



DRAFT

**BADWELL PARISH COUNCIL MEETING
MINUTE OF THE MEETING HELD ON THE 6TH JANUARY 2026, 7PM
IN THE VILLAGE HALL, BADWELL ASH**

Present:

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

Also Present: County Councillor Andy Mellen and District Councillor Richard Winch, Peter Dixon and Richard Lock, VHC.

1. Apologies: Cllr Bill Woodhall

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 2nd December 2025 was agreed and signed by the Chair.

4. Reports from Local Councillors

4.1 A copy of County Councillor Mellen's report had been circulated prior to the meeting. The report was noted and filed with these minutes.

County Cllr Mellen reported that the government has announced it is considering postponing local elections scheduled to be held in May 2026 again. Suffolk County Council has called an extraordinary council and cabinet meeting for January 12th to discuss the potential postponement and its response to the Government by the deadline of January the 15th. County Councillor Mellen asked the Parish Council for their views on this and the PC unanimously agreed that it would be undemocratic not to have the elections.

Suffolk has been awarded £27m funding for bus services from the government's Local Authority Bus Grant (LABG), this can be used for routes, ticketing or improving infrastructure like bus stops and shelters. Communities in Suffolk will be able to suggest improvements in their area and 'bid' for funding via the Suffolk on Board website: <https://www.suffolkonboard.com/> The council has also been awarded just over £12m from Active Travel England to promote sustainable travel in the county. This can be used

to invest in footpaths, cycle lanes and other infrastructure. The Cabinet Member for Transport Strategy at the council says it is important for the council to develop a network of measures to encourage people out of the car wherever possible in order to reduce congestion and pollution. It was agreed that the Parish Clerk would post on the PC's website and Facebook page asking parishioners what services they would like and the PC will take this forward.

ACTION Parish Clerk and the PC.

County Cllr Mellen confirmed he is chasing the issue of the relocation of the 30mph speed sign in Richer Road in Badwell Ash. Cllr Taylor reported the housing developer has said he is happy to help with the actual relocation of the sign but is not obligated to provide a financial contribution for this.

County Cllr Mellen confirmed he has raised the matter of a replacement grate in the recently constructed culvert on Richer Road. Cllr Taylor agreed to check to see if this has been undertaken.

ACTION Cllr Taylor

- 4.2** A copy of District Councillor Winch's report was emailed prior to the meeting. The report was noted and will be filed with these minutes.

District Councillor Winch reported that construction work on Gateway 14, which is a state-of-the-art skills and innovation centre in Stowmarket has reached a key milestone with the core construction now complete. It will open in June 2026 and will include a construction academy and AI centre.

A new 3G football pitch will be delivered to Stowmarket following funding being secured from the Premier League, the FA and Government's Football Foundation was secured. The pitch will be built on the grounds of the high school and will be available for community use.

A new accessible community darts hub has been opened in Stowmarket. It offers darts equipment and accessories, coaching sessions and pay and play lanes.

Funding for the installation of limited on-street vehicle EV charging points is available from Central Government and Suffolk County Council have reviewed potential locations within Badwell Ash. Richer Close was suggested as one potential suitable location, the PC considered this location as unsuitable. The Parish Clerk has posted messages on the PC's Facebook asking Parishioners for suggestions of possible locations and to date one response has been received and the details passed to D Cllr Winch. District Councillor 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.

ACTION D 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.

02.12.2025	7.1	PIIP	Cllrs Morgan, Russell, Taylor and Tomkins will work together and draft PIIP.
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Cllr Russell reported that a draft Parish Infrastructure Investment Plan (PIIP) has been produced and will be brought to the PC for further discussion and agreement.

ACTION Cllr Russell

02.12.2025	10.2	Planning	Issue regarding Planning Application DC/25/00365, Olive House, Langham Road, Badwell Ash to be investigated by D Cllr Winch.
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District Councillor Winch reported that this matter will be considered by MSDC Planning Committee and the PC will be notified of the date of the meeting. **ACTION D Cllr Winch**

02.12.2025	12.5	Cllr Taylor	Reports of white foam on the river in Badwell Ash. There have also been reports of white foam on the river in Thetford and the river Gipping. District Councillor Winch agreed to investigate this further.
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District Councillor Winch reported that the white foam has disappeared, and the river looks clear at present.

ACTION Closed

6. Parish Clerk's Report

6.1 Parish Clerk Succession Plan

The Parish Clerk announced he will be submitting his resignation to coincide with the end of the financial year 2025/26. A draft Job Description has been drafted and will be circulated to Cllrs for review and comment. The role will be advertised by the beginning of February. The aim is to appoint a replacement Parish Clerk in good time to allow a comprehensive handover period.

ACTION Parish Clerk

6.2 Update on review of Policies and Procedures

The Parish Clerk is currently undertaking a review of all the PC's policies and procedures. The objective is to ensure that the policies and procedures reflect the way the council is now working. As an example, he explained that with the introduction of the Financial Steering Group it was important that the evaluation processes now in use were properly documented, and that there may be an opportunity to combine the CIL and Small Grants funding policies and procedures into one. It was agreed that this should be discussed and agreed by the Finance Steering Group.

ACTION FSG

The Parish Clerk undertook to complete and publish the review by the middle of February

ACTION Parish Clerk

Councillor Russell volunteered to review the FOI (Freedom of Information) policy and procedure.

ACTION Cllr Russell

7. Finance

7.1 Fix % rise for Precept

A copy of the RFO's (Responsible Finance Officer) report was emailed prior to the meeting. 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 £233,010.66. A total of £910 interest has been received from the PC's savings account.

Cllr Taylor reported she is awaiting confirmation from MSDC regarding the percentage increase in this year's precept. MSDC is recommending an increase of 9.5%. Following further discussion, the PC unanimously agreed to a 2.9% increase. **ACTION Cllr Taylor**

7.2 Update BAPC Website Migration Evaluation

The FSG will review the three quotes that have been received regarding the website migration work that is required and will report back to the PC. They will also review the costs for street cleaning and the Highways Ranger Training Scheme. **ACTION FSG.**

Cllr Taylor confirmed that an Expression of Interest (EOI) has been submitted to Mid Suffolk Sports Infrastructure grant. MSDC would like to meet with the PC to obtain further details before inviting the PC to re-submit the EOI. **ACTION Cllr Taylor**

8. Community Development Plan

8.1 Community Working Group ToRs – update

Cllr Morris reported that he had reviewed the Community Working Group Terms of Reference and concluded that they were not required. Cllr Morris undertook to issue a brief statement to all concerned. **ACTION Cllr Morris**

8.2 Pride in Place – Bench plan

A copy of the plan for the proposed sitings of the new benches purchased from the Pride in Place grant was circulated prior to the meeting. The proposed plan was unanimously agreed.

8.3 Land availability – proposal to canvas community

Some of the long-term high-cost suggestions from Parishioners from the Community Survey was for the PC to purchase land for allotments, a community orchard, a wildlife area and open green spaces. Cllr Morris reported he has been approached by the owner of the land which the Badwell Ash Gun Club uses, about potential projects they would like to consider for the community. He undertook to report back to the council once these had been discussed. **ACTION Cllr Morris**

It was also agreed that the Parish Clerk would publish a message in The Broadsheet canvassing Parishioners for any possible pieces of land that could be purchased or rented.

ACTION Parish Clerk

Cllr Tomkins reported he has been asked if it is possible to provide a salt box at the bottom of The Broadway in Badwell Ash. The Clerk was asked to investigate costs and report back to the PC.

ACTION Parish Clerk

It was noted that Denby Homes still have signs on display at the development, and the Clerk was asked to contact them to see when they propose to remove these.

ACTION Parish Clerk

9. Traffic management and road safety

9.1 Replacement SID east end Long Thurlow – update

Cllr Tomkins reported that SCC Highways Department has now given permission to replace the SID at the east end of Long Thurlow.

ACTION Cllr Tomkins

10. Village Assets – update

10.1 Defibrillators (2) Monthly inspections – update

Inspections of the defibrillators were undertaken and the results recorded.

10.2 Defibrillators replacement pads and batteries

Replacement pads and batteries have been ordered for the defibrillators. Cllr Woodfine reported that the defibrillator battery in Long Thurlow was currently low, possibly due to the cold weather and the Clerk agreed to check this.

ACTION Parish Clerk

10.3 LT defibrillators solar panel replacement update

The defective solar panel is still working and will be replaced early January

10.4 Highways Ranger PPE work gear

A list of PPE work clothing and boots for the Highways Rangers has been ordered from SCC Highways Department. The Clerk and Cllr Harvey agreed to produce a list of work activities and supporting works equipment required. The issue of storage of the equipment was discussed, and Cllr Harvey offered to store some of the equipment until a container has been purchased.

ACTION Cllr Harvey and Parish Clerk

Cllr Morgan is currently storing the A frame which the PC uses for events and asked if this could be stored at the Village Hall until a container is purchased. This was agreed.

ACTION Cllr Morgan and Parish Clerk

The Clerk explained he has a large amount of PC papers handed over by the previous Parish Clerk that needed to be stored. The Parish Clerk agreed to review contents and remove anything no longer required before archiving.

ACTION Parish Clerk

10.5 Monthly playground inspection by PC

Last month's playground equipment inspection was not undertaken. Cllr Draper apologised for this and will ensure this is undertaken. Cllr Draper also volunteered to undertake next month's inspection.

ACTION Cllr Draper

11. Planning

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

Application Number	Property	Summary Assessment
DC/25/05159	Wyverstone Road, Long Thurlow 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.

This Planning Application was passed unanimously.

Cllr Russell asked District Cllr Winch for an update on the planning application submitted by Rumbles Fish Bar. District Cllr Winch confirmed that the Applicant withdrew the planning application and agreed to look into this further and report back.

ACTION District Cllr Winch

12. Village Hall Matters

12.1 Update from VHC PC representative

Richard Locke reported he has been looking at the Village Hall's current booking system. The hall is underused. The VHC is looking to recruit new Trustees. The VHC will meet tomorrow to further discuss the enhancement of the village hall.

12.2 Solar Lighting project – village hall access road

Individual solar lights have been purchased and fitted on the access road to the village hall. These have proven to be very helpful. The VHC has asked if it is possible to have

these linked in as opposed to individual. This was noted and is a matter that can be looked at with the overall project of enhancing the village hall.

13. Communications & Social Media

13.1 Website and Social Media Update

The Clerk continues to oversee the PC's website and Facebook page. The Clerk requested the outstanding articles regarding an update on the Highways Ranger Training Scheme and the results of the Traffic Survey. The Clerk agreed to write the article on the Highways Ranger Scheme and Cllr Russell will provide the article on the traffic survey.

ACTION Parish Clerk and Cllr Russell

13.2 Advertising Sponsorship

The Clerk is overseeing the advertising sponsorship for the Broadsheet.

13.3 Update to the Broadsheet editorial service

Gipping Press have been appointed to produce the Broadsheet.

13.4 Key Communication messages from meeting

The following key messages from the meeting were agreed:

1. Active Travel England Grant for transport. Article to be posted on the PC website and Facebook about this and asking for feedback from Parishioners on the services they would like.

ACTION Parish Clerk

2. New picnic benches. An article to be written and posted to let Parishioners know that new benches have been built and installed on the patio at the Village Hall.

ACTION Parish Clerk

Dates of future meetings 2026

3rd February 2026	3rd March 2026	7th April 2026	5th May 2026
2nd June 2026	7th July 2026	4th August 2026	1st Sept 2026
6th Oct 2026	3rd Nov 2026	1st Dec 2026	

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


Appendix 1

BACS Payments for Authorisation – January 2026

Lorraine Pace	Salary December	97.50	BACS
Branded Cuppa Ltd	Broadsheet Dec / Jan 26	120.00	BACS
WhitelTsolutions	MS365 Support PAID 27/12/25	55.00	BACS
WhitelTsolutions	Set Up New Finance Laptop PAID 27/12/25	82.50	BACS
HMRC	Tax & NS Payment NOT before 6th of the month	367.54	BACS
Clerk T Dobson	Salary	982.82	BACS
Badwell Ash Village Hall	Q4 Hire of Badwell Ash Village Hall October/Nov/Dec	80.00	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. Murphy

Signed  Print Name S Russell