BACTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 19 October 2026
from 7pm held in Bacton Village Hall.

In Attendance: David Ryding (DR) Chair person, Deanna Bird (DB), Matt Bryant (MB), Tim Fry (TF), Martin Head (MH), John Kingsley (JK) and Graham MacAusland (GM).

Others present: Tina Newell (Meeting Clerk) (TN), Andrew Mellen (AM) District Councillor, Andrew Stringer (AS) County Councillor and twelve members of the public.

191026/01 **Councillors to consider the co-option of one Parish Councillor**: Noting there have been no requests for an election and with only one applicant Tim Fry accepted the position of Parish Councillor to Bacton Parish Council.

191026/02 Tim Fry (TF) completed his Declaration of Acceptance of Office in the presence of the Councillors present and took his place at the meeting table as a Parish Councillor. TN provided TF with a paper copy of the Register of Interests form and advised that it must be completed and returned to the District Council within 28 days of taking office. An email account will also be set up for TF to send and receive all official Parish Council correspondence.

191026/03 **Apologies for absence:** Councillors Gill Dowsett (GD) and Gail Wigglesworth (GW) offered apologies for absence prior to the meeting due to previous commitments.

191026/04 All Councillors accepted apologies from JD and GW.

191026/05 **Declarations of Interest and Dispensation requests:** Councillors confirmed they had no declarations of interest or dispensation requests at the meeting and TN advised no declarations of interest had been received prior the meeting.

191026/06 **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes from the extra Parish Council meeting held on 29 September 2026 and agreed these reflect a true record of the decisions made. DR, as Chairperson was authorised to sign and date these (pages 169-171 inclusive).

Public Forum:

191026/07 AM highlighted points from his report; the full copy is appended. The latest copy of the 'Mid Suffolk Magazine' is out for delivery and everyone should have a copy by the end of next week.

191026/08 AM confirmed if the Community Governance Review is successful the increase from 9 to 12 Parish Councillors will take effect 1 May 2027.

191026/09 DR asked AM if the housing number requirement for Bacton for the next 20 years could be known soonest; AS said the 'policy off' number given in 2025 of nil included all the planning approvals in at the time and suggested not all the development approved in Bacton has been built out and therefore could be allocated in the Neighbourhood Plan; using a traffic light scenario AS said an inclusion of 10 in the plan would be red (not weighty and successful) with 120 amber.

191026/10 AS presented his report and confirmed Broad Road from the bridge to Parkers Road will be resurfaced from 2 November 2026 to 7 November 2026. The full report is appended to these minutes.

191026/11 A parishioner asked for an update on the replacement of the missing footpath markers and the cutting of the footpath grass along Ivy Hill; TN confirmed the missing markers had been reported and had been told they would not be replaced and the grass cutting, also reported in August had no update. TN will provide AS the reference numbers for the reports to then chase.

191026/12 Another resident asked why Suffolk County Council can repair a footpath along Prettyman Avenue of approximately 12" but cannot repair a footpath that has broken up along another well used pavement along Elm Way. TN agreed to report this on-line and pass the reference number for AS to follow up.

Planning:

191026/13 All Councillors noted there had been no planning applications relating to Bacton since the last meeting and therefore none to consider.

191026/14 Councillors noted there had been no determinations made by the District Council relating to Bacton since the last meeting

191026/15 Councillors noted there is no update on the outstanding CIL liability relating to land to the Rear of the Bull Inn planning application reference 4945/16 but noted the amount of £4,415.91 has been outstanding since 11 July 2017 and is now also subject to Statutory Late Payment Interest (LPI). As a liability order

was awarded this charge is secured and is legally enforceable and recovery proceedings remain ongoing.

191026/16 Councillors noted Westhorpe Parish Council has begun the process of preparing a Neighbourhood Plan and has designated their whole parish as their plan area.

191026/17 Councillors noted that representatives of the sites off Wyverstone Road and Prettyman Avenue, both of which were submitted under the District Councils Call for Sites, had agreed to meet with the Neighbourhood Plan working party on 26 October 2026 to discuss their respective sites. An invitation had also been extended to the owner of the land behind the Doctors' Surgery, which was also submitted under the Call for Sites, and a response is awaited.

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

191026/18 **Bacton Green:** Councillors noted the agricultural land has been successfully included in the latest government Sustainable Farming Incentive (SFI) scheme (SFI26) with an income over the three years of £9,942.84.

Beacon Green:

191026/19 Councillors noted TN has completed all checks as required by the solicitor who is now awaiting the land to be landscaped before the transfer; Taylor Wimpey had confirmed work was scheduled to start on landscaping the area today however it was noted the work has not commenced.

191026/20 An indication of the cost to supply water to Beacon Green is £7k; the piping around £1k from a contractor and the metered supply from Essex & Suffolk Water around £6k. It was agreed to defer this item until full costs were known.

191026/21 MH asked if thought had been given to a metered power supply on this green too and noting it hadn't all Councillors agreed to consider this idea at a later meeting.

Cemetery

191026/22 DR strived to obtain three quotes for the metered supply of water to the Cemetery and Garden of Reflection: one contractor thought it not viable whilst the remaining two quoted £5,200 and £13,000 (a further cost of £6k must be budgeted as the cost from Essex & Suffolk Water). After discussion it was agreed to defer this item until clarification of both quotes is obtained.

191026/23 Councillors confirmed receipt of the recommended wording changes and resolved to adopt these under section '6 Cemetery Interments, Grave Backfilling and Reinstatement' with immediate effect.

Community Engagement

191026/24 It was noted the Christmas event is still going ahead and Councillors MH and MB along with TN agreed to serve the refreshments, provided by the church, and Councillor DR will switch the lights on with a younger member of the congregation.

191026/25 It was approved by all Councillors to temporarily install the soldiers on the relevant greens to mark Remembrance Day; thanks were given to the team who carry out this work and who have done so for a number of years.

Community Infrastructure Levy:

191026/26 A member of the Bacton Bowls Club presented a request for financial support to fund improvements to the fencing; all Councillors agreed for the working group to consider this once security of tenure of this land has been received.

191026/27 After consideration and noting six of the nine responses to the Parish Councils communication wished to have lights along Pound Hill to Broad Road and the restriction the pavement poses it was resolved to purchase and instal one streetlight on the verge outside Mildmay Lodge opposite Oakfield Road at a cost of £2,650 plus a Suffolk County Council license fee of £180. It was agreed to consider additional lighting at a later date noting the challenges further lighting poses.

191026/28 After a lengthy discussion all Councillors agreed in principle to the installation of posts around Shop and Tailors Green as has been done at Cow Green; it was agreed to consider the costs of both composite and oak posts, including installation at the next meeting.

191026/29 All Councillors considered the idea of extending the pavement from the Bridge at the church to the edge of Tailors Green and resolved for TN to research this idea noting the Green is a registered village green.

191026/30 All Councillors resolved to accept the working groups proposal and agreed to purchase a notice board, 2 bays of 6 x A4, with the header Parish Community Notice Board at a cost of £887.29 from Greenbarnes plus installation.

191026/31 Noting the wooden bench at the dog area requires repair it was agreed to purchase a new composite bench at a cost of £565.81 from Glasdon plus fitting.

191026/32 After discussion it was agreed to purchase one bench and two picnic tables, suitable for pushchair and wheelchair users, both of composite material at a total cost of £2.415.02 from Glasdon plus installation at the play area at St Mary's.

191026/33 After discussion all Councillors agreed in principle for there to be a community library and agreed to reach out to residents for support of the idea and volunteers to manage such an asset and bring back to another meeting.

191026/34 All Councillors agreed in principle more play equipment is required and it was resolved to research some options and bring back to the next meeting.

191026/35 **Neighbourhood Plan:** When the draft Neighbourhood Plan was presented to the Parish Council in July, it included no site allocations, as this was permissible under the policy in place at that time. However, in August, the Government amended its National Planning Policy Framework, requiring Neighbourhood Plans to include site allocations to be successful at examination. In response, the working group prepared proposals in August to address these changes. In September, paper consultation forms were delivered to all residential properties and businesses in the parish, inviting views on where further development might be acceptable and the reasons for those preferences. A total of 187 responses were received. Two sites emerged as clear favourites: land behind Ivy Hill and Meadow Rise. The working group is now consulting with the external consultant to determine the next steps. Thanks were expressed to TF for the invaluable assistance he had provided as a parishioner in helping the Neighbourhood Plan reach this stage.

Open Spaces

191026/36 Recognising the owner of the cobbled area at Cedar Close is unknown all Councillors agreed to instruct the reduction of the crown of the Silver Birch tree by 3 meters and reduce overgrowing branches in the interest of public safety. Two quotes have been sought and after consideration all Councillors agreed to instruct A1 Tree Services Ltd at the cheaper of the two quotes of £585.00.

191026/37 JK and GM met with a local farmer to consider further work required to ensure the ponds at Cow and Shop green are managed to maximise their environmental and ecological value. It was agreed to defer the consideration of future work to a meeting when the plan is known.

191026/38 The herras fencing at St Marys close is still on site despite emails to the District Council to have this removed. AM is also now progressing its removal to allow for the area to return to a car park to ease any congestion.

191026/39 TN will continue to contact the current grass contractor to confirm the last cut and the contract for the next season.

Road/Pedestrian Safety

191026/40 After consideration a vote was taken on the purchase and installation of three sets of 'village gateways' at a total cost of £12,249.69; with DR, GM, DM, HM, TF and JK in favour and MD not is was resolved to purchase three gates from Glasdon and have them installed by Frank Davey. TN will apply for a 'Pride in Your Place' grant from the District Council (upto £5,000).

191026/41 DR met with the County Councils Highways Liaison Engineer who confirmed the only options available to the Parish Council to combat speeding would be to repaint white lines on the road sides and re-instating 'dragons teeth' at 30mph start points. All Councillors agreed to defer any decision until costs are known.

191026/42 Councillors noted the three new columns for streetlights along Church Road have been installed and the connection is due late November 2026.

191026/43 After discussion all Councillors agreed they do not wish to pursue the removal of the telegraph pole on the front boundary of a resident's property along Church Road.

191026/44 **Parish Warden:** all Councillors confirmed receipt of the Parish Wardens report and expressed thanks for this and the work carried out to date.

Finance:

191026/45 All Councillors confirmed receipt of the bank reconciliations for the period ended 30 September 2026 prior to the meeting. GM as a non bank signatory verified these to the bank statements confirming cash available of £306,834.79; £24,883.88 in Unity Trust (the everyday banking account) and zero in the Unity Trust savings account, £81,705.02 in Aldermore, £86,479.37

in HSBC and £113,766.52 in OakNorth (the latter three held within 'Flagstone' the online banking platform).

191026/46 All Councillors confirmed receipt of the Detailed Receipts and Payments Budget vs Actual report produced from the new software package Rialtas prior to the meeting; with no questions this report was approved as accurately reflecting the Parish Councils payments and receipts upto 30 September 2026.

191026/47 All Councillors confirmed the reserves account had been received prior to the meeting; with no questions the reserves account as presented accurately reflects the requirements of the Parish Council as at 30 September 2026.

Receipts received since the last meeting:

191026/48	Bacton Green Tenant	August rent	£250.00
191026/49	Bacton Green Tenant	September rent	£250.00
191026/50	MSDC	Remaining 50 % of Precept	£24,521.60
191026/51	Spencer Wix	Memorial application (Jeffries)	£105.00

Councillors ratified the following payments made outside of a formal meeting:

191026/52	Nest	Pension	£98.89
191026/53	Unity Trust	Monthly bank fee	£7.00
191026/54	Blackthorn Landscape	Grass contract	£640.00
191026/55	Employees	August salary inc hourly increase	£3,706.72
191026/56	On line playgrounds	Play equipment maintenance	£2,821.78
191026/57	Scribe	Cemetery mapping software	£24.00
191026/58	Nest	Pension	£98.89
191026/59	Blackthorn Landscape	Grass contract	£640.00
191026/60	Unity Trust	Monthly bank fee	£7.00
191026/61	Imperative Training	Defibrilator consumables	£789.60
191026/62	Unity Trust	Monthly bank fee	£7.00
191026/63	Employees	September salaries	£1,964.79
191026/64	Gipping Press	Neighbourhood plan banners	£168.00
191026/65	SALC	Yearly payroll service	£153.60
191026/66	Chris Chilton	Reimbursement	£14.30
191026/67	Polstead Press	Neighbourhood Plan leaflets	£342.00
191026/68	Imperative Training	Defibrilator consumables	£342.00
191026/69	Colour Classics	Noticeboard labour	£220.00

Councillors approved the following payments noting work carried out had been inspected and approved for payment and all invoices have been received:

191026/70	Employees	October salaries	tbc
191026/71	CAS	Insurance renewal	£1,009.19
191026/72	Ai Trees	Work at Shop & Cow Green	£2,166.00
191026/73	MSDC	Bin emptying	£1,050.60
191026/74	Mark Goodman	North Close	£7.400.00
191026/75	Bacton Village Hall	Hall hire	£337.50
191026/76	SCC	Posts for polar panels for SIDS	£1,890.00
191026/77	J Lawes	Materials for Installing noticeboards	£87.00
191026/78	J Lawes	Materials for Installing noticeboards	£86.95
191026/79	MSDC	Annual Play Inspection report	£78.65
191026/80	Clarkes of Walsham	Top Soil (GoR)	£149.76
191026/81	J Lawes	NP banner spikes	£27.90
191026/82	J Lawes	Cable ties for banners	£9.95
191026/83	J Lawes	NP banner spikes	£14.75
191026/84	J Lawes	Parish Warden PPE	£56.55
191026/85	PKF	2026 External Review	£504.00

191026/86 TN confirmed DR and JD have been successfully added to the Unity trust bank mandate and JK removed. MH and MB had been unable to complete the request and have been removed from the mandate change. It was agreed to add TF and put JK back on the mandate.

191026/87 All Councillors approved the purchase on a wreath to mark Remembrance Day at a cost of £27 and for DR to lay this on behalf of the Parish Council.

Governance:

191026/88 Noting the large amount of cash the Parish Council hold all Councillors agreed to set up a finance committee on the terms and conditions as proposed, an advisory committee only. It was agreed for there to be five members and after consideration resolved to appoint DR as Chair person, JD, JK and GW as authorised on the bank mandate for Unity Trust and GM with no access to the bank accounts.

191026/89 Councillors agreed membership to the working groups require review following the recent resignation of Vanessa Kinglsey and agreed the following appointments:

191026/90 Asset management: JK.

191026/91 Cemetery management: GW, MH and MB.

191026/92 Community Engagement: MB, DB and one parishioner.

191026/93 Community Infrastructure Levy (CIL): DR, JD, MH and one parishioner.

191026/94 Greens/open spaces: JK and GM.

191026/95 Neighbourhood Plan: DR, JD, MH and TF.

191026/96 Road/Pedestrian Safety: DR, MH and GM.

191026/97 Councillors noted the insurance has been renewed with Ansvar via Community Action Suffolk acting as the agents for a three year period (to ensure the best price); included in the cover is fidelity insurance for £500k (the next level down is £250k and would not provide adequate cover; this covers employee dishonesty), specified risks i.e. portable equipment £4,338.40, unspecified risks i.e. printer and lifebouys £1,044.00 and all other assets classed as Municpal Infrastructure £163,244.17, employer's liability £10 million which is the industry standard, public liability of £10 million which is in line with the standard government baseline, £1million Trustees' & Directors' Indemnity and libel and slander of £250,000.00. TN is seeking a quote for cyber security insurance.

Correspondence:

191026/98 All Councillors resolved to advertise they would support any parishioners who wished to set up a Neighbourhood Watch scheme.

191026/99 After discussion it was agreed for MB and TN to look at producing a Community Emergency Plan.

191026/100 **Other matters for inclusion on a future agenda:** Clerks appraisal, review of policies and risk assessments, youth Council.

191026/101 Councillors to note the date of the next meeting as 9 November 2026.

191026/102 DR announced the meeting closed at 9.16pm.

Signed: David Ryding Dated: 09 11 2026