



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

Present:

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

Also Present: Pete Dixon, Richard Lock, VHC representatives and two members of the public.

1. **Apologies:** County Councillor Andy Mellen, District Councillor Richard Winch

2. **Declarations of Interest**

Richard Morris (Chair), declared an interest under Item 11.1.

3. **Minutes**

3.1 **To approve and sign the minute of the previous meeting.**

The minute of the previous meeting held on the 3rd March 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.

The Government has decided that there will be three unitary authorities for Suffolk following the Local Government Re-organisation process. Details on boundaries are yet to be finalised, but the three unitary councils will be West Suffolk, East Suffolk and South Suffolk and Ipswich. Elections for the new shadow authorities will take place in May 2027, with the new councils formally taking over responsibilities in May 2028.

The Government has announced an additional £1.7 million to support households in the county facing increased oil heating costs. Households can apply for financial support Via Suffolk County Council's Crisis and Resilience Fund. For further information and details on how to apply go to www.suffolk.gov.uk/community-and-safety/communities/healthier/suffolk-local-welfare-assistance-scheme It was agreed to post PCs Facebook message

ACTION Parish Clerk

4.1.2 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.

Funding for Neighbourhood Plans has been withdrawn. MSDC has introduced funding to support Parish Councils in the preparation of Neighbourhood Development Plans/Reviews which seek to allocate sites for housing development that make an agreed contribution to meeting the district-wide housing needs.

5. Review of outstanding actions from last meeting

5.1 Update of Action Tracker

06.01.2026	10.4	Highways Ranger PPE work gear	The Clerk and Cllr Harvey are to produce a list of work activities and supporting works equipment required.
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A detailed list of work activities to be defined **ACTION Parish Clerk and Cllr Harvey**

06.01.2026	10.4	Highways Ranger PPE work gear	Cllr Harvey agreed to store some of the equipment until a container has been purchased.
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Once a list of work activities has been drawn up, a container to store the equipment can be purchased. **ACTION Cllr Harvey and Parish Clerk**

06.01.2026	10.4	Highways Ranger PPE work gear	The Parish Clerk agreed to review the contents of document storage container and remove anything no longer required before archiving.
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The Clerk will review this documentation with the new Clerk. **ACTION Parish Clerk**

03.02.2026	10.4	Highway Ranger PPE work gear and equipment	Parish Clerk to review the work equipment list with Suffolk Highways and then place order
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The Clerk had submitted a list of equipment as identified for the activities to be undertaken and some of the items were rejected by Suffolk Highways including weed killer. The Clerk was asked to contact Suffolk Highways and ask for weed killer to be included on the list.

ACTION Parish Clerk

03.02.2026	11.1	Planning	It was agreed an online Teams meeting should be held with the relevant people to progress the BALT Neighbourhood Plan
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Progress of the BALT Neighbourhood Plan is currently on hold pending the outcome of a planning application dispute which has gone to a Judicial Review.

03.02.2026	12.1	Village Hall matters	Cllrs Morris and Russell to raise PC's concerns with the VHC that the issue of the internal VH CCTV cameras have not been fully addressed.
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Pete Dixon confirmed a review of the Village Hall's CCTV policy will be undertaken in due course, therefore the matter is on hold.

03.03.2026	6/1	Parish Clerk Resident's Reports	Cllr Woodfine to take and send photographs of both the damaged finger post and the footbridge, along with the relevant What3Words locations to the Clerk
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The Clerk confirmed they had reported the damaged finger post and footbridge to the Public Rights of Way Team who will contact Cllr Woodfine if necessary.

03.03.2026	6.1	Parish Clerk Resident's Reports	Denbury Homes removal of marketing boards in Badwell Ash. Denbury Homes stated they would remove boards if the majority of residents request removal. The Clerk has referred the matter to Peter Dixon, who will carry out a survey of residents to determine their views. Cllr Morgan offered to assist Mr Dixon with this work.
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A note for residents has been drafted. **ACTION Peter Dixon and Cllr Morgan**

6. Parish Clerk's Report

6.1 Resident's reports

The Clerk reported a volunteer has come forward to plant up of the trug in St Mary's Crescent in Badwell Ash. They have asked if the PC could provide the compost which was agreed.

ACTION Parish Clerk.

The Clerk has received an email from a parishioner registering their concern that there were no plans for traffic calming measures on the Hunston side of Badwell Ash. This was duly noted.

6.2 Appointment of new Parish Clerk

Alison Martin has been appointed as the new Parish Clerk. She is currently shadowing and will formally take over responsibilities at the next meeting in May.

6.3 PC domain & email addresses update

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. The Parish Council agreed its website domain name **badwellashparishcouncil.gov.uk** at the last meeting and this is now in existence. The Clerk has arranged for IT Solutions to come to the Village Hall on the 13th April to assist Councillors in setting up their email addresses on their respective devices.

The Clerk and new Clerk will undertake the required audit of AGAR and produce a policy for the PC.

ACTION Parish Clerk.

6.4 BAPC policy and procedures review

The Clerk has recently reviewed the PC's policies on FOI (Freedom of Information Act), Finance and Health and Safety procedures which need to be formally adopted by the PC.

Discussion followed as to the legal responsibility of Councillors regarding health and safety matters. The Clerk confirmed the H&S Procedure Policy he has drawn up covers current activities that are undertaken on behalf of the PC such as grass cutting in the parish. Once the activities to be undertaken by the Highway Rangers and volunteers have been determined, the policy will need to be revised to ensure these are also incorporated. Tavid will advise the PC on the health and safety procedures as this develops. The PC voted to formally adopt the policy which was passed 5 votes to 1 with 2 abstentions.

7. Finance

A copy of the RFO's report was circulated prior to the meeting and will be filed with the minutes. BACS payments for this month were checked and signed off by the Chair and Vice Chair together with the list of extra payments to be paid. Councillor Morgan checked and signed off the PC's bank statement.

7.1 Annual AGAR update

A request to prepare the Badwell Ash Parish Accounts for 2025– 2026 has been received from AGAR. The RFO will provide updates as the paperwork progresses.

7.2 Finance documents review – update

The Financial Steering Group has approved the updated version of the Financial documents. The PC voted unanimously to adopt this revised policy.

7.3 BAVH Emergency light – Grant application

A Grant Application from the Village Hall Committee has been received for funding to cover the costs of installing emergency lighting in the VH. The FSG has reviewed this application, and the PC was asked to vote on this request and voted unanimously to fund 75% of these costs.

7.4 Dovedale Plot 2 – outstanding CIL payment update

An update regarding Planning Application DC/18/03581 (Plot 2, Dovedale) has been received regarding the outstanding CIL payment of £34,000 plus court costs. A payment plan has now been agreed. If the agreed payments are not met, debt collection proceedings will follow. The Clerk reported an email had been received confirming the CIL payment has now been paid.

7.5 Sports Infrastructure Grant – update

The PC has resubmitted its Expression of Interest for the Sports Infrastructure Grant as requested by MSDC and awaiting a response. The RFO thanked Councillors Harvey, Russell and Tomkins for their time and support. It was noted that it would be beneficial to have expert help with the completion of grant applications.

7.6 Platinum Drive Pond Health – funding options

The Platinum Drive Management Team are looking to restore the pond in their Drive. The RFO has discussed the possibility of using the Toad Money reserve with District Councillor Richard Winch who has agreed to this in principle. However, additional funding would still be required, and the Platinum Drive Management Team will submit a grant application to the PC once they have ascertained the costs.

8. Community Litter Pick

Cllr Woodhall confirmed that the next community litter pick for Badwell Ash and Long Thurlow will be held on the 18th April at 10am. Volunteers should meet at the Village Hall in Badwell Ash and for Long Thurlow meet at the Clamp, Cutcheys Field. Routes to be determined on the day.

- The Clerk to post details on the PC FaceBook Page
- Councillor Woodfine to arrange for details to be circulated to residents of Long Thurlow

ACTION Parish Clerk and Cllr Woodfine

9. Traffic Management and road safety

9.1 Relocation of 30mph sign Richer Road – cost update

Councillor Russell reported that the survey work to relocate the 30mph sign in Richer Road was now completed. County Councillor Mellen has agreed to SCC funding £3,500 though this is not guaranteed. Therefore, the PC would need to fund either the entire sum or £2,500 if the SCC funding is forthcoming. Councillor Russell will be meeting to discuss costs and will give an update at the next meeting.

ACTION Councillor Russell

9.2 Traffic calming and road safety

The first phase of traffic calming work has now been completed with white Dragon's teeth chevron markings having been installed on The Street near Broadway.

10. Village Assets – update

10.1 Defibrillators (2) monthly inspection update

Inspections of both defibrillators have been undertaken, and the results for Long Thurlow are to be recorded. **ACTION Parish Clerk**

10.2 Grit bins update

The Clerk reported Suffolk Highways Department had rejected the PC’s request for two new grit bins on the grounds that there was insufficient accident data to support the request and the road in Long Thurlow is gritted. The Clerk has asked Stephen Rose to check the grit bins and see if they need to be topped up as part of the work he undertakes on behalf of the PC.

10.3 Monthly playground inspection by PC

Councillor Draper had completed the inspection of the playground equipment for this month and gave a brief report of his findings.

1. The equipment was cleaner thanks to Stephen Rose who had wiped down the equipment
2. The main metal gate to the playground had dropped on its hinges and does not lock.
Councillor Morris agreed to have a look at this. **ACTION Councillor Morris**
3. The two wooden gates to the playground from the VH are wobbly and potentially need replacing
4. There is graffiti on the tennis table which needs to be cleaned off, Stephen Rose to be informed. **ACTION Parish Clerk**
5. The goal posts are rusty and a bit rickety
6. The sand in the sand pit is now exposed to animals and the elements. The Clerk was asked to investigate possible sand pit cover options. **ACTION Parish Clerk**

11. Planning

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

Application Number	Property	Summary Assessment
DC/26/00972	Highbanks, Back Lane, Badwell Ash, Bury St Edmunds, Suffolk, IP31 3DW. Application for Approval of Reserved Matters following grant of Outline Permission DC/21/06933 (following Appeal APP/W3220/W22/3306269) Town and Country Planning (Development Management Procedure) (England Order 2015 (as amended) - Submission of details for layout. Appearance and Landscaping – Erection of No 1 dwelling and new vehicular access.	<p>Summary: This application has already been approved on appeal and the current request is approved for the design, layout and landscaping. This site occupies a quiet spot on Back Lane and any structure will be well hidden from the road by the topography and high front hedges. It appears from the drawings and Design Statement that the applicant will use materials that are congruent with other properties on Back Lane. However, it is not clear what material will be used to clad the single storey element of the building. This needs to be made clear. On the layout it is somewhat odd that the proposed Utility/Boot room occupies such a high percentage of the ground floor area. Clarification of exactly what this space is to be used for would be helpful. On landscaping there is no description of the proposed landscaping. There is a plan of the house and garden on the site with the proposed access to Back Lane but no detail. A section drawing through the property to show levels and a description of the landscaping would be helpful. This should be provided.</p> <p>The Recommendation The Parish Council may wish to approve this application subject to establishing answers to the 3 items; 1) Single storey cladding materials 2) Size of utility/boot room relative to rest of the ground floor 3) More detail on landscaping</p>
DC/26/01112	Badwell Ash Village Hall, The Street, Badwell Ash, Bury St Edmunds, Suffolk, IP31 3DG. Application under Section 73 of The Town and Country Planning Act	

	1980 – Variation of Condition 2 Condition 6, Condition 7, Condition 9, Condition 12, Condition 13 and removal of Condition 15 of Planning Permission DC/24/01484 dated 06/09/2025 - Construction of multi-use games area (MUGA) car parking and landscaping.	This is an application by Badwell Ash Parish Council so we cannot comment due to a conflict of interest.
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The Parish Council voted in favour 8 to 1, (Councillor Morris being recused to vote on this item due to personal interest) to the recommendations made by the BAPAAG.

ACTION Parish Clerk

12. Village Hall Matters

12.1 Update from VHC PC representative

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

The VHC accepted a grant for the emergency lighting and the work has been awarded to S&B Electrical. The VHC trustees and Joint Working group are drawing up a list of improvements to be considered along with rough estimates of cost.

13.0 Communications & Social Media

13.1 Website and Social Media update

It is planned that the village website will be overhauled later this year. This will involve the parish clerk, Cllr Morgan and Ro Williams from Suffolk Cloud. It is likely to also involve other village organisations which have interests/pages on the website. **ACTION Parish Clerk and Cllr Morgan**

New and Outgoing parish clerks are to handover Facebook

ACTION Parish Clerk

13.2 Broadsheet Update

Cllr Morris noted that the latest delivery of Broadsheets from Gipping Press had been made to the village shop instead of to his house. Confusion at the village shop caused a delay in delivering the Broadsheet to residents, and Gipping Press has accepted responsibility for the issue. It was agreed that apart from this hiccup, the timetable now being used to address the practicalities of collating and publishing the Broadsheet is working.

13.3 Key Messages

1. Crisis Resilience Fund **now covers LPG as well as heating oil** **ACTION Parish Clerk**
2. Community Litter Pick – 18th April 2026 **ACTION Parish Clerk**
3. New Clerk – Article introducing new parish clerk **ACTION Parish Clerk**

Dates of Next Meetings 2026

5 th May 2026	2 nd June 2026	7 th July 2026	4 th August (if required)
1 st Sept 2026	6 th October 2026	3 rd November 2026	1 st December 2026

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



Appendix 1

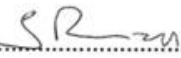
BACS Payments for Authorisation – EXTRA March 2026

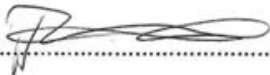
Lorraine Pace	Salary March	97.50	BACS
T Dobson Clerk	Salary	982.82	BACS
PCC	Clock Repairs – BAPC Grant	200.00	BACS
PCC	Professional Fees Ref Repair & Restoration St Marys Church – BAPC Grant	3360.00	BACS
SCC	Street Lighting Maintenance	848.54	BACS
Mark Tomkins	Expenses For Planning Muga	378.00	BACS
Evans	Flood Risk Survey – For Muga	180.00	BACS
T Dobson Clerk	Expenses	9.47	BACS
Badwell Ash Village Hall	Q1 Village Hall Hire	90.00	BACS
SALC	Payroll Provision	54.00	BACS
Cost Cutters Uk	4 x New Benches Ref Pride in Place Grant	2065.83	BACS
Oakfield	New Report MUGA	204.00	BACS
Walsham Le Willows CC	Clerk Advert Walsham Observer	16.50	BACS
Locus Planning	New Planning Application for MUGA Consultancy Services	1008.00	BACS
Community Heartbeat	Annual Support	162.00	BACS
Stephen Rose	Street Cleaning	108.00	BACS
Gripping Press	Broadsheet April / May	369.00	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

26 th March 2026	Rachel Leggett – Stage 5 EOY Payment	150.00
	BALANCE	(£ 888.93)

Signed  Print Name S. Rusli


Signed  Print Name A. Rossi


BACS Payments for Authorisation – April 2026

Suffolk Cloud	Annual Website and mailbox hosting package PAID For Year End 2025/26	230.00	BACS
HMRC	Tax & NS Payment NOT before 6 th of the month	367.54	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
26 th March 2026	Rachel Leggett – Stage 5 EOY Payment	£ 150.00
	BALANCE	(£ 888.93)

Signed  Print Name Ramona

Signed  Print Name J.P. MORGAN