

BACTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 13 July 2026 held in Bacton Village Hall.

In Attendance: David Ryding (DR) (Chair person), Vanessa Kingsley (VK) (Vice Chair person), Deana Bird (DB), Matt Bryant (MB), Jill Dowsett (JD), John Kingsley (JK), Martin Head (MH), Graham MacAusland (GM) and Gail Wigglesworth (GW).

Others present: Tina Newell (Clerk) (TN), Andrew Stringer (AS) County Councillor and four members of the public.

130726/01 **Apologies for absence:** As all Councillors were present no apologies were required.

130726/02 Andrew Mellen (AM) District Councillor tendered apologies due to pre arranged meetings in London.

130726/03 **Declarations of Interest and Dispensation requests:** GW declared an interest as a resident on North Close; JD, DB and MH declared interests as social members of Bacton Bowls.

130726/04 There were no other declarations received prior to or at the meeting and no dispensations requested.

130726/05 **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes from the Annual Parish Council meeting held on 8 June 2026 and resolved to accept these as a true record of the decisions made. DR, as Chairperson was authorised to sign and date these (pages 144-151 inclusive).

Public Forum:

130726/06 A villager offered his services regarding planning matters to the Parish Council; with over 45 years of development and construction expertise and being well versed in local planning all Councillors agreed to welcome him to the Neighbourhood Plan working group.

130726/07 AS presented his report in brief a copy of which is appended to these minutes.

Planning:

- 130726/08 Councillors noted there were no planning applications to consider relating to Bacton since the last meeting.
- 130726/09 Councillors noted the following determination made by Mid Suffolk District Council relating to Bacton since the last meeting:
DC/26/01966 Plot 2 The Bungalow, Church Road IP14 4LJ
MSDC: Granted BPC: Objected
- 130726/10 Councillors noted there is no further update on either of the two outstanding CIL liabilities relating to Mizpah (DC/19/05193) and land to the Rear of the Bull Inn (4945/16).
- 130726/11 Councillors noted Orwell Park Estates had no details or developed plans in terms of community benefit on any site submitted in the recent call for sites and confirmed this would come after a site is located in the local plan, if indeed it is and they would welcome the opportunity to engage with the parish and other local stakeholders during site master planning stages in advance of submission of a planning application. There has been no response regarding the site off the Wyverstone Road and as yet no contact has been made with any other land owners.
- 130726/12 Councillors noted a letter has been sent to the District Councils solicitor confirming the Parish Council would be willing to attend a without prejudice meeting to explore a mutually acceptable solution; it was agreed for DR, one other Councillor and TN to attend the meeting.
- 130726/13 After discussion all Councillors agreed for TN to complete the joint local plan scoping questionnaire in accordance with the latest draft Neighbourhood Plan.
Councillors received the following reports/updates:
- 130726/14 **Beacon Green:** Noting the District Council have approved the recent plans the land should be transferred to the Parish Council in September (2026) and it was agreed to seek costs to have a metered water connection on this site.
Cemetery
- 130726/15 The Primary School has confirmed they cannot help with providing water to the Garden of Reflection therefore an email has been sent to Rev'd Cant asking if the Parish Council can tap into any external water supply or run a hose from the Church to an IBC water tank located either at the Cemetery or

Garden or Reflection periodically. TN to obtain a supply connection cost from Anglian Water.

130726/16 Councillors noted a letter of support for the redirection of the school footpath has been sent and received by Bacton Primary School.

130726/17 After discussion all Councillors agreed to purchase a better quality bin store than originally agreed upto a cost of £280.00.

130726/18 Noting many of the older graves in the Cemetery have long been forgotten JK and DR volunteered to clean the memorials and weed the graves; it was agreed to advertise for more volunteers.

Community Engagement:

130726/19 Councillors confirmed receipt of a report from the recent Open Door event on 1 July 2026.

130726/20 All Councillors agreed that an apology should be included in the Parish Newsletter in relation to an error contained within the recent Parish Update. The wording has been corrected to read: "Land put forward in the Call for Sites does not automatically mean it will be granted."

130726/21 It was noted that the newly designed Parish Council logo is a modern representation of the village sign. TN will circulate the proposed logo to all Councillors for consideration and agreement, with a view to adopting it for use on all formal Parish Council communications.

130726/22 All Councillors agreed to promote the land at Beacon Green at the forthcoming Bacton Fayre by displaying plans and maps illustrating how the site is expected to look upon handover to the Parish Council, anticipated in late September. It was also agreed to invite residents to share their ideas for the future use of the area, with suggestions including a sensory garden, children's play equipment, and an outdoor gym.

130726/24 Councillors agreed that holding an opening event to mark the handover of Beacon Green to the Parish Council would be appropriate. Following discussion, it was resolved that quotations be obtained for the hire of a marquee, portable toilets, and children's entertainment, with the information to be presented at the August meeting for consideration and a final decision.

130726/25 Councillors agreed to vary the days and times of the Open Door events and approved the following schedule, subject to the availability of the Village Hall:

5 August: 5.00 pm – 9.00 pm, 2 September: 2.00 pm – 6.00 pm and 3 October (Saturday): 10.00 am – 3.00 pm. It was further agreed that the August Open Door event would focus on publicising Community Infrastructure Levy (CIL) funding and informing residents about how these funds have been, and may be, spent within the parish.

130726/26 It was resolved that Rev'd Cant be approached to discuss whether the Parish Council could work in partnership with the Church in planning and supporting Christmas celebrations in 2026.

130726/27 After consideration it was agreed to ascertain what other, if any Parish Councils have Youth Councils and to bring this back to the next meeting.
Community Infrastructure Levy working group:

130726/28 Councillors noted there had been no update to the grant from the Bowls Club.

130726/29 Following discussion, it was agreed to consult residents living between the railway bridge and Broad Road to ascertain whether they support the installation of two additional streetlights in the area.

130726/30 North Close: The insurance company Zurich confirmed they have received the claim and are liaising with the insured.

130726/31 Neighbourhood Plan: Councillors noted the draft plan is still being worked on by the external consultant.

130726/32 Open Spaces: Noting the results of the Annual Play Inspection all Councillors agreed they have a duty of care to carry out the maintenance as the report highlighted and resolved to instruct 'Online Playgrounds' to carry out the work at a cost of £2,915.48.

Road/Pedestrian Safety:

130726/33 After discussion DR proposed to purchase and locate white entrance and exit gates at Cow Green, Wyverstone Road and Rectory Road; the proposal was supported by DB, JD, VK, JK, MH, GM with GW and MB against the proposal.

130726/34 **Parish Warden:** Councillors received the Parish Wardens report with no questions.

Finance:

130726/35 Councillors confirmed receipt of the bank reconciliation for the period ended 30 June 2026 prior to the meeting; GM as a non bank signatory verified the bank reconciliations as presented agreed with the bank statements

confirming Bacton Parish Council has £316,711.24 available in cash as at 30 June 2026: £37,084.44 in Unity Trust Current account, £85,752.3229 in HSBC, £112,868.01 in OakNorth and £81,006.50 in Aldermore (the last three accounts held within 'Flagstone').

130726/36 It was agreed to move £10k from the Unity Current account to an account held withing Flagstone.

130726/37 Councillors noted the Budget vs Actual figures noting the increase in receipts is due to the April payment of CIL, interest, and compensation for poor service from Unity Trust bank. Whilst salary payments are forecast to be over budget the increase in the Parish Wardens costs can be offset against the grant from MSDC previously unbudgeted.

130726/38 Councillors resolved to veir £660 from the primary school path reserve noting the application for the re-direction is with the Primary School to the Parish tree wide work account noting the potential work to the village ponds. All Councillors agreed the reserves account is very healthy with the general reserve being at 89% and in accordance with the Joint Panel on Accountability and Governance (JPAG) (advises maintaining general reserves between 3 and 12 months of net revenue expenditure to cover contingencies and cash flow). Councillors noted the following receipts since the last meeting:

130726/39	Unity	Compensation	£100.00
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130726/40	Unity	Compensation	£200.00
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Councillors ratified the following payments made outside of a meeting noting invoices and the power to pay have been seen:

130726/41	Various	Remuneration	£1,981.89
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130726/42	Scribe	Cemetery software	£24.00
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130726/43	Trevor Brown	Internal Audit 2026	£432.22
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130726/44	Clarkes of Walsham	Cow Green	£38.85
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130726/45	Bacton Village Hall	Hall hire	£170.00
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130726/46	Defib Supplies	Battery Broad Road	£312.00
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130726/47	Unity	Monthly fee	£7.00
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130726/48	Gipping Press	Printing of Parish Update	£297.00
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Councillors resolved to make the following payments noting invoices and the power to which they can be paid has been seen

130726/49	Paul Goshawk	Cemetery and Beacon Green	£202.50
130726/50	MSDC	Cemetery brown bin	£66.00
130726/51	J Lawes	Plaques and Gate	£18.30
130726/52	J Lawes	Graffiti paint etc	£45.35
130726/53	J Lawes	Garden of reflection	£4.95
130726/54	J Lawes	Cow Green	£113.90
130726/55	Polstead Press	Signage	£84.00
130726/56	Councillors noted the application to remove JK adding DR, MB, JD and MH to the Unity Trust bank was completed just prior to the meeting.		
130726/57	After consideration noting the need to succession plan and future proof the Councils financial responsibilities all Councillors resolved to subscribe to 'Scribe Accounting' a cloud based software package used by many Parish Councils at a cost of £37 per month and a one off set up fee of £299.00.		
130726/58	Governance: Councillors noted the consultation on the Community Governance Review has ended and is with the working group at the District Council to discuss the outcome of the initial consultation.		
130726/59	Correspondence: Councillors agreed there had been no correspondence that hasn't been included as an agenda item.		
130726/60	Items for inclusion at a future meeting include: ponds, drain pipe across the road near the Church, communication to community on CIL funds.		
130726/61	Councillors noted the next meeting is scheduled for Monday 10 August 2026.		
130726/62	Councillors all voted in favour to exclude members of the press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960, due to the commercially sensitive and confidential staffing business to be discussed.		
130726/63	Councillors noted an application for the new SFI scheme has been submitted.		
130726/64	Councillors accepted the resignation of Andy May as Village Warden noting his last day of working will be 20 July 2026.		
130726/65	Councillors accepted the staffing committees review of the role and job description of the Village Warden and resolved to advertised the vacancy for 5 hours a week on salary scale point 21 currently £17.18 per hour.		

- 130726/66 It was agreed TN would carry out the monthly defibrillator checks and the working party would carry out the visual inspections of Parish Council owned assets until the appointment of a new warden.
- 130726/67 It was agreed to request applications by 24 July 2026, to hold interviews week commencing 3 August 2026 and to appoint a new Village Warden at the meeting on 10 August 2026.
- 130726/68 It was resolved to re-adopt the following policies as recommended by the staffing committee:
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| Training | Lone working | Grievance |
| Employee privacy | Expenses | Disciplinary |
- 130726/69 DR closed the meeting at 20.39pm