

**BADWELL PARISH COUNCIL MEETING  
MINUTE OF THE MEETING HELD ON THE 3<sup>rd</sup> MARCH 2026, 7PM  
IN THE VILLAGE HALL, BADWELL ASH**

**Present:**

Clrs Richard Morris (Chair), Steve Russell (Vice Chair), Will Draper, John Morgan, Roy Woodfine, Tavid Dobson (Parish Clerk), Lainey Pace, (Minute Secretary)

**Also Present:** County Councillor Andy Mellen, District Councillor Richard Winch and one member of the public.

1. **Apologies:** Clrs Claire Taylor (RFO), Nick Harvey, Mark Tomkins, Bill Woodhall, Richard Lock VHC and Pete Dixon VHC

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 3<sup>rd</sup> February 2026 was agreed and signed by the Chair.

4. **Reports from Local Councillors**

4.1 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.

Clr Mellen reported that in January, the Government announced a number of local elections across the country would be postponed. The Government has reversed its plans and recently announced that county council elections, as well as those elections due to be held by Ipswich Borough Council, will take place as originally planned. New councillors elected in May will hold office until the new unitary authority/ies are vested in 2028, with councillors for the new unitary authority/ies elected in 2027 and 'shadowing' the existing councillors for a year. The Government is due to make an announcement at the end of March 2026, on the number of unitary councils to be set up in Suffolk.

County Councillor Mellen confirmed he will not be standing as County Councillor in the forthcoming elections, instead he will concentrate on District Council responsibilities. Councillor Russell extended thanks on behalf of the PC for all County Councillor Mellen's work, and support to the PC and the Parish.

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

District Councillor Winch gave an update on BMSDC 'Call for Sites'. BMSDC had invited submissions of land to be put forward for consideration to be included in Local Plans for use such as housing, employment, sports and leisure and community purposes. Four sites have been submitted within the Parish. A map of all sites submitted and can be viewed at: [www.midsuffolk.gov.uk/web/babergh/w/call-for-sites](http://www.midsuffolk.gov.uk/web/babergh/w/call-for-sites)

As a result of Health and Safety Concerns, including a fatal accident in Norfolk, litter picking along fast routes including the A14 have had to be reassessed. There is a lot of litter on the slip roads and along the

A14 ultimately caused by an irresponsible minority of people throwing litter out of vehicle windows. Contractors will be employed to undertake litter picking along these routes in the next few weeks. The roll out of a new blue recycling bin for glass, tetra packs etc and a grey caddy for food waste under BMSDC's Better Recycling scheme has begun. It was agreed to post this on the PC's FaceBook page together with clarification of what each bin is to be used for.

**ACTION Parish Clerk**

## 5. Review of outstanding actions from last meeting

### 5.1 Update of Action Tracker

|            |      |          |  |
|------------|------|----------|--|
| 06.01.2026 | 10.2 | Planning | Issue regarding Planning Application DC25/00365, Olive House, Langham Road, Badwell Ash. D Cllr Winch to notify the PC with th date of the MSDC planning committee meeting date. |
|------------|------|----------|--|

D Cllr Winch reported that this Planning Application will be discussed at the forthcoming BMSDC planning committee meeting on the 11<sup>th</sup> March. D Cllr Winch will send a summary to PC members, and a representative of the PC will attend if possible.

**ACTION D Cllr Winch and PCs**

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

County Councillor Mellen reported that the grate should be fitted by the end of the month. He has also pointed out to Hartog Hutton that more kerb is required as well as road painting.

|            |     |                        |   |
|------------|-----|------------------------|---|
| 06.01.2026 | 4.2 | Reports of Local Cllrs | D Cllr 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 |
|------------|-----|------------------------|---|

D Cllr Winch reported that consultation on potential EV charging points is imminent.

|            |     |  |  |
|------------|-----|--|--|
| 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 |
|------------|-----|--|--|

This item is on hold pending the outcome of 'Call for Sites'.

## 6. Parish Clerk's Report

### 6.1 Resident's reports

The Clerk reported that he has been informed the finger post on Richer Road requires replacement. Councillor Woodfine added that the finger post near the main footpath in Long Thurlow also needs replacing, and that the anti-slipcover on the footbridge along this footpath is damaged.

After discussion, it was agreed that:

- Councillor Woodfine will take and send photographs of both the damaged finger post and the footbridge, along with the relevant What3Words locations, to the Clerk. **ACTION Cllr Woodfine**
- The Clerk will then contact the Public Rights of Way Team to confirm responsibility for the Long Thurlow footbridge and to ask whether the Parish Council is permitted to arrange repairs or replacement of the broken finger posts **ACTION Parish Clerk**

The Clerk reported that Denbury Homes had been contacted regarding the removal of their marketing boards in Badwell Ash. Denbury Homes stated that they wished to retain the boards as they serve as their publicity material but confirmed they would remove them should residents request this. The Clerk has referred the matter to Peter Dixon, who will carry out a survey of residents to determine their views.

Councillor Morgan offered to assist Mr Dixon with this work. **ACTION Pete Dixon and Cllr Morgan**

The Clerk has received an email from Greg Monaghan, a resident of LT, expressing his thanks to the Parish Council for the work undertaken regarding the SIDS (Speed Identification Devices) in LT. The Clerk has also received a response from a resident in BA who supports the introduction of speed restrictions, particularly along The Street in BA. The Clerk will forward these details to Councillor Russell. **ACTION Parish Clerk**

The Clerk reported that Green Connexions, a local volunteer group, had requested that an email address be set up for them to support a proposed "spring-watch" style survey of local flora, fauna and wildlife. As the group is not formally part of the Parish Council, it was agreed that they should create and manage their own email address. The Clerk will relay this decision to the group. **ACTION Parish Clerk**

#### **6.2 Parish Clerk succession planning**

Three applications have been received so far for the post of Parish Clerk, the closing date for applications is the 13<sup>th</sup> March.

#### **6.3 Options for gov.uk domain and email addresses**

Under Assertion 10 of the Annual Governance and Accountability Return (AGAR), all Parish Councillors are now required to use their own gov.uk email address. This new mandatory declaration relates to digital governance, data protection, and IT compliance.

Prior to the meeting, the Clerk circulated a list of domain and email address options and requested councillors' preferences. After discussion, the Parish Council agreed to pursue the following domain names:

1. **BAPC.gov.uk**
2. **badwellashparishcouncil.gov.uk**

It was further agreed that councillor email addresses will follow the format:

- [cllr.joe.bloggs@badwellashparish.council.gov.uk](mailto:cllr.joe.bloggs@badwellashparish.council.gov.uk)

**ACTION Parish Clerk**

#### **6.4 BAPC policy and procedures review**

The Clerk has recently issued the following policies to council members for review:

- FOI, (Freedom of Information) policy
- Finance Policy
- Health and Safety policy and procedures

The Clerk requested comments and changes prior to the next meeting's discussion for formal adoption.

**ACTION All**

#### **6.5 Community Litter Pick – discussion**

The date for the next community litter pick was discussed. It was agreed to aim for a date around Easter, with routes to be confirmed.

- Cllr Woodfine will liaise with Cllr Tomkins to propose a suitable date.
- The Clerk will check availability with Cllr Woodhall.
- Cllr Russell will prepare an article for the Broadsheet
- Parish Clerk to prepare and publish a Facebook post

**ACTION Cllrs Woodfine, Tomkins, Woodhall, Russell and the Parish Clerk**

#### **7. Finance**

A copy of the RFO's report was circulated prior to the meeting and will be filed with the minutes.

Councillor Russell read the RFO's report in their absence. BACS payments for this month were checked and signed off by the Chair and Councillor Russell.

**7.1 Litter Bins cost increase**

The annual cost for litter and dog bins has gone up from £50 to £51.50 per bin per year. This equates to a total increase of £27 per year.

**7.2 Finance documents review – update**

Councillor Russell reported that the Finance policy documents are currently being reviewed by the FSG and will be discussed in April's PC meeting.

**ACTION Councillor Russell/All**

**7.3 PCC Grant Application – St Mary's Church Professional fees**

The Parish Council received a Grant Funding Application from the PCC requesting £3,360.00 to cover Professional Fees relating to the repair and restoration of St Mary's Church. The FSG has considered the application and recommends approval. The recommendation is conditional upon the PCC working with the Community Working Group to develop a structured plan in response to the Quinquennial Inspection Report, and it is noted that the PCC is already in discussions with English Heritage regarding potential external funding. The application was agreed with 4 votes in favour and 1 abstain.

**7.4 PCC Grant Application – Turret Clock**

The turret clock is owned by the church and was last repaired two and a half years ago. The PCC has submitted a grant application for further repairs. The total cost of the work is £450.00, which has been reduced to £200.00 as the PCC has already raised £250.00 through donations and community fundraising. The FSG has reviewed the application and recommends that the Parish Council approve the remaining cost. The application was agreed unanimously.

**7.5 Website and Email Migration Costs – SuffolkCloud – update**

The Clerk, together with Cllr Morgan and Cllr Taylor, met with SuffolkCloud to discuss the proposal for the migration of the Council's website and the provision of updated email services. SuffolkCloud outlined the associated costs, including an annual service fee of £250, a full website audit with amendments and an accessibility compliance check at a cost of £370, and optional on-site training for up to three members of staff for two hours at a cost of £80. The details of the proposal were noted for consideration at a future meeting.

**7.6 Sports Infrastructure Grant – update**

A meeting with Josh Holmes and Slone Potter of BMSDC has taken place regarding the Sports Infrastructure Grant and FSG will complete the EOI (Expression of Interest) by the end of March.

**ACTION FSG**

**7.7 Principles for Finance deployment to website – update**

Councillor Morgan circulated a copy of the draft principles for setting and deploying the PC's policies. Councillor Morgan will circulate to all Councillors for discussion at next month's PC meeting.

**ACTION Councillor Morgan/All**

**7.8 Relocation of 30mph sign Richer Road – cost update**

Councillor Russell is following up the cost for the relocation of the 30mph so that the Hartog Hutton development is within the 30mph speed limit. The PC accepts that this will be a shared cost and District Councillor Winch has agreed with BMSDC to fund £3,500 towards costs. Councillor Russell reported there is the sum of £200 available from the Mulberry benches giving a total of £5,500 towards this. The PC agreed unanimously to fund the remainder of the cost.

- 8. BALT Neighbourhood Plan**
- 8.1 BALT Neighbourhood Plan update**  
The Neighbourhood Plan has passed the regulation process, and 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. The date for the Judicial Review is still awaited.
- 9. Traffic management and road safety**
- 9.1 Traffic calming measures – update**  
Discussed under item 7.8.
- 10. Village assets – update**
- 10.1 Defibrillators (2) monthly inspection – update**  
Inspections of both defibrillators have been undertaken and results recorded.
- 10.2 Highway Ranger PPE work gear and equipment**  
The PPE work gear has arrived and will be issued when Councillors Harvey and Woodhall return from holiday.
- 10.3 Grit bins update**  
The Clerk has requested Suffolk Highways Department to undertake a survey of grit bins in the parish. One of the suggested locations is between the telegraph pole and the dog bin near the bus shelter in LT, avoiding the area which is planted up.
- 10.4 Monthly playground inspection by PC**  
Councillor Draper has undertaken the playground inspection for February and will carry out the inspection for this month too. He reported that the sand pit cover is broken, and it was agreed to discuss options further at the next meeting. It was also noted that the playground equipment is dirty due to the wet weather and that this needs to be addressed in the spring.
- 10.5 Potential location of EV charging point update**  
Discussed under item 5.
- 11. Planning**
- 11.1 Report by Badwell Ash Planning Application Assessment Group**

| Application Number | Property   | Summary Assessment  |
|--------------------|--|---|
| DC/26/00155        | Land adjacent to Donard, Back Lane, BA, Suffolk. Application under S73 for Removal of Variation of a Condition following grant of Planning Permission DC/21/01823 dated 23/06/2021 Town and Country Planning Act 1990 (as amended) - to vary condition 1 (Approved Plans/documents) to revise Site Plan as per plan submitted- to accommodate changes to the access to plots 7 and 8 to allow extra storage of vehicles off the highway. | <b>The Summary and recommendation</b> is: The Parish Council has no objection and supports the revised changes. |
| DC/26/00375        | <b>Land west of The Street, BA Suffolk. Application under S 73A of the Town and Country Planning Act 1990 – Variation of condition 2 (Approval plans</b>   | <b>Summary</b> This application is for some changes to materials along with some changes to window              |

|  |   |  |
|--|---|--|
|  | <p>and documents) of planning permission DC/21/05515 with reserved matters approval DC/24/00792 (Erection of up to 8 No. Dwellings (2 No affordable) with associated works including creation of vehicular access and landscaping).</p> | <p>positions in this development of 8 properties. These are relatively minor changes and do not affect the overall nature of the development. However, the PC is concerned about the SUDS and drainage issues related to this site and would ask BMSDC to share anything that has been approved on these matters to this point in the development process.</p> <p><b>The Recommendation is</b> The Parish Council has no objection to the proposals.</p> |
|--|---|--|

The above planning applications were passed by the Parish Council.

It was reported that **Planning Application DC/26/00068** - Dacre, Back Lane, BA, Suffolk has been rejected and the applicant will have to reapply.

**12. Village Hall Matters**

**12.1 Update from VHC PC representative**

Richard Locke had circulated a copy of his report prior to the meeting which was noted and will be filed with these minutes.

The VHC has installed some emergency lighting in the VH and withdrew their grant application for funding for this.

**13. Communications and Social Media**

**13.1 Website and social media update**

The Clerk briefed the PC on the amount of work needed to review and update the documents on the website. The Clerk has consulted with SALC and received guidance on document retention requirements. This information has been passed on to the FSG. The Clerk also suggested that the PC should consider, when the website is reviewed, how community groups are to be properly represented.

The PC's FaceBook page needs will form part of the handover to the new Clerk when in post. The Clerk will look into the best way to do this.

**ACTION Parish Clerk**

**13.2 The Broadsheet – update**

The deadline for the Spring edition of the Broadsheet is the 6<sup>th</sup> March. The Clerk confirmed that an article about the role and responsibility of the Parish Council has been drafted. The PC agreed that the photo on the front cover should be of St Marys Church and to link this with an article on the proposed works to the church which will be written by Councillor Russell assisted by The Clerk. Cllr Morgan volunteered to provide a suitable photo to the Clerk.

**ACTION Cllrs Morgan, Russell and Parish Clerk**

**13.3 Key Communication messages from meeting**

The following key messages from the meeting were agreed.

1. Speed camera article to show how the PC works with the local community

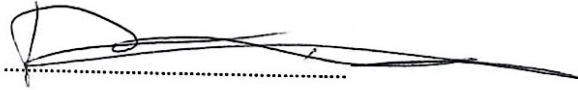
**ACTION Cllr Russell and Parish Clerk**

2. A piece on the roll out of the new recycling bins to include details on what each bin is for.

**ACTION Parish Clerk**

**Dates of next meetings 2026**

|                                |             |                |                 |
|--------------------------------|-------------|----------------|-----------------|
| 7 April 2026                   | 5 May 2026  | 2 June 2026    | 7 July 2026     |
| 4 August 2026<br>(if required) | 1 Sept 2026 | 6 October 2026 | 3 November 2026 |
| 1 December 2026                |             |                |                 |



Signed as an accurate minute of the meeting

Chair of Parish Council

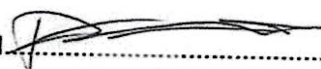
**Appendix 1**

**BACS Payments for Authorisation – March 2026**

|                     |  |         |      |
|---------------------|--|---------|------|
| Lorraine Pace       | Salary January   | 97.50   | BACS |
| T Dobson Clerk      | Salary   | 982.82  | BACS |
| Stephen Rose        | Street Cleaning  | 108.00  | BACS |
| HMRC                | Tax & NS Payment <b>NOT</b><br>before 6 <sup>th</sup> of the month | 367.34  | BACS |
| Basic Life          | Defib Pads   | 96.00   | BACS |
| Top Garden Services | Yearly Grass Cuts<br>Playing Field and<br>Cemetery                 | 2016.00 | BACS |
| T Dobson Clerk      | Expenses   | 8.15    | 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 AMorris .....

Signed SRu ..... Print Name S RUSSELL .....