC will need to purchase the footwear. Cllrs Harvey and Woodhall will complete a list of equipment

required to support the proposed works to be undertaken. These items must be purchased by the PC and then the costs reclaimed from the County Council. The equipment will need to be stored and options for this are to be explored.

ACTION Cllrs Harvey, Woodhall and FSG.

9.4 Monthly playground inspection by PC

Cllr Russell carried out the inspection for November. He reported that some of the equipment requires cleaning and the sand in the sand pit should be replaced next Spring. Cllr Draper volunteered to carry out this month's inspection.

ACTION Cllr Draper

9.5 Autumn Litter pick update

Cllr Woodhall and Woodfine reported that there were fewer volunteers, possibly due to the very wet weather. There was less litter to clear this time. Another litter pick will be organised for Spring next year.

ACTION Cllrs Woodhall and Woodfine

10. Planning

10.1 Report by Badwell Ash Planning Application Assessment Group

The PC were required to consider the following planning application

DC/25/05159	Wyverstone Road, Long Thurlow APPLICATION FOR AGRICULTURAL DETERMINATION Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use.	Summary and Recommendation: The Parish Council supports this application in principle subject to: i) the works being carried out as outlined in the application and to any specification that MSDC warrant needs to be applied ii) receiving a written undertaking that no existing hedgerow would be affected or damaged in any way. BAPC would also point out that the documentation provided by the applicant to support this application was particularly sparse
-------------	---	--

The Planning Application was unanimously agreed by the PC.

10.2 Cllr Russell raised an issue regarding Planning Application DC/25/00365, Olive House, Langham Road, Badwell Ash. This is for the erection of one 5x bedroom self-build dwelling. Cllr Russsell reported objections had been raised following a new flood risk report, but these have not been addressed. District Cllr Winch agreed to investigate this further.

ACTION District Cllr Winch

11. Village Hall Matters

11.1 Update from VHC PC representative

Richard Locke reported he has been working through the VHC policies. The VHC has produced a document which reviews the recent Community Survey Report which includes specific comments relating to VH amenities. However, a further response has been emailed to the PC outlining that this version supersedes the previous one. It was agreed that the Clerk reply to the email outlining that the PC is concerned that this new response has not been shared and discussed by all members of the VHC.

ACTION Parish Clerk

It was noted that Cllr Tomkins has been working hard with the VHC to ensure that everyone is onboard with the way forward with the village hall and thanks were extended to him.

12. Communications and Social Media

12.1 Website and Social Media update

The Clerk is continuing to oversee both the PC's website and Facebook page. The key messages from the last PC meeting had been posted on both platforms.

12.2 Advertising Sponsorship

Several local businesses are signed up to regularly advertise in the Broadsheet and a total of £630 has been received to date.

12.3 Review of the Broadsheet editorial process

The latest edition of the Broadsheet has been delivered. Cllr Morris and the Clerk are currently looking for a new Editor of the Broadsheet following the resignation of the previous Editor.

ACTION Cllr Morris and Parish Clerk

12.4 Key communication messages from meeting

The following key messages from the meeting were agreed:

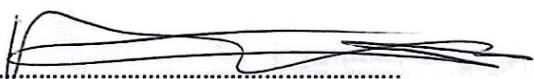
1. Prepare and publish an article on PC website and PC Facebook update on Highways Ranger Training and Scheme. **ACTION Cllrs Harvey and Woodhall**
2. Prepare and publish an article regarding the results of the traffic surveys. **ACTION Cllr Russell**
3. Prepare message and post on PC Website and Facebook page inviting the community to identify potential locations for EV charging points across the parish. **ACTION Parish Clerk**

12.5 Cllr Taylor reported she has received concern from a local resident who has spotted white foam on the river in Badwell Ash. Apparently, there has also been white foam spotted on the river in Thetford and the river Gipping. District Councillor Winch agreed to investigate this further.

ACTION District Cllr Winch

Dates of future meetings 2025/2026

6th January 2026	3rd February 2026	3rd March 2026	7th April 2026
5th May 2026	2nd June 2026	7th July 2026	4th August 2026 (if required)
1st Sept 2026	6th October 2026	3rd Nov 2026	1st Dec 2026


Signed as an accurate minute of the meeting

Chair of Parish Council

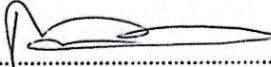
Appendix 1

BACS Payments for Authorisation – December 2025

Lorraine Pace	Salary	97.50	BACS
SALC	J Morgan Parish Councillor Training – Grant Writing	43.20	BACS
Proludic	Maintenance – Badwell Ash Playing Field	1555.01	BACS
Suffolk County Council	2 x Road Traffic Surveys	816.00	BACS
HMRC	Tax & NS Payment NOT before 6 th of the month	367.34	BACS
Clerk T Dobson	Salary	983.02	BACS
whitelTsolutions	IT Support Updating 365	55.00	BACS
Curry's	Printer Ink & Finance Lap Top – PAID 12/11/25	873.24	BACS
ICO	Information Commissioners Office Renewal PAID 12/11/15	52.00	BACS
Locus Planning	Professional Fees – Planning MUGA	504.00	BACS
Locus Planning	Professional Fees – Planning Community Working Group Plans	1008.00	BACS
Locus Planning	Professional Fees – Planning Full Working Group Plans	1260.00	BACS
Stowmarket Citizen Advice Bureau	Donation to the Cause – Residents of Badwell Ash are using the Service	200.00	BACS
Gipping Press	Broadsheet Newsletter – Dec / Jan 26	247.00	BACS
Stephen Rose	Street Cleaning Nov 25	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 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..... *Lorraine Pace*.....

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