

Reports to Accompany Minutes for PC Meeting 29.09.25

ITEM 6 - NOTES ON A MEETING HELD 30 JULY 2025

Meeting held 14.00 in VH Field Room

Subj: Development of the Forge area

Present: David Hepper; Tony Richardson; Lynn Taylor (BPC); Peter Elsom (Elsom & Spettigue)

Mr Elsom indicated that he represented Robin D'Arcy, and wished to explore possibilities for the future and did not wish to revisit the failed application, but wanted to arrive at a mutually agreed position, that would satisfy all parties.

BPC stated that development for employment/industrial uses would not be acceptable, but housing on the Forge site would be welcome.

Mr E warned that any proposition must be economically viable; he was concerned that a difficulty in a future application may be the perceived loss of employment.

The main concerns at the site were explored, namely the difficulty of access and the potential nuisance of overspill parking.

Mr E stated that he understood the concerns with employment and this would not be pursued, it was effectively off the table. This led to discussion over the style and level of any future housing. Mr E suggested that mixed housing, of semi's and detached houses could be proposed, and that he understood the points on sufficient space for parking and the need for safe access. He repeated the point that it must be economically viable, and that a small increase in the size of the former site may be necessary to achieve this – but it would be limited.

The demolition of the Forge was discussed and Mr E stated that the difficulty with contamination / asbestos during this work was fully understood, and a full detailed plan would be produced before any work commenced.

The question of boundaries with neighbouring properties was raised, and Mr E said he was aware of this, and was very firm in stating that their solicitors were very confident in their view that they had not intruded onto neighbouring properties.

Footnote: Mr E light heartedly suggested that any future housing development could be given a suitable name... Pearce Drive? Lynn's Close ? Taylor's Turn Off ?

Item 8

17/310325d

In Respect of Automatic Notifications of East Suffolk Planning Applications

There are no known issues with the planning application notification system.

Notifications run daily, Public Access will check if an existing application has already been included and checks if any of the following have changed;

- New record that has not been previously notified.
- Date received.
- Address.
- Description.
- Status.

Planning Application Review

1. Location

Does the proposed development:

- a. Respect the local character of the landscape, and the current division of the village into distinct settlement groups separated by green space and open land.
- b. Not cause any significant loss or diminution of the distinctive views offering open field aspects or views over open spaces:
 - i. Between the Playing Field and Ufford Thicks
 - ii. Between the Church and the west side of The Street and Boulge Approaching the village along Ufford Road
 - iii. Open fields and hedges in Woodbridge Rd
- c. Cause no harm to the Designated Local Green Spaces:
 - i. The Playing Field
 - ii. The Village Green
 - iii. Jubilee Meadow and Orchard 4) St Andrew's Churchyard
 - iv. Quaker Burial Ground
- d. Where appropriate adhere to the sites for development as listed in the neighbourhood plan.

2. Maintaining the Landscape

Does the proposed development:

- a. Enable the protection and enhancement of the key features of the landscape, including hedgerows and field margins, mixed deciduous woodland, meadows, streams, ponds and traditional orchards
- b. have no detrimental impact on veteran trees, woodlands, field margins, wildlife corridors, streams and ponds.
- c. have no detrimental impact on long-established hedgerows which are visually prominent within the parish, or which are important for biodiversity.

3. Archaeological Interest

Does the application demonstrate that the potential impact on archaeological deposits has been considered and should ensure that evidence which could contribute to our understanding of human activity and past environments is not lost?

4. Business and Industrial Developments

- a. Does the proposal create an unacceptable impact on highway safety or have a material detrimental effect on the surrounding environment, landscape or historic buildings?
- b. Does the proposal result in unacceptable air, noise or light pollution or a severe impact on highway safety or have a significant detrimental effect on the surrounding landscape or historic buildings?

5. Transport Considerations

New residential and economic development must:

- a. Adhere to Suffolk County Council parking standards. providing safe and secure parking for all vehicle modes and reflect the rural, spacious and attractive character of Bredfield.
- b. Have provision of safe walking and cycling routes both in the immediate area of the site and to establish walkable access to services and facilities in the village
- c. Consider opportunities to extend existing routes for walkers and cyclists and to accommodate people of all ages and abilities, including those with pushchairs and wheelchairs
- d. Explain how use of materials, provision of off-road parking and shared services and traffic calming measures will encourage low vehicle speeds throughout the development
- e. Explain how safe and suitable access to the site can be achieved for all users;
- f. Show that the impact of the development on the transport network has been considered.

6. Design

The proposal should be in harmony with existing nearby buildings and the general landscape, and must be designed and constructed in such a way as to be an asset to the street scene in terms of:

- a. quality of overall design and materials
- b. relationship with nearby buildings and open spaces, in terms of size, positioning and appearance
- c. reflect the rural, spacious character of Bredfield
- d. have spacious garden curtilage that sufficiently complements and serves to enhance the distinctive 'green' character of the village

7. Conversion of Redundant Buildings

Applications for the conversion of redundant buildings should demonstrate that:

- a. The buildings are no longer viable or needed in their present role
- b. The conversion preserves, wherever possible, the intrinsic character and important features of the existing building and its setting
- c. There is no conflict with existing adjoining land uses
- d. That prior use has been checked to ensure there is no risk of contamination from previous use.

Item 8 – Data Retention Policy

DATA RETENTION POLICY

Introduction

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited.

Scope

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. It may be that a small percentage of the records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and they are required to manage the Council's records in order to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner. The Clerk must ensure that the records for which they are responsible for are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines. Individual Councillors may hold records in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Clerk retains a copy for the official record. Individual Councillors are strongly advised to undertake regular housekeeping regarding this matter. On resigning from the Council, Councillors should delete electronic records they hold and destroy hard copy documents.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
ADMINISTRATION		
Minutes of meetings	Indefinite	Archive

Reports	6 years	Consistency
Correspondence/General Admin files	6 years [except for legal purposes]	Management
Any documentation which may be subject to legal action	Retain until the threat of litigation has been removed. Minimum periods for retention: Negligence – 6 yrs; Defamation – 1 yr; Sums recoverable by statute – 6 yrs; Personal injury – 3 yrs; to recover land – 12 yrs; rent – 6 years.	
Asset Register	Current and last completed audit version	Audit
Emails	To be dealt with in the same way as manual records. Destroy routine/trivial emails and those where hard copies have been taken	Management
Register of Members' Interests	Whilst a member	Publication scheme
Complaints	3 years	Management
Details of Request made under FOI Act	5 years after record is opened	Management
Information from other bodies i.e. County Associations, NALC and other numerous bodies	Retain for as long as useful and relevant	Management
Deeds, conveyances and other legal documentation relating to ownership i.e. Title Deeds and leases.	Indefinite	Audit; Management; Limitation Act 1980.
Employee contracts	6 years after departure from employment	Management
FINANCIAL RECORDS		
Audited Annual Return	Indefinite	Archive
Receipts and Payment ledger/spreadsheets	Indefinite	Archive
Bank reconciliation	Indefinite	Archive
VAT records	6 years	HMRC
Paid Invoices	6 years	HMRC
Budget	6 years	Archive
Quotations and tenders	6 years	Limitation Act 1980
Audit documentation [incl. correspondence]	6 years	As per External Auditors

Bank Statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Returned/cancelled cheques	Last completed audit year	Audit
Certificate of Employers' Liability Insurance	40 years from date on which insurance commenced or was renewed	Although no longer a legal requirement the insurers/legal advisers say 40 years still advisable.
Insurance Documentation including policies	3 years	To cover any claims under Public Liability Insurance, as per insurers. A permanent record of insurance company names and 3 policy numbers to be retained.
Insurance Claims (public/employer's liability)	6 years	Recorded information
Payslips	6 Years	HMRC
Tax and NI Records (including P11 and P35)	5 years	HMRC

Date adopted:

Bredfield Parish Council

Reserves Policy

1) Purpose

Bredfield Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

The guide to proper practices requires all authorities to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Furthermore, it is stated that whilst authorities should have sufficient Reserves (General and Earmarked) to finance both its day-to-day operations and future plans, it is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.

2) Types of reserves

Reserves can be categorised as general, earmarked or restricted (CIL):

General Reserves

General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves can be used to cover items such as: Renewals – to enable services to plan and finance an effective programme of vehicle and equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.

Restricted Reserves – CIL

Neighbourhood CIL is passed to parish or town councils by ESDC where development is taking place. There are separate rules governing the holding and use of CIL funding.

3) Bredfield Parish Council General Reserves

Bredfield Parish Council the general reserve has two elements:

a) The Contingency Reserve

The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's Contingency Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE).

For Bredfield Parish Council the NRE is effectively the Precept.

Given the small amounts of money involved Bredfield Parish Council have a policy of holding 9 months Precept as a Contingency Reserve.

Changes to the Contingency Reserve are made at the end of each financial year in line with the setting of the Precept for the following year.

b) The General Reserve

A working reserve consisting of the accumulated surplus / deficits from previous years which is kept to a minimum as for each year we attempt to balance the budget.

4) Earmarked Reserves

Bredfield Parish Council hold a designated reserve for asset maintenance details of which are reviewed as part of the budget setting process.

5) Review

The reserves will be reviewed by the Council as part of the annual budgeting process. The Responsible Financial Officer will maintain a detailed schedule of all reserves.

ITEM 9 – BJMO

**Bredfield Meadow and Orchard Open Committee Meeting 3rd September 2025, 7.00pm
St Andrews Church Rooms**

MINUTES

Present: Stewart Belfield (Chair), Paul Wiggins, Max Brown, Hilary Harker, Ian Wiles, Elizabeth Smith,
Terry Smith, David Hepper
Apologies: Angela Derham

1. Update on recent developments

The meadow was mown by SWT at the end of August. An invoice will be forwarded to the PC (approx. £120). All the orchard trees now have new labels attached to the wooden guards – thanks to Angela Derham and Max Brown.

2. Progress on interpretative noticeboard

The Chair has been in regular consultation with Ruth Warriar, who is continuing to work on the design. The process is taking a little longer than expected, but will be completed before the end of the year. If required, a three-month extension of the East Suffolk granted has been agreed.

3. Hedge trimming plans.

Plans were discussed for trimming back the hedges: a) alongside the entrance path; and b) on the north-side of the meadow. The former will be completed by Max, Paul and Stewart before the Apple Pressing Day. Once completed, Ian will mow the pathways. The latter will be completed by a convened small working party later this year.

4. Plans for the 'old car park'

Plans for the 'old car park' were discussed. It was agreed that there should be no re-instatement as a car-parking area. It was agreed that, whatever the plans, there must be an obstacle-free, wide access route along the ditch-side of the area. It was agreed that a 'managed' wild-flower area would be preferable to the current 'wild' area. The spreading of 'waste' over the area, from the first-stage of ditch clearance, has enriched the soil. This raises a challenge of which plants would be suitable. Ox-eye Daisy and Teasel were suggested; other possibilities include Helleborus, Purple Loosestrife, Tansy and Sneezeweed – all attractive and pollinator-friendly flowers. Dimensions of the area are to be measured, and then plans for planting will be discussed further. All ideas welcome. Before any planting takes place, the area will be cleared.

5. Organisation for Apple Pressing Day

This will take place on the afternoon of Saturday, 27th September. Max and Angela will not be present for the day. Paul and Stewart will supervise. Additional volunteers will be invited and welcomed. Angela has already done helpful preparatory work. Loan of tables from the Village Hall will be arranged by Stewart, as usual. Remaining apples and pears on the orchard trees will be harvested for pressing.

6. Orchard trees: their health and possible replacements

Many of the trees are looking healthy and producing a good crop of fruit. In particular the Pershore Plum tree has been particularly prolific. However, a few of the trees look less healthy, and one of the Cherry trees has died. The meeting concluded that the history of Cherry trees in the orchard has not been good, and we should probably avoid planting further Cherry trees. Max suggested that if any replacement trees were to be planted, they should be placed at the further end of the meadow, which is drier. Hilary remarked that not planting any new trees was an option, and the meeting agreed. This is a matter for further consideration and should be based on further monitoring of which variety of tree are doing best, and in which area of the meadow. Max suggested consulting with Foxburrow Farm and Hilary suggested consulting with local Tree Wardens. Whatever happens, the meeting agreed that we should not rush into any replacement tree-planting.

7. Finance

There was a short report of the current financial situation. In a message to the Committee, Angela stated that the BJMO account currently contains £1976.68. There needs to be some further resolution that this sum tallies with Nik's PC calculation. Stewart asked if the PC could clarify whether this total sum included the £800 grant from East Suffolk (for the interpretative noticeboard) or not. There being no other business, the meeting closed at 8.10pm. Thank you to Stephen Stammers for agreeing and arranging the use of the Church Rooms.

BREDFIELD JUBILEE MEADOW AND ORCHARD MONTHLY REPORT - SEPTEMBER 2025

Committee meeting

An open Committee meeting was held in the Church Rooms on 3rd September. Minutes have been forward to the PC.

Recent developments

The meadow was mown by SWT at the end of August. An invoice has been forwarded to the PC for payment. All the orchard trees now have new labels attached to the wooden guards – thanks to Angela Derham and Max Brown.

Progress on interpretative noticeboard

The Chair has been in regular consultation with Ruth Warriar, who is continuing to work on the design. Her progress is taking a little longer than expected, but will be completed before the end of the year. If required, a three-month extension of the East Suffolk grant has been agreed.

Hedge trimming plans

Plans are underway for trimming back the hedges. In mid-September, the entrance path was cleared of over-hanging branches and encroaching vegetation. The hedgerow on the north-side of the meadow will be cut-back later in the Autumn, by a convened working party.

Plans for the 'old car park'

Plans for the 'old car park' were discussed at the recent Committee meeting. It was unanimously agreed that there should be no re-instatement as a car-parking area. It was agreed that, whatever the plans, there must be an obstacle-free, wide access route along the ditch-side of the area. It was agreed that a 'managed' wild-flower area would be preferable to the current 'wild' area. The spreading of 'waste' over the area, from the first-stage of ditch clearance, has enriched the soil. This raises a challenge of which plants would be suitable. Ox-eye Daisy and Teasel were suggested; other possibilities include Helleborus, Purple Loosestrife, Tansy and Sneezeweed – all attractive and pollinator-friendly flowers. Dimensions of the area are to be measured, and then plans for planting will be discussed further. In mid-September, the area was cleared of all vegetation (thank you to Max for the strimming).

Apple Pressing Day

The annual Apple Pressing Day will take place on the afternoon of Saturday, 27th September. Organisational preparation has begun and the event has been widely advertised. Remaining apples and pears on the orchard trees will be harvested for pressing.

Orchard trees: their health and possible replacements

Many of the trees in the orchard are looking healthy and have produced a good crop of fruit. In particular the Pershore Plum tree has been particularly prolific. However, a few of the trees look less healthy. The history of Cherry trees in the orchard has not been good and the Committee decided that we should probably avoid planting further Cherry trees. If any replacement trees are to be planted, they should probably be placed at the further end of the meadow, which is drier. Hilary Hawker remarked at the Committee meeting that not planting any new trees was an option, and the meeting agreed. This is a matter for further consideration and will be based on further monitoring of which variety of tree are doing best, and in which area of the meadow. To aid decision-making, we will be looking for consultation with Foxburrow Farm and with local Tree Wardens.

Finance

Angela reports that the BJMO account currently contains £1976.68. There will be further discussion to ensure that this sum tallies with Nik's PC calculation. There are no items of expenditure planned for the near future

Stewart Belfield
Chair

Item 11 - Website and email addresses

Website

Approach

- Continue to use the existing supplier
- Receive training on the software (which isn't changing).
- Review the existing website and decide what to migrate / what to add (for example removing the traffic and weather links).
- Build the new website based on the current site.
- Maintain two websites while we test and check the new site.
- Move across to the new website.
- Archive the old website.

Timeline

- Build the new website by Christmas.
- Aim to move across to the new website before the end of February.

Costs

The domain name would cost £25 per year. This is in addition to the current annual charge. To migrate could cost an additional one-off charge of £200 (depends on the number of changes)

Email Addresses

All parish councillors would need to use their official dot gov dot uk email address for all official correspondence including internal discussions.

I have assumed we will need 12 email addresses:

- 7 Councillors
- Parish Clerk
- Outgoing general communications (Mailchimp)
- Village Hall (?)
- BJMO (as a committee of the Parish Council)
- Spare

12 mailboxes costs £288 per year.

Domain Name

The choices (somewhat limited by government protocol) are basically:

- bredfield-pc.gov.uk
- bredfieldparishcouncil.gov.uk.

Recommend we go with the first as it's shorter.

Training

Website training on the existing system for up to 3 people would be £60.

BREDFIELD PARISH COUNCIL

EMERGENCY PLAN

If you are in immediate danger call 999

Approved: 2025

Purpose

Emergencies happen... Major situations will be dealt with by the emergency services, local authorities and utilities, sometimes in a combined response, and this Emergency Plan is not intended to be a substitute for these services. Rather it is aimed at defining how the community can complement the work of emergency responders and where the local knowledge possessed by people in the village may prove invaluable.

The plan is to also cater for extreme circumstances, for example where the emergency services may not be able to reach the scene immediately; In such cases the initial response may rely entirely on Bredfield residents.

An emergency is defined as an event that severely disrupts the routine existence of the Parish or where life is endangered. There are no specific hazards, but extreme weather or prolonged power loss offer threats; the A12 runs through the Parish with attendant risks and the village is on a regular flying route for military helicopters which may pose a risk.

Activating the Plan

In the event of a major incident, a request from the Local Authority or the emergency services would activate this plan, to assist and support those services..

The Emergency Plan may be triggered by the Parish Council where the threat to people and property was judged to be both severe and where the professional emergency services were unable to respond in a timely manner.

Following activation, it is important to inform the Local Authority so that they understand the situation and can ensure that appropriate activities are covered under the Local Authority public liability insurance.

If the local authority agrees with the activation, this will be confirmed by telephone followed by a 'Community Emergency Planning Group Activation Form' sent to [*e-mail address to be provided*]. This will confirm the activities that the group has been tasked to do by the local authority and therefore which activities are covered to conduct under local authority insurance. If the local authority does not agree that the plan needs to be activated, Community Emergency Group will not be covered by local authority insurance.

RISK	IMPACT	ACTION
Byng Brook overtopping its banks causing flooding to adjacent properties	<ul style="list-style-type: none"> • Flooding of local roads • Damage to property 	<ul style="list-style-type: none"> • Ensure local residents are aware of risk • Landowners advised of duty to keep waterways clear • Work with local emergency responders to help with flood warnings for road • Contact vulnerable properties during event
Intense rainfall overtopping ditches and exceeding culvert capacity At risk: Caters Road Woodbridge Road Potash Corner	<ul style="list-style-type: none"> • Flooding of local roads • Damage to property 	<ul style="list-style-type: none"> • Ensure local residents are aware of risk • Landowners advised of duty to keep ditches clear • Work with local emergency responders to help with flood warnings for road • Contact vulnerable properties during event
Heavy snow affecting wide area	<ul style="list-style-type: none"> • Movement restricted • Loss of road access • Possible food or heating fuel shortages 	<ul style="list-style-type: none"> • Monitor weather forecasts & take precautions when required • Check and support vulnerable people • Report utility failures to relevant utility organisations
Major fire	<ul style="list-style-type: none"> • Residents homeless 	<ul style="list-style-type: none"> • Requirement for temporary sanctuary – Village Hall to be opened up • Work with emergency services to assist as required
Other major incident in village e.g. serious traffic accident, aircraft incident, storm damage, loss of electricity/water services, building collapse		Work with local emergency responders to provide required support

When the Plan is activated an Emergency Coordination Group will be formed to assess the scale and impact of the incident, coordinate the local response, inform and support residents and assist responding agencies as far as is practical.

The Coordination Group will in the first instance consist of

PARISH COUNCIL	Contact numbers	
David Hepper	<i>[insert numbers]</i>	Emergency Coordinator
Nik Bestow		
Vince Buckman		
Hilary Harker		
Anne Henderson		
Tony Richardson		
Lynn Taylor		
VILLAGE HALL		
<i>[Dave Harker] tbc</i>		
ST ANDREWS CHURCH		
Paul Cannard		
Stephen Stammers		

They may be supplemented with other people from the community as the Group see fit. The first member of the Group to arrive will act as Emergency Co-ordinator until the team is in place. The first action is to inform the other members of the Group and ‘cascade’ the information as best they can throughout the Parish.

If the Plan is activated locally, then they must contact East Suffolk Emergency Planning Duty Officer (EPDO)

Office hours: Call **0333 016 2000** and request a call back from the Emergency Planning Duty Officer.

Out of hours: Call East Suffolk Council on **0800 440 2516** (call will be answered by East Suffolk Services Ltd) and request a call back from the Emergency Planning Duty Officer.

If the East Suffolk Emergency Control Centre (ECC) is activated following a major incident, the number is **01502 523630**.

On activation, an incident recording form should be started and maintained throughout the incident – see form below.

Primary Assembly Point

The Group and all villagers who are willing to help in the emergency should **gather at the primary assembly point** – Bredfield Village Hall. If the Village Hall is inaccessible, they should gather at St Andrews Church Room.

Village Resources

The assembled Group should consider what resources may be relevant to the emergency and contact the appropriate providers. It is important to recognise that any tasks as deemed necessary should only be carried out with due regard to appropriate risk assessments and where appropriate only by competent accredited / suitably qualified persons.

Village Skills

The assembled Group will assess if particular skills or resources known to be available within the local community are relevant to the emergency and contact the appropriate providers.

Potential Evacuation Centres

In the event of there being persons (including casualties) requiring temporary shelter, one or both of the following buildings will be made available:

Bredfield Village Hall	Maximum capacity: 120 [<i>based on seating numbers</i>]
St Andrews Church Room	Maximum capacity: xxxxxxx

Actions during the emergency

The first tasks of the Group should be to establish:

- The scale of the emergency
- The exact location
- The type of incident
- The hazards present or suspected
- Access routes that are safe to use
- Number and severity of any casualties

Residents in 'at risk' properties and people who may require assistance should be identified and contacted by the quickest and most appropriate means and the community must be kept updated with developments, using all means possible, via social media, texts, emails and telephone. A 'door knock' at a group of houses by a volunteer is a useful means of communication, particularly for vulnerable individuals.

A Priority Service registration scheme is operated by all utility companies eg <https://www.ukpowernetworks.co.uk/power-cut/priority-services>. In a prolonged interruption, the provider can provide vulnerable customers with additional support.

Useful Information

Reference locations

Village Hall		Church Room
Post Code	IP13 6AX	IP13 6AX
W3W	latest.bandwagon.slurs	barrel.nappy.tabs
OS grid	TM2695353131	TM2684753032

Phone numbers

EDF Energy (Electricity): 0800 7 838 838 or www.edfenergy.com

Anglian Water 08457 145 145 or www.anglianwater.co.uk

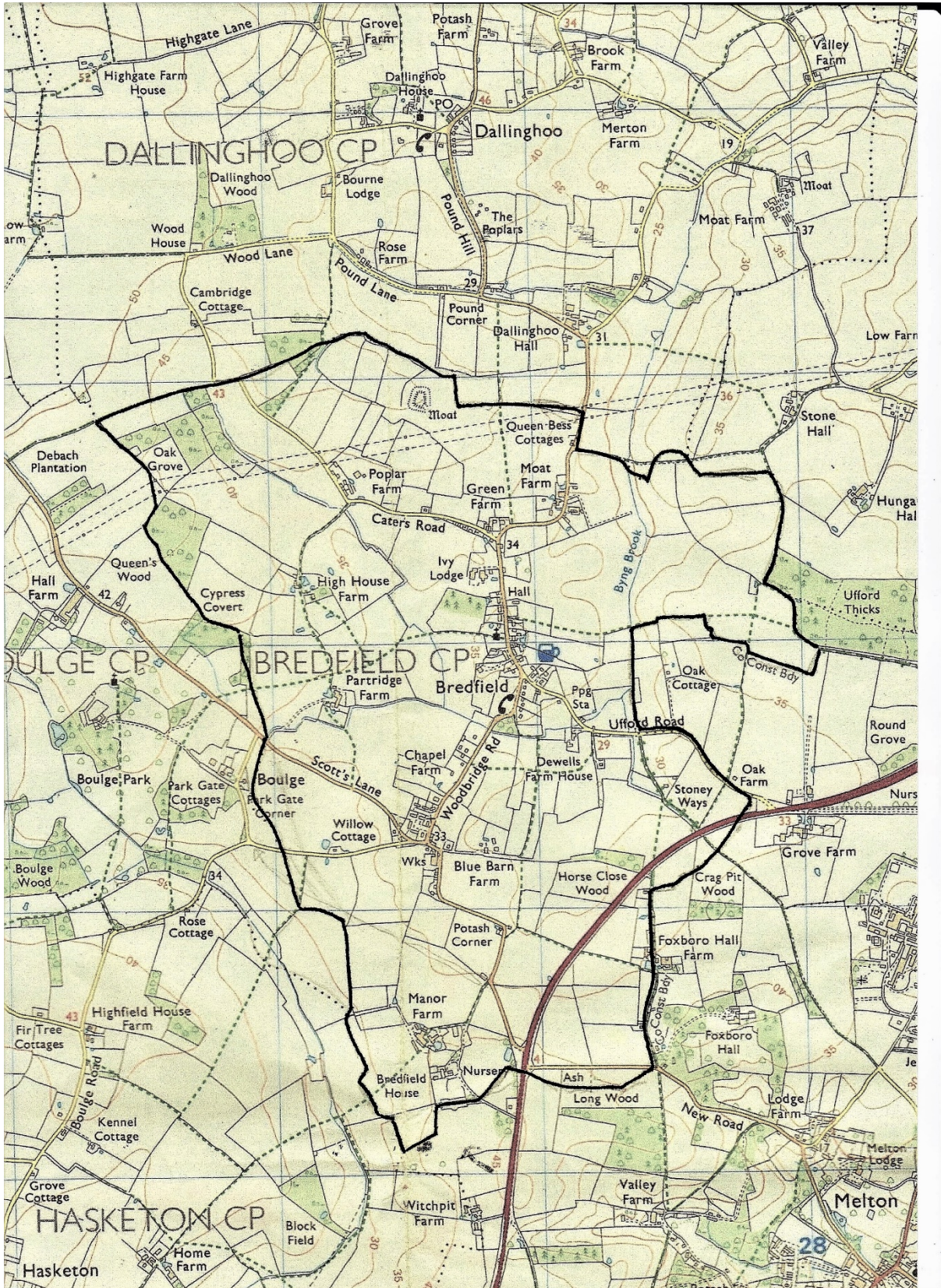
Power cut 105 or ukpowernetworks/power-cut

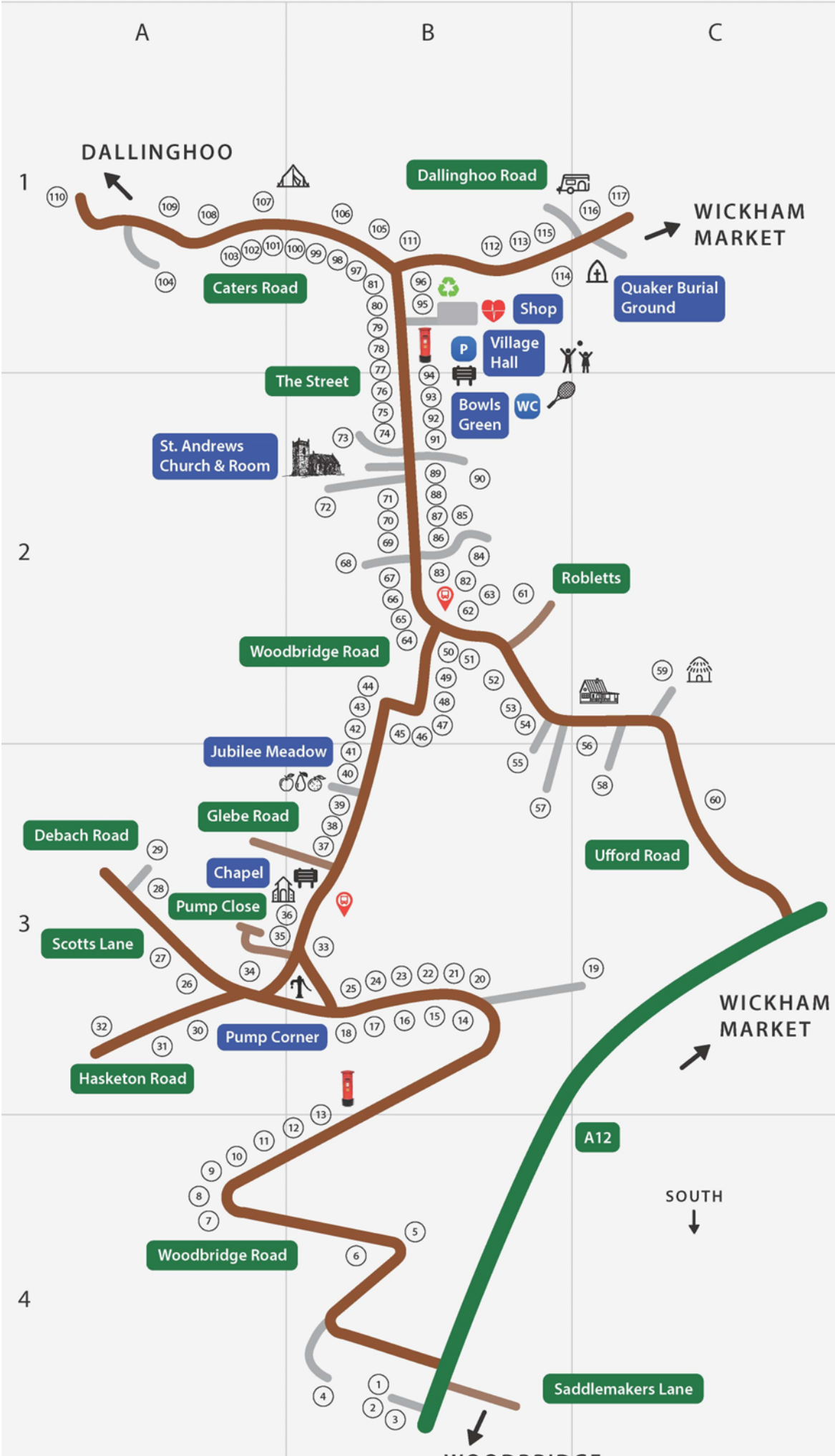
Damaged power lines 105

Fallen trees 0345 606 6171 [Suffolk Highways]

Dangerous structure 01394 444219 [ESC Building Control] or
0800 440 2516 outside of office hours

MAPS OF BREDFIELD





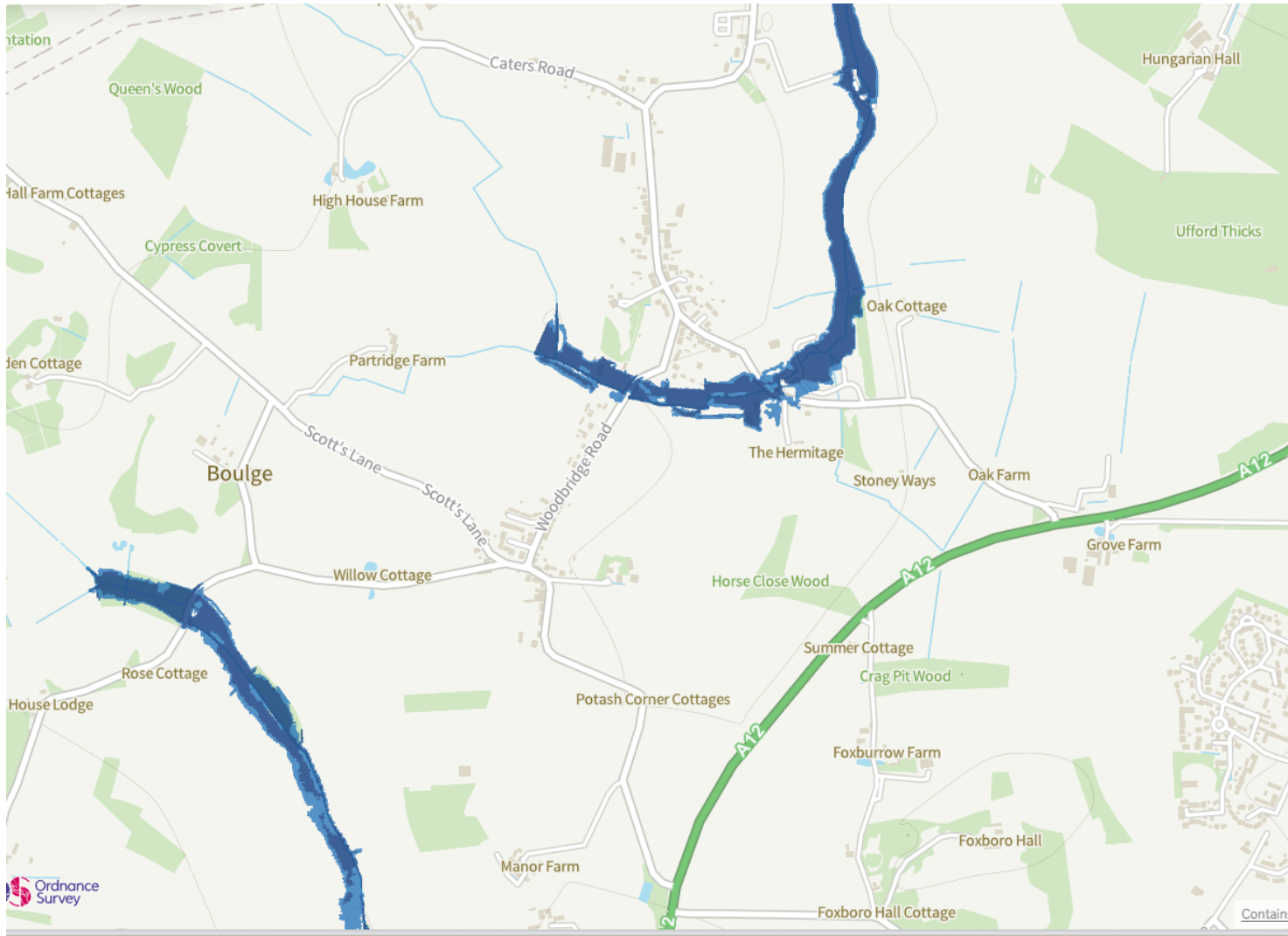
1 The Shingles	Woodbridge Road	38	B3
2 The Shingles	Woodbridge Road	39	B3
5 Ufford Road	Ufford Road	52	B2
Alma Cottage	Woodbridge Road	9	A4
Amberley	Woodbridge Road	8	A4
Ashtree Barn	Caters Road	108	A1
Aster Cottage	Caters Road	101	A1
Barnfield House	Caters Road	106	B1
Belvedere	The Street	73	B2
Birchwood House	Woodbridge Road	46	B2
Blackberry Farm	Dallinghoo Road	114	B1
Blue Barn Farm	Woodbridge Road	19	C3
Bramble Cottage	Woodbridge Road	11	A4
Bramleys	The Street	71	B2
Bredfield House	A12	3	B4
Bredfield Place	Dallinghoo Road	112	B1
Brook House	Woodbridge Road	44	B2
Bumbles	The Street	80	B1
Cambridge Cottage	Caters Road	110	A1
Chapel Farm	Woodbridge Road	40	B3
Church Farm House	The Street	74	B2
Church View	The Street	91	B2
Corner House	Woodbridge Road	14	B3
Devonia	Caters Road	100	B1
Dewell's Farm House	Ufford Road	55	B3
East Mere	The Street	66	B2
Eden	Debach Rd, Scotts Lane	28	A3
Elmcote	Woodbridge Road	23	B3
Fairholme	Woodbridge Road	16	B3
Fairways	Ufford Road	54	B2
Far View	Debach Rd, Scotts Lane	27	A3
Fitzgerald House	A12	2	B4
Forge House (1&2)	Woodbridge Road	13	B4
Garrard House	Ufford Road	51	B2
Glebe Rd No's 1-6	Glebe Rd	37	B3
Green Briar	The Street	84	B2
Green Farm	Caters Road	105	B1
Gull Cottage	The Street	87	B2
Harley Cottage	Woodbridge Road	25	B3
Hedgerow Cottage	Woodbridge Road	17	B3
High House Farm	Caters Road	104	A1
Hunters Moon	The Street	79	B1
Ivy Cottage	Ufford Road	50	B2
Ivy Lodge Farm	The Street	97	B1
Kentmere	The Street	70	B2
Lavender Cottage	Woodbridge Road	10	A4
Little Gables	Hasketon Rd	30	A3
Little Jarrah	Ufford Road	53	B2
Little Orchard	Woodbridge Road	43	B2
Longridge	The Street	78	B1
Lords Waste	Caters Road	98	B1
Lytlecote	Woodbridge Road	24	B3
Mallards	The Street	63	B2
Manor Farm	Woodbridge Road	4	B4
May Tree Cottage	Caters Road	103	A1
Mayville	Woodbridge Road	15	B3
Melwood	The Street	89	B2
Mill House 1 & 2	The Street	83	B2
Moat Barn	Dallinghoo Road	115	B1

Moat Farm House	Dallinghoo Road	113	B1
Northside Farm	Caters Road	107	A1
Oak Cottage	Ufford Road	59	C2
Oak Farm	Ufford Road	60	C3
Oaklands	Woodbridge Road	45	B2
Old Mill Cottages	Dallinghoo Road	116	C1
Old Smithy	Hasketon Rd	31	A3
Park Lodge	A12	1	B4
Parnell	Caters Road	102	A1
Partridge Farm/Lodge	Debach Rd, Scotts Lane	29	A3
Peartree Cottage	Woodbridge Road	18	B3
Perseverance Cottages	Woodbridge Road	6	B4
Pond Place	The Street	90	B2
Poplar Farm	Caters Road	109	A1
Post Office House	The Street	86	B2
Potash Corner 1& 2	Woodbridge Road	5	B4
Primrose Cottages 1-5	The Street	94	B2
Pump Close No's 1-9	Pump Close	34	A3
Pump House	Debach Rd	26	A3
Queen Bess Cottages	Dallinghoo Road	117	C1
Quintet	The Street	65	B2
Red Tiles	Woodbridge Road	41	B3
Richela	Woodbridge Road	48	B2
Robletts No 2-5	Robletts	61	B2
Rose Cottage	Woodbridge Road	12	B4
Rustic How	Woodbridge Road	42	B2
Semer Cottages (1&2)	Caters Road	99	B1
Sirocco	The Street	81	B1
St Andrews	The Street	96	B1
St Anthony	The Street	67	B2
Stoneyways	Ufford Road	58	C3
Tavy Cleave	The Street	75	B2
Teachers House	The Street	92	B2
Templars	The Street	64	B2
The Beeches	Woodbridge Road	36	A3
The Berries	Woodbridge Road	21	B3
The Castle	The Street	82	B2
The Cottage	Ufford Road	56	C2
The Elms	The Street	69	B2
The Hermitage	Ufford Road	57	B3
The Hollies	Woodbridge Road	20	B3
The Old Rectory	The Street	68	B2
The Old School House	The Street	93	B2
The Town House	The Street	72	B2
Thorney Grove	The Street	76	B2
Three Gables	The Street	62	B2
Tojanti	Woodbridge Road	47	B2
Tudor Cottage	The Street	95	B1
Victory House	The Street	85	B2
Wayside	The Street	88	B2
Weeping Ash	Woodbridge Road	7	A4
Wield house	Dallinghoo Road	111	B1
Willow Cottage	Hasketon Rd	32	A3
Willows	The Street	77	B2
Woodbridge Rd. 1-4	Woodbridge Road	49	B2
Woodcote	Woodbridge Road	22	B3
Woods Meadow 1-10	Woodbridge Road	33	B3
Woodspring	Woodbridge Road	35	A3

1	Park Lodge	A12	B4
2	Fitzgerald House	A12	B4
3	Bredfield House	A12	B4
4	Manor Farm	Woodbridge Road	B4
5	Potash Corner 1& 2	Woodbridge Road	B4
6	Perseverance Cottages	Woodbridge Road	B4
7	Weeping Ash	Woodbridge Road	A4
8	Amberley	Woodbridge Road	A4
9	Alma Cottage	Woodbridge Road	A4
10	Lavender Cottage	Woodbridge Road	A4
11	Bramble Cottage	Woodbridge Road	A4
12	Rose Cottage	Woodbridge Road	B4
13	Forge House (1&2)	Woodbridge Road	B4
14	Corner House	Woodbridge Road	B3
15	Mayville	Woodbridge Road	B3
16	Fairholme	Woodbridge Road	B3
17	Hedgerow Cottage	Woodbridge Road	B3
18	Peartree Cottage	Woodbridge Road	B3
19	Blue Barn Farm	Woodbridge Road	C3
20	The Hollies	Woodbridge Road	B3
21	The Berries	Woodbridge Road	B3
22	Woodcote	Woodbridge Road	B3
23	Elmcote	Woodbridge Road	B3
24	Lytlecote	Woodbridge Road	B3
25	Harley Cottage	Woodbridge Road	B3
26	Pump House	Debach Rd	A3
27	Far View	Debach Rd, Scotts Lane	A3
28	Eden	Debach Rd, Scotts Lane	A3
29	Partridge Farm/Lodge	Debach Rd, Scotts Lane	A3
30	Little Gables	Hasketon Rd	A3
31	Old Smithy	Hasketon Rd	A3
32	Willow Cottage	Hasketon Rd	A3
33	Woods Meadow 1-10	Woodbridge Road	B3
34	Pump Close No's 1-9	Pump Close	A3
35	Woodspring	Woodbridge Road	A3
36	The Beeches	Woodbridge Road	A3
37	Glebe Rd No's 1-6	Glebe Rd	B3
38	1 The Shingles	Woodbridge Road	B3
39	2 The Shingles	Woodbridge Road	B3
40	Chapel Farm	Woodbridge Road	B3
41	Red Tiles	Woodbridge Road	B3
42	Rustic How	Woodbridge Road	B2
43	Little Orchard	Woodbridge Road	B2
44	Brook House	Woodbridge Road	B2
45	Oaklands	Woodbridge Road	B2
46	Birchwood House	Woodbridge Road	B2
47	Tojanti	Woodbridge Road	B2
48	Richela	Woodbridge Road	B2
49	Woodbridge Rd. 1-4	Woodbridge Road	B2
50	Ivy Cottage	Ufford Road	B2
51	Garrard House	Ufford Road	B2
52	5 Ufford Road	Ufford Road	B2
53	Little Jarrah	Ufford Road	B2
54	Fairways	Ufford Road	B2
55	Dewell's Farm House	Ufford Road	B3
56	The Cottage	Ufford Road	C2
57	The Hermitage	Ufford Road	B3
58	Stoneyways	Ufford Road	C3
59	Oak Cottage	Ufford Road	C2

60	Oak Farm	Ufford Road	C3
61	Robletts No 2-5	Robletts	B2
62	Three Gables	The Street	B2
63	Mallards	The Street	B2
64	Templars	The Street	B2
65	Quintet	The Street	B2
66	East Mere	The Street	B2
67	St Anthony	The Street	B2
68	The Old Rectory	The Street	B2
69	The Elms	The Street	B2
70	Kentmere	The Street	B2
71	Bramleys	The Street	B2
72	The Town House	The Street	B2
73	Belvedere	The Street	B2
74	Church Farm House	The Street	B2
75	Tavy Cleave	The Street	B2
76	Thorney Grove	The Street	B2
77	Willows	The Street	B2
78	Longridge	The Street	B1
79	Hunters Moon	The Street	B1
80	Bumbles	The Street	B1
81	Sirocco	The Street	B1
82	The Castle	The Street	B2
83	Mill House 1 & 2	The Street	B2
84	Green Briar	The Street	B2
85	Victory House	The Street	B2
86	Post Office House	The Street	B2
87	Gull Cottage	The Street	B2
88	Wayside	The Street	B2
89	Melwood	The Street	B2
90	Pond Place	The Street	B2
91	Church View	The Street	B2
92	Teachers House	The Street	B2
93	The Old School House	The Street	B2
94	Primrose Cottages 1-5	The Street	B2
95	Tudor Cottage	The Street	B1
96	St Andrews	The Street	B1
97	Ivy Lodge Farm	The Street	B1
98	Lords Waste	Caters Road	B1
99	Semer Cottages (1&2)	Caters Road	B1
100	Devonia	Caters Road	B1
101	Aster Cottage	Caters Road	A1
102	Parnell	Caters Road	A1
103	May Tree Cottage	Caters Road	A1
104	High House Farm	Caters Road	A1
105	Green Farm	Caters Road	B1
106	Barnfield House	Caters Road	B1
107	Northside Farm	Caters Road	A1
108	Ashtree Barn	Caters Road	A1
109	Poplar Farm	Caters Road	A1
110	Cambridge Cottage	Caters Road	A1
111	Wield house	Dallinghoo Road	B1
112	Bredfield Place	Dallinghoo Road	B1
113	Moat Farm House	Dallinghoo Road	B1
114	Blackberry Farm	Dallinghoo Road	B1
115	Moat Barn	Dallinghoo Road	B1
116	Old Mill Cottages	Dallinghoo Road	C1
117	Queen Bess Cottages	Dallinghoo Road	C1

BREDFIELD - FLOOD RISK AREAS



Item 13 Policies for Approval

Freedom of Information Act - Publication Scheme

Freedom of Information

Under the Freedom of Information Act 2000, [amended by the Protection of Freedoms Act 2012], members of the public have rights of access to all kinds of information held by authorities. Further, it is the duty of every public authority to adopt and maintain a publication scheme. The scheme should facilitate the proactive release of information and plays a crucial role in promoting greater transparency in the public interest.

Publication Scheme

Bredfield Parish Council has adopted the generic publication scheme prepared by the Information Commissioner. The scheme is intended to provide guidance to information that the Council will routinely publish or otherwise make available to the public. The information covered is included in the classes of information outlined below.

Classes of information

Who we are and what we do - Organisational information, contacts, constitutional and legal governance.

What we spend and how we spend it - Financial information relating to projected and actual income and expenditure.

What our priorities are and how we are doing – Strategies, plans, audits and inspections.

How we make decisions - Policy proposals and decisions; Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures - Current written protocols for delivering our functions and responsibilities.

Lists and registers - Currently maintained lists and registers

The services we offer - Information about the services, including leaflets, guidance and newsletters produced for the public

Information available from Bredfield Parish Council under the Publication Scheme

Information	How this can be obtained	Charge
Who we are – What we do	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Who's who on the Council	https://bredfield.onesuffolk.net/parish-council/your-parish-council/	
Contact details	https://bredfield.onesuffolk.net/parish-council/your-parish-council/	
What we spend and how we spend it	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Current and previous financial year	https://bredfield.onesuffolk.net/	
Annual return and report by auditor	https://bredfield.onesuffolk.net/	
Finalised budget	https://bredfield.onesuffolk.net/	
Precept	https://bredfield.onesuffolk.net/	
Financial Standing Orders and Regulations	https://bredfield.onesuffolk.net/	
What our priorities are and how we are doing	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC

Annual Parish Meeting report	https://bredfield.onesuffolk.net/	
Neighbourhood Plan	https://bredfield.onesuffolk.net/	
How we make decisions	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Timetable of meetings	https://bredfield.onesuffolk.net/	
Agendas of meetings	https://bredfield.onesuffolk.net/	
Minutes of meetings	https://bredfield.onesuffolk.net/	
Reports presented for meetings	https://bredfield.onesuffolk.net/	
Responses to consultations	https://bredfield.onesuffolk.net/	
Responses to planning applications	https://publicaccess.eastsuffolk.gov.uk/online-applications/	
Our Policies and Procedures	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Standing Orders	https://bredfield.onesuffolk.net/	
Code of Conduct	https://bredfield.onesuffolk.net/	
Complaints procedure	https://bredfield.onesuffolk.net/	
Records management [records retention, destruction, archive]	https://bredfield.onesuffolk.net/	
Data protection policy	https://bredfield.onesuffolk.net/	
Schedule of costs and charges	See below	
Lists and Registers	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Asset Register	https://bredfield.onesuffolk.net/	
Register of members interests	https://roi.cmis.uk.com/QuestionSets/ROIListByGroup/1	
The services we offer		
Green spaces	https://bredfield.onesuffolk.net/	
Walks leaflets	https://bredfield.onesuffolk.net/	

Contact details: The Parish Council website = <https://bredfield.onesuffolk.net/parish-council/your-parish-council/>
For the Clerk to the Council = **bredfieldpc@gmail.com**

SCHEDULE OF CHARGES

This sets out how the charges have been arrived at and is published as part of the guide.

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying at 20p a sheet	Actual cost
	Postage, envelopes	Cost of Royal Mail 2 nd class post/ actual cost of envelopes

Item 14

Bredfield Parish Council Information Technology Policy and Guidelines

Bredfield Parish Council parish council recognises the importance of effective and secure information technology and email usage supporting operations and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees and volunteers. All staff and councillors are responsible for the safety and security of Bredfield Parish Council's IT and email systems. By adhering to this IT and Email Policy, Bredfield Parish Council aims to create a secure and efficient IT environment for the Parish Council.

1. Scope

This policy applies to all individuals who use Bredfield Parish Council's IT resources, including computers, software, devices, data, and email accounts.

2. Acceptable use of IT resources and email

Bredfield Parish Council IT resources and email accounts are to only be used for official council-related activities and tasks. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

3. Device and software usage

Bredfield Parish Council provides the Parish Clerk with a laptop, software, applications and a printer. This equipment must only be used for Parish Council related tasks. Unauthorised installation of software, including personal software, is strictly prohibited due to security concerns.

4. Data management and security

All sensitive and confidential Bredfield parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss.

5. Email communication

Email accounts provided by Bredfield Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

6. Password and account security

Bredfield parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

7. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements

8. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Parish Council. Report any email related security incidents or breaches to the IT provider immediately.

9. Training and Awareness

Bredfield Parish Council will provide regular training and resources to educate users on IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

10. Policy Review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

This Policy was adopted on:

Next review date:

Item 14 - Summary of Highways Self Help presentation 12.08.25:

Community Self-Help Scheme

Presented by: Mark Kerridge – responsible for operation of the scheme. 20 PCs attended
Lack of sufficient Council funding means they increasingly cannot carry out the more minor highways tasks.

Communities can undertake through the Self-Help Scheme – where communities do this for themselves with Council assistance and oversight

PCs have a number of choices to get work done:

- 1 Buy in services from private contractors
- 2 Use own trained employees (Highway Rangers)
- 3 Use Community Volunteers
- 4 Buy-in additional services from SCC / Highways

Council will provide:

- 1 Training – need to get certificate (valid for 5 years) to carry out specific tasks
- 2 PPE (eg high viz, some clothing, goggles etc)
- 3 Money to purchase equipment (lawnmower, strimmer, chain saw etc)
- 4 Insurance for individuals via own PC, third-party via Council

Work need to have a Risk Management assessment

At present – 20 PCs signed-up, 100+ volunteers registered

Register via web site – contact details also to be found in follow-up slide pack

Qs

How to get rid of green wate – at present PC has to arrange this, but being considered for Council involvement

Item 18

Town & Parish Council Forum

July 2025

Well attended meeting held at the East Suffolk offices in Melton.

Trees Wardens

Graham Pleasants

First up was a brief presentation by the Suffolk Tree Warden Network – a Suffolk based charity.

<https://www.suffolktreewardens.org.uk>

We probably should have a Bredfield Tree Warden (training is available) to give guidance on planning matters and to the BJMO (etc) on trees and hedges in the village.

Trees

Nicholas Newton

Tree Preservation Orders (TPO)

To impose a TPO a tree must have:

- A reasonable degree of longevity (that is not about to die)
- Notable Public Amenity Value (the public can see it)
- Be Under Threat (difficult to prove)

You can view TPOs on the East Suffolk mapping site

<https://mymaps.eastsuffolk.gov.uk/portal/apps/webappviewer/index.html?id=0ec5fb549c7a42368c5174f3b517e81f>

There are no TPOs in Bredfield.

Trees in Conservation Areas

To work on any tree in a conservation area with a trunk greater than 75mm in diameter you have to give 6 weeks' notice. This can be rejected (and a TPO issued).

Hedges

Are covered by the 1997 Hedgerow Regulations – which refers to the enclosure acts.

We should probably include a map of ancient hedges in the village plan (and refer to this when we consider planning permission).

Tree Strategy

East Suffolk have a target to plant 250,000 trees and are looking for Parish Councils to participate.

Discussion about the need to include trees in housing developments (Street Trees).

Something to consider as part of the Neighbourhood plan.

Also note if a tree in a new development dies within 5 years it must be replaced.

Tree Types

There is a desire to re-introduce Black Poplar trees

It was also noted that it may be more appropriate to plant trees more suited to the climate we now have, rather than the climate we did have.

For example, trees from Central France (which can cope with a wet autumn, dry winter and hot summer) or think about Olive Trees and the like.

Something for the BJMO to consider.

Development Management

Joe Blackmore

Presentation on the various planning types and how involved a Parish Council needs to be.

Where we should be involved:

- FUL – Full application (note here that we can ask for an extension to the timeframe).
- OUT – Outline planning permission – pay attention to the access and connection points
- ARM – Filling in the details where Outline Planning permission has previously been granted.
- LBC – Listed Building Consent – we need to think about the impact on the external appearance and the neighbours.
- VOC - Variation Condition - This may involve playing spot the difference.
- ROC – Removal of Condition – Local knowledge may be key if the application refers to history

And these are the ones where it's unlikely we would be able to make a material comment:

- Permitted Development – would need to see guidance from the planning officer
- Discharge of Conditions – often we will not be asked as they relate to already approved planning applications.
- Non-Material Amendments – These are turned around very quickly so if we wanted to get involved we would need to be quick. No guidance on what's material so often rejected as the developer starts here before submitting a proper application for a change.
- Lawful Development Certificate – unlikely to see any, but we should get guidance if we did.

Note that the planning officers are very reliant on Parish Councils for local knowledge.

EIA Screening and Scoping Opinions

These are not planning applications as such, but guidance – sort of a pre-planning application for larger developments. This is strictly controlled by legislation – so no point in commenting on these.

Planning Policy Update

Andrea McMillan

East Suffolk Local Plan update started March 2025 and should be adopted in 2029. However, the government is changing the process for preparing local plans – should have been published by now but has been delayed until end 2025.

Housing Land Supply

Target is to hold development land to meet the needs of the 5 year housing target.

There has been a change to the way this is calculated. As a result, Waveney dropped to 3.33 years.

Suffolk Coastal likely to be the same when the numbers are reviewed in September.

We may also see the introduction of Spatial Planning as part of devolution as this may question the sustainability of small housing developments in areas with no facilities.

Major Infrastructure Projects

Martyn Fulcher / Beth Rance

An excellent presentation on where we are with the energy projects from Sizewell C through to the Lion Link stuff, including a drone video of the work going on at the various locations for Sizewell C.

Item 21: Finance – Payments Made and Due

Paid Invoices approved at meeting on 21st July 2025:

Date	Payee	Gross	VAT	For	Category	Authorised	Power
02/06	L Buckman	278.67		May Wages	Wages	D Hepper	LGA 1972 S.111 s.112
04/07	L Buckman	279.67		June Wages	Wages	D Hepper	LGA 1972 S.111 s.112
29/07	Information Commissioner	47.00		Annual Data Protection Registration	ICO Registration	Direct Debit	Data Protection (Charges & Information) Regulations 2018 sec.2
01/07	East Suffolk Services	305.77	50.96	Second Quarter Waste Collection	Waste	H Harker	Litter Act 1983 ss.5-6
31/07	L Buckman	279.07		July Wages	Wages	H Harker	LGA 1972 S.111 s.112

Retrospect Paid Invoices to be approved on 29th September :

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

Invoices due for payment to be approved on 29th September:

Date	Payee	Gross	VAT	For	Category	Power
04/09	Suffolk Wildlife Trust	158.40	26.40	Mowing BJMO	Asset Maintenance	Open Spaces Act 1906 ss,9,10,15
30/09	L Buckman	279.07		September Wages	Wages	LGA 1972 s.111 s.112

Breakdown of Income received since last meeting:

21/07	£84.93	Bredfield Village Shop	2 nd Quarter Waste Contribution
23/07	£486.68	District Councillor's Enabling Budget	Dog Waste Bin
08/09	£55.56	Barclays Bank - Reserves Account	Interest
08/09	£5.88	Barclays Bank – BJMO Reserve Account	Interest
19/09	£84.93	Bredfield Village Hall	2 nd Quarter Waste Contribution

Bredfield Parish Council

Finance Report September 2025

This report is based on the reconciled cash book as at 11th September and has been prepared for the Parish Council Meeting 29th September 2025.

Bank Reconciliation

The cash book balances reconcile with the bank balances as at the 8th July 2025.

	Cash	Community	Parish Reserve	BJMO Reserve	Total
Opening Balance 1st April	£0.00	£4,635.61	£11,757.29	£1,976.68	£18,369.58
Receipts	£0.00	£9,487.15	£5,736.02	£38.40	£15,261.57
Payments	£0.00	£11,705.03	£700.00	£245.39	£12,650.42
Closing Balance	£0.00	£2,417.73	£16,793.31	£1,769.69	£20,980.73
Balance From Statement	£0.00	£2,417.73	£16,793.31	£1,769.69	£20,980.73
Variance (bank account check)	£0.00	£0.00	£0.00	£0.00	£0.00

Financial Position

Finances are fine. Excluding BJMO expenditure (covered by their reserves) I'm forecasting a small overspend of around £75 – the same as reported at our last meeting.

Funding for the new website will come from the community projects pot.

CIL

The CIL balance remains at £7,020.

Bredfield Parish Council Reserves								
	General Reserve	Maintenance Reserve	Contingency	BJMO	Wildlife Grant	CIL	Total	
Opening Balance	£1,073	£773	£6,000	£1,975	£6	£8,541	£18,368	
Receipts	£8,214	£0	£0	£62	£0	£6,985	£15,262	
Payments	£3,899	£0	£0	£245	£0	£8,506	£12,650	
Adjustments	£0	£0	£0				£0	
Closing Balance	£5,388	£773	£6,000	£1,792	£6	£7,020	£20,979	

Bredfield Parish Council Accounts

Summary

	Budget	Actuals	Forecast Outturn
Receipts			
Precept	6,442	6,442	6,442
Waste Contribution	683	255	683
Wildlife Donations	-	-	-
Interest	150	114	150
VAT Refund	290	931	258
Other Income		487	-
Total Receipts	7,565	8,228	7,533
Payments			
General			
Wages	3,520	1,395	3,520
Payroll	115	54	162
ICO Reg	35	47	47
Stationery	25	-	25
Website	60	-	66
Insurance	575	613	613
SALC Subscription	215	205	205
Audit	300	276	276
Waste	1,230	612	1,230
Hire of Village Hall	100	-	100
Training	-	-	-
General - Other	125	-	125
	6,300	3,202	6,369
Asset Maintenance	750	-	750
Community Projects	500	-	500
BJMO	-	245	250
Wildlife	-	-	-
Total Payments	7,550	3,448	7,869
Surplus / (Deficit)	15	4,781	(336)

ITEM 22 – CIL APPLICATION

COMMUNITY INFRASTRUCTURE LEVY PAYMENTS – APPLICATION FOR A GRANT

During every year that the Parish Council receives Community Infrastructure Levy (CIL) payments, then community organisations may apply for a grant.

Criteria:

Grants must be for capital projects, and not to pay salaries, consultancy fees or expenses. They must be spent and invoiced for within the financial year in which it is approved. Regulation 59c of the CIL Regulations 2010 (as amended) states that the parish councils must spend Neighbourhood CIL on “...The provision, improvement, replacement, operation or maintenance of infrastructure; or Anything else that is concerned with addressing the demands that development places on an area”

These powers allow the grant to be used on a range of projects which may be grouped into three areas:

- Physical infrastructure: such as footpaths and cycleways, signage; also flood alleviation, waste management
- Social infrastructure: including sports halls and pitches, community halls
- Green infrastructure: parks, woodlands, play areas, public open spaces

Providing the Neighbourhood CIL is spent in accordance with the Regulations it can be used to provide seed or match funding with other grants or funding sources.

An Infrastructure Investment Plan has been agreed by the Parish Council, and each year the Plan will be reviewed to include any new projects which have been brought to their attention.

The applying organisation must be a properly constituted body which works wholly in the parish of Bredfield or is shown to operate for the benefit of parishioners. The applying organisation must have their own bank account requiring at least two signatories to authorise payments

Eligibility:

Does your project meet the following?

- YES / ~~NO~~ The group/organisation is based within Bredfield Parish
- YES / ~~NO~~ The group/organisation is a not for profit or a registered charity
- YES / ~~NO~~ The group/organisation has operated for more than three years
- YES / ~~NO~~ The group/organisation has a bank account with appropriate safeguards

What do you want the grant for?

For the purchase of a new picnic table, replacing an elderly existing table, which is deteriorating. The proposed table will be made of recycled plastic, making it more hygienic than the present wooden table, as it is easier to be cleaned. It will be better able to resist adverse weather and is splinter free.

[Recycled Black Plastic Excalibur Picnic Table | Picnic-Benches.uk](https://www.picnic-benches.uk/)

How will your project benefit the community?

**If
you
are**

The picnic table sits under a tree at the rear of the Village Shop on the perimeter of the playing field. It is well used by walkers, parents overseeing their children on the playing field and play area, and any others who wish to take a break, often enjoying refreshments from the Shop. It would also match a similar picnic table used by the Village Hall.

sourcing any other grants for this project, then please specify:


No other grants are needed to fund the purchase

Funding: Please provide a breakdown of how you intend to spend the grant:

Item	Cost	Supplier (if known)
Recycled plastic picnic bench with seats	£ 718.80 [inc VAT]	Gates Hut Ltd
Total cost of project	As above	
Grant request	£700.00	

Agreement and Signature:

By submitting this application, I affirm that the facts are true and complete, and if successful the grant will only be used for the purpose specified.

Name (printed)	David Hepper
Role / position	Director, Bredfield Community Shop
Signature	
Date	11 September 2025

Please return the completed form and any supporting material to the Parish Clerk:

bredfieldpc@gmail.com

The Cottage, Ufford Road, Bredfield, IP13 6AR