



DRAFT

**BADWELL PARISH COUNCIL MEETING
MINUTE OF THE MEETING HELD ON THE 3rd FEBRUARY 2026, 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, Tavid Dobson (Parish Clerk), Lainey Pace, (Minute Secretary)

Also Present: District Councillor Richard Winch, Peter Dixon and Richard Locke, VHC.

1. Apologies: Mark Tomkins, Bill Woodhall, County Councillor Andy Mellen

2. Absent: Will Draper

3. Declarations of Interest

Councillor Russell declared an item of interest under Item 10.1.

4. Minutes

4.1 To approve and sign the minute of the previous meeting.

The minutes of the previous meeting held on the 6th January 2026 were agreed and signed by the Chair.

5. Reports from Local Councillors

5.1 A copy of County Councillor Mellen's report was circulated prior to the meeting. The report was noted and will be filed with these minutes.

A new 20mph speed-limit policy was approved by Suffolk County Council's Cabinet on 9 January, introducing a more streamlined process for communities seeking reduced speed limits. Under the revised criteria, applications in areas where average recorded speeds are 28mph or below are now likely to be approved, subject to the support of the local County Councillor and evidence of majority backing from residents. This requirement for demonstrable community support has prompted concern from County Councillor Mellen's group, who argue that it may increase the administrative burden on town and parish councils. The Council states that local engagement—such as surveys or consultations with residents living on the affected roads—must be undertaken as part of any application. Funding for new 20mph limits must also be secured locally unless the proposal aligns with a wider programme within the Local Transport Plan. The policy sets out a tiered approach based on recorded speeds: areas below 28mph are generally suitable for signage alone; those between 28–32mph may require gateway features or traffic-calming measures; and areas above 32mph are unlikely to be approved without significant engineering interventions, including road humps, night-time lighting, and a Road

Safety Audit. Full details of the policy are available at: <https://www.suffolk.gov.uk/asset-library/imported/20mph-speed-limit-policy-criteria.pdf>

- 5.2** A copy of District Councillor Winch's report and the Council's Spring Newsletter were circulated prior to the meeting. The report was noted and will be filed with these minutes and a link to the Newsletter will be put on the PC's website. **ACTION Parish Clerk**

District Councillor Winch reported that Mid Suffolk's new Community Nature Recovery Grant was launched this week and offers up to £50k for projects that protect and expand wildlife corridors and habitats within the district including tree planting, wildflower meadow creation or other environmental initiatives to safeguard natural spaces for future generations. For further details go to: <https://www.midsuffolk.gov.uk/w/mid-suffolk-district-council-funding>

6. Review of outstanding actions from last meeting

6.1 Update of Action Tracker

The outstanding actions were reviewed and the Action Tracker updated.

| | | | |
|------------|-----|----------------------------|--|
| 02.12.2025 | 7.1 | Community Development Plan | Cllrs Morgan, Russell, Taylor and Tomkins will work together and draft PIIP. |
|------------|-----|----------------------------|--|

Cllr Russell reported that a draft Parish Infrastructure Investment Plan (PIIP) has been produced and once financial costings have been included, it will be brought to the PC for further discussion. **ACTION Cllr Russell**

| | | | |
|------------|------|----------|--|
| 02.12.2025 | 10.2 | Planning | Issue regarding Planning Application DC/25/00365, Olive House, Langham Road, Badwell Ash. D Cllr Winch to notify the PC with the date of the MSDC planning application meeting date. |
|------------|------|----------|--|

District Councillor Winch reported he is still awaiting the date for the next MSDC planning committee meeting and that it is unlikely to be before the 11th March at the earliest. He will notify the PC once it is known. **ACTION D Cllr Winch**

| | | | |
|------------|-----|------------------------------|--|
| 06.01.2025 | 4.2 | Report for Local Councillors | D Cllr Winch confirmed that the EV team need to be given a clear steer on this, and he has asked for the location on the street near the telephone box to be assessed. |
|------------|-----|------------------------------|--|

District Councillor Winch reported that the location on the Street near the telephone box is being assessed as a potential EV charging point location and is likely to be successful.

ACTION D Cllr Winch to update at the next PC meeting

| | | | |
|------------|-----|-------------------------|---|
| 06.01.2026 | 4.1 | Reports for Local Cllrs | Cllr Taylor agreed to check to see if replacement grate in the recently constructed culvert on Richer Road has been undertaken. |
|------------|-----|-------------------------|---|

Cllr Taylor will check on this and update the Action Tracker accordingly. **ACTION Cllr Taylor**

| | | | |
|------------|-----|--|---|
| 06.01.2026 | 8.3 | Land availability-proposal to canvas community | Cllr Morris to meet with representatives from the BA Gun Club to discuss potential land projects for the community. |
|------------|-----|--|---|

Cllr Morris reported that this is ongoing.

ACTION Cllr Morris

| | | | |
|------------|------|----------|---|
| 06.01.2026 | 11.1 | Planning | D Cllr Winch to confirm what action will now be taken following Rumbles Fish Bar withdrawing their planning application, and report back. |
|------------|------|----------|---|

A canopy on the front of Rumbles Fish Bar had been built in order to provide cover for customers. However, the extension obscured the speed limit sign and there was also an issue regarding the discharge of water down the drainpipe. District Councillor Winch reported that a piece of the extension has been removed. Following further discussion, the Parish Council agreed that this addressed the issues and the matter is now closed.

7. Parish Clerk's Report

7.1 Resident's reports

The Clerk reported he has received an email from a Parishioner outlining their concerns with several issues including the number of new houses being built in Badwell Ash, speeding and specifically the amount of dog feces on pathways. The Parish Clerk has also received an enquiry regarding ownership of land next to a local resident. The Parish Clerk wanted to bring these points to the Parish Council to show the nature of some of the enquiries he receives. Following further discussion, it was agreed to put an article about the role and responsibilities of the Parish Council in the next edition of the Broadsheet. **ACTION Parish Clerk**

The Parish Clerk reported only one response had been received to the Facebook message requesting feedback on improved bus routes and the bus services in the Parish. The comment was a request for additional Saturday bus services to Bury St Edmunds.

7.2 Alert: Bird Flu in the Bacton area

A notice has been issued regarding the confirmed outbreak of Avian Influenza in the Bacton area. It has been published on the Parish Council website, shared via Facebook, and displayed on all Parish Council noticeboards to ensure residents are fully informed.

7.3 Parish Clerk Succession Plan update

An advert for the Parish Clerk post has been placed in the Broadsheet and on the PC Facebook page. It will also be advertised in the next edition of the Hexagon and Walsham Parish Council Newsletters, and on the SALC website. Cllrs Morris, Russell and Taylor will shortlist and interview potential candidates.

So far only one potential candidate has submitted a CV.

7.4 Policies and Procedures review

The Clerk is continuing the review of all the PC's policies and procedures to ensure they reflect the way the PC is now working. He has recently reviewed the PC's finance policies and procedures. This will be considered by the Finance Steering Group and then brought to the PC for further discussion and formal adoption. The Clerk will review the PC's planning policies and procedures in due course.

ACTION Parish Clerk and FSG

8. Finance

A copy of the Responsible Finance Officer's (RFO) report was circulated prior to the meeting and will be filed with these minutes. BACS payments for this month were authorised and signed off by the Chair and Vice Chair. Cllr Woodfine signed off this month's Bank statement. The total funds available are £237,491. The Hinkley account is currently accruing 2.8 % interest.

This year's precept for 2026/2027 has been confirmed and the sum of £36,647 is available.

8.1 BAPC Website Migration evaluation update

Cllr Taylor reported the Finance Steering Group (FSG) have reviewed the three quotes received regarding the website migration work that is required and have agreed to Suffolk Cloud undertaking this work. The costs will be £400 set up fee and a yearly cost of £300 thereafter. It is anticipated to undertake the switch over after the next meeting. The Parish Clerk will arrange a meeting for Cllrs to meet with Suffolk Cloud.

ACTION Parish Clerk

8.2 Street Cleaning Hours

The Clerk has recently completed and submitted a MSDC survey regarding a review of the grant funding for parish street cleaning. Stephen Rose is employed by the PC to carry out street cleaning in the Parish. With the prospect of community volunteers coming forward to work alongside Highways Rangers in the Parish, consideration needs to be given to the scope of work to be undertaken to keep the parish clean and tidy.

8.3 New potential Grants – Survey report

An Expression of Interest (EIO) has been submitted to Mid Suffolk Sports Infrastructure Grant. A meeting will be arranged in due course and the VHC and Trustees will be invited along to discuss potential funding opportunities for the Parish.

ACTION Cllr Taylor

9. Traffic Management and road safety

9.1 Relocation of 30mph sign in Richer Road – update

Cost estimates for relocating the 30mph sign in Richer Road are still awaited. Cllr Russell agreed to follow up and report back at the next meeting.

ACTION Cllr Russell

Suffolk Highways Safety Team undertook traffic surveys on Richer Road and The Street in Badwell Ash and would support some traffic calming measures in Badwell Ash north of The Broadway. Cllr Russell agreed to investigate cost estimates and report back at the next meeting.

ACTION Cllr Russell

10. Village Assets – update

10.1 Defibrillators (2) Monthly Inspection – update

Inspections of both defibrillators were undertaken and the results recorded.

10.2 Defibrillators – replacement pads and batteries

The Clerk reported that both defibrillators now include a spare pad.

10.3 LT Defib Solar Panel replacement – update

The defective solar panel in the defibrillator in Long Thurlow has now been replaced. Cllr Woodfine has agreed to dispose of the defective solar panel. **ACTION Cllr Woodfine**

10.4 Highway Ranger PPE work gear and equipment

The Clerk confirmed that the PPE work clothing and boots for the Highways Rangers ordered from SCC Highways Department has not yet been delivered. The Clerk agreed to expediate.

ACTION Parish Clerk

Cllr Harvey presented a list of equipment required to undertake the work and activities of the Highway Rangers. He reported that a container for storing these is also available. The work to be undertaken will be scoped in detail, and it is anticipated to be ready to launch this initiative in April.

ACTION Parish Clerk

10.5 Asset Register – Parish online mapping

Cllr Morgan and the Clerk have set up an online Asset Register for the PC.

10.6 Grit bins

The Clerk reported that the grit bins within the Parish are PC assets and the responsibility of the PC. It was noted that there are no grit bins located in Long Thurlow (LT) and Cllr Woodfine explained that the road surface in LT is not very good and there are patches of the road which can get very icy. It was agreed to request the installation of a grit bin in LT from Suffolk Highways. It was reported that Great Ashfield are reviewing their grit bins, and the Clerk was asked to liaise with them to see if they have any spare bins available. **ACTION Parish Clerk**

10.7 Monthly playground inspection by PC

Cllr Draper volunteered to undertake last month's and this month's playground inspection. Cllr Morris agreed to chase him up since he was not present for this meeting. **ACTION Cllr Morris**

11. Planning

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

| Application Number | Property | Summary Assessment |
|--------------------|--|--|
| DC/26/00068 | Dacre, Back Lane, Badwell Ash, Bury St Edmunds, Suffolk, IP31 3DW | <p>Summary The Parish Council applauds this application for attempts to build the addition of a garage into a low-rise environment. However, we are concerned that a 1 ½ storey building exceeds the height of its host, and immediate environment, and would welcome a site visit to see how this might be accommodated.</p> <p>Recommendation The Parish Council support this application.</p> |

This planning application was passed by the PC.

Cllr Woodfine requested the summary assessment by the PAAG should state that they support the application as opposed to recommend it as it is the PC who votes and agrees the application. This was acknowledged, and the Parish Clerk will pass this on to the Chair of the PAAG, David Girling.

ACTION Parish Clerk

District Councillor Winch asked about the current status of the BALT Neighbourhood Plan. The Neighbourhood Plan has passed the regulation process. The next stage is for a referendum to be held for Parishioners to vote on the Plan. However, this is currently on hold awaiting the outcome of a planning application dispute which has gone to a Judicial Review. It was agreed an online Teams meeting should be held with the relevant people to move this on. This will be an agenda item for the next meeting.

ACTION all

12. Village Hall Matters

12.1 Update from VHC PC representatives

Richard Lock reported that the VHC has reviewed their CCTV policy, and the revised Policy Statement was endorsed by the majority of the VHC who were present at the January meeting. All the current VH users were consulted with and were happy with the changes and with the coverage of the cameras inside and out. The issues raised by the PC had been addressed and incorporated into the revised documentation. Cllr Morris confirmed that the PC, as users of the VH, had not been consulted. Following further discussion, it was agreed that Cllrs Morris and Russell would raise the PC's concerns that the issue of the internal CCTV cameras has not been addressed.

ACTION Cllrs Morris and Russell

The VHC has asked if the current ground maintenance contract on the playing field could be modified to include the scrap of waste land around the railing fencing, the small metal store and the small hall car park. It was confirmed that the grass around these areas is already included in the ground maintenance contract.

The VH Trustees are actively promoting new community groups to start up at the VH and a new community cafe will open on Friday 6th February and discussions are in hand to establish a play and stay toddler group.

Furthermore, VH Trustees are working hard to resolve the issues raised in Andrew Peck's recent safety report regarding compliance and facilities management; specifically, the provision of emergency lighting, manual handling arrangements and the provision of a suitable cleaning regime. Funding will be required to address the above issues. Following further discussion, the PC agreed to the intent to support some level of funding to address the emergency lighting. The VHC are invited to submit a grant application to the PC for funding along with three quotes regarding the installation of emergency lighting. Agreed Action for the Clerk to email the grant application and procedure information to Richard Lock. **ACTION Parish Clerk**

12.2 Village Hall – small hall heating update

Following the last PC meeting, the Clerk wrote to the VHC Chair regarding the temperature in the small hall. The VH Chair responded with an apology.

The subject of the non-functioning village clock in Badwell Ash was discussed. It was acknowledged that the Badwell Ash History Society had previously obtained funding to have the clock serviced.

13. Communications and Social Media

13.1 Website and Social Media update

The key messages from last month's PC meeting were posted on the PC's website and Facebook page along with notification of bird flu in Bacton and details of the bus services survey.

13.2 The Broadsheet – update

The Clerk thanked everyone involved with the production of the latest edition of The Broadsheet and reported that the newsletter was ready for distribution a week earlier than programmed. Further discussions with Gipping Press are planned to review and determine where further improvements can be made.

13.3 Key communication messages from meeting

The following key messages from the meeting were agreed:

1. Details regarding speed control and the introduction of the 20mph speed limit.

ACTION Parish Clerk

2. Details of the locations of grit bins in the Parish including a link to the map of the bins positions to be posted on the website and Facebook.

ACTION Parish Clerk

Dates of future meetings 2026

| | | | |
|--------------|---------------|-------------|-------------|
| 3 March 2026 | 7 April 2026 | 5 May 2026 | 2 June 2026 |
| 7 July 2026 | 4 August 2026 | 3 Sept 2026 | 6 Oct 2026 |
| 3 Nov 2026 | 1 Dec 2026 | | |

.....

Signed as an accurate minute of the meeting

Chair of Parish Council

Appendix 1

BACS Payments for Authorisation – February 2026

| | | | |
|----------------|--|--------|------|
| Lorraine Pace | Salary January | 97.50 | BACS |
| T Dobson | Milk / Supplies | 7.52 | BACS |
| T Dobson Clerk | Salary | 983.02 | BACS |
| N Harvey | Village Ranger Supplies | 179.98 | BACS |
| HMRC | Tax & NS Payment NOT before 6 th of the month | 367.34 | BACS |
| Ian Hubbard | New Solar Panel De Fib Long Thurlow | 300.00 | BACS |
| Basic Life | De Fib Pads | 180.00 | BACS |
| Gipping Press | Broadsheet x 450 Copies | 338.00 | BACS |
| Stephen Rose | Street Cleaning | 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 Rachel Leggett

Signed  Print Name S Rose