

Bredfield Parish Council

Minutes of the Meeting of Bredfield Parish Council held at the Village Hall on 30th March 2026

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

There were two members of the public present

1/300326 Apologies and approvals of absence

Apologies from Cllr Taylor as unable to attend meeting.

2/300326 Declarations of Interest and Requests for Dispensation

None.

3/260126 Approval of the Parish Council Minutes from the meeting held on 26th January 2026.

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.

District Cllr Hedgley confirmed the decision there will be 3 councils in Suffolk and that he was against this option..

Planning – Cllr Bestow asked Dis Cllr Hedgley whether sites can still be submitted but the response was no – the call for sites was now officially closed.

Waste & Recycling – Dis Cllr Hedgley said Bredfield residents should have all received their new bins and it was confirmed the bins had been received.

Potholes – Residents need to keep reporting potholes. Cllr Richardson did mention that one particularly nasty pothole in Haskeston was reported and fixed in 2 weeks. Cllr Richardson also asked if there was any service agreement with Highways regarding potholes. County Councillor Bryce replied there was and she will arrange for the Service Level Agreement to be sent over. The repairs do depend on the size, depth and if the pothole is on a B or C road.

Anti Social Behaviour – A note to add to the information on Dis Cllr Hedgley's report is that you are able to report anonymously.

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

County Cllr Bryce has requested East Suffolk Council to extend the consultation period for Easton Solar Farm as it is over the Easter holidays.

Cllr Bestow said that self-driving bus trials are happening in Lowestoft and Mildenhall, he then asked if there were any trials planned for this area. County Cllr Bryce has asked the question to the Council and will advise if there are any planned around the Bredfield area.

Cllr Richardson said he had completed the Highways questionnaire and then asked if the Parish Council would get any feedback from this. County Cllr Bryce said this would be after 7th May and it would then be up to be new administration and ultimately councillors of the new 3 district councils.

5/300326 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.

6/300326 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 email Mr Elsom again to ask how the plans for demolition are going.

Cllr Hepper has emailed Mr Elsom but no response. Cllr Hepper contacted Planning at the Council and was informed ‘*the decision is drafted, but currently being reviewed....no timescale at the moment.*’

(Update - Decision issued on 31st March 2026 – Planning Refused).

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.**

Cllr Hepper asked Planning for an update and the reply received ‘*delay is caused by need to amend the legal agreement which restricted the use of certain buildings; the amended documents now with applicant’s solicitor for signing off before decision will be made.*’

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 b/f fm previous meeting – 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.

Cllr Hepper had written response and this has been submitted.

7/300326 Actions brought forward from previous meetings

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

Cllr Hepper has sent a new set of documents to the Land Registry again but has not received a response yet. *Still outstanding* – **Carried Forward.**

13B/190525 – Proposal for Village Day in 2026 – Cllr Bestow – this will not happen this year but hopes to resurrect for 2027. **All agreed to discharge this action.**

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.*

13/290925 - The Emergency Plan will be loaded onto the new website. This is covered by the publication of the new website

12/241125 – To receive an update on the review of the website and parish councillor email addresses.

Action from previous meeting - Cllr Bestow and Cllr Henderson to continue to update website.

Cllr Bestow – the proposed revisions to the website did not work on mobile devices so to simplify matters the existing website has been copied across to the new domain (Bredfield-pc.gov.uk). We now need to publicise the new url before closing down the old site. The new website will be publicised on mailchimp and organisations with links to the old website notified of the change.

The Parish Council extended their thanks to Cllr Bestow and Cllr Henderson on their hard work in setting up the new website.

Cllr Bestow mentioned that when sending emails to members of the parish council and clerk please check the correct address is shown.

Action – Cllr Bestow and Cllr Henderson to turn off old website once they are happy that the new site is up and running smoothly.

15/241125 – The emergency box which is to be kept at the Village Hall will have various equipment in case of an emergency (see minutes from previous meeting) and it was agreed that the Parish Council would fund the items.

Action from previous meeting – Cllr Bestow to cost the equipment to be kept in the box.

High Visibility Jackets – 4 medium quality jackets cost £12.99, 4 lower quality jackets cost £6.59. (Parish Council decided to purchase 8 medium quality jackets).

A wind up radio with a wind up torch cost £24.99. Wind up or battery torches to be purchased rather than candles as naked flames are not allowed in the village hall.

Pencils and paper are already in the box along with laminated instructions.

There also needs to be a folder in the box with blank log sheets.

All agreed to purchase the equipment and funded by the Parish Council as a Community Project.

Action – Cllr Bestow to purchase the equipment (& also a further wind up torch).

Action from previous meeting – Cllr Harker to attend the Community Partnership Winter Warmer Event at Charsfield on 11th February and enquire to see if this could be a regular event that could go round to different villages.

The bus arranged for collecting members of the public to this event only collecting one person. No one from Bredfield attended and 9 from Charsfield attended. There was various information available, including a Tech Hub in Grundisburgh on a Monday (this was membership only though) and Coastal Action Transport (CATS) but they can be approached if required.

All agreed there was no need at the moment to have a similar event in Bredfield.

*Action from previous meeting – Cllr Hepper to draft mailchimp email (and Cllr Henderson to send) and article for The Lantern regarding residents informing their vulnerable neighbours about important events and the emergency plan etc. – **Still Outstanding.***

16/241125 – Finances

Action from previous meeting – Cllr Buckman to contact Mr Bayfield to arrange repainting of the pump and village sign to take place in the summer.

Cllr Buckman – confirmed with Mr Bayfield and the area has been prepared. When the weather improves Mr Bayfield will carry out the work. The Parish Councillors passed on their thanks to Cllr Buckman for arranging the repainting.

20/241125 – Community Infrastructure Levy – Action from previous meeting – Cllr Bestow to forward new Form to all of Parish Council for any comments.

Cllr Bestow has sent the new form to all parish councillors and this is published on the website.

8/260126 - Bredfield Jubilee Meadow and Orchard Charity Proposal

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

A notice had been placed in The Lantern but rather disappointingly only committee members of the BJMO have expressed an interest in becoming trustees of the BJMO.

The BJMO Committee would like to investigate alternative solutions to the small charity proposal for managing the day to day running of the Jubilee Meadow. Cllr Harker proposed a meeting with the BJMO Committee to discuss options. It was agreed that at the initial meeting Cllrs Harker and Bestow would set out the Parish Council's requirements for any organisation taking over the running of the Jubilee Meadow. This would allow the BJMO Committee to come back with a proposal to the Parish Council.

After many years of volunteering Angela Derham has decided to stand down as a BJMO Committee member.

The Parish Council would like to extend their thanks to Angela for her work on both the organisation and the finances of the Jubilee Meadow since its foundation.

Action – Cllr Harker to contact the BJMO Committee to arrange meeting to discuss the options.

9/260126 - Community Infrastructure Levy

Action from Previous Meeting – Cllr Bestow to check return date for CiL return.

Cllr Bestow – CiL return has to be completed up to 31st March 2026.

10/260126 – Agree Dates for meetings for the next 12 months.

Action from Previous Meeting – Parish Clerk to book the village hall for the agreed dates of meetings.

Parish Clerk confirmed all dates are book (and also for 22nd March 2027 – see below)

8/300326 – Add 22nd March 2027 to the Schedule of Meetings as agreed at the January 2026 meeting.

All agreed to the above date and village hall has been booked.

9/300326 – SALC Internal Audit Service Letter of Engagement for Approval

It was agreed at the previous meeting that SALC will carry out 2025/2026 Audit. The Service Letter of Engagement has been sent to all Parish Councillors and all have agreed to the Engagement. The cost is £189.00 + VAT.

The audit has been booked for week commencing 25th May 2026.

10/300326 – Parish Infrastructure Investment Plan

Cllr Bestow and Cllr Harker have revised the Plan. The review date has been changed from every year to every 3 years in line with other Parish and Town councils.

The PIIP includes the needs and aspirations of the village which can be extended wider than the powers of the Parish Council. The current plan contains an interpretation of village aspirations based on the original neighbourhood plan survey – this may now be out of date so it would be helpful if the questionnaire to support the neighbourhood plan refresh contained appropriate questions covering this section.

Action – Cllr Bestow to upload the Parish Infrastructure Plan on the new website.

11/300326 – Planning Reforms Consultation

Cllr Hepper went to the Forum and was briefed on changes. There is a new national policy framework which is considerably different from before. There is an expansion of the term ‘presumption in favour’ and a new category of ‘medium sites’.

The result is that the local plan is to be rewritten. There will be a consultation later in the year regarding the call for sites. There is also a Developers Charter that will ensure engagement with the community.

Cllr Richardson mentioned there is a blog being launched and there is a consultation ongoing regarding the Suffolk Design Code Workshop. The council are sending invites and the parish council can get involved or wait.

There is a website for further information – <http://www.eastsuffolk.gov.uk/engagements/help-shape-future-our-towns-and-neighbourhoods>

The Reforms are very broad at the moment and it was decided and agreed by all that the Parish Council will get more involved when the Plan is more specific.

12/300326 – Data Retention Policy – All agreed current policy is sufficient and it is on the website.

13/300326 – Review of Policies and Procedures:-

- Standing Orders – Revised & Updated
- Internal Controls – Annual Statement Signed by Chair & Parish Clerk.
- Code of Conduct – Revised & Updated
- Risk Management – Risk assessment reviewed & unchanged.
- Accessibility Statement – Reviewed & unchanged.
- Conflicts of Interest – Reviewed & unchanged.
- Financial Regulations – Revised & Updated.
- GDPR Assessment of Data Held – Reviewed & unchanged.
- GDPR Privacy Notice – Reviewed & unchanged.
- Budget Setting Process – Reviewed & unchanged.
- Transparency Code – Reviewed & unchanged.

All of the above were approved by all for 2026-2027.

14/300326 – Review of Councillor Responsibilities

Cllr David Hepper – Governance & Village Hall

Cllr Nik Bestow – Finance Tracking & Neighbourhood Partnerships
Cllr Anne Henderson – Webmaster & Mailchimp
Cllr Tony Richardson – Highways & Infrastructure
Cllr Hilary Harker – Asset Register & BJMO
Cllr Lynn Taylor – Liaison with Local Landowners

15/300326 – BJMO Report & Meeting Minutes

The February report had been received and circulated. The March report and finance report had been received too late to be circulated so it was read at the meeting. These reports will be available on the website.

16/300326 - 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. The Cash Book and Reconciliation will be updated to include the recent payments (after report written) and for the VAT return.

Action – Parish Clerk to update Cash Book and Reconciliation and forward onto Cllr Bestow.

- Prediction of Finances at the end of March 2026 – This is on Cllr Bestow's report.

17/300326 – Revised Waste Collection Arrangements

Cllr Hepper had contacted East Suffolk Services with questions over the new waste collections.

As the Parish Council does not have ten full time employees, compliance with the new re-cycling regime is not mandatory until April 2027. Therefore, for the next twelve months things could remain the same.

However, April 2027 this must change. East Suffolk Services have proposed three possible ways forward from then:

- 1 – recycling bin removed, leaving only one 'general waste'
 - 2 - keep existing recycling bin but after April 2027 it can only be used for metal/plastic/cartons – not paper or cardboard
 - 3 – keep both existing bins, but have a new bin, for paper and cardboard. This could operate on a 'request' basis – i.e. it will only be emptied when we ask. The advantage of this would be that there is no annual hire charge, but a 'lift and shift' fee will be charged per clearance.
- The existing glass recycling bins will be left in place and can remain in use.

The Parish Council needs to discuss the options with the Village Hall and the Village Shop. The Village Hall do not want the regulations to be too complicated for hirers. The Village Shop would need a cardboard bin but should this be paid by the Shop?

Action – Cllr Hepper to discuss with Village Shop the options and Cllr Henderson to discuss with Village Hall at the next meeting.

18/300326 - Actions taken under Delegated Powers – None

The meeting closed at 8.55pm.

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)