

Bredfield Parish Council

Minutes of the Meeting of Bredfield Parish Council held at the Village Hall on 26th January 2026

Parish Councillors present: Nik Bestow; Vince Buckman; Hilary Harker; Anne Henderson; David Hepper (Chair); Tony Richardson; Lynn Taylor; together with District Cllr Colin Hedgley and County Councillor Elaine Bryce.

There were four members of the public present

1/260126 Apologies and approvals of absence

None received.

2/260126 Declarations of Interest and Requests for Dispensation

None.

3/260126 Approval of the Parish Council Minutes from the meeting held on 24th November 2025

Minutes had been circulated and were unanimously approved and signed by the Chair.

4/260126 Reports may be received from the District and County Councillors

A Report had been received from District Cllr Hedgley which had been circulated and will be available to view on the PC website.

A Report had also been received from County Councillor Elaine Bryce which had been circulated and will be available to view on the PC website.

County Cllr Bryce mentioned there was renewed discussion of the northern bypass and the quarry proposal at Westerfield remains controversial. County Cllr Bryce raised with highways about not being able to right turn onto the A12 from Bredfield and is waiting for a response. Cllr Bestow had raised the issue with Cadent and was told it is for workers safety. There is no warning there is no right turn at the junction and Cadent are talking to their signage department.

5/260126 Members of the public are invited to give their views and question the Parish Council on issues on the Agenda, to include correspondence from residents

Nothing raised.

6/260126 To consider any current planning matters, including:

Previous applications, decisions still outstanding:

DC/24/4501/FUL – The demolition application so far has not progressed. Site address: The Forge, Woodbridge Road, Bredfield, Woodbridge, Suffolk IP13 6AG

Action from the previous meeting - Cllr Hepper to ask Mr Elsom to ask how the plans for demolition are going.

Cllr Hepper has emailed Mr Elsom but has not received a response.

Action – Cllr Hepper to email Mr Elsom again .

DC/25/2468/FUL Change of use of existing dwelling to holiday let together with change of use of existing holiday let to dwelling and residential annexe including minor external and internal alterations - Partridge Farm, Scotts Lane, Bredfield – Councillors had received notification of this application and there were no objections. – **Still Awaiting Decision.**

Action - District Cllr Hedgley to remind ESDC that decision is still outstanding.

DC/26/0084/FUL Change of use of former Chapel to holiday let. Councillors had received notification of this application. Concerns were raised by Cllr Richardson regarding parking which may affect Glebe Road and Pump Close and Cllr Henderson that it was a holiday let which makes a difference regarding traffic.

Action – Cllr Hepper to draft response to confirm that overall there is no objection from the Parish Council but to mention reservations regarding parking concerns and the neighbourhood plan.

7/241125 Actions brought forward from previous meetings

6/270125 – Responsibility for Pathways in Pump Close – County Cllr Bryce – Still awaiting confirmation – County Cllr Bryce is continuing to investigate the issue on our behalf and will get back to us in writing as soon as she has an update from officers. Responsibility of pathways lies with Suffolk County Council. **All agreed to discharge this action.**

6/270125 – Removal of BJMO legal charge and change of contact details – A reply had been received from The Land Registry (after 12 months) requesting more information.

Action – Cllr Hepper to speak to John Bradshaw on how to respond to the request and contact The Land Registry.

11/270125 – Damaged Signpost at junction of Ufford Road/The Street – Cllr Buckman – Still awaiting replacement of sign by Highways – Cllr Buckman had temporarily realigned the sign to be pointing the correct way. No further update. **All agreed to discharge this action.**

13B/190525 – Proposal for Village Day in 2026 – Cllr Bestow – Nothing to report. *Still Outstanding - Carried forward.*

6/290925 – Complaint about highways backtracking on their comments for The Forge Application – County Cllr Bryce - this has been raised with a cabinet member and hopes for a response soon. County Cllr Bryce has chased again and is in discussion with Highways. *Still Outstanding – Carried Forward.*

12/290925 – Progress of New Dog Waste Bin Installation and delay over Street Licence application. District Cllr Hedgley keeps pressing for information on licence. Cllr Richardson would like a call when they are ready to install the bins. *Completed & installed along Woodbridge Rd, being used and has been well received.*

13/290925 - The Emergency Plan will be loaded onto the new website. *Still Outstanding – Carried Forward.*

16&17/290925 – Amendments to Governance Calendar Action dates from September to May for Asset Register & Insurance Review – Report from Cllr Bestow which will be available on the website . Cllr Harker to review the Asset Register before May deadline and it will be uploaded to website. **This action can be discharged as it's covered by normal working practices.**

12/241125 – To receive an update on the review of the website and parish councillor email addresses. A new browser had to be used as Safari was not supported. Training is available and it should be up and running by the end of February.
All new email addresses had been activated apart from Cllr Richardson and Parish Clerk but these are now active. The new email addresses can now be used but once new website is launched these will be fully in use.

Action - Cllr Bestow and Cllr Henderson to continue to update website.

15/241125 – The village hall is now registered as a designated rest centre.

The Emergency Box to be kept at the Village Hall will include:-

A Wind up Radio, 2 Wind Up Torches, 2 Reflective Jackets (to be sourced from the litter pick equipment and to have Bredfield noted on both), copy of instructions, emergency services contact list, spare forms, pens and pencils. The box should be metal.

Action – Cllr Bestow to cost the above but agreed by all to progress and parish council to fund the items.

Cllr Harker questioned how vulnerable residents would be aware of the emergency plan etc and was concerned that some people could be getting left behind or become isolated if they have no access to technology. Cllr Harker mentioned the recent Community Partnership Winter Warmer Event and the fact that no one had responded but was that due to lack of information because of access to technology.

Action – Cllr Harker to attend meeting at Charsfield on 11th February and enquire to see if this could be a regular event that could go round to different villages.

Cllr Hepper mentioned that identifying and contact people who may be vulnerable is a separate issue. Mailchimp could be used for residents to inform vulnerable neighbours and Cllr Henderson is prepared to send email on Mailchimp.

Action – Cllr Hepper to draft mailchimp email and article for The Lantern regarding residents informing their vulnerable neighbours about important events and the emergency plan etc.

16/241125 – Finances – Cllr Buckman has received 2 further quotes in writing for the Pump and Village sign repainting. The 3 quotes were discussed and it was agreed to contact Mr Bayfield to arrange for the work to be completed in the Summer.

Action – Cllr Buckman to contact Mr Bayfield to arrange.

Cllr Bestow has transferred the £6.00 from the Wildlife Reserves to the Main Account.

19/241125 – The Clerk has sent the Precept Request to East Suffolk Council by the deadline of 26/01/2026.

20/241125 – Community Infrastructure Levy – Cllr Bestow has updated the Form and this will be circulated shortly.

Action – Cllr Bestow to forward new Form to all of Parish Council for any comments.

8/260126 Bredfield Jubilee Meadow and Orchard Charity Proposal

A proposal to investigate options on separating the BJMO from the Parish Council by way of a small charity replacing the current role of the BJMO Committee was circulated by Cllr Bestow.

Currently the BJMO, as a Parish Council committee must follow standard Local Government rules relating to publicising meetings and publishing minutes (open government), authorisation of expenditure (Local Government Finance) and on the treatment of donations. These restrictions do not sit well with the day to day running of the BJMO.

Creating a small charity to manage the day to day running may help. Ownership and maintenance of the meadow would continue to lie with the Parish Council.

Cllr Henderson mentioned that the Village Hall has a memorandum of understanding with both the bowls club and the village shop as the Hall owns the land occupied by the bowls club and village shop - an option which should be considered.

Cllr Buckman stated at the moment the Parish Council is liable for anything decided by the BJMO (this is covered by the insurance). Should legal responsibility lay with the BJMO – this could go in the Memorandum of Understanding.

Mr Stuart Belfield asked why the proposal had not been shared when the parish council agenda was published.

Cllr. Bestow stated that this was entirely unintentional and best efforts would be made to ensure all documents were made available with the agenda in future.

The proposal to investigate further was unanimously approved by the Parish Council.

Action – Cllr Bestow to start discussions to decide the best way forward for the BJMO.

9/260126 Finances

- **To note all payments recently made and to consider and approve future payments due**
All payments included in the reports sent to councillors were approved for payment
- **Current Year Bank Reconciliation and Finance Report**
- A report has been received from Cllr Bestow which has been circulated and will be available to view on the PC website. Cllr Bestow said there would be a probable small deficit at the end of the year as there has been an increase in the Parish Clerk's costs. There is money in the reserves for the Pump and Village sign repainting.
- Payroll costs will be included in SALC membership costs from next year.
- The PC is required to complete the CiL return to ESDC – unsure if this is the end of the physical year or the end of the financial year.

Action – Cllr Bestow to check return date for CiL return.

- The SALC Internal Audit Fee is £189.00 + VAT for 2026. All agreed that SALC will carry out 2025/2026 Audit. This will be booked once dates are released.

10/260126 Agree Dates for Meetings for the Next 12 Months

Parish Council meetings are normally held on the last Monday of the month. Cllr Bestow asked if it was possible to move the January meeting to a week earlier to fit in better with the East Suffolk Council precept timeline. This change was agreed.

The following dates were agreed for the Parish Council meetings for the next 12 months.

30th March 2026
18th May 2026 (AGM)
27th July 2026
28th September 2026
30th November 2026
18th January 2027

The Annual Parish Meeting will take place on 24th April 2026 from 6pm to 7pm.

Action – Parish Clerk to book the Village Hall for the above dates.

11/260126 Actions taken under Delegated Powers – None

The meeting closed at 8.45pm.

DRAFT

PC Meeting Monday 26th January 2026

Item 9: Finance – Payments Made and Due

Paid Invoices approved at meeting on 24th November 2025:

Date	Payee	Gross	VAT	For	Category	Authorised	Power
29/10	East Suffolk Services	305.77	50.96	3 rd Quarter Waste Collection	Waste	D Hepper	Litter Act 1983, ss.5-6
	CAS	66.00	11.00	Website Hosting	Website	D Hepper	LGA 1972 s.142
30/10	L Buckman	334.08		October Wages & Backpay	Wages	D Hepper	LGA 1872 s.111 s.112
06/11	Ruth Wharrier	750.00		Artwork & Design of BJMO Interpretive Info Board (paid from Cllr Hedgley's Grant)	BJMO	H Harker	LGA 1972 s.137
29/10	East Suffolk Services	305.77	50.96	3 rd quarter waste collection	Waste	D Hepper	Litter Act 1983, ss.5-6
29/10	CAS	66.00	11.00	Website Hosting	Website	D Hepper	LGA 1972 s.142
30/10	L Buckman	334.08		October Wages & Backpay	Wages	D Hepper	LGA 1872 s.111 s.112
09/10	SALC	39.60	6.60	Clerk Training	Training	D Hepper	LGA 1972 s.111
15/11	Bredfield VH	70.00		Village Hall Hire	Hire of Hall	D Hepper	LGA 1972 s.111

Retrospect Paid Invoices to be approved on 26th January:

Date	Payee	Gross	VAT	For	Category	Authorised	Power
11/12	Leiston Press Ltd	72.00	12.00	Printing of interpretive info board	BJMO	D Hepper	LGA 1972 s.137
11/12	HMRC	73.00		PAYE November 2025	Wages	D Hepper	LGA 1872 s.111 s.112
11/12	A Caley	284.22		November Wages	Wages	D Hepper	LGA 1872 s.111 s.112
11/12	L Buckman	286.87		November Wages	Wages	D Hepper	LGA 1872 s.111 s.112
09/01	HMRC	71.00		PAYE December 2025	Wages	D Hepper	LGA 1872 s.111 s.112
05/01	A Caley	284.22		December Wages	Wages	D Hepper	LGA 1872 s.111 s.112
05/01	Ernest Doe & Sons	281.76	46.97	Maintenance of Mower	BJMO Main.	D Hepper	OSA 1906 ss,9,10

Invoices due for payment to be approved on 26th January:

Date	Payee	Gross	VAT	For	Category	Power
01/01	East Suffolk Services	305.77	50.96	4 th Quarter Waste Collection	Waste	Litter Act 1983, ss.5-6
27/11	SALC	79.20	13.20	Training (Clerk)	Training	LGA 1972 s.111

Breakdown of Income received since last meeting:

25/11	Belfield S J	£22.00	BJMO Noticeboard Donation
03/12	D & HJ Harker	£149.50	Christmas Fair Stall – Donation to the BJMO
08/12	Bank Account Int (BJMO)	£4.46	08/09 – 07/12/2025
08/12	Bank Account Int (Res)	£49.00	08/09 – 07/12/2025
02/12	East Suffolk Council	£313.32	Grant for new website (enabling community)

DRAFT