

BACTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 20 October 2025 held in
Bacton Village Hall, Bacton, Suffolk.

Councillors Present: Vanessa Kingsley (VK) (Chair person), Gail Wigglesworth (GW) (Vice Chair person), Jill Dowsett (JD), John Kingsley (JK), Graham MacAusland (GM), David Ryding (DR), James Steed (JS) and Paul Wigglesworth (PW)

In Attendance : Tina Newell (Meeting Clerk) (TN) and eight members of the public.

201025/01 **Apologies for absence:** All Councillors noted apologies from Paul Merry (PM) prior to the meeting.

201025/02 All Councillors resolved to accept apologies for absence from PM.

201025/03 Andrew Mellen (District Councillor) and Andrew Stringer (County Councillor) offered apologies prior to the meeting due to other engagements.

Declarations of Interest and Dispensation considerations:

201025/04 All Councillors were reminded Declarations of Interest at meetings are a complement and not a substitute to their Declarations of Interests submitted to the District Council on appointment of Councillor; Councillors are required by law to disclose any residences, other property and land interests through their Register of Interests stating their address and any land and other properties in the area unless the councillor believes that disclosure of this information could lead to violence or intimidation to themselves or someone connected to them in which case they may then request that the Monitoring Officer (MO) treat it as a "sensitive interest". Permission is granted by the MO that their primary residence be published as 'address is within parish' if there is concern but this does not extend to other land and property interests without the valid approval from the MO. Councillors agreed to follow this procedure.

- 201025/05 GW and PW declared an interest in North Close as residents of North Close.
- 200125/06 There were no requests for dispensation.
- 201025/07 **Minutes of previous meeting:** Councillors confirmed receipt of the draft minutes from 8 September 2025 and agreed these accurately reflect the decisions ; VK was authorised to sign and date these as a true record (minute ref. 080925/01 – 080925/124 pages 72-83)
- Public Forum: To receive comments or questions on matters of interest from members of the public:**
- 201025/08 All Councillors acknowledged receipt of Andrew Stringer's (County Councillor) report and took particular attention to the highways matters: The meeting with highways in Turkey Hall Lane (to which the Parish Council wasn't invited) looking into speeding has taken place resulting in further survey works which AS will fund and the drainage opposite the entrance to The Fields is being looked into; it was recommended the hedges are cut back.
- The dead end sign for North Close (requested 140425/26) is more expensive than previously envisaged due to there not being a post to attach the sign to however it may be possible to use the North Close sign to add a dead end sign or a no vehicular access to The Fields sign to.
- The request for a reduced speed limit from Cow Green does not meet any of the strict criteria and AS has asked if the recent review of speed limits has concluded and whether it might assist in this case.
- Progress on the footway under the bridge is underway and once completed may need a review of the street lighting in the area.
- 201025/09 It was noted that work to the footway under the bridge is planned to finish on 1 November 2025 earlier than anticipated.
- 201025/10 Councillors confirmed receipt of Andrew Mellen's (District Councillor) report prior to the meeting and VK expressed concern over the agreed spending of £4.8m to create hundreds of new places at Stowmarket High School suggesting the birth rate has gone down and there may not be a need for such

places in 4-5 years whilst noting the newly built sixth form is not being used here or at Stowupland High School.

201025/11 A resident informed all present of the new mis-informed signage on the Public Right of Way at Ivy Fields and requested the Parish Council report this.

201025/12 Representatives from Bacton Utd requested the Parish Council help support and fund additional parking at the Bacton Scout Hut; the project cost is around £8k and external funding of £4k is needed. It was agreed a grant application form is completed in time for the next meeting, noting it is time sensitive, when Councillors should be in a position to make a more informed decision. TN would look into any other funding opportunities and send these on to the Club.

201025/13 A member of the public wished to thank Andrew Stringer for his assistance with speeding along Clay and Turkey Hall Lane noting his professionalism and knowledge at the recent meeting on site and asked if North Close was completed satisfactorily by the original contractor.

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

201025/14 **Bacton Green:** Councillors noted there was nothing to report.

Beacon Green:

201025/15 Councillors were presented with an updated plan of the land. After consideration all Councillors agreed with the plan but to make the comment that the collapsible bollard must be in the centre of the path (a copy of the plan is appended to these minutes).

201025/16 Councillors noted an order has been placed with a local retailer for plaques which when engraved will be mounted on the plinth of the Beacon.

201025/17 Councillors noted children had been seen playing on the Beacon whilst parents looked on and resolved no warning sign is required it is up to parents to supervise those under their care.

Cemetery:

- 201025/18 Councillors noted work to remove the Sycamore stump has yet to be instructed whilst work to side back the conifer hedge opposite the Garden of Reflection has been scheduled for mid November 2025; work to the hedges and brambles leading from Church Road to the cemetery is scheduled for Mid November 2025; work to remove a section of hedge from conifer to tall privet on the corner of the entrance to the cemetery has been completed. DR commented on the high standard of work completed to date which was then reiterated by all Councillors.
- 201025/19 Councillors noted one of the two benches has been installed in the Cemetery with the second bench to be installed over the next few days; the old bench has been removed and the plaque from this will be installed on a bench in the Garden of Reflection as agreed with the family.
- Community Engagement:**
- 201025/20 Councillors received notes following the Community Liaison Group meeting held on 16 September 2025 where a review of the lorry movements in and out of Bacton Business Park was received; Councillors noted there are a greater number of movements via Earls Green than in the management plan however noting the tolerance of 5% this was still an acceptable level. Another meeting has been scheduled for January 2025, date to be confirmed and it was resolved for DR to attend representing Bacton.
- 201025/21 Councillors agreed to defer the consideration of notice boards noting there is a proposal for a CIL working party and any expense on noticeboards would be from CIL. Noting minimal cost all Councilors agreed to turn the notice board around at Shop Green so the Parish Council side faces the Pond and not away as it currently does.
- 201025/22 All Councillors noted and thanked St Marys Church for agreeing to hold a joint Christmas Tree Ceremony on 30 November 2025. TN will confirm the details and advertise appropriately. Thanks were expressed to David Black & Sons who have sponsored the Christmas Tree lights.

- 201025/23 **Cow Green:** Councillors noted there had been no correspondence from any resident.
- 201025/24 **Garden of Reflection:** Councillors noted a draft application form and resolved to adopt this pending review.
- 201025/25 **Neighbourhood Plan:** JS wished to thank all residents for responding so favourably to the recent survey confirming the last day for sending in comments is 31 October 2025; as a result of the comments a draft plan will be produced.
- North Close:**
- 201025/26 After much discussion and noting the soft landscaping hasn't been completed, the area of blocks laid was significantly less than originally quoted and the errors and in the final invoice GM proposed to pay the contractor up to the full contract price of £8k resulting in a final payment due of £590.92. JK supported the proposal with all Councillors in favour.
- 201025/27 After discussion with residents it was resolved to lay turf as per the original contract stated. TN will seek quotes for consideration at the next meeting.
- 201025/28 All Councillors agreed to defer the decision regarding the redevelopment of the paved area off Prettyman Avenue to the CIL working party.
- Pedestrian/Road Safety:**
- 201025/29 Councillors noted the order for the replacement entrance sign at Cow Green has been placed.
- 201025/30 After conversation it was agreed to defer the decision to replace/increase the streetlights and ask the CIL working party to consider this.
- 201025/31 After discussion it was agreed for TN to obtain a price to replace the Bacton sign on entrance to the village from Haughley Green.
- 201025/32 DR volunteered to carry out an audit of all road signs in Bacton to which Councillors accepted.
- Shop Green:**

201025/33 Councillors noted 'Ai Tree Services' have scheduled the work to lift the crown of 4 Willow trees and re-coppice all the trees around the pond edge and cut all brambles to ground level for mid November 2025.

201025/34 Councillors accepted the very generous offer from Blacks of Bacton to clear rushes and vegetation from the pond as necessary noting they could re-use these in a swale.

St Marys Playingfield:

201025/35 Councillors noted the temporary safety notices have once again been removed from the play area and on the skate ramp and noted the permanent signage is waiting for collection; the Parish Warden will install these as priority once received.

201025/36 Councillors agreed to delegate the requirement for additional play equipment to the CIL working party noting a recommendation will come to full Council to consider.

Parish Warden:

201025/37 Councillors noted there is a broken picket fence at the Cemetery and agreed to ask the Parish Warden to replace it soonest; JS confirmed this was vandalised along with the hedge that borders the road leading to the cemetery.

201025/38 It was noted Ai Tree Services Ltd have started work on Pulhams Lane and are waiting on UK Power Networks before they can commence further.

201025/39 GM informed all present of damage to the skate ramp; TN confirmed King Ramps are visiting for safety/maintenance check tomorrow.

Planning:

201025/40 Councillors noted there are no planning applications relating to Bacton to consider.

To note the following determinations made by MSDC relating to Bacton since the last meeting:

201025/41 DC/25/03368: Old Manor Cottage, Church Road, Bacton IP14 4LN

- MSDC: GRANTED BPC: Supported
- 201025/42 DC/25/03528: Malt Barn Station Road Bacton IP14 4NH
- MSDC: GRANTED BPC: No comment
- 201025/43 DC/25/03532 Red House Farm Rectory Road Bacton IP14 4LE
- MSDC:GRANTED BPC: Objected
- To receive an update on the two outstanding CIL liabilities
- 201025/44 Mizpah, Broad Road: The Court hearing was adjourned and is due to take place today 20 October 2025.
- 201025/45 Land to the rear of 'The Bull Inn', Church Road: No update.
- 201025/46 Councillors noted an email had been received from the District Councils lawyer confirming receipt of the Parish Councils letter apologising that a full reply has not been issued; they are considering the contents of the letter and hope to send a full reply soon.
- 201025/47 Councillors noted the Call for Sites communication was received today and agreed to defer any thoughts on this to the November meeting noting this exercise is to include both residential and commercial sites and follows the increase for housing from Government.
- 201025/48 Councillors noted the Development Consent Order for Norwich to Tilbury 'The Great Grid Upgrade' has been accepted for examination by the Planning Inspectorate and after consideration decided not to register as an interested party noting the pylons will not impact Bacton.

Finance

- 201025/49 All Councillors confirmed receipt of the finance reports including bank reconciliations for the period ended 30 September 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 £281,593.05; £0.01 in Barclays Community, £90.49 in Barclays Premium, £0.00 in Unity savings and £77,208.30 in Unity current, and £204,294.25 held in the GB Bank, HSBC and Hampshire Trust Bank within 'Flagstone'.

201025/50 All Councillors noted receipts totalling £100,221.23; with refunds totalling £2,036.11 the actual receipts are £98,185.12 compared to the budget of £47,483.06. Councillors noted Cemetery Fees, Bacton Green and CIL income could not have been budgeted for.

All Councillors noted some of the payments have been paid for by CIL reserves and other are offset by receipts (i.e. refunds) resulting in payments of £33,904.52 against a budget of £47,683.06.

201025/51 All Councillors noted receipt of the CIL reserves and agreed to vier £1,411.24 from Pedestrian Safety to North Close (noting these figures are gross) and to leave the remaining funds allocated to Pedestrian Safety for possible further projects.

Councillors noted the following receipts since the last meeting:

201025/52	MSDC	Precept	£23,366.53
201025/53	Barclays	Interest	£90.47
201025/54	Tenant	Rent	£250.00
201025/55	Tenant	Rent	£250.00
201025/56	Flagstone	Interest	£644.87
201025/57	Flagstone	Compensation Poor Service	£50.00

Councillors ratified the following payments made since the last meeting:

201025/58	King Ramps	Skate ramps	£52,380.00
201025/59	JB & SB Fencing	Cemetery benches deposit	£900.00
201025/60	J Wright	Memorial repairs	£390.00
201025/61	Employees	Salary, reimbursements & expenses	£3,551.12
201025/62	Viking	Stationery	£111.26
201025/63	A Waterfield	Tree work	£2,808.00
201025/64	Unity	Service charge	£6.00

Councillors approved the following payments to be made by internet banking noting invoices had been presented:

201025/65	Bacton Village Hall	Hall Hire	£tbc
201025/66	Bacton Village Hall	Broadband, annual	£840.75
201025/67	Business Services @ CAS	Insurance	£880.38
201025/68	Ai Tree Services Ltd	Tree work	£tbc
201025/69	Community Action Suffolk	Website hosting	£66.00
201025/70	Employees	Salaries, reimbursements etc	£2,478.22
201025/71	Nest	Pension	£75.20
201025/72	Councillors noted there had been no completed application form from the Bacton Bowls club and resolved to await this before any decision on financial support can be considered.		
201025/73	A meeting was held to consider the funding for equipment as requested by the Bacton Fayre and with no conclusion it was agreed to delegate this to the CIL working party.		
201025/74	TN confirmed a further letter has been sent to Barclays to close both accounts and GW confirmed despite Barclays promise no closure forms have been received.		
201025/75	Five members of the public left the meeting.		
	Governance:		
201025/76	Councillors noted JD had reviewed the risk assessments for St Marys Playing Field and resolved to adopt the reviewed documents.		
201025/77	It was agreed GM would review the finance risk assessment as a non bank signatory.		
201025/78	After discussion it was resolved to form a working party to make recommendations to full Council on CIL spending. VK suggested only Councillors attend the first meeting and offered herself to the group along with DR and JD. It was agreed electorates would be invited to join the group once terms of reference had been approved.		

- 201025/79 After consideration and noting SALC are unable to take on additional Councils for the year ending 31 March 2026 and TN's disappointing experience with another Internal Auditor and noting the schedule of fees, dependant on the value of receipts or payments for the year, all Councillors resolved to appoint Trevor Brown as Internal Auditor for the year ended 31 March 2026.
- 201025/80 All Councillors agreed the Internal Audit Plan as presented.
- 201025/81 It was agreed for TN to issue the letter of appointment to Trevor Brown.
- 201025/82 Councillors noted Assertion 10 'Digital and data compliance' will form part of the AGAR for this financial year (2025/26) and to give positive responses to this assertion the Parish Council needs to have taken the following actions:
- 201025/83 Email management; every authority must have a generic email account hosted on an authority owned domain – All Councillors agreed Bacton Parish Council has a generic email account and it is owned by the domain Bacton-pc.gov.uk.
- 201025/84 Websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. – Councillors confirmed TN monitors this monthly for compliance.
- 201025/85 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable and smaller authorities must follow the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 – TN confirmed this is so but will monitor it.
- 201025/86 All smaller authorities must process personal data with care and in line with the principles of data protection. The DPA 2018 supplements the GDPR and classifies a parish council as both a Data Controller and a Data Processor – It was agreed by all Councillors this is the Parish Councils practice.
- 201025/87 All smaller authorities must have an IT policy explaining how everyone should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority- owned and personal equipment – TN will produce a policy for adopting at the next meeting.

- 201025/88 **Correspondence:** Councillors noted there was no correspondence
- 201025/89 **Councillors to request items for inclusion in a future meeting:** audit of bins, maintenance of the ditch to the rear of the Bacton Village Sign, grass contract tender.
- 201025/90 A member of public left the meeting.
- 201025/91 To note the next scheduled meeting is on 10 November October 2025; GW and PW offered apologies.
- 201025/92 VK closed the meeting at 20.32.

Draft