

**Bredfield Parish Council**  
**Minutes of the Meeting of Bredfield Parish Council held at the Village Hall on 31<sup>st</sup> March 2025**  
**at 7:30pm**

**Present:**

Cllr David Hepper (Chair)  
Cllr Nik Bestow (Minutes)  
Cllr Hillary Harker  
Cllr Tony Richardson  
Cllr Lynn Taylor  
16 members of the Public

**Apologies:**

Linda Buckman (Parish Clerk)  
Cllr Vince Buckman  
Cllr Anne Henderson  
District Cllr Hedgley  
County Cllr Bryce  
These were all approved.

**2/310325 - Declarations of Interest and Requests for Dispensation**

None

**3/310325 - Approval of the Parish Council Minutes from previous meetings**

The minutes from the meetings on 27<sup>th</sup> January 2025 and 10<sup>th</sup> February 2025 were unanimously approved and signed by the Chair

**4/310325 – Reports from District and County Councillors**

Written reports from both councillors were circulated before the meeting.  
The proposal to teach HGV driving at Otley College was noted.  
There were no questions

**5/310325 – Views and Questions from Residents**

None

**6/310325 – Actions Brought Forward from Previous Meetings**

- *6/270125 – Legal responsibility in respect of work carried out to smooth the footpaths in Pump Close*  
County Cllr Bryce  
Carried Forward
- *6/270125 – Removal of BJMO legal charge and change of contact details from Land Registry entry*  
Clerk  
All paperwork has been submitted – now awaiting Land Registry.  
Carried Forward
- *7/251124 - White Line marking at junction of A12 from Woodbridge Road*  
Chair and Clerk  
Problem has been registered. Cllr Bryce has also raised the issue with the County Councillor responsible for Highways who fully supports the work. Highways have 13 weeks to rectify issue. Carried Forward
- *11/270125 – Attempt to re-align the finger pointers on the damaged signpost at junction of Ufford Road/The Street*  
Cllr Buckman  
Carried Forward
- *17/270125 – Ask the landowner to rectify the ploughing of the footpath across field behind Church towards Boulge*  
Cllr Hepper  
The landowner's agent has been contacted but the problem remains.  
Carried Forward
- *18/270125 – Clerk's Contract to be updated with holiday entitlement.*  
Cllr Hepper  
The contract has been updated and signed by both the Parish Clerk and the Chair. Complete.

## 7/310325 – Complaint with SCC Highways on the handling of The Forge Development (DC23/2963/FUL)

Suffolk Highways have rejected our complaint and will not be taking the matter any further. They suggest that if we are not satisfied we should take the matter up with the ombudsman. Cllr Richardson proposed that we raise the following issues:

- A demand that highways restore their original concerns over the entrances to both the industrial units and the housing development.
- And that the reversal of the Highways original position was not documented or handled correctly.

After a discussed it was agreed that the Parish Council would take the matter up with the ombudsman on the grounds that:

- Highways could present no documentation or evidence that any procedure had been followed in respect of the reversal of their original objection to both developments.
- Highways had failed to follow their own complaints procedure.

### **Action 7/310325**

*Cllr Hepper to draft (and following agreement) submit the necessary paperwork to formally raise the complaint with the ombudsman.*

It was noted that the public appeal would be held on 20<sup>th</sup> May at the East Suffolk offices in Melton. Anyone can attend. There is normally a procedure to pre-register to speak.

## 8/310325 – Planning Matters

The planning application DC/25/1002/FUL was discussed. It was unanimously agreed that the Parish Council has no objection.

## 9/310325 - Bredfield Jubilee Meadow

The minutes of the BJMO committee meeting were discussed.

Cllr Harker had been unable to obtain any additional information on the designation of the meadow as a Country Wildlife Site. It is believed no additional responsibilities accrue as a result of the award. Expenditure on the dog sign and the metal signs for the trees was approved.

The progress on the information board was of concern. The BJMO committee had no knowledge of the content of the board, what had been agreed with the artist or the nature of the contract – all these details had been agreed by Stewart Belfield independently.

### **Action 9/310325**

*Cllr Harker and the BJMO committee to report back with full details of the proposed information board.*

The roof of the Jubilee Meadow information pagoda needs to be repaired.

Contractors seem reluctant to visit the site to assess the problem – the last company crying off on the day of the visit.

It seems unlikely that we'll get a costing before the next Parish Council meeting.

## 10/310325 – Traffic Calming Measures

The schematic and costing for the proposed traffic calming measures was discussed and agreed. This will be funded using the Community Infrastructure Levy.

### **Action 10/310325a**

*Before giving go-ahead Cllr Hepper to ask for a breakdown of the total cost of £6,650.*

### **Action 10/310325b**

*Cllr Hepper to ask Highways how much it would cost to replace the existing Woodbridge Road Bredfield sign at the same time.*

## 11/310325 – Neighbourhood Development Plan

Two meetings of the small committee reviewing the Bredfield Neighbourhood plan have been held. Although much of the original plan (published in May 2021) is still valid there are some changes that are required. Some changes are minor (for example East Suffolk District Council has replaced Suffolk Coastal) but some are more significance (for example imposed increased housing targets). Things are still at the very early stage – but it is anticipated that at some point a new questionnaire

will be circulated to all Bredfield residents. A meeting with the appropriate planning officer is being arranged.

### **12/310325 – Thermal Imaging Camera**

19 houses were surveyed – which impressed the organisers.  
Cllr Harker overcame a number of problems with the technology.  
It was agreed that we will not be participating next year.  
Many thanks to Cllr Harker for organising our participation.

### **13/310325 – Road Safety Forum**

The Road Safety Forum is being wound down.  
A new forum to improve engagement with Highways has been created.  
The Parish Clerk has reserved a space for Bredfield on each of the publicised meetings – the first of which is in respect of grass cutting and weed clearing.  
Either Cllr Richardson or Cllr Hepper will attend.

### **14/310325 – Town & Parish Planning Forum**

Cllr Bestow attended the East Suffolk Town and Parish planning forum. The meeting was well attended. Items discussed included the introduction of a developer code of conduct and the formal review of the Suffolk Coastal Local plan which is not expected to be adopted January 2029.  
The governments mandatory housing targets were also mentioned – which roughly double the number of houses to be built in East Suffolk.

### **15/310325 – Storm Babet Flooding**

Cllr Harker has submitted the required information to Suffolk County Council's Flood and Water Management Investigation Team.  
In response to a resident's request the appropriate landowners will be contacted in respect of their Byng Brook responsibilities.  
However, it was noted that significant work has been carried out improving the flow of water along the brook. It was also noted that some areas of the brook are difficult for machinery to access.

#### **Action 15/310325**

Parish Clerk to contact the appropriate landowners in respect of their Byng Brook responsibilities.

### **16/310325 – Review of Policies**

The following policies were approved:

- Internal Control Statement and Report
- Risk Assessment
- Standing Orders
- Finance Regulations
- Code of Conduct
- Accessibility

#### **Action 16/310325a**

*Cllr Bestow to check our website against the Accessibility policy.*

#### **Action 16/310325b**

*Cllr Bestow to update the website with the approved policies.*

### **17/310325 – Adoption of Planning Process and Conflict of Interest policies**

The Conflict of Interest Policy was approved.  
The Planning Process Policy requires a few minor updates to reflect policies included in the Bredfield Neighbourhood plan. A link to the East Suffolk planning flowchart will be included in the planning policy document.  
A policy of directly notifying impacted residents of any planning application was discussed. However, it was felt that as all Bredfield planning applications are discussed at Parish Council meetings with all residents being informed via mailchimp and via the noticeboards plus the ability of residents to subscribe to notifications from East Suffolk that this was unnecessary.  
Concern was raised by a member of public that the automated notifications process may not always work.

**Action 17/310325a**

*Cllr Bestow to list Neighbourhood Plan planning policies which should be included in our Planning Process Policy.*

**Action 17/310325b**

*Cllr Hepper to include a link to the planning flowchart in the Planning Process Policy.*

**Action 17/310325c**

*Cllr Bestow to update the website with the adopted policies.*

**Action 17/310325d**

*Cllr Bestow to highlight possible issues with planning notifications to East Suffolk.*

**18/310325 – Price Increase in CAS Website Hosting**

The £6 increase in cost to £66 was noted.

**19/310325 – SALC Internal Audit**

SALC were appointed auditors. The 2024/25 audit costs were noted.

**20/310325 – Data Retention Compliance**

The Parish Clerk's compliance with the data retention policy was noted.

**21/310325 – Recent Payments and Approval of Future Payments**

The following payments, approved at the 27<sup>th</sup> January meeting, were made:

- East Suffolk Services £292.50 (VAT £48.75) for waste collection in quarter 4.
- Parish Clerk Wages for January £301.47

The following payments, in line with the agreed budget, were made and approved retrospectively:

- Parish Clerk Wages for February £279.07
- IT Services at CAS £123.00 for hosting the Wildlife Friendly Village website.
- Bredfield Village Hall £50 for hall booking October 2024 to March 2025.

The following invoices were approved for payment:

- Parish Clerk Wages for March £279.07
- SALC £54.00 (VAT £9.00) for 6 months payroll services.

**22/310325 – Finance Report**

It was noted that the heading for the BJMO noticeboard grant was incorrect.

The finance report and bank reconciliation was approved.

**23/310325 – Increase in Waste Collection Costs**

The increase in the waste collection costs was noted.

**24/310325 – CIL Application**

A CIL application from the bowls club was discussed.

Chris Norman from the club explained that the footpath to the bowls pavilion was both uneven and overgrown making it difficult for members to access the pavilion, particularly in wet weather.

The grant request is for materials to build a new path, labour and expertise will be provided by club members some of who are builders by trade.

A grant of £700 was unanimously approved.

**25/310325 – Annual Parish Meeting**

The annual parish meeting will be held on Friday 25<sup>th</sup> April.

**Action 24/310325**

*Parish clerk to book the village hall for the annual parish meeting*

**26/310325 – Delegated Powers**

With the exception of the payments mentioned above no other actions were undertaken under delegated powers.

The meeting closed at 21:00. The next Parish Council meeting (which will include the AGM) is scheduled for 7:30 Monday 19<sup>th</sup> May 2025