

Bredfield Parish Council

Minutes of the Meeting of Bredfield Parish Council held at the Village Hall

on 21st July 2025

Parish Councillors present: Nik Bestow; Vince Buckman; Hilary Harker; Anne Henderson; David Hepper (Chair), Tony Richardson, Lynn Taylor

There were four members of the public present

1/210725 Apologies and approvals of absence

Apologies had been received from District Cllr Hedgley and although County Cllr Bryce had hoped to attend, she had several other meetings that evening and was unable to join us.

2/210725 Declarations of Interest and Requests for Dispensation

None

3/210725 Approval of the Parish Council Minutes from the AGM held on 19th May 2025 and the Planning Meeting on 30th June 2025

Both of these sets of minutes had been circulated and were unanimously approved and signed by the Chair.

4/210725 Reports may be received from the District and County Councillors

County Cllr Bryce had forwarded her June report and District Cllr Hedgley his July report. These had both been circulated and are available to view on the website.

5/210725 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 questions from members of the public.

6/210725 To receive an update on The Forge Development DC/23/2693/FUL following dismissal of the Appeal application

As everyone was now aware, the Appeal had been dismissed by the Inspector. Further to the PC planning meeting on 30th June Cllr Hepper had been in contact with Mr Elsom at Elsom Spettigue Associates and it was agreed that a pre-meeting of the PC would take place at the Field Room on Tuesday 29th July at 2pm for any Councillors who were able to attend. A meeting would be scheduled with Mr Elsom on Wednesday 30th July at 2pm, again at the Field Room, with Cllr Hepper, Cllr Richardson and Cllr Taylor in attendance. Cllr Richardson's proposal to include Dafydd Lewis in this meeting was firmly rejected by the Parish Council. *Action: Clerk to book the Field Room and Cllr Hepper to contact Mr Elsom.*

7/210725 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 – **Discussed at meeting on 10th February – Awaiting decision.** It was noted that now that the Appeal had been dismissed this application will be looked at by ESC Planning in isolation.

DC/25/2344/FUL - First floor extension to side over existing single storey. New porch. Site address: 9 Pump Close, Bredfield, IP13 6DD – **Discussed at meeting on 30th June – Awaiting decision**

New application:

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. *Action: Clerk to submit comments to this effect to the ES Planning team.*

8/210725 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. *Carried forward*

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

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. *Carried forward.*

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

16/310325a - Cllr Bestow to check our website against the Accessibility policy. Cllr Bestow had carried out a review and there were only a few minor adjustments needed to make it compliant. These were agreed and the website will be updated where necessary.

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

9B/190525 – Updated Asset Register to be circulated to all Councillors and uploaded to website – Completed.

12B/190525 – Cllr Bestow to set up a village Facebook group – Completed.

13B/190525 – Proposal for Village Day in 2026 – Cllr Bestow had gained some interested parties in joining a small committee but due to holidays no meeting had been arranged at present. *Carried forward.*

15B/190525 – Review of Planning Process – Cllr Bestow to implement changes. *Carried forward.*

20B/190525 - 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 – Completed.

22B/190525 – Updating of the CIL application form - Cllr Bestow. *Carried forward.*

9/210725 Bredfield Jubilee Meadow and Orchard

The following report had been received from Stewart Belfield:

1. Once again, the Meadow and Orchard has been awarded a Green Flag Community Award. Thanks to all who made this possible.
2. With the approval of the Chair of the Parish Council, the June/July BJMO Committee Meeting was cancelled, due to illness and absence of Committee members. There were no important/urgent agenda items. The next meeting will take place in the autumn – date to be notified.
3. There are no outstanding invoices. The next major expenditure will be the topping of the meadow, which will take place at the end of August. The cost will be approx £120.

Paul Wogens, BJMO committee member, confirmed that he had been carrying out bat surveys at various locations in the village including the Meadow, and that 8 different species had been identified. Cllr Harker will pass on information to the BJMO committee about the Suffolk Tree wardens who can give guidance and advice on fruit trees and hedges.

10/210725 Neighbourhood Development Plan Full Review

Cllr Hepper confirmed that one meeting has been held since the last report. Work continues on producing a new Questionnaire for the village. ESC has advised that central Government financial and technical support for Neighbourhood Plans has been withdrawn – this does pose a significant threat, as without professional assistance to complete documents such as the Strategic Environmental Assessment or Habitats Regulations Assessment, then projected Neighbourhood Plans and Reviews are in jeopardy. Hopefully further guidance will be forthcoming.

11/210725 To receive an update on the Review of the Website and Parish Councillor Email Addresses

Cllr Bestow confirmed that as it is now an action on the recent audit report the PC will need to go ahead to upgrade to a .gov website. He had reviewed the package offered by OneSuffolk, our current website provider, and recommended the following:

Remain with Silverstripe for software.

Buy domain (suggested name BredfieldPC.gov.uk) and create email addresses.

Agree policy on using email addresses and commence use.

Training to take place before we start the process of moving across to the new domain. There are 3 training places available

Review some of the older content – do we still need it / does it need updating?

Design then build new website and close old site when we are happy with the new one.

Cllr Henderson, Cllr Bestow and Clerk to attend training.

This recommendation was approved.

Action: Cllr Bestow to advise on progress and confirm costs for website and email addresses at September meeting.

12/210725 To discuss progress on a New Dog Poo Bin

Cllr Richardson had submitted the ESC application and been advised that unless the PC purchased the new bin there would be a charge for regular emptying. District Cllr Hedgley had agreed to fund a new bin at a cost of £486.68 and had forwarded an acceptance form for completion. Cllr Harker suggested that a normal refuse bin may also be appropriate at this end of the village and it was agreed to investigate once the dog bin had been installed. *Action: Cllr Richardson to confirm to ESC that we wish to go ahead with the purchase of this bin and Cllr Hepper to sign the funding acceptance form.*

13/210725 To receive an update on the Repainting of the Village Sign

Cllr Buckman confirmed that his original contact had not been forthcoming with a quote. It was therefore proposed to defer this work until next year when the Pump would also require maintenance/painting and obtain a quote for both together.

14/210725 To receive and discuss Flood Report from SCC

This was now available to view at:

<https://www.suffolk.gov.uk/asset-library/2025-05-21-Bredfield-S19-Flood-Investigation-Report-Final-Draft.-docx-FOR-FINAL-SIGN-OFF.pdf>

It was noted that several of the actions in the report were down to SCC and that two actions for the PC had already been carried out. The remaining one, to adopt an Emergency Plan, was outstanding.

Action: Cllr Henderson will send out link to this report via Mailchimp and Cllr Hepper to draft an Emergency Plan and circulate for approval at next meeting.

15/210725 To note that Cllr Hepper had attended a briefing on the local government reorganisation

Notes from this briefing had been circulated to all councillors and are included in the reports to accompany these minutes. *Action: Cllr Hepper/Cllr Henderson to send out information via Mailchimp.*

16/210725 To receive report on the Annual Audit for 2024/2025

The Audit Report and recommendations/comments had been forwarded to all Councillors and are available to view on the website. Cllr Hepper confirmed that items that state 'Recommendation' mean they are a requirement and those showing 'Comment' are a suggested action for best practice. Thanks were expressed to the Clerk for a successful audit and AGAR. *Action: Cllr Hepper will draft a Retention of Data Policy and Cllr Bestow will investigate the Reserve Policy.*

17/210725 To discuss resignation and replacement of the Clerk & RFO

The Clerk had tendered her formal resignation due to family commitments. A job advert had been circulated within the village but no candidates had expressed an interest at present. The Clerk is

prepared to continue until a replacement is appointed provided it is within a reasonable timescale.
Action: Cllr Hepper/Clerk to contact SALC to arrange to advertise the position through them and to discuss hours and payscale.

18/210725 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 together with the following:

31.07.25	L Buckman	£279.07	July Wages	Power LGA 1972 s.111 s.112
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19/210725 Finances – Current Year Bank Reconciliation and Finance Report

Cllr Bestow had forwarded this to all councillors and it is available to view on the website.

20/210725 CIL – To receive any Grant applications and discuss the process for applications

No grant applications had been received at present however the village shop is looking to replace one of the picnic benches and may apply for funding in the near future.

21/210725 Actions taken under Delegated Powers – None

The meeting closed at 8.45pm.