



BADWELL ASH PARISH COUNCIL
MINUTES of the meeting held on Tuesday 7th January 2025
[DRAFT minutes, to be formally agreed at the next meeting

PRESENT: Cllrs Stephen Russell (Vice Chairman), Will Draper, Roy Woodfine, John Morgan, Nick Harvey, Clare Taylor, Mark Tomkins.

ALSO PRESENT; County Councillor Andy Mellen, District Councillor Richard Winch and Peter Dixon Lead of Neighbourhood Plan Green Connexions Group and local parishioner

1.	<p>APOLOGIES Cllr Richard Morris (Chairperson), Cllr Bill Woodhall</p> <p>Opening Statement; Cllr Russell noted in the absence of a Parish Clerk, interim arrangements to be agreed as follows; Cllr Tomkins to monitor and attend to emails Cllrs Taylor and Russell to be oversee finances. Agreed to payment of outstanding invoices retrospectively.</p>	<p>ACTION</p> <p>MT, CT&SR</p>
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2.	EXPRESSIONS OF INTEREST	
2.1	Members of the public are welcome to attend the meetings of the Parish Council. They may, before the start of the meeting, make a statement or ask a question of not more than three minutes duration on matters relating to the Parish – none received; one member of the public present.	
2.2	Members of the public will not be permitted to speak thereafter unless agreed by the Chairman and should address the Chair to request to speak.	
2.3	Receive questions and comments to be submitted in writing via email – none received.	
2.4	<p>Report from County Councillor C Cllr Andy Mellen's report attached for the files. The most significant issue is the local government's plans for devolution and reform of Councils. In light of current proposals the Government wants to replace the current Councils within Norfolk and Suffolk with one Unitary Council. Councils have been requested to postpone elections in May. Mr Dixon asked whether there will be a delay or shift in terms of delivery. C Cllr AM explained that this is taking up a lot of staffs time.</p> <p>C Cllr AM has received a complaint about the faded white lines on Richer Road and The Street in Badwell Ash. The Highways Department have looked into this and their remedial repair criteria was not met. However the remedial work will be covered and costs met by CC Highway Fund, £1,000 A speed survey beyond Richer Road has been undertaken and the analysis is awaited. Work on the A1088 Bridge Farm Bridge will be finished by the 28th Feb 2025.</p>	C Cllr AM
2.5	<p>D Cllr Richard Winch, report attached for the files. The Government are proposing new mandatory housing targets for each Local Authority. Work on the Local Plan has been paused though work that has been undertaken in Part One still applies and what has been done will be approved.</p> <p>Pride in Place grant funding is available up to £5,000 is available for Parish Councils. It is on a first come first served basis and can include such projects as planting, the purchase of village signs, seating and benches etc for further details go to https://www.midsuffolk.gov.uk/w/-50k-bid-by-mid-suffolk-district-council-to-promote-town-and-village-pride It was noted that there are village signs in Long Thurlow that need replacing.</p>	MT&SR
	The timetable for the Simmonds route 73 bus is still awaited.	RW

<p>3.</p> <p>3.1</p> <p>3.2</p>	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>To receive declarations of pecuniary, local non-pecuniary interest(s) including personal interests in items on the agenda, gifts and or hospitality – Cllr Roy Woodfine has an item under agenda item 7.2</p> <p>Consider requests for dispensations – none received.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>MINUTES</p> <p>Minutes of the Parish Council meeting of 3rd December 2024 approved and agreed.</p> <p>Matters Arising – nothing outstanding.</p>	
<p>5.</p>	<p>CLERK'S REPORT AND CORRESPONDENCE</p> <p>Meeting dates for 2025 as follows; 4th Feb, 4th March, 1st April, 6th May, 3rd June, 1st July, 5th August (if required), 2nd Sept, 7th Oct, 4th Nov and 2nd Dec. Dates set for the first Tues of the month, to be confirmed with Cllr Richard Morris on his return.</p>	<p>SR &RM</p>

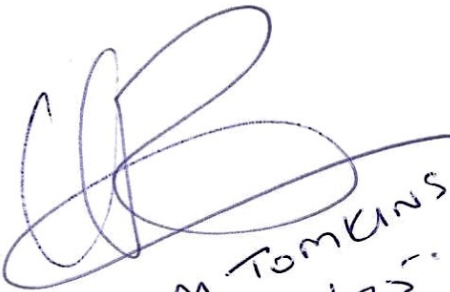
6.	ENVIRONMENT	
6.1 & 6.3	<p>Neighbourhood Plan Cllr Russell reported that the draft NP will be sent off next week to Mid Suffolk for consultation and will come back to the PC to be approved at the next meeting. Cllr Woodfine will reclude himself from the forthcoming PC vote of the NP because of changes to his settlement boundary. Peter Dixon gave a report on the project group of volunteers that has been formed, as a non statutory item from the NP, called Green Connexions. The group has met and identified some "green" initiatives, reflecting the interest the community had highlighted during the various Neighbourhood Plan consultations. One of the ideas is to run a wildflower photograph competition for children. Cllr Harvey will ask his neighbour if he would be willing to hold this competition in his field. D Cllr Richard Winch to look into possible purchase of a piece of land that is available in Badwell Ash using grant funding.</p>	<p>SR</p> <p>NH &PD</p> <p>RW</p>
6.2	<p>Multi Use Games Area –(MUGA) Cllr Harvey reported that the noise test of the playground has been undertaken and a report is due next week. Invoice to follow, payment of which was agreed. Discussed times for use of the playground and agreed 8am to 10pm.</p>	<p>NH</p>
6.4	<p>Village Hall liaison - monthly Efforts to progress work on the H&S actions were made prior to Christmas 2024. The Badwell VH Committee have asked Cllr Draper to obtain some dates for a joint PC and VHC meeting and how many/who from the PC and the VHC should attend. Agreed for Cllr Draper to obtain the first available date in Feb 2025 for a joint meeting. Any plans for the VH should take into consideration the views of the whole Parish and should also consider the comments raised in the NP consultation.</p>	<p>WD</p>
6.5	<p>Playground monthly inspection report Cllr Russell will undertake the next monthly inspection and report at the next meeting.</p>	<p>SR</p>
6.6	<p>No agenda item.</p>	
6.7	<p>Badwell Broadsheet survey and future arrangements. Following on from the Broadsheet survey in October, an editorial calendar has been produced. Deadline for articles to be received is the 16th of the month. There is an issue with papers not being delivered on time. Cllr Morris to speak to distribution team regarding distribution and delivery in an effort to resolve the issue.</p>	<p>RM</p>
6.8	<p>Village Hall and driveway; progress on risk preparedness and remedial actions. A Risk Assessment has been completed as per Andrew Peck's H&S recommendations. One outstanding issue in the report was the VH curtain's fire retardant status. This has now been completed. Cllr</p>	

	<p>Tomkins presented an invoice of £585.60 and the VH have asked if the PC would pay this. It was agreed to pay 50% of this invoice with a request that the PC would like to be given advance warning of any costs that need to be met.</p> <p>5mph signs are now in place in the driveway.</p> <p>The boundary issue regarding maintenance of the picket fence has been resolved. The VH boundary is the narrow strip of land running the length of Mike Smith's picket fence between the picket fence and the concrete of the driveway on which the telegraph pole for broadband is sited, this is owned by the PC. Mike Smith is responsible for the maintenance of the picket fence and repairs were undertaken prior to Christmas 2024. Reference email thread between Cllr MT and Mike Smith dated 14 Dec 2024, Appendix 2</p>	MT &CT
6.9	<p>Grounds maintenance plan for 2025-2026</p> <p>There is allocation of 2 hr/wk for grass cutting in the Parish undertaken by Stephen Rose. Cllrs Russell, Taylor and Tomkins to speak to Stephen Rose and develop an outline plan for 2025-2026. Cllr Taylor to look back at earlier invoices for historical plan data.</p>	SR,CT&MT
6.10	<p>Repair of war memorial stonework</p> <p>Cllr Harvey reported that due to inclement weather repairs have not been completed. He will inspect with his contractor when weather permits.</p>	NH
6.11	<p>2025 Thermal Imaging Camera Programme</p> <p>Training for Cllrs Tomkins, Russell, Woodfine, Morgan and LT resident Mark Pace will take place on 9th Jan 2025. This will be via zoom. Cllrs Woodfine and Morgan will undertake this retrospectively. A camera will be deployable at the end of Feb. An article will be put in the next edition of the Badwell Broadsheet if not possible, posters will be put up. Cllr Tomkins will organise bookings of interested parties.</p>	MT,SR RW,JM &MP MT
6.11	<p>Replacement seat (replaces the Austin seat) at St Mary's Crescent</p> <p>A new seat is available to replace the rotten wooden bench on St Mary's Crescent. Residents to be consulted on the siting of this.</p>	
6.12	<p>Speed monitoring</p> <p>There is a noticeable increase in the numbers of vehicles travelling over 30mph which is consistent with the closure of the A1088. Cllrs Russell and Tomkins to undertake speed watch activity and report to SDR Suffolk Police.</p>	SR & MT

<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>PLANNING -Progress of current planning applications;</p> <p>Formal commencement of Planning sub-group A planning sub group consisting of 3 PC's and 2 non PC's – namely Cllrs Russell, Morgan and Tomkins and Mr D Girling (Chair) and Mr P Dixon and they will assess for compliance with the NP. They will then issue their report to the PC for each application. A summary of each application will be published on the BA website.</p> <p>DC/23/05438- Cadogan House, Long Thurlow – Lawful Development Certificate A Lawful Development Certificate has been obtained.</p> <p>DC/24/05242 – Lavender Cottage, The Street, Badwell Ash – Listed Building Consent Application for Listed Building Consent. Replacement of concrete render with lime render to the front elevation granted.</p> <p>DC/24/04635 Badwell Ash Village Hall – Canopy to rear courtyard and replacement This is an application for the erection of canopy to rear courtyard and replacement of external cladding. The original materials were not befitting but this has now been resolved and approved.</p>	<p>SR&MT</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>FINANCE, GOVERNANCE AND POLICIES</p> <p>Adopted Budget 2024-25 and Council Tax precept Cllrs Russell and Taylor have met to look at the finances.</p> <p>A summary of payments and invoices for payment were approved for processing. (Appendix 1) Cllrs SR and CT to meet with the previous Parish Clerk to action payment and sign off BACS payments.</p> <p>Items not set for payment;</p> <p>£ 40.00 BAVH – hirings of village hall – query on this, CT to look into £ 186.00 Broadsheet – both to be paid next month</p> <p>Governance It was agreed for Cllr CT to be set up as a signatory on the PC bank account. The previous Parish Clerk had sent off HMRC Q3 tax, the VAT needs to be claimed back by the end of this financial year.</p> <p>Cllr CT to put together a file of finances ready for next meeting. Brief discussion on financial software systems. D Cllr Richard Winch reported that there are specialist Parish Council systems and Walsham Le Willows were about to convert to this.</p> <p>Councillor training for Cllr Tomkins Parts 1 and 2 has been booked – to be paid next month.</p>	<p>SR & CT</p> <p>CT</p> <p>CT</p> <p>CT</p> <p>CT,SR &RM</p> <p>CT</p>

9. 9.1	<p>PREPARATION FOR NEXT MEETING</p> <p>An early indication of likely attendance was sought for the next PC meeting on the 4th Feb. Apologies were noted and accepted from Cllrs Harvey and Woodfine.</p>	
10. 10.1 10.2	<p>IN CAMERA SESSION –NOT open to the public no items applicable.</p> <p>Actions to recruit to vacant Clerk; and Finance ‘RFO’ roles Cllr Morgan has written a summary of both roles and has contacted the Hexagon, Badwell Broadsheet, Thetford, Bury St Edmunds, Diss Town Councils as well as SALC and Suffolk Jobs Direct. Agreed to approach SALC for assistance with recruitment to these roles. Cllr Russell to email SALC to initiate this process and to send an email round prior to the next meeting. Cllr Draper to post details of vacancies on Indeed. Cllrs Russell and Tomkins to be interim contacts in lieu of Parish Clerk. Cllrs Russell and Taylor to go through recent emails Agreed to purchase 2 new lap tops and 2 printers, Cllr Woodfine to look into this. Once in place set up so password protected. A check of the Defibulator is to be undertaken once a month, Cllr Russell has the information on this.</p> <p>Plans for Improved Village Amenities To be discussed at the next meeting.</p>	<p>SR</p> <p>WD SR & MT SR & CT</p> <p>RW</p> <p>SR</p> <p>RM/All</p>

S Russell
S Russell.
4/2/25.


M TOMKINS
4/2/25.

APPENDIX 1 – BACS and Cheque payments for Jan 2025

Carole Rose	Clerk's wages Dec (incl annual holiday pay)	£2,226.54	BACS
Carole Rose	Clerk's expenses Dec	53.99	BACS
HMRC	Q3 Tax and NI	£1,981.56	BACS
Elan City	Replacement speed indicator sign (SID)	£2,567.99	BACS
Rachel Leggett	Neighbourhood Plan Consultant	£2,034.03	BACS
Gipping Press	Print Broadsheet	£ 186.00	*
C & L Construction	Repair to village sign	£ 331.80	BACS
Costcutters	St Mary's new bench	£ 520.51	BACS
SafetySignsForLess	Playground signs	£ 55.07	BACS
BAVH	Hiring of VH	£ 40.00	*
HSBC	Bank charges	£ 5.00	BACS

*To be paid next month

APPENDIX 2 reference Agenda Item 6.2
Email thread between Cllr Tomkins and Mike Smith

“There seems to have been some unnecessary confusion over this issue and I would just like to clarify what I believe are the facts having discussed the issue with you on Friday:-

After you initially believed the picket fence was the responsibility of the PC, you located your deeds, a boundary T drawing and also obtained correspondence from your developer to accurately clarify the situation. In your opinion this documentation now confirms that the picket fence ownership is your responsibility and that it demarks the boundary of your property alongside the Village Hall Driveway.

You also believe that the narrow strip of land running the length of the picket fence between the picket fence and the concrete of the driveway on which the telegraph pole for broadband is sited is owned by the PC.

As the picket fence is your responsibility, you are responsible for its maintenance, and you have scheduled to repair the picket fence on its existing line prior to Christmas.

I hope I have captured the salient facts correctly and if you are satisfied that this is a true reflection of our discussion and the situation with this boundary line , then please confirm to me by return.

Kind Regards

Sincerely

Mark

BAPC”

“Hi Mark - thank you for your email.

Your summary of the facts is ‘spot on’. Thank you for your time in taking this on board on behalf of the Parish Council.

Sue and I have now drawn a proverbial line on the matter and moved on. The repairs should be completed this side of Christmas.

Best regards

Mike”