



**BADWELL PARISH COUNCIL MEETING
MINUTE OF THE MEETING HELD ON THE 2nd JUNE 2026, 7PM
IN THE VILLAGE HALL, BADWELL ASH**

Present:

Cllrs Steve Russell (Vice Chair), Bill Woodhall, Clare Taylor, John Morgan, Mark Tomkins, Nick Harvey, Will Draper, Alison Martin (Parish Clerk), Lainey Pace, (Minute Secretary)

Also Present: County Councillor James Patchett, District Councillor Richard Winch, Peter Dixon and Richard Lock VHC reps and four members of the public.

1. Apologies: Councillors Richard Morris and Roy Woodfine.

Councillor Russell welcomed everyone to the meeting and outlined that members of the public are limited to speaking for no longer than three minutes. They may ask questions during the course of the meeting at the discretion of the Chair.

Councillor Russell asked members of the public if they had any questions for the Parish Council at the top of the meeting. Concerns were raised by a member of the public regarding the persistent speeding in Back Lane in Badwell Ash. They reported that drivers are not adhering to the 30mph speed restriction and they considered the situation dangerous and asked whether the PC could address this issue. Councillor Russell explained that the PC has had two traffic surveys undertaken by Suffolk Highways Safety Team and following these white dragon's teeth chevron markings have been installed on The Street near Broadway in Badwell Ash. Also, the PC is currently looking to relocate the 30mph speed sign in Richer Road so that the Hartog Hutton housing development is within this speed restriction. Councillor Russell is liaising with the authorities regarding the costs for this.

Councillor Russell reported that the Suffolk Highways Safety Team deemed that there were no safe locations within the Parish in which to undertake a community speed watch safely. District Councillor Winch reported that Walsham PC recently canvassed residents for feedback on introducing a 20mph speed restriction in their Parish which was well supported and they are moving forward with this traffic calming measure.

Complaints have been made regarding the on-street parking in The Street in Badwell Ash. Residents' parked vehicles obscure the view of traffic to vehicles that want to turn left onto The Street from Richer Road. It was agreed that the PC would look at this issue and the option of a 20mph speed restriction as part of a longer-term strategy of traffic calming measures for the parish.

ACTION Councillor Russell

2. Declarations of Interest and Dispensations

2.1 To receive disclosures of personal and prejudicial interests on matters to be considered at the meeting

None.

2.2 To receive and agree requests for dispensations

None.

3. Minutes

3.1 To approve and sign the minute of the previous meeting 05 May 2026

The minute of the previous meeting held on the 5th May 2026, was agreed and signed off by the Vice Chair in the absence of the Chair.

3.2 Matters arising from the minute not covered on the agenda

None.

4. Reports from Local Councillors

4.1 Report from County Councillor James Patchett

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

James Patchett is the new Green Councillor for our division elected during the local elections held on the 7th May 2026. Reform UK have 41 Councillors elected and therefore the Green Party are not in charge of making decisions but will work hard to hold the Council and the Reform administration to account and challenge them on their decisions. If anyone has any queries regarding the services provided by Suffolk County Council you can contact Councillor Patchett via email at james.patchett@suffolk.gov.uk

4.2 Report from District Councillor Winch

A copy of District Councillor Winch's report was circulated prior to the meeting and will be filed with these minutes. District Councillor Winch highlighted the following items from his report:

- Better recycling – The new recycling regime comes into force as of June 2026. Details for this can be found at www.midsuffolk.gov.uk/en/changes-to-bin-collections
- Construction of a 'transformational' £18 million, state-of-the-art skills and innovation centre in Stowmarket has been completed – and is ready to open this summer. The Innovation Gateway, at Gateway 14, will offer a range of office spaces for high growth start-ups, collaboration and innovation areas, meeting rooms and high-quality training spaces.
- Solar for Business scheme – 2 companies in Eye are the first to see energy savings as a result of this scheme.
- Suffolk's Armed Forces Celebrations - Stowmarket will play host to Suffolk's 2026 Armed Forces Day celebrations, with military fanfare and a full day of family fun to recognise and celebrate the contribution of the armed forces community. The free event, organised by Mid Suffolk District Council in partnership with Stowmarket Town Council, will take place at the Recreation Ground on Saturday 27 June and brings together service personnel, veterans, families and the wider community for a day of both fun and reflection. Details of this event will be posted on the PC website and Facebook Page – **ACTION Parish Clerk**

5. Review of outstanding actions from last meeting

5.1 Update of Action Tracker

02.12.2025	7.1	Community Development Plan	Cllrs Morgan, Russell, Taylor and Tomkins will work together and draft PIIP
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Awaiting financial updates.

06.01.26	4.1	Reports from Local Cllrs	Cllr Taylor agreed to check to see if replacement grate in the recently constructed culvert on Richer Road has been undertaken.
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Councillor Taylor reported that the grate has still not been fitted.

6. Parish Clerk's Report

6.1 Residents Reports

Stephen Rose recently dealt with a fallen tree in Badwell Ash.

Two complaints regarding the condition of the footpath on the new Mulberry Housing development site, (footpath 11) had been received. Councillor Woodhall has checked it and reported the footpath is in poor condition and is impassable. He has asked the Developer to;

- address the condition of the footpath
- to put up signage and
- to ensure someone is available on site to ensure walkers can pass safely

The footpath had been closed whilst the Mulberry Homes development was undertaken and by now it should be reopened and in good condition. District Councillor Winch agreed to raise this matter with the Rights of Way Team. **ACTION District Councillor Winch and Bill Woodhall.**

6.2 PC domain and email addresses update

There have been a few teething problems with the new gov.uk email addresses. The Clerk reported she recently changed over the circuit for the defibrillators to a new account and the inspection results for these can now be recorded. The Clerk and Cllr Morgan have undertaken the inspections of the defibrillators for this month and reported that they are in working order and the results have been recorded.

6.3 Training and Webinars

The Clerk recently undertook training on the Parish Online system with Councillor Morgan and an Ordnance Survey webinar. She attended a webinar on Unauthorised Encampments and one on the use of the Parish Online mapping website. She is due to undertake Webinar training on basic Parish Clerk training this month.

7. Finance

A copy of the Responsible Finance Officer (RFO'S) report was filed prior to the meeting and will be filed with these minutes. This month's Bank Statement has been checked and signed off by Councillor Tomkins. BACS payments for this month were authorised and signed off by the Vice Chair Councillor Russell and Responsible Finance Officer Taylor.

7.1 Annual Financial Audit – Sign Off

A copy of the Annual Financial Audit had been circulated prior to the meeting and will be filed with these minutes. The internal Audit has been completed by Brian Robertson (who is now a

member of the financial steering group) The Audit was unanimously agreed by the PC and signed off by Councillor Russell and the Parish Clerk. Signed copies will be sent for external audit which will also be filed.

ACTION Councillor Taylor

7.2 Badwell Ash Village Hall – Grant

The Village Hall has submitted a grant request for financial support to cover the costs to hold additional coffee mornings at the Village Hall. The BAFSG, (Badwell Ash Financial Steering Group) has reviewed this request and recommends supporting this request as this community group will enhance the life of residents of Badwell Ash. The VHC will invoice quarterly for their room hire. This is not a grant application and the PC has the right to terminate the funding at any time if they feel the funds are not being used correctly. The PC agreed that they could agree to fund the room hire for any group which requires support, (subject to pre-discussions with the PC). The BAFSG will review all groups requiring support on a quarterly basis. A copy of the grant form had been circulated prior to the meeting, and the request was unanimously agreed by the PC. The organiser of the coffee mornings was present at the meeting and thanked the PC for their support.

7.3 Platinum Drive Support for Pond and Community area

The Platinum Drive Management Team is looking to restore the pond and community area in their Drive. District Councillor Winch has agreed in principle, to the Toad Money reserve being used towards this project. The BAFSG recommends that this money is to be used on a costing/confirm/pay basis and receipts must be provided. Councillor Taylor agreed to liaise with Green ConneXions for an update on the Toad money. **ACTION Councillor Taylor**

7.4 Holiday Pay – Previous Clerk

The previous Clerk has submitted a request for payment of unused holiday pay. This has been granted and Councillor Taylor will work closely with the new Clerk to ensure that holiday is undertaken and that any requests for overtime must be agreed by the PC and reviewed by the BAFSG.

The cost of the emergency lighting for the Village Hall was slightly more than expected and the PC has agreed to pay the extra 75% contribution which is a total of £86.25.

8. Multi Use Games Area (MUGA)

8.1 Update

Planning permission has been granted for the MUGA and the PC is dealing with the issues raised by MSDC. The MUGA will be positioned into the north corner of the playing field which is the furthest point from the houses on The Street. However, Members of the PC will speak to those residents who will be affected by the build of the MUGA in due course.

Responsibility for the long-term management of the MUGA, (once it is built), will rest with the VHC.

ACTION Councillor Tomkins

9. Traffic Management and road safety

9.1 Traffic calming measures – update

Councillor Russell reported he has been told by Suffolk Highways Department that it will take up to six months to relocate the 30mph speed restriction sign in Richer Road and they are looking for the PC to pay the third party costs. County Councillor Mellen had previously agreed to fund £3,500 towards the costs of relocating the 30mph speed sign. County Councillor Patchett confirmed he will uphold this agreement. Following further discussion it was agreed;

Councillor Russell would notify County Councillor Patchett of the outcome of his meeting with Suffolk Highways
ACTION Councillor Russell

Councillor Morgan will take and send a video of the location regarding the 30mph speed sign to County Councillor Patchett.
ACTION Councillor Morgan

An overall traffic calming strategy will be produced which will include:-

1. The relocation of the 30mph speed restriction sign;
2. Locating the new speed indicator device (SID) on the Walsham Road;
3. The option of a 20mph restriction area;
4. The issue of on-street parking on The Street raised earlier in the meeting.

Councillor Russell will lead on this and Councillor Morgan offered to assist between meetings.
ACTION Councillors Russell and Morgan.

10. Village Assets – update

10.1 Playground Inspection report and discussion

This month's playground inspection was undertaken by Councillor Draper who reported that the area is looking a lot cleaner. The main metal gate to the playground has dropped on its hinges and needs looking at. Outstanding action for Councillor Morris. **ACTION Councillor Morris to update at the next meeting.**

The previous Clerk had updated the inspection process for the PC and the new Clerk was asked to check the details of this.
ACTION Parish Clerk.

10.2 Tennis table graffiti

Removing the graffiti on the table tennis table has been difficult and the Clerk had been asked to look into what could be used to remove it safely. The Clerk reported that Proludic, the company who installed the equipment, recommended sandblasting, pressure wash or using a mineral spirit to remove it.
ACTION Councillor Morgan and Parish Clerk

10.3 Dog and litter bins

The Clerk has checked and also mapped the whereabouts of these within the Parish.

10.4 Sandpit cover

The Clerk has looked into cover options and the costs for a new sandpit cover as requested. Following further discussion it was agreed to remove the sandpit altogether on the grounds that it is unhealthy and hard to keep clean and instead an alternative item for young children should be put in its place.
ACTION Cllr Harvey and Parish Clerk

10.5 Trugs and benches

The Clerk will produce a map of the trugs and benches in the parish. Councillor Tomkins reported that the long bench near the red telephone box will be relocated to the playground and the new shelter will be installed in its place. It was noted that the planters are looking very nice and thank you to those involved with this.
ACTION Parish Clerk

11. Environment – Update

11.1 Pair of Hornbeams for planting

Councillor Tomkins has liaised with Green ConneXions, local conservation volunteer group, who are happy to plant the two hornbeam trees that have been offered to the PC. These will be planted on the field at the back of the Village Hall in the autumn and Green ConneXions will liaise with the VHC as to the exact location.

The June/July edition of the Broadsheet includes an article about planting more trees in the Parish following the email from Richard Parmee asking the PC to identify areas within the Parish for tree planting. The PC had agreed to defer planting any further trees until after the MUGA has been built but any suggestions and ideas from parishioners would be welcome, please contact the Parish Clerk clerk@badwellashparishcouncil.gov.uk

12. Place name proposal – update

12.1 Land west of The Street

This relates to the new development at land west of The Street in Badwell Ash. The PC has agreed to naming this **Hester Place** after Hester Payne a respected long-term resident in Badwell Ash. An article about this will be published in the next edition of the Broadsheet.

ACTION Councillor Harvey

13. Village Hall Matters

13.1 Update from VHC representative

Richard Lock had circulated a copy of his report prior to the meeting and will be filed with these minutes. The new VHC have held two formal meetings with the new committee members and one meeting with the Joint Working Group.

A draft Business Plan has been prepared and worked up into a working document. Some of the things the VHC is looking at include;

- The possibility of a VH sign on the building
- Drawing up an events programme in order to generate income
- They have purchased a Burco countertop water unit to replace the urn in the main hall kitchen

13.2 CCTV update

The village hall internal CCTV camera has been re-sited to the backstage area covering the stage exit door, the area behind the stage curtains including chair and table storage area. The PC thanked the VHC for addressing this issue. In the small hall the CCTV now is directed towards the entrance door.

13.3 Playground goalposts – update

The current goal posts at the back of the VH are in poor condition and the VHC would like to replace these. This will be discussed within the Joint Working Group as part of their remit for VH development. PC to provide VHC with risk register for VH. **ACTION Parish Clerk**

13.4 Badwell Ash Parish Council and Village Hall Committee Working Relationship

Councillor Tomkins has produced a document which sets out the roles and responsibilities of the working relationship. The document has been agreed and signed by the VHC and was circulated prior to the meeting. The PC unanimously agreed the document which will be signed by the PC Chair and Vice Chair. Both parties are looking forward to working together.

14. Communications and Social Media

14.1 Key communication messages from meeting

A message to be posted on the Facebook page to let parishioners know that the PC are tackling the condition of the footpath on the Mulberry Homes development site

ACTION Councillor Woodhall

It was agreed to publish an article in the next Broadsheet giving an update on the development of the VH and the Joint Working Relationship with the PC and the VHC

ACTION Councillors Russell and Tomkins.

Dates of future meetings

7 th July	4 th August (if needed)	1 st September	6 th October
3 rd November	1 st December		

Signed by 

Councillor Morris (Chair)

 S Russell Vice Chair

BACS Payments for BAPC Authorisation - June 2026

Expenditure		
BAVH	Emergency Light extra 75%	£86.25
Lorraine Pace	Wages - May 2026	£112.50
Alison Martin Clerk	Expenses - Milk	£11.98
UK Safety Store	Signs - For Stephen Rose	£44.98
Alison Martin Clerk	May - Wages	£1,092.78
Tavid Dobson	May - Wages	£150.70
HMRC	TD Tax/Nic	£41.19
Green ConneXions	Grant - Bio Blitz	£360.00
Green ConneXions	Grant - Bat Walk	£300.00
Stephen Rose	Street Cleaner May 26	£123.00
		£2,323.38

Income		
May	David Martin Broadsheet Sponsorship	£45.00
May	M K Autos Broadsheet Sponsorship	£45.00
May	Willowserve Broadsheet Sponsorship	£80.00
		£170.00

Neighbourhood Plan Finances

Balance Carried Forward 2025/2026	-888.93
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Sign 	Print Name S Russell
Sign 	Print Name C.A Taylor