

## Bredfield Parish Council

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

on 29<sup>th</sup> September 2025

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

There were nine members of the public present

#### **1/290925 Apologies and approvals of absence**

Apologies were received from Stewart Belfield, Chair of the BJMO committee.

#### **2/290925 Declarations of Interest and Requests for Dispensation**

Cllr Hepper declared a non-pecuniary interest in Item 22 on the Agenda.

#### **3/290925 Approval of the Parish Council Minutes from the meeting held on 21<sup>st</sup> July 2025**

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

#### **4/290925 Reports may be received from the District and County Councillors**

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

Devolution - both County and District Councillors were in favour of one council for Suffolk rather than three which is being proposed. Consultation will take place in October/November and the public will have opportunity to input their views. Information can be obtained from the following websites:

[A Devolution Deal for Suffolk - Suffolk County Council](#)

[Devolution and Local Government Reorganisation » East Suffolk Council](#)

Mayoral elections would take place in May 2026.

Cllr Henderson queried whether permission was needed to display 'Dogs on Leads' notices on the playing field. *District Cllr Hedgley will investigate and advise.*

The PC queried why the A12 towards Wickham Market had one lane coned off when no work was being carried out. *Cllr Bryce agreed to investigate with Highways.*

County Cllr Hedgley confirmed that changes to refuse collection and new bins was still under review.

#### **5/290925 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**

A resident from the Old Smithy on Hasketon Road confirmed that the ditch behind her property had been cleared and water could now run freely, however the entrance to the pipe which goes under the garden of this and the adjacent property, The Gables, was blocked.

A resident of Glebe Road also pointed out that a ditch behind their property also needed clearing.

*Action: PC to contact landowners for both these issues.*

#### **6/290925 To receive an update on The Forge including meeting with Landowner's Representative**

Cllr's Hepper, Richardson and Taylor had met with Mr Elsom from Elsom Spettigue Associates on 30<sup>th</sup> July and the notes from this meeting had been circulated to all Councillors and are included in the Reports document on the website.

Mr Elsom has advised the PC that, although the long-term intention is to demolish the existing buildings and get residential permission for the site, they were seeking to obtain short-term business lets until that could be proceeded with. Cllr Richardson expressed his concern that this could mean the

reintroduction of longer-term industrial working and potential expansion on the site and understood that members of the public also had reservations. Cllr Hepper advised the meeting that the PC were unable to comment as this was a business decision not a planning matter. The PC also understood that in any proposed future housing development, there could be a small encroachment into the field at the rear to allow for a turning circle, however no formal plans have been drawn up at present.

Cllr Richardson queried with County Cllr Bryce the issue with the PC's complaint about Highways backtracking on their comments for the Forge Application. *Cllr Bryce will investigate.*

**7/290925 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 10<sup>th</sup> February – Awaiting decision.**

**DC/25/2344/FUL** - First floor extension to side over existing single storey. New porch. Site address: 9 Pump Close, Bredfield, IP13 6DD – **Application permitted**

**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. **Discussed at meeting on 21<sup>st</sup> July – Awaiting Decision.**

**8/290925 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 – *Action: Clerk 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. *Still outstanding - Carried forward.*

**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. *Completed*

**17/310325d** - Cllr Bestow to highlight possible issues with planning notifications to East Suffolk. Raised with ESC Planning who have confirmed it has been checked and there are no issues. *Completed.*

**13B/190525** – Proposal for Village Day in 2026 – No further progress at present. *Carried forward.*

**15B/190525** – Review of Planning Process – Cllr Bestow had reviewed planning process in line with the Neighbourhood Plan and circulated to all Councillors. The new process was agreed and approved. *Completed*

**15/210725** – Cllr Hepper/Cllr Henderson to send out information via Mailchimp following attendance at a briefing on the local government reorganisation – *Completed.*

**16/210725** – Annual Audit Report for 2024/2025 – The Retention Data Policy drafted by Cllr Hepper and been circulated, was approved and will be uploaded to the website. Cllr Bestow had circulated a Reserve Policy which was also approved by all Councillors and will be uploaded to the website. *Completed.*

**9/290925 Bredfield Jubilee Meadow and Orchard**

- To receive an update from the BJMO Committee including Minutes of any recent meetings and recommendations for the future – Minutes from the Open meeting on 3<sup>rd</sup> September and the September monthly report from Stewart Belfield had been circulated, noted and was included in the Reports document. It was further noted that the annual Juicing Day on 27<sup>th</sup> September had been a success.

- To agree any BJMO expenditure required in the next two months – There are no items of expenditure in the near future. The invoice for topping the meadow is to be approved under Item 21.

**10/290925 Neighbourhood Development Plan Full Review**

There has been a further NP meeting since the July PC meeting and a new survey and questionnaire is currently being compiled. Following Central Government's cut in funding for NP's, ESC had requested information from Council's who had existing NP's on costs incurred and Cllr Hepper had responded to this request. A further email had been received regarding ESC's Guidance Documents Consultation.

*Action: Cllr Hepper to respond regarding content of this documentation.*

**11/290925 To receive an update on the Review of the Website and Parish Councillor Email Addresses**

Cllr Bestow had included a report on the current situation in the Reports document which included details of costs. He suggested that Cllr Henderson, the new Clerk and himself should attend the training for the new website. Timeline: build new website by Christmas and aim to move across by end of February. County Cllr Hedgley offered funding towards the additional costs from his Enabling Communities Budget which was gratefully accepted – he will forward application form for completion. This proposal was agreed and approved. *Action: Clerk to complete application form for funding / Cllr Bestow to progress the transfer to new website.*

**12/290925 To receive an update on the progress of installation of the New Dog Waste Bin**

The new dog waste bin had been ordered and ESC had confirmed that a Highways Street Licence had been applied for which seemed to be holding up the installation. Funding had been received from County Cllr Hedgley to cover the cost and thanks were expressed for this assistance. *Action: Cllr Hedgley would chase the delay with the Street Licence.*

**13/290925 To consider the adoption of the following policies, circulated and included in Reports document:**

- **Emergency Plan** – Cllr Hepper had discussed this with the Emergency Plan Officer at SCC. A few minor changes were made and the policy was approved. Cllr Bestow also suggested a slimmed down copy of the policy be displayed in the Village Hall and Church Room. *Action: Cllr Hepper to update changes and policy to be uploaded to website.*
- **Freedom of Information Policy** – approved. *Action: Upload to website.*
- **Information Technology Policy** – approved. *Action: Upload to website.*

**14/290925 To discuss Suffolk Highways Self Help Scheme**

Cllr Richardson had attended the online Forum on 12<sup>th</sup> August – see notes included in Reports document. Following discussion, it was decided not to sign up at present.

**15/290925 To note the Community Partnership Forum meeting date**

Monday 13<sup>th</sup> October at 2.00pm at Martlesham Parish Rooms. *Action: Cllr Bestow to attend and report back to November meeting.*

**16/90925 Review of the PC Asset Register**

This takes place in May in line with renewal of the annual insurance. *Action: Cllr Bestow to amend the Governance Calendar Action from September to May.*

**17/290925 Review of the Insurance Policy**

The annual insurance is due on 1<sup>st</sup> June and the review carried out in May. *Action: Cllr Bestow to amend Governance Calendar Action from September to May.*

**18/290925 To receive Report from the recent East Suffolk Planning Forum**

Cllr Bestow had attended this Forum in July – notes from the presentation are included in the Reports document circulated to all Councillors. Cllr Harker had passed on information about tree types to the BJMO committee. A Bredfield Tree Warden was suggested but no decision made at present. **19/290925**

**To note and approve the annual NJC salary award increase for the Clerk**

The National Joint Council for Local Government Services (NJC) has reached agreement on rates of pay applicable from 01.04.25 to 31.03.25. This means an hourly rate increase for the Clerk from £16.10 to £16.62. This was approved backdated to 01.04.25. *Action: Clerk to notify SALC Payroll to implement the increase.*

**20/290925 To discuss progress on replacement of the Clerk & RFO**

Advert on SALC website had generated three applications, however one had since withdrawn. Candidates had been invited to attend this meeting to be introduced to Councillors and the current Clerk. Interviews to take place in the Field Room on Monday afternoon 6<sup>th</sup> October. Cllr Hepper, Cllr Henderson and Clerk to be on interview panel. *Action: Cllr Hepper/Cllr Henderson to invite the two candidates to interview and send Job Description/Person Specification.*

**21/290925 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**

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

- **Expenditure for 2026/27** – Cllr Bestow requested Councillors to advise him of possible purchases/expenditure for the next financial year in time for the November meeting. Cllr Buckman should have quotes for re-painting of Pump and Village Sign by then.

**22/290925 Community Infrastructure Levy**

- **To receive any Grant applications** – An application had been received from the Village Shop for a new picnic table made from recycled plastic and this was approved. It was agreed that the PC would purchase the table in order to claim back the VAT and this would then be added to the PC Asset Register. *Action: Clerk to place order for the picnic table.*
- **To receive update on the new application form from Cllr Bestow** – carried forward to next meeting.

**23/290925 Actions taken under Delegated Powers – None**

The meeting closed at 9.05pm.