

## BACTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 12 January 2026 held in  
Bacton Village Hall, Bacton, Suffolk.

**In Attendance:** Vanessa Kingsley (VK) (Chair person), Gail Wigglesworth (GW) (Vice Chair person), Jill Dowsett (JD), Graham MacAusland (GM), David Ryding (DR), James Steed (JS), Paul Wigglesworth (PW) and Matthew Bryant (MB).

**Others present:** Tina Newell (Meeting Clerk) (TN), Andrew Mellen (AM) ( District Councillor), Andrew Stringer (AS) (County Councillor), Community Policing Officer (part way) and sixteen members of the public.

*Before the meeting commenced Vanessa Kingsley gave the sad news of Robert Black's passing. Robert was a very well respected member of the Parish Council for a large number of years and a great supporter of the Parish. All Councillors expressed their sympathy to Robert's family and friends.*

120126/01     **Co-option:** Councillors noted there had been no request for an election (from ten or more electorates as at 12<sup>th</sup> November) and therefore an electorate could be co-opted onto the Parish Council. As there had been two applicants VK invited both to give brief resumes after which Councillors voted on the appointment; VK proposed to co-opt Matthew Bryant (MB) due to his previous experience as a Parish Councillor seconded by GM and with all Councillors in favour Matthew Bryant was appointed as Parish Councillor.

120126/02     MB signed the 'Declaration of Acceptance to Office' form, countersigned by TN as Clerk, and joined the meeting as a Parish Councillor.

120126/03     TN confirmed an official email account would be set up for MB and a paper copy of the Register of Interest form, that must be completed and returned to the District Council within 28 days from today's date, was given to MB to complete.

### **Apologies:**

120126/04     All Councillors noted apologies from John Kingsley (JK),

120126/05     All Councillors resolved to accept apologies for absence from JK.

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### **Declarations of Interest and Dispensation:**

120126/06 All Councillors noted GW and PW's declaration of interest in North Close.

120126/07 Councillors did not request any dispensations.

120126/08 **Minutes of previous meeting:** Councillors confirmed receipt of the draft minutes from 10 November 2025 prior to the meeting and agreed they accurately reflect the decisions made at the meeting; VK was authorised to sign and date these as a true record (pages 95-100 inclusive).

**Public Forum:** To receive comments or questions on matters of interest from members of the public:

120126/09 Councillors confirmed receipt of Andrew Stringer's report prior to the meeting; AS informed all present of the outcome of the County Councillors extra meeting held earlier today when it was agreed to respond to the Minsters letter; whilst AS voted for an election he suggested the response is likely to mean the postponement of the elections planned for this May (2026) meaning there would be no more County Council elections; confirmation the speed and traffic surveys at Turkey Hall Lane will commence for one week from 13 January 2026 was heard and the feedback and any recommendations will be fed back to the Parish Council; Anglian Water have been carrying out some survey work locally and it would be useful to receive a copy of the official findings; whilst the simplified policy to amend speed limits to 20mph has been published changing other speed limits is still on the old more complex system. The full report is appended to these minutes.

120126/10 A member of the public suggested applications for the Warmer Homes Schemes are very slow with an enormous back log of applications; AM and AS asked the resident to email the details and they would look into this.

120126/11 PW advised a number of pot holes in a neighbouring parish need repair before serious damage is made to a vehicle/s.

120126/12 AS confirmed the development off Broad Road has been stopped with doubts over the continuation with the current developer.

120126/13 Councillors confirmed receipt of Andrew Mellen's (AM) (District Councillor) report prior to the meeting, the full copy of which is appended to these

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minutes; AM confirmed 'bollard covers' to advertise the taxi-bus service have been ordered and will be placed at bus stops on Wyverstone Road, St Marys Close and Finbows Yard and the sign for North Close should be delivered this week and he will arrange for it to be erected.

120126/14 A resident expressed concerns again, after originally expressing these in October 2025, regarding a developers signage placed on a public footpath off Prettyman Avenue. The re-instatement of this public right of way (PRoW) was fought hard for by residents in 2017 and the developers sign suggests it is not a PRoW. TN confirmed an email had been received on 27 10 2025 from the Definitive Maps Manager confirming the West Area Rights of Way Office would be in contact to discuss the issue however as of today no contact have been made – it was agreed for TN to pursue this.

120126/15 A member of the public informed Councillors that the pads for the defibrillator at the Scout Hut are out of date; the Parish Council agreed to carry out the regular maintenance checks on this defibrillator and to take action as necessary.

120126/16 A resident asked when the defibrillator at the village hall, having been ripped off the wall over the festive period, would be back in service. TN confirmed a new heater is on order and confirmed it will be operational as soon as possible, in the meantime it has been registered as out of use with the Ambulance service and a black bag placed over it.

120126/17 VK welcomed the Community Policing Officer to the meeting where those present were informed of the large number of burglaries that had taken place within the region between November and December 2025 and asked for any suspicious activity be reported to 999.

120126/18 GW thanked 'Blacks of Bacton' for help with the Christmas Lights and extended thanks also to two residents with their help with the lighting of the trees in the village for Christmas.

**To receive updates and reports from working groups and consider further action:**

**Bacton Green:**

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- 120126/19 Councillors noted the tenant has given notice with a final date of occupation as 28 February 2026.
- 120126/20 DR suggested there may be some expenses incurred prior to the successful letting of these fields and after discussion PW proposed to market the three fields at Bacton Green for rent. GM seconded the proposal and all Councillors voted in favour.
- 120126/21 Noting there is an established relationship with Clarke & Simpson all Councillors resolved to appoint Clarke & Simpson as the agents.
- 120126/22 **Beacon Green:**  
Councilors noted in a recent email from Taylor Wimpey they confirmed they were waiting for approval from Mid Suffolk District Council to the amendments as agreed at the meeting on 12 November 2025 and are hoping to have land transfer completed at the end March 2026.
- 120126/23 Concern over the previously ordered size of plaque has now been addressed and new plaques will be ordered at a size of 6 ¾" x 3".
- Cemetery:**
- 120126/24 Councillors noted the Sycamore tree stump has been removed from the Garden of Reflection and the fence damaged at the time has been replaced; GW expressed concern over the health of some of the trees and shrubs as whilst the fence was waiting to be replaced Deers were seen in the area.
- 120126/25 PW expressed concern over the condition of three posts along the Primary School pathway and it was agreed to consider this at the next meeting.
- 120126/26 Councillors noted the damaged section of the wooden picket fence has now been repaired.
- 120126/27 After reviewing the site it was agreed to place the memorial bench on the entrance to the Cemetery on the right hand side as previously agreed.
- 120126/28 It was agreed that TN would reconcile the results of the previous topple test with the memorials known to have been repaired and bring to the next meeting for further action.
- 120126/29 **Community Infrastructure working group:** The working party met recently and discussed the application from Bacton Fayre and agreed it could only make a

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recommendation once the cost of renting the equipment is known. A recommendation for the application from Bacton Utd will be considered at the next meeting.

**Community Engagement:**

- 120126/30 After discussion it was agreed for the working party to bring a calendar of proposals to the next meeting.
- 120126/31 It was agreed to hold trial 'open surgeries' weekly starting Wednesday 4 March in the village hall from 9am to 1pm run by the Clerk. The idea is to offer residents an informal space to raise concerns and ideas relating to the Parish noting the Clerk will signpost if the Parish Council cannot assist; these sessions will also highlight relevant issues as necessary and must be widely advertised.
- Cow Green:
- 120126/32 After a lengthy discussion all Councillors agreed not to pursue this at this time as due to the current criteria for a speed reduction a favourable outcome is unlikely.
- 120126/33 Noting the bench at Cow Green had fallen apart it was agreed to purchase a replacement wooden bench at a cost of £475 including VAT from JB & SB Fencing with a lead time of 3 weeks.
- 120126/34 **Garden of Reflection:** Councillors noted the trees and shrubbery have been planted and this area will be highlighted in an upcoming edition of the Parish magazine.
- 120126/35 **Neighbourhood Plan (NP):** Councillors noted the siting of a MUGA at the former Bacton School site could be explored if Wyverstone Parish Council were in agreement. Given the issues raised previously and the consultants ongoing conversations with Mid Suffolk officers and the pending outcome of the latest Call for Sites, the first draft plan is likely to be ready for review by the working group early March 2026. VK confirmed it is important to have a NP and GM reminded councillors that whilst having a NP does not in itself guarantee to stop unwanted development, a NP gives the council the right to 25% of any CIL rather than the 10% we currently receive. After discussion it

was agreed for the Parish Council to meet with the working party to offer encouragement in bringing the plan to a conclusion

120126/36 **North Close:** All Councillors agreed to defer this item to the February meeting noting only one quote had been received to date.

120126/37 **Open Spaces:** Councillors agreed to advertise the reviewed grass and hedge cutting schedule for 2026/27 for consideration at the next meeting. It was noted the grass at Tailors Green and to the front of the Village Hall are not owned by the Parish Council and it was resolved to look into these two areas before the next cutting schedule (2027/28).

120126/38 **Pedestrian/Road Safety:** It was agreed to defer this item to the next meeting

120126/39 **Shop Green:** Councillors agreed there are a number of potholes that require filling; one quote had been received for £1,180 plus VAT with a further due this week. It was agreed to request contributions from both the business on Shop Green and to authorise TN to instruct the work with the cheaper of the two quotes noting both contractors had carried out work for the Parish Council recently and both offer a good standard of work in a timely fashion.

120126/40 **St Marys Playingfield:** TN confirmed the permanent safety signs have been delivered to the Parish Warden today and will be erected as a priority.

120126/41 **Parish Warden:** There was no report.

120126/42 **Village Hall:** After a brief discussion it was agreed for TN to liaise with the village hall committee to *confirm* ownership of both the village hall and the car park.

#### **Planning:**

120126/43 DC/25/04705 Full planning application Subdivision of existing bungalow into 2 no separate dwellings and construction of new vehicular access

Restholme Rectory Road Bacton IP14 14L4

After a lengthy debate, and a vote, it was agreed to submit a comment of SUPPORT (four in favour, three against and one abstention).

120126/44 Councillors noted the following determinations made by the District Authority relating to Bacton since the last meeting.:

DC/25/04028 Red House Farm Rectory Road Bacton IP14 4LE

MSDC: Granted.

DC/25/01069 Little Acres Rectory Road Bacton IP14 4LE

MSDC: Condition approved.

**To receive an update on the two outstanding CIL liabilities:**

120126/45 DC/19/05193 Land to the rear of Mizpah, Broad Road; AM confirmed there had been no further action since the last meeting

120126/46 4915/16 Land to the rear of 'The Bull Inn', Church Road; AM confirmed there had been no update since the last meeting.

120126/47 **Land previously offered for Community Use:** Councillors noted the solicitor has sent a chasing letter to the District Authorities insurers but has not had any response to date; AM agreed to follow up with the District Council.

**Finance**

120126/48 All Councillors confirmed receipt of the finance reports including bank reconciliations for the period ended 31 December 2025 prior to the meeting. GM, as a non-bank signatory verified the bank statements agreed to the bank reconciliation as presented confirming the total cash available £305,022.36; £0.24 in Barclays Community, £2,000.01 in Barclays Premium, £0.00 in Unity savings and £21,662.35 in Unity current, and £281,359.76 held in the GB Bank, HSBC, Hampshire Trust Bank and Shawbrook all within 'Flagstone'.

120126/49 All Councillors confirmed receipt of the budget to actual payments and receipts prior to the meeting with no questions.

120126/50 The reserves account was received and approved with no questions.

Councillors noted the following receipts since the last meeting:

120126/51	Spencer Wix	Memorial applications	£200.00
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120126/52	Tenant at Bacton Green	Rent	£500.00
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120126/53	Barclays	Interest	£0.23
120126/54	MSDC	Locality Grant	£2,000.00
120126/55	Flagstone	Interest	£204.08

Councillors ratified the following payments made since the last meeting:

120126/56	Scribe	Cemetery mapping	£120.00
120126/57	Charges	Unity Trust Bank account fee	£12.00
120126/58	HMRC	Tax and NIC	£2,313,57
120126/59	Salaries		£1,436.92
120126/60	Nest	Pension	£478.49
120126/61	J Lawes	Wood for cemetery	£5.39
120126/62	SALC	Payroll service	£86.40
120126/63	Country Cottage	Grass cutting at Cow Green	£504.00

120126/64 Councillors noted January salaries would be paid at the end of the month following the payslips calculated by SALC being received and will be ratified at the next meeting.

120126/65 There has been no update from Barclays Bank reference the proposed closure of both accounts and it was agreed for another letter be sent this time by registered or recorded delivery.

120126/66 TN read each expense line in turn and with Councillors agreeing the value line by line it was resolved to set the budget for 2026/27 at £49,043.20.

120126/67 TN confirmed there may not be a secured tenancy at Bacton Green for 2026/27 and therefore the Precept is the only guaranteed source of income known at the present time. Noting the budget has been agreed at £49,043.20 and this must therefore be the Precept there will be an increase of 12pence a week (£6.17 for the year) on an average Band D dwelling. Councillors noted the tax base, the value by which the precept is divided to calculate the average band D cost, has reduced by 26.91 therefore if you were to use last years tax base the increase is only 6pence a week (£3.33 a year).

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120126/68 VK and TN completed the 'direction to Mid Suffolk District Council' to pay £49,043.20 to the Parish Council in two equal instalments of £24,521.60: one no later than 30 April 2026 and the other no later than 20 September 2026

**Governance:**

120126/69 Councillors agreed the review of the following risk assessments and approved the adoption:

Financial                      Workplace bullying

120126/70 Councillors resolved to adopt the following Policies noting draft copies were available prior to the meeting:

Complaints	Co-option	Data Breach
Data Protection	Dignity at Work	Disciplinary
Document Retention	Environmental	Employee Privacy
Equality & Diversity	Expenses	Grant Awarding
Grievance	Health & Safety	IT
Internet banking	Investment	Lawful Basis for Processing Data
Lone worker	Publication Scheme	Publication Scheme Information
Noticeboard	Privacy Notice	Privacy Statement
Reserves	Safeguarding	Sickness Absence
Social Media	Vexatious	Subject Access Request
Village Green	Whistleblowing	Training & Development

**Correspondence:**

120126/71 Suffolk Police & Crime Commissioner views on Precept: .no comment

120126/72 Neighbourhood Watch: All Councillors agreed to include this in the next meeting.

120126/73 Residents request regarding covenant on external lighting at Laurence Homes estate: Councillors noted AM has been sent this for actioning.

- 120126/74 **Councillors to request items for inclusion in a future meeting:** audit of bins, streetlights and signs, grass contract tender.
- 120126/75 Councillors noted the next meeting is 9 February 2026 and agreed to consider the frequency of the meetings then.
- 120126/76 Councillors resolved to exclude the public and press from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the nature of the items to be discussed.
- 120126/77 **Staffing committee:** Councillors accepted the recommendation from the staffing committee .
- 120126/78 **Service:** Councillors noted the Parish Council has a duty to mitigate their losses and agreed a plan of action.
- 120126/79 VK closed the meeting at 9.32pm