

Bredfield Parish Council

Minutes of the Meeting of Bredfield Parish Council held at the Village Hall on 24th November 2025

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

There were four members of the public present

1/241125 Apologies and approvals of absence

Apologies were received from Elaine Bryce, County Councillor.

2/241125 Declarations of Interest and Requests for Dispensation

None.

3/241125 Approval of the Parish Council Minutes from the meeting held on 29th September 2025

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

4/241125 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 stated that he supported the One Suffolk proposal and this was also supported by County Cllr Bryce.

Cllr Richardson questioned the impact on planning and highways. District Cllr Hedgley replied the finer points have not been decided on yet. The Local Government Authority had sent a representative to look at planning and how it will work and two of the recommendations are to remove/reduce the visual presentations (limit to 1 slide) and also to restrict the number of visitors to watch the presentation in the interest of health & safety and comfort. It was noted that it would be recommended to have a solicitor at the presentation.

Cllr Richardson stated the process should be more open, the process simplified and easy to follow and the process should be audited.

Action – District Cllr Hedgley will feedback on the points raised.

5/241125 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

The current owners had acquired The Chapel last summer. Plans to convert to a residential use had been drawn up, which included the addition of bedrooms on a new floor. The outside of the building should not change, apart from the removal of an outside toilet. The change of use process began in February and ESC have concerns that the property was not on the open market before the purchase and that the building was noted as a village asset.

Cllr Henderson will raise this at the next village hall meeting to see if any local groups would have potentially used the Chapel but with the village hall available this seems unlikely.

Cllr Hepper thanked the resident for attending the meeting and sharing the plans. At the moment, it was doubted that there would be any objections from the parish council.

6/241125 To consider any current planning matters, including:

Previous applications, decisions still outstanding:

DC/24/4501/FUL - Demolition of the existing commercial buildings Site address: The Forge, Woodbridge Road, Bredfield, Woodbridge, Suffolk IP13 6AG – **Still Awaiting decision.** Cllr Richardson
- A revised demolition application is being raised but so far this has not been completed.

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

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.**

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. No further update. *Still outstanding - Carried forward*

6/270125 – Removal of BJMO legal charge and change of contact details – *Action: Cllr Hepper to contact the Land Registry to chase.*

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. *Still outstanding - Carried forward.*

13B/190525 – Proposal for Village Day in 2026 – Cllr Bestow - Progress is being made slowly but nothing to report. *Still Outstanding - Carried forward.*

4/290925 – Coned off lane on A12 Wickham Market Bypass – County Cllr Bryce to investigate reasons and advise the PC.

Response received from Highways indicating this is connected to Sizewell C. The lane closure was to allow work on a layby near Wickham Market and was for safety reasons. SCC & ESC were encouraged to utilise this lane closure to carry out routine maintenance works. The traffic management will be in place until December.

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. *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. *Still Outstanding – Carried Forward.*

13/290925 – Emergency Plan/Freedom of Information Policy/IT Policy to be uploaded to Website – Cllr Bestow – the Freedom of Information Policy, IT Policy and also the Reserves Policy are all loaded onto the website. 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 and it will be uploaded to website. *Still Outstanding – Carried Forward.*

19/290925 – Clerk to notify SALC Payroll of approval of NJC Salary award increase – *Completed.*

20/290925 – Cllr Hepper/Cllr Henderson to invite the two candidates to interview and send job Description/Person Specification – *Completed.*

22/290925 – Clerk to place order for recycled picnic bench from CIL funds – *Completed. (note to be added to Asset Register – May 2026).*

8/241125 Bredfield Jubilee Meadow and Orchard

A Report had been received from Stewart Belfield which had been circulated and will be available to view on the PC website.

A grant is being applied for from the Nature Save Trust which awards small grants for biodiversity projects. The bid is the region of £1000.00 and the deadline is 27/11/25.

9/241125 Neighbourhood Development Plan Full Review

A questionnaire has been formulated but on hold because of the Call for Sites Process.

Cllr Richardson asked the question how does the Parish Council find out the response for the call for sites. Cllr Hepper replied the council would publish the list then it would be a consultation process.

10/241125 To Receive Feedback from Recent Community Partnership Forum

A report has been received from Cllr Bestow which had been circulated and will be available to view on the PC website. There will be a Stay Well Hub in Charsfield in February and there will be further details once the parish council has received an update.

11/241125 To Receive Feedback from Recent ESC Planning's Call for Sites Meeting

A report has been received from Cllr Hepper which had been circulated and will be available to view on the PC website.

12/241125 To receive an update on the Review of the Website and Parish Councillor Email Addresses

Cllr Bestow and Cllr Henderson have met to discuss what to include and not include on the new website. There are problems updating the current website and a large number of files to delete and this takes time as they have to be deleted individually.

Cllr Bestow has spoken to the service provider and they set up the email, addresses and the moving over to the new domain. The timescale is 2 weeks from submitting and the new domain name should be available before Christmas and there will be training.

Action - Cllr Bestow to continue progressing updating website.

13/241125 To Confirm AGAR Assertion 10 Progress of Compliance

A report has been received from Cllr Hepper on the new requirements for managing electronic data which has been circulated and will be available to view on the PC website.

The Parish Council are acting on it and part of this is moving to the .gov website domain.

14/241125 To discuss a possible visit from our local MP

Cllr Bestow wrote to the local MP. Cllr Bestow asked whether there is a newsletter that could be put on the parish council website. Apparently there is but one has not been received as yet. The MP asked if we would like a visit but at the moment there was very little enthusiasm but a newsletter would be appreciated. Cllr Bestow made the point that the County Councillor and District Councillor do a very good job.

15/241125 To Receive An Update form the Emergency Forum Attended by Cllr Bestow

A report has been received from Cllr Bestow which has been circulated and will be available to view on the PC website.

Action – Cllr Hepper to arrange the Village Hall to be registered as a designated rest centre.

Action – Cllr Hepper is to liaise with Mr Harker to buy and kit out Emergency Box to be kept at Village Hall.

16/241125 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 Buckman had received one quote in writing for the Pump and Village sign repainting.

Action – Cllr Buckman to obtain 2 further quotes in writing for the above work.

Action – Cllr Bestow (or Clerk) to transfer £6.00 from the Wildlife Reserves to the Main Account.

17/241125 To discuss proposal to pay for the Wildlife Friendly Site and Recover the VAT

The Parish Council had previously sponsored the private Wildlife Friendly Village website, but Cllr Bestow stressed that a proposal for this to continue to allow VAT to be recovered was not allowed. Further that the funding was always for a time limited period, which had now expired.

18/241125 To discuss and approve the budget for 2026/2027

Cllr Bestow had circulated a draft budget which predicted a £500 increase in costs, with the mandatory changes to the website; additional training, increased wages bill and expected rising insurance costs showing a forecast spend of £7,550.00.

The proposed budget was discussed and approved.

19/241125 To discuss and approve the precept for 2026/2027

The precept notification letter had been received from ESC. To support the 2026/2027 budget the precept will need to increase by 9%. This would mean an increase on a band D property charge from £40.00 in 2025/2026 to £43.59 for 2026/2027.

Action – Clerk to forward our precept request to ESC by the deadline of 26.01.26.

20/24112525 Community Infrastructure Levy

- **To receive any Grant applications** – No further grant applications have been received.
- **To receive update on the new application form from Cllr Bestow** – carried forward to next meeting.

21/241125 Actions taken under Delegated Powers – None

The meeting closed at 9.00pm.

PC Meeting Monday 24th November 2025

Item 16: Finance – Payments Made and Due

Paid Invoices approved at meeting on 29th September 2025:

Date	Payee	Gross	VAT	For	Category	Authorised	Power
28/08	L Buckman	279.07		August Wages	Wages	H Harker	LGA 1972 S.111 s.112
29/08	A Derham	16.99		Dog Sign & Chopping Boards	BJMO	D Hepper	Open Spaces Act 1906 ss,9,10,15
04/09	Suffolk Wildlife Trust	158.40	26.40	Mowing BJMO	Asset Maintenance	D Hepper	Open Spaces Act 1906 ss,9,10,15
30/09	L Buckman	279.07		September Wages	Wages	D Hepper	LGA 1972 s.111 s.112
03/11	Gates Hut Ltd	813.60	135.60	Picnic Bench for Shop	CIL	H Harker	CIL(Amend.) Regs 2013 s.59c

Retrospect Paid Invoices to be approved on 24th November :

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.143
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

Invoices due for payment to be approved on 24th November:

Date	Payee	Gross	VAT	For	Category	Power
09/10	SALC	39.60	6.60	Clerk Training	Training	LGA 1972 s.111
15/11	Bredfield VH	70.00		Village Hall Hire	Hire of Hall	LGA 1972 s.111

Breakdown of Income received since last meeting:

07/10	Bredfield Village Shop	£84.93	3 rd Quarter Waste Contribution
08/10	Bredfield Village Hall	£84.93	3 rd Quarter Waste Contribution
24/10	HMRC	£114.45	PAYE Refund of Overpayment
28/10	East Suffolk Council	£3750.00	Community Infrastructure Levy
03/11	BJMO	£2.10	Juicing Day Donation