

## Bredfield Parish Council

### Minutes of the Annual Meeting of Bredfield Parish Council held at the Village Hall on 19<sup>th</sup> May 2025 at 7:30pm

*Parish Councillors present: Nik Bestow; Vince Buckman; Anne Henderson, David Hepper (Chair); Tony Richardson. There were 7 members of the public present*

#### Part A

##### **1A/190525 Election of Chair and Deputy for 2025/2026**

Cllr David Hepper was elected Chair without contest. It was again agreed to not appoint a deputy.

##### **2A/190525 Apologies and approvals of absence**

Apologies had been received from Cllr's Harker and Taylor together with District Councillor Hedgley. These were all approved.

##### **3A/190525 Declarations of Interest and Requests for Dispensation - None**

##### **4A/190525 Review of Finances for 2024/25**

Cllr Bestow had prepared a comprehensive report for 2024/25 which had been forwarded to all Councillors. This was unanimously approved.

##### **5A/190525 CIL/S137 Report for 2024/25**

There were no S137 payments during the last financial year. Cllr Bestow had included a detailed CIL report within the 2024/25 Finances and this was approved. The annual CIL return was also approved and signed.

**Action:** Clerk to forward a copy to ESC and Cllr Bestow to upload copy to the website.

##### **6A/190525 Declaration of Interest Forms**

Cllr Hepper reminded all councillors that they should revisit their Declaration of Interest forms online and update if appropriate.

#### Part B

##### **1B/190525 Approval of the Parish Council Minutes from meeting held on 31<sup>st</sup> March 2025**

These were unanimously approved as a true record and signed by the Chair.

##### **2B/190525 Reports may be received from the District and County Councillors**

No reports had been received at present. When received these will be uploaded to the website.

##### **3B/190525 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**

There were no points raised or correspondence received from residents.

##### **4B/190525 To discuss The Forge Development DC/23/2693/FUL forthcoming Appeal Hearing and our complaint to the Ombudsman regarding SCC Highways**

Cllr Hepper had submitted our complaint to the Ombudsman following the March meeting. The response received was that they could only accept a complaint from an individual not a parish council complaining about another council, this was their final decision. Cllr Richardson had also submitted a complaint as an individual but unfortunately, he has received much the same response!

The Appeal Hearing would be taking place at 10am on Tuesday 20<sup>th</sup> May at Riduna Park. Cllr Hepper would be attending as the PC representative, Cllr's Richardson, Taylor and Buckman confirmed they would also be in attendance. Some members of the public also confirmed they would be attending.

#### **5B/190525 Actions brought forward from previous meetings**

**6/270125** – Responsibility for Pathways in Pump Close – County Cllr Bryce – Still awaiting confirmation – **Action:** Clerk to email Cllr Bryce – Carried forward.

**6/270125** – Removal of BJMO legal charge and change of contact details – Clerk – Still awaiting confirmation from the Land Registry – Carried forward.

**7/251124** - White Line marking at junction of A12 from Woodbridge Road *Chair and Clerk* - Complete

**11/270125** – Damaged Signpost at junction of Ufford Road/The Street – Cllr Buckman – Still awaiting replacement of sign by Highways – **Action:** Cllr Buckman will endeavour to realign the sign to the correct route. Carried forward.

**17/270125** – Footpath across field behind Church towards Boulge – Cllr Hepper to raise the matter with the land agent. Footpath now reinstated. Complete

**7/310325** - Complaint with SCC Highways – Cllr Hepper to submit the necessary paperwork to formally raise the complaint with the ombudsman – See Item 4. Complete.

**9/310325** - Cllr Harker and the BJMO committee to report back with full details of the proposed information board – see Item 6B below. Complete

**10/310325a** - Before giving go-ahead Cllr Hepper to ask for a breakdown of the total cost of £6650. Breakdown of costs received and circulated to all Councillors.

**10-310325b** – Cllr Hepper to ask Highways how much it would cost to replace the existing Woodbridge Road Bredfield sign at the same time. New total cost £7106. It was unanimously approved to go ahead with the total works which would be funded from CIL.

**15/310325** - Parish Clerk to contact the appropriate landowners in respect of their Byng Brook responsibilities. Carried forward.

**16/310325a** - Cllr Bestow to check our website against the Accessibility policy – Carried forward.

**16/310325b** - Cllr Bestow to update the website with the approved policies – Complete.

**17/310325a** - Cllr Bestow to list Neighbourhood Plan planning policies which should be included in our Planning Process Policy – See Agenda Item 15 – this will be included in the new Planning Process.

**17/310325b** - Cllr Hepper to include a link to the planning flowchart in the Planning Process Policy – See Agenda Item 15 – this will be included in the new Planning Process.

**17/310325c** - Cllr Bestow to update the website with the adopted policies. Complete.

**17/310325d** - Cllr Bestow to highlight possible issues with planning notifications to East Suffolk. Raised with ESC Planning, awaiting response. Carried forward.

**25/310325** - Parish clerk to book the village hall for the annual parish meeting. Complete.

#### **6B/190525 To note progress on the following planning matters:**

**DC/24/4501/FUL** Proposal: Demolition of the existing commercial buildings Site address: The Forge, Woodbridge Road, Bredfield, Woodbridge, Suffolk IP13 6AG – **Discussed at meeting on 10<sup>th</sup> February – Awaiting decision**

**DC/25/1002/FUL** Proposal: Single storey front extension - Elmcote, Pump Corner, Bredfield, IP13 6AH – **Application Permitted**

#### **7B/190525 Bredfield Jubilee Meadow and Orchard**

**To receive an update from the BJMO Committee including Minutes of any recent meetings and recommendations for the future –**

On 13<sup>th</sup> May, a few members of the BJMO Committee met with Ruth Wharrier, the artist commissioned to design and draw the interpretative noticeboard. It was a very productive meeting with a good exchange of ideas. Ruth will keep the committee up-to-date with her progress and the process of consultation will be on-going. We hope to have the board complete by Autumn 2025.

The Bredfield Townlands Charity has awarded the BJMO a grant of up to £150 for the cost of the timber required for Max Brown's construction of the wooden structure that will support the interpretative noticeboard.

A judge for the Green Flag Communities Award will be visiting the Meadow and Orchard on Friday, 23<sup>rd</sup> May.

May's scheduled Open Committee Meeting for the BJMO has (with agreement) been postponed until June. This is due to the illness and holiday absence of Committee members.

**To agree any BJMO expenditure required in the next two months** – There were no expenditure requests from the BJMO committee.

#### **8B/190525 Neighbourhood Development Plan Full Review**

A meeting with an ESC Planning Officer [Laura Mundy] has been held for advice and to discuss progress and a further meeting held with ESC technical staff to ensure map making was available. Work on revising sections is progressing well, and work will start soon on producing a questionnaire for the parish.

#### **9B/190525 To discuss the updating of the Asset Register**

Cllr Harker had confirmed by email that the only additional items which could be added to last year's register would be the BJMO tree guards and labels. It was decided that it would not be necessary to include these items. **Action:** *Clerk to advise Cllr Harker and the new Asset Register to be circulated to all councillors then uploaded to the website by the end of May.*

#### **10B/190525 Review of Website and Website structure**

Cllr Bestow's proposal to upgrade website, change the software used to maintain the site and to change the domain name was agreed to be investigated and he would liaise with Cllr Henderson regarding other village groups which currently use our website. **Action:** *Cllr Bestow to report progress at July meeting.*

#### **11B/190525 Email Addresses for Parish Councillors**

Cllr Bestow's proposal to move to Parish Councillor email addresses should we update the website and move to a new domain to be pursued. **Action:** *Cllr Bestow to report back at July meeting.*

#### **12B/190525 Parish Council Facebook Page**

Cllr Bestow's proposal to create a Bredfield Facebook page was agreed. It would not be run by the PC but Cllr Bestow would be the admin/moderator and would enlist one other person to help. This would be run alongside the Mailchimp facility.

#### **13B/190525 To discuss proposal for a Village Day**

Cllr Bestow's proposal to hold a Village Day in 2026 was received with mixed feelings. However, it was agreed that Cllr Bestow would pursue the creation of a small committee of volunteers to discuss the idea and investigate further.

#### **14B/190525 To discuss proposal for a new Dog Poo Bin**

Cllr Richardson proposed applying for a new Dog Poo Bin to be located opposite Red Tiles on Woodbridge Road. It was also suggested that maybe a sign could be erected directing dog owners to the bin at the Jubilee Meadow. **Action:** *Cllr Richardson to complete the ESC application form for dog bins and to confirm to July meeting details of costs if any.*

#### **15B/190525 To review the Planning Process**

Cllr Bestow's proposal to agree a series of questions to assess any planning application against was approved. **Action:** *Cllr Bestow to implement this change.*

**16B/190525 To discuss repainting of the Village Sign**

Cllr Buckman had obtained a verbal quote from a Signwriter to cover a complete renovation which would include taking the sign down, painting and re-erecting at a cost of £1500. It was decided that, if possible, to have the sign insitu with the icons in the outer ring blacked out and to include ironwork repainted and the wood linseed treated. **Action:** *Cllr Buckman to obtain a written quotation for this work and to report to the July meeting.*

**17B/190525 To discuss and approve the annual Insurance Renewal**

The insurance is due for renewal on 1st June 2025. A quote had been received from CAS under the same terms as last year with Ansvar Insurance. Cllrs Hepper & Bestow together with the Clerk had reviewed the cover and the number of volunteers increased to 11 to include the BJMO committee members. Cllr Harker had provided a list of asset values for the insurance and this has been checked against the Quotation cover and is adequate. This year's renewal premium will be £613.17. It was unanimously agreed to renew this policy.

**18B/190525 Finances – To note all payments recently made and to consider and approve future payments due**

All payments included in the Agenda Report document were approved for payment together with the following:

17.05.25 SALC £276.00 VAT £46.00 Internal Audit Service 2025  
Power: Local Audit & Accountability Act 2014 s.4; LGA 1972 s.111

**19B/190525 Finances – Current Year Bank Reconciliation and Finance Report**

No report was available at present.

**20B/190525 Finances – To discuss and approve the AGAR**

The Clerk has completed the Annual Governance & Accountability Return (AGAR) and this was approved and will be signed by the Chair. As we are a small authority with an income and expenditure below £25,000 we can register as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. As part of the AGAR a Certificate of Exemption should be forwarded to the External Auditor by 30.06.25. A Notice of Public Rights & Publication, which outlines our finances for the 2024/25 year and gives anyone the right to inspect these records within a set timescale, will also be uploaded to the Website. **Action:** *Clerk to forward AGAR to External Auditor and Cllr Bestow to update the website with a list of the financial transactions for 2024/25, the AGAR and the Notice of Public Rights.*

**21B/190525 To receive report from the Annual audit**

The annual report had only just been received from SALC therefore this will be deferred to the July meeting.

**22B/190525 CIL – To receive any Grant applications and discuss the process for applications**

No applications had been received since the last meeting. Following Cllr Bestow's proposal it was agreed to update the application form and criteria for assessing CIL applications. **Action:** *Cllr Bestow to make amendments for next meeting.*

**23B/190525 Dates of Meetings for 2025/2026**

Monday 21<sup>st</sup> July 2025                      Monday 29<sup>th</sup> September 2025                      Monday 24<sup>th</sup> November 2025  
Monday 26<sup>th</sup> January 2026                      Monday 30<sup>th</sup> March 2026                      Monday 18<sup>th</sup> May 2026 (AGM)

**Action:** *Clerk to book the village hall for these dates.*

**24B/190525 Actions taken under Delegated Powers - None**

The meeting closed at 8.50pm.