

BACTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 15 May 2025 held in Bacton Village Hall, Bacton.

Councillors Present: Vanessa Kingsley (VK) (Chairman), Gail Wigglesworth (GW) (Vice Chairman), John Kingsley (JK), David Ryding (DR), James Steed (JS) and Paul Wigglesworth (PW)

In Attendance : Tina Newell (Clerk) (TN), Andrew Mellen (AM) (District Councillor) and Andrews Stringer (AS) (County Councillor) both part way through and 11 members of the public.

- 150525/01 **Election of Chairperson:** GW proposed VK as Chairperson; this proposal was seconded by PW and with all Councillors in favour VK accepted the position as Chair person to Bacton Parish Council.
- 150525/02 VK duly signed the Declaration of Acceptance to Office as Chair to Bacton Parish Council.
- 150525/03 **Election of Vice Chair person:** VK proposed GW as Vice Chair person; JS seconded the proposal with all Councillors in agreement GW was elected as Vice Chairperson to Bacton Parish Council.
- 150525/04 **Apologies for absence:** Jill Dowsett (JD), Graham MacAusland (GM) and Paul Merry (PM) sent apologies prior to the meeting due to illness and previous appointments.
- 150525/05 All Councillors accepted apologies from JD, GM and PM.
- 150525/06 District Councillor Andrew Mellen tendered his apologies due to a full District Council meeting commencing at 5.30pm this evening.
- 150525/07 **Declarations of Interest and Dispensation considerations:** GW and PW declared a non pecuniary interest in North Close and agreed not to speak or vote on this agenda item as residents in the area.

- 150525/08 There were no requests for dispensations to consider.
- 150525/09 **Minutes of previous meeting:** All Councillors accepted the minutes of the Parish Council meeting held on 14 April 2025 as a true reflection of the decisions made and authorised VK as Chairperson to sign them (140425/01 to 140425/92 inclusive).
- Public Forum:**
- 150525/10 **To receive a report from Andrew Stringer (AS) County Councillor:** It was agreed to defer this report noting AS is not currently present.
- 150525/11 **To receive a report from Andrew Mellen, District Councillor:** It was agreed to wait for AM to be present to discuss this report
- Members of the public:**
- 150525/12 A resident from Turkey Hall lane, on behalf of other residents living along the lane, expressed how very fed up they are with the absolute horror of the traffic movements up and down the lane; lorries thunder down the lane and vehicles travel at speed far in excess of the 20mph speed limit. Damage has been caused to at least two driveways due to road users pulling in. Speed bumps and signs are considered a must.
- 150525/13 AM and AS entered the meeting
- 150525/14 GW confirmed Turkey Hall Lane is the designated Heavy Goods Vehicle route (to avoid the low bridge) and the Parish Council expressed concerns as mentioned at the time of the planning application.
- 150525/15 VK proposed to have a meeting on site with members of the Parish Council, AM, AS, a representative/s from Highways and residents to look at what solutions are achievable (residents were asked to email TN with contact details so as to be included in the meeting).
- 150525/16 AS confirmed the emergency temporary speed limit of 20mph requested for whilst road works are ongoing has yet to be signed off.
- 150525/17 A member of the public expressed concern over the lack of parking available at the village hall.

150525/18 AS presented his report in brief, the full report is appended to these minutes; extra funding has been made available to increase approximately 100 school places for Special Educational Needs and Disabilities (SEND) places in Suffolk; and a plan for 6000 EV charging points in Suffolk is in place.

150525/19 AM confirmed Councillors are awaiting the Governments response to their consultation on devolution and it is expected an election for a Mayor for Norfolk and Suffolk will take place in May 2026; a survey has been published today asking residents to help people shape the future of Suffolk in terms of local government – TN confirmed a link to this will be published on the Parish Council website and social media pages; a community sports facility grant for facilities outside of Stowmarket is open with a total of £750k available this year and next; AM invited applications for funding from the locality budget.

150525/20 GW asked when the replacement sign for ‘low bridge alternative route’ reported in January will be available.

Updates and reports from working groups:

150525/21 **Bacton Green:** All Councillors present noted a meeting with land agents has taken place and will be considered later in the meeting.

150525/22 **Beacon Green:** Birketts, the Parish Council solicitors, have confirmed receipt of the Draft Transfer Deed and plan with associated paperwork and are happy with these documents however they have asked for the Parish Councils confirmation that the conveyance plan accurately reflects what the Parish Council is expecting to receive noting the boundary line and covenants. Once confirmed Birketts will finalise the wording of the proposed transfer and arrange signatures. Councillors also noted Taylor Wimpey are covering the legal costs.

All Councillors agreed to form a working party consisting of **PW, JK and DR** to consider the boundary, covenants, current condition of the land and details of when the maintenance payments will be made to the Parish Council and bring back to the June meeting agreeing the land must be transferred in a condition suitable for its purpose. Thursday 22

Cemetery:

- 150525/23 TN confirmed a pre-application meeting is scheduled with the Public Rights of Way Officer from Mid Suffolk District Council on Wednesday 4 June 2025; all Councillors resolved for VK and TN to attend the on-line meeting.
- 150525/24 **Remove trees and shrubbery at the West entrance:** After much discussion VK proposed and DR seconded with all Councillors in agreement to delegate authorisation to TN to instruct a contractor to undertake the work at the West entrance and the replacement fencing that borders the Primary School at a cost of £6k noting no wooden fence currently in place on the School site is to be removed.
- 150525/25 **To repair the footpath leading to the rear entrance of the Primary school:** Prior to the meeting three quotes had been circulated for the repair to the tarmac including grinding/removal of the stumps. After discussion VK proposed to carry out the repair with A E Waterfield at a cost of £2,340.00 seconded by GW with all in favour; AS agreed to find some funding to contribute to this work.
- 150525/26 **Update on failed tarmac on the parking area and replacement surface on the cemetery footpath:** TN spoke with the contractor on 14 April 2025 with concerns and following their visit to the site on 15 April 2025 they confirmed they would carry out work within 2 weeks. TN emailed again on 6 May to chase and on 10 May 2025 was informed the contract manager was away but the owner would send a 'gang' over. TN will continue to chase for a resolution.
- 150525/27 **Software:** After undertaking two demonstrations TN requested a subscription to 'Scribe' – a software package designed to manage the cemetery at a one off cost of £189 and a monthly fee of £20. PW proposed and DR seconded this subscription with all in favour. It was agreed for all Councillors to have administration access and TN and JS to have admin access; TN will require some time to set this up and carry out training thereafter but all agreed this is urgent.

Community engagement:

- 150525/28 **VE Day Celebrations:** VK offered thanks to everyone who helped to make this event happen and with over 130 residents attending it was concluded it was a success.
- 150525/29 **Village Voice 10 May 2025:** This was a useful consultation looking at litter bins, streetlighting and play equipment including skate ramps. All Councillors agreed to hold another event on Saturday 21 June 2025 subject to the hall being available.
- 150525/30 **Ideas for Fete and Fayre:** All Councillors agreed to publicise street lighting litter bins at the fete and DR, GM and JS agreed to man the stall. It was agreed to consider the Parish Councils event at the Bacton fayre at a later meeting.
- Cow Green:**
- 150525/31 **Proposals for track maintenance:** TN confirmed no proposals for maintenance to the track had been received from residents and Councillors agreed this was not an issue for residents as previously suggested
- 150525/32 **Entrance on to the track from the B1113 (Old Newton):** PW proposed to fill the hole to the side of the entrance with soil and scrape level. VK proposed to spend up to £1,500 with A E Waterfield as the contractor; JS seconded this proposal with all Councillors in agreement.
- 150525/33 **Garden of reflection:** PW asked if the on going maintenance could be undertaken by the Parish Warden. It was agreed to form a working party with JK, JS, GW and ask a resident if they would like to continue on it too; it was resolved for the working party to liaise with the Parish Warden and a resident to agree an ongoing maintenance plan.
- 150525/34 **Neighbourhood Plan:** JS confirmed the working group are moving forward and details/updates will be on the Parish Council website shortly to keep residents updated. All Councillors agreed for VK to join the working group.
- 150525/35 **North Close:** All Councillors confirmed receipt of quotes prior to the meeting having noted the licence for the work has been received; VK proposed to spend upto £8k, including AM's contribution of £2k noting AS will look to make a contribution too. This proposal was seconded by JK with JS and DR in favour. It was agreed to delegate authority to **TN to instruct a contractor.**

- 150525/36 GW expressed concern that satellite navigations have been updated and are sending vehicles down North Close and asked when the no through sign will be erected.
- 150525/37 **Pedestrian Safety Project:** Councillors noted a quote cannot be calculated until the audit of the revised project has been completed and the proposal agreed.
- 150525/38 **Road Safety:** Councillors noted the Parish Council now have four Speed Indicator Devices (SID's) all with solar panels.
- 150525/39 Further to a telephone conversation with the ANPR officer (who co-ordinates the location of SID devices) it was confirmed there is no requirement to gain approval from a resident for the siting of a SID.
- 150525/40 Councillors noted all SIDs with solar panels require mounting posts with greater foundations than the current posts to ensure they are not blown over into the public highway, at a cost of £630 each; there is one SID erected on a current post at Earls Green and the ANPR officer is happy with this as the post is far away from the highway not to cause any highways issues. Councillors noted the Parish Council could provide their own posts and contractor to fit three posts however these would have to be approved by the licensing team and the Parish Council would be responsible for the posts and any future replacements. VK proposed to purchase three posts at a cost of £630 each seconded by DR with JK and JS in favour and PW and GW objecting due to the cost. **The majority vote was carried.**
- Shop Green:**
- 150525/41 **Metal Christmas Tree:** All Councillors agreed this is not necessary as the uplighting on the current trees is enough and suggested contacting the new Vicar at St Marys Church to see if the tree at the Church could be lit up for Christmas 2025 as has happened in previous years.
- 150525/42 **Replacement socket:** All Councillors noted TN has chased the electrician for date when this work will be carried out.

St Marys Playingfield:

- 150525/43 **Extension to dog area:** Noting permission for an extension to the current area would likely result in a fee along with the cost to make the extension all Councillors agreed not to expand and to leave the vegetation to grow around the perimeter.
- 150525/44 **Feedback on additional play equipment/skate ramps:** Noting all the interaction with local youths and residents VK proposed to purchase skate ramps as designed by King Ramps upto £44k; this proposal was seconded by GW with all Councillors in favour. All Councillors agreed to site this skate ramp at the far right hand corner of St Marys playingfield noting it is portable and could be moved if required. Whilst residents at St Marys Close have not individually been contacted all Councillors agreed they have had access to the noticeboards, meetings and village voice events as all other residents. TN confirmed an interest application for the District Councils Sports Grant has been submitted.
- 150525/45 **Parish Warden:** Councillors received the monthly report with no questions.
- Planning:**
- 150525/46 DC/25/01928 Erection of workshop/store (following demolition of existing outbuildings)
- Malt Barn, Station Road, Bacton IP14 4NH
- After a brief discussion all Councillors agreed to SUPPORT this application.
- 150525/47 **Determinations:** Councillors noted there were no determinations made by the District Council relating to Bacton since the last meeting.
- 150525/48 **Outstanding CIL:** Councillors noted whilst a request for updates on the following monies have been made no updates have been received: 4945/16 Land to the rear of The Bull Inn, Church Road and DC/19/05193 Land to the rear of 'Mizpah', Broad Road.
- Finance:**
- 150525/49 **Bank Reconciliations:** All Councillors confirmed receipt of the finance reports including bank reconciliations for the period ended 30 April 2025 prior to the meeting. In GM's absence DR as a non-bank signatory confirmed the bank

reconciliations as presented agree to the bank statements showing total cash available of £288,451.11; £32,767.28 in the Barclays Premium account and £31,039.34 in the Barclays Community account, £23,704.09 in Unity, £85,348.61 in GB Bank, £85,392.09 in HSBC and £30,053.69 in Hampshire Bank Trust (the latter three held within 'Flagstone' portal).

150525/50 TN confirmed moving £348.61 from GB Bank and £392.09 from HSBC to Hampshire Bank Trust to ensure they are within the Financial Services Compensation Scheme (FSCS) of £85k.

150525/51 **Budget vs Actual:** All Councillors noted the payment for the cemetery related to TN training and materials for maintenance which will be offset against income. The apparent overspend on streetlighting was due to a duplicate payment to SCC of £1,122.34 which was received back on 8 May 2025.

Councillors noted the following receipts since the last meeting:

150525/52	Mid Suffolk District Council	Precept	£23,366.53
150525/53	Tenant	Rent	£250.00
150525/54	Flagstone	Interest	£638.54
150525/55	Flagstone	Good will	£150.00

All Councillors ratified the following payments noting PM has seen and verified copies of all invoices:

150525/56	Camberly Signs	VE Day flags	£189.60
150525/57	Trevor Brown	Internal Audit	£425.90
150525/58	Freethought	Gold packaged bacton-pc.gov.uk	£199.50
150525/59	Doug Grant	VE Day piper	£200.00

All Councillors approved the following payments noting PM has seen and verified copies of all invoices:

150525/60	Tina Newell	Salary and reimbursement	£1,196.92
150525/61	Andy May	Salary	£212.20
150525/62	ICCM	Cemetery Management training	£174.00
150525/63	Polstead Press	Banner and VE Day posters	£180.00

150525/64	Lucy Batchelor-Whylam	Neighbourhood Plan	£3,020.00
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150525/65 **Barclays mandate update:** TN confirmed Barclays received the mandate request on 24 March 2025 and are waiting to hear from a current signatory to do what they wouldn't tell TN!

Governance:

150525/66 All Councillors resolved to remove point 7.7 in the model Financial Regulations : *'Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes'* noting bank reconciliations are presented at each meeting and all payments require dual authorisation.

150525/67 All Councillors agreed to accept the Internal Auditors report for the year ended 31 March 2025 noting the Council maintains an effective framework of financial ad-ministration and internal financial control whilst demonstrating many examples of good practice.

150525/68 Councillors approved the Annual Governance Statements section one of the Annual Governance and Accountability Return Statement (AGAR) for the year ended 31 March 2025 in turn confirming the Parish Council have a sound system of internal control. It was resolved for VK and TN to sign Section One of the AGAR with those present at the meeting as witness.

150525/69 All Councillors approved the Accounting Statements for the year ended 31 March 2025 as transposed on section two of the AGAR in turn confirming the statements present the financial position of Bacton Parish Council for the year ended 31 March 2025. VK signed section 2 of the AGAR at the meeting, all Councillors noted TN as RFO had signed prior to the meeting.

150525/70 All Councillors noted that Bacton Parish Council are subject to a Limited Assurance review for the year ended 31 March 2025; TN will prepare and send all the information required to PKF Littlejohn as the external auditors within the specified time.

- 150525/71 All Councillors agreed the dates for public inspection of the accounts will be from Tuesday 3 June 2025 up to and including Monday 14 July 2025; TN will display the notice on line and on the Parish noticeboards.
- 150525/72 All Councillors reviewed the Staffing Committee Terms of Reference and agreed to adopt it as presented. After consideration all Councillors agreed to appoint VK, GW, DR and PM to the committee.
- Councillors resolved to appoint members to the following positions:
- 150525/73 asset management – GM
- 150525/74 flooding – JK and PW
- 150525/75 risk assessments – JD
- 150525/76 policies and procedures - DR
- 150525/77 pedestrian/road safety – VK and PM
- 150525/78 tree warden – Parish Warden
- 150525/79 cemetery – JK, JS and GW
- It was agreed to appoint members to the following outside organisations:**
- 150525/80 Bacton Primary School: Councillors noted there is no space on the governing body.
- 150525/81 Bacton Village Hall: After consideration DR agreed to be the Parish Council representative.
- After consideration all Councillors resolved to continue with the following subscriptions:**
- 150525/82 SALC (a paid membership)
- 150525/83 Institute Cemetery and Crematorium Management (ICCM – a paid subscription)
- 150525/84 Community Action Suffolk (CAS – no charge)
- 150525/85 **Correspondence:** None
- 150525/86 **items for inclusion in a future meeting:** streetlights, litter bins
- 150525/87 **Councillors considered and agreed future meeting dates** 9 June, 7 July, 8 September, 20 October, 10 November, 2026: 12 January, 9 February, 9 March,

13 April and 11 May (2026 dates to be confirmed once the Village Hall have a bookings calendar).

150525/88 Councillors resolved under the Public Bodies (Admission to Meetings) Act 1960 specifically section 13 that the public and press be excluded from the meeting due to special reasons.

150525/89 **Councillors considered the future of Parish owned land;** noting VK and TN met with two land agents and walked the land at Bacton Green only this morning it was agreed to consider all options for the arable land and await the land valuations before making any decision.

150525/90 Councillors noted the land soon to be transferred to the Parish Council was covered earlier in the meeting after noting advise from Birketts.

150525/91 VK closed the meeting at 9.12pm.