

DRAFT



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

Present:

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

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

1. **Apologies:** Councillors Richard Morris (Chair), Bill Woodhall and Roy Woodfine, County Councillor James Patchett

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.

2. **Declarations of Interest and Dispensations**

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

Councillor Taylor to be recused from item 15.1.

- 2.2 **To receive and agree requests for dispensations**

None.

3. **Minutes**

- 3.1 **To approve and sign the minute of the previous meeting 01 September 2026**

The minutes of the previous meeting held on 1st September were agreed and signed by Councillor Russell.

- 3.2 **Matters arising from the minute not covered on the agenda**

None.

4. **Reports from Local Councillors**

- 4.1 A copy of County Councillor Patchett's report had been received and noted in his absence. A copy will be filed with this minute.

- 4.2 A copy of District Councillor Winch's report had been received and will be filed with this minute. DC Winch pointed out the following items from his report.

- Government Planning reforms - Mid Suffolk District Council is to write to the Government to raise concerns over changes to Neighbourhood Plans, green spaces and the way planning applications are decided as these could leave local communities with less say over new developments. These changes take precedence over any local planning policy and is now in effect. It was agreed that the PC would

invite MSDC's Head of Planning along to outline these changes and what this means for the Parish. **ACTION Clerk to arrange.**

- Affordable Housing - Mid Suffolk District Council has recently agreed to introduce a Parish Connection Priority for new affordable and social rented homes secured through S106 agreements. This prioritises applicants with a local connection to the parish where the home is located.
- MSDC Magazine – A magazine highlighting the work MSDC has undertaken over the last month has been produced and will be sent to all households.

Councillor Russell asked if there was an update regarding a plea from local resident for emergency housing. District Councillor Winch reported the resident had been referred to the Old Town Trust in Walsham-Le-Willows District Councillor to ascertain the outcome and report back. **ACTION District Councillor Winch.**

5. Review of outstanding actions from last meeting

5.1 Update of Action Tracker.

The outstanding actions were updated as follows;

- 07.04.2026, 10.3.2 Monthly Playground report by PC – Main metal gate to the playground has dropped on its hinges and does not lock. Councillor Harvey agreed to take a look and assess what is required to address this problem
ACTION Councillor Harvey
- 07.07.2026 11.6 Bus Shelter – request for window in the bus shelter. Councillor Harvey agreed to assess and report back to the Clerk as to what is required
ACTION Councillor Harvey and Clerk.
- 01.09.2026 6.3 Contact names in broadsheet – this will be included in the next edition of the Broadsheet
ACTION Clerk.
- 01.09.2026 7.6 Rangers equipment and PPE – Money for payment to be repaid as per grant.
ACTION Clerk to look into this.
- 01.09.2026 9.1 Pride In Place – new representative required to take this forward. Councillor Woodfine suggested in abstentia. Outstanding action for Councillor Morris.
ACTION Councillor Russell agreed to email Councillor Morris and Woodfine to provide an update at the next meeting.
- 01.09.2026 10.6 New dog bin for Le Grice gardens – article has been put in the Broadsheet asking for comments on locating the dog bin. Clerk reported no comments as yet.

6. Parish Clerk's Report

6.1 Residents Reports

The Clerk gave a verbal report on various matters dealt with this month:

- a) The Clerk thanked James Taylor and Richard who lives opposite the new noticeboards and seats for providing and staining the oak back rests which have been put on the new seats.
- b) IT Broadband connectivity – The Clerk had been contacted by a new resident who was making enquiries regarding this. She has invited them along to a future meeting to discuss this further.
- c) The Clerk had received an email from a Crinkle Crankle wall enthusiast who has written a book and a website on crinkle crankle walls in Suffolk and wanted to visit Green Farm Barn. The Clerk has written a letter to the owners of Green Farm Barn and is awaiting a reply.

6.2 Rural Transport

The Clerk had received an email from Rural Connect asking if there was any community transport in the parish. Clerk to investigate and put details on the PC website/facebook

ACTION Clerk.

6.3 Training (GDPR for non Councillor reps PD, RL and DG)

VHC representatives Peter Dixon and Richard Lock and David Girling, (Chair of the Planning Group), to undertake GDPR training. **ACTION Clerk to arrange.**

Peter Dixon asked whether the PC had a nominated Safeguarding Lead. **ACTION Clerk to check with SALC to see if this is a legal requirement.**

Councillor Taylor agreed to be the nominated SG Lead if required and to undertake training.

6.4 SALC – Diplomacy, Confidentiality and the Councillors Code of Conduct

The Clerk had circulated this to Councillors for their attention.

6.5 Councillor email accounts

Some issues are still being experienced with the new Gov.uk email accounts. We will ask WLW what they use, cost etc **ACTION DC Winch**

Councillor Taylor to speak to Sarah of White IT Solutions for advice.

6.6 Steering and Working Groups

The PC's steering and working group details were updated. It was agreed that the Unauthorised Encampments group and the joint VHC and PC liaison group should be added. It was acknowledged that the Clerk should have an understanding on the work these groups are undertaking and Councillor Russell suggested a brief summary each month similar to that provided by the Planning Group. To be discussed at next meeting.

6.7 Training, Emergency Rest Centres

The Clerk and Councillors Russell and Woodhall will be attending the above training on how to set up an emergency rest centre on the 25th November 2026, in Walsham le Willows.

6.8 Grant Request – Friends of Ixworth Primary School (FIPS)

Ben Lord of FIPS had written to the PC asking for a donation to the Ixworth Primary School Outdoor Play & Wellbeing Project. They are seeking a donation on the basis that children within the parish attend the school so they are reaching out to other parishes for a financial donation. The Finance Steering Group has considered this request and requested further information and have outlined the process in place for such requests. **ACTION Cllr Morgan?**

7. Finance

Councillor Taylor (RFO), confirmed total funds available currently is £260,565.11. Councillor Draper signed this month's bank statement and Councillor Tomkins signed this month's BACS payments.

7.1 AGAR Update

The PC's audit has passed. There were some issues but these have been sorted. A new internal auditor will undertake the audit next year and Brian Robertson will continue to be a member of the Finance Steering Group.

7.2 MUGA Sports Infrastructure grant update

Confirmation of the grant is awaited. District Councillor Winch and County Councillor Patchett were thanked for their support in this matter. On receipt of the confirmation, a Site Management Plan needs to be drawn up.

7.3 Church – small grant application

Badwell Ash Parochial Church Council (PCC) have submitted a small grant application request to support the PCC to fund professional grant writers for repair and improvement works at St. Mary's Church, Badwell Ash in the sum of £3,450.00. The PC voted unanimously in favour of this request.

7.4 Running Club – support from PC for vests

Badwell Ash running club has requested support to purchase new running vests for its members. This will be a start-up donation, not a grant, as the group does not have a bank account. The group are required to make a request as per PC's procedure for small grants.

The Finance Support Group will request more information and will bring to the meeting for further discussion next month. **ACTION Cllr Taylor**

8. Website Update

8.1 BA-CIL funding application form 2024 update (for approval)

This has been updated and was formally approved and accepted.

9. Multi Use Games Area (MUGA)

9.1 Update

Confirmation of the grant is awaited and the work has been out to tender to three companies using an independent Quantity Surveyor. A preferred supplier has been selected. Once confirmation of the grant is received, the next stage is to look at letting a contract for the specified works. Currently the resolution of meeting the planning conditions is being worked on.

A tree surgeon has undertaken a survey of the work for the VHC, required for safe access at the Village Hall and playing field. This contractor will provide a report. A programme of work to clear brambles along the pond at the bottom of the playing field at the village hall has been discussed with the local volunteer conservation group Green ConneXions.

- 9.2** A joint meeting with the PC and the VHC will take place on the 21st October when a Memorandum of Operation will be drawn up. It has been brought to Cllr Tomkins attention that a survey had been undertaken in the past (approx. 2015) because of potential structural weakness issues with the main village hall. No paperwork or files have been found by the parish clerk. Requires further investigation. **ACTION Cllr Tomkins**

10. Traffic Management and Road Safety

10.1 Traffic calming measures Richer Road update

Councillors Russell and Morgan recently presented traffic calming measures as agreed at the last meeting to Suffolk Highways Department which included the re-siting of the 30mph speed sign in Richer Road. Suffolk Highways have undertaken a site visit and propose the 30mph speed sign is re-sited 138m south of the centre of the junction with Tiller Close (approx. 174m south of the centre of Dovedale Close). They also propose supplementing the signing with a 30mph roundel road marking. Re-painting of the roundel when necessary will not be covered under Highway Maintenance Operational Plan, it will fall to the PC to fund the cost of this. Costings for this have been requested.

Another traffic calming measure to slow traffic entering the village on Richer Road is to have a 40mph speed restriction between the proposed new 30mph signs and the corner beyond the entrance to Shackerland Hall. This would result slowing traffic to 40mph, ensuring it was slowing down to 30mph as it passes the blind bend and the area where people cross the road to the footpath. Councilors Russell and Morgan will take this forward. **ACTION Councilors Russell and Morgan.**

10.2 Relocation of SIDS – Walsham Road

The SID in Walsham Road is in place and is currently working. However, it transpires that under planning condition 22, it is the responsibility of the housing developer to relocate the speed restriction sign. Councillor Russell has asked Suffolk Highways to undertake a visit and see if we can get an agreement on who should move it.

10.3 SIDS Warranty – ElanCity

The ElanCity warranty for the SIDS is due to expire on 6th December 2026. Councillor Russell signed the new warranty. To be forwarded to ElanCity for invoicing. **ACTION Parish Clerk.**

10.4 New vehicle access – Back Lane Badwell Ash

Councillor Harvey presented a request on behalf of a resident for a proposed new vehicular access at the Lilacs, Back Lane, Badwell Ash. The BAPC Planning Group has considered this request and are in support of it. The PC voted unanimously in favour of this proposal. Clerk to notify the householder **ACTION Clerk.**

10.5 Village Hall Car Parking

A request for alternative car parking in Badwell Ash had been made following a local residents' vehicle being written off by a lorry when parked outside their home on the road near the shop. One suggestion had been to have temporary parking arrangements in the Village Hall car park and VHC reps Peter Dixon and Richard Lock agreed to take this back to the VHC for further discussion. After further consideration the VHC have agreed not to allow temporary overnight parking in the VH car park. The VHC secretary will be writing to residents to notify them of this decision.

11. Pride in Place

11.1 2026/2027 funding opportunities and support

The Pride in Place programme is Government funding aimed at local communities. In the absence of anyone else coming forward Councillor Tomkins suggested look into obtaining 4 benches for the VH playing field and 30mph repeater signs. **ACTION Cllr Tomkins**

12. Community Emergency Planning

12.1 Flood contingency plan review

This is ongoing.

12.2 Film *National Emergency Briefing*

A showing of this film (promoted by Adrian Ramsey, MP) will take place in the Memorial Village Hall, Walsham-Le-Willows, Friday 16th October. **ACTION Clerk to put details on the PC website/Facebook/noticeboards.**

13. Village Assets Update

13.1 Defibrillators (2) monthly inspection update

Councillor Morgan had inspected both defibrillators in Badwell Ash and Long Thurlow and reported both were working.

13.2 Monthly playground inspection report and discussion

Councillor Draper had undertaken the monthly playground equipment inspection this month and reported all was in good condition save the issue of the metal gate to the entrance of the playground. Councillor Draper raised the issue of keeping the equipment clean heading into winter. It was agreed to ask Stephen Rose to see if he would be happy to undertake this for the PC. **ACTION Clerk.**

Cllr Harvey agreed to assess the metal gateway for repair.

ACTION Cllr Harvey

14. Housing

14.1 Affordable housing update

There is a major affordability issue of housing in our community. David Girling, Chair of Badwell Ash Planning Assessment Group is looking into the option of shared housing developments. Councillor Russell to update at the next meeting.

ACTION Cllr Russell.

15. Planning Applications

15.1 Report by Badwell Ash Planning Application Assessment Group (BAPAAG)

The BAPAAG have met to consider the following planning applications.

DC/26/02987 Tiptofts Farm House, Long Thurlow, Badwell Ash, Bury St Edmunds, IP31 3JF. Discharge of Conditions Application for DC/25/01650. Part discharge of Condition 3 (Repairs to Underlying Fabric) for the west elevation of the north range only. Discharge required prior to works to underlying fabric: repairs and alterations to underlying fabric. This was approved by MSDC with conditions.

DC/26/03027 Woodland House, The Street, Badwell Ash, Bury St Edmunds, IP31 3DH. Application to create a larger garage on the site of an existing garage. The recommendation of the BAPAAG is not to approve this application.

The PC voted unanimously in favour of not recommending this application with one abstention due to personal interest. Clerk to notify MSDC. **ACTION Clerk.**

It was agreed that in considering future planning items, photographs of locations would not be included in meeting papers.

16. Village Hall Matters

16.1 Update from VHC representative

Richard Lock confirmed acoustic panels will be fitted to the small hall in the Village Hall and thanked District Councillor Winch and County Councillor Patchett for providing funding to undertake this with the VHC paying the balance. Planning of the new extension is ongoing.

16.2 Installation of Inpost Lockers

Not discussed.

17. Communications and Social Media

17.1 Key communication messages from meeting

1. Clerk to post details of the Film *National Emergency Briefing* on the PC website/FBook page
2. Clerk to include details of community transport on the Website once established.

Councillor Russell reported a wreath has been purchased for the memorial service on the 8th November. The VH will be open and refreshments will be available. Clerk asked if this could be available between 10.30 to 12midday. Councillor Taylor volunteered to present the wreath on behalf of the PC.

Date of Future meeting

3rd November 2026	1st December 2026
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Dates of future meetings 2027

5 January	2 February	2 March	6 April
4 May	1 June	6 July	3 August (if needed)
7 September	5 October	2 November	7 December

BACS Payments for BAPC Authorisation - October 2026

Expenditure		
Alison Martin Clerk	Sept - Wages	£802.39
HMRC	Tax/NIC - <i>Pay after the 6th of the month</i>	£82.42
Stephen Rose	Street Cleaning	£108.00
Lorraine Pace	Sept - Wages	£97.50
C & L Construction	Install of New Shelter - PAID 9-9-26	£508.20
Alison Martin Clerk	Expences	£13.65
SALC	Clerk Training	£172.80
BAVH	Hall Hire Q3	£44.00
BAVH	Hall Hire Coffee Morning Charity July/Aug/Sept	£270.00
PKF	2025/26 AGAR Audit	£504.00
Alison Martin Clerk	2026 Poppy	£27.50
SALC	12 Month Payrole Provisions	£122.40
Suffolk Society	Neighbourhood Planning Workshop	£10.00
Evans	Flood Risk - MUGA	£600.00
Parish On Line	Mapping Software (per year) Website	£75.60
		£3,438.46

Income		
04-Sep-26	White Horse Broadsheet Sponsorship	£50.00
07-Sep-26	Willowserve Broadsheet Sponsorship	£80.00
07-Sep-26	MSDC Part 2 Parish Precept	£18,323.50
		£18,453.50

Neighbourhood Plan Finances

Balance Carried Forward 2025/2026

-£888.93

Sign

S R m

Print Name *Stephen Russell*

Sign

[Signature]

Print Name *Mr Tomkins*