PEASENHALL PARISH COUNCIL

Minutes of the Peasenhall Parish Council Meeting
held at the Assembly Hall on Wednesday 18 November 2026 at 19:00

2026/119 Attendance and apologies

Attendees:
Cllr Stephen Long (Chair)
Cllr John Bawtree
Cllr Roger Benstead
Cllr John Bimson
Cllr Gary Greenwood
Cllr Carol Potter

Apologies for absence:
District Cllr Julia Ewart

In attendance:
Alison Nichols - Parish Clerk
3 members of the public

2026/120 Declarations of interest

No declarations of interest were received.

2026/121 Requests for dispensations

No requests for dispensations were received.

2026/122 Public forum and reports from District and County Councillors

a. **To receive reports from SCC Cllr A Dunning and District Cllr J Ewart**

Neither councillor was present but Cllr Long summarised Cllr Ewart's report, which covered local democracy and representation; services, including the bins; and strengthening community resilience and engagement.

b. **The public forum**

A resident reminded the council that the first tranche of CIL money is due to expire next April and suggested that the council should look for suitable new projects to spend the money on if it was not possible to spend the money on the original objectives.

Another resident commented on the accumulating leaves that were making pavements along Hackney Road on the cemetery side dangerously slippery. Cllr Long said that the council would report this to SCC. He reminded residents that they could report highways issues themselves using SCC's online reporting page. He added that if residents did not have access to the internet, the council could make the report for them but would need to be provided with accurate information.

The resident also complained about the dangerous state of some of the railings along Hackney Road. Cllr Long said that these had already been raised with Suffolk Highways during the site visit and that the council would check the progress of all issues raised at that meeting and log any outstanding using the online reporting tool.

There was further comment about the deteriorating state of the old primary school.

2026/123 Approval of previous minutes

The minutes of the meeting held on 21 October 2026 were approved as a correct record. Cllr Long proposed this, Cllr Bawtree seconded and all agreed.

DRAFT

2026/124 Progress Reports

a. Suffolk Highways Site Visit: the road markings on Mill Road and Sibton Road junctions have been reinstated. Cllr Long has reported the damage to the barrier at the end of the Causeway. Outstanding items from the site visit will be logged online.

b. Cemetery Trees: the clerk has only been able to obtain two quotes and has taken advice that, in the circumstances, she can proceed on the basis of those two quotes.

c. Old Primary School: this is being auctioned by LSH Property Auctions on 9th December, with a guide price of £250,000 plus.

d. Community SpeedWatch: Cllr Long has created laminated flyers which he will put up around Peasenhall, with a digital version for Facebook. Cllrs Long and Bawtree volunteered to join the SpeedWatch team, so four more volunteers are needed from the village. Volunteers will need to fill in a police form for vetting.

e. Housing Needs Survey: with the resignation of Cllr Smith, this is now on hold until the new year.

f. VanESSA: the clerk reported that, once the Assembly Hall has given permission for the van to park there, VanESSA will start visiting the village for about 90 minutes every other week. It is an ESC project and will offer Citizens' Advice, self-service health checks, a social supermarket, energy and housing advice, and occasionally a tech workshop (replacing fuses, mending toasters, help with apps etc), advice from the fire service, SSAFA for veterans, Alzheimer's advice and the possibility of a youth work offer. PPC will be provided with publicity materials.

g. 'Cake Off': It was unfortunate that so few people from other villages attended but PPC councillors had benefited from meeting Sam Kenward, who would be a useful contact on ESC for funding advice and community support. Resilience and emergency planning was discussed. Cllr Ewart had passed on her thanks to councillors from PPC for attending.

h. WhatsApp group: the clerk has set this up; all councillors are to send a test message.

i. Council Facebook page: this has now been transferred to Cllr Long. Cllr Potter and the clerk will also be added as administrators.

2026/125 Mabels Walk

The Ombudsman has rejected the council's complaint about the decision not to require a play area to be installed on the public space, which leaves PPC with limited options. It was agreed that efforts should now be concentrated on the allotments so that the CIL money can be spent in time. Efforts would be made to have the hoarding taken down from Mabels Walk.

2026/126 Allotments

a. The draft Terms of Reference were discussed. Cllr Long explained that the expectation was that the new committee would get everything ready for the tenants to take over their allotments, including managing the waiting list, deciding on tenancy agreements and charges, and recommending an annual subsidy from the council. All spending would have to be agreed by the full council unless it fell within the delegated authority provisions of the Financial Regulations.

The clerk reported that the Sizewell Community Fund had confirmed that £10,500 was still available for the allotments.

b. The following were appointed to the Allotments Committee:

   a. Cllr Greenwood, proposed by Cllr Bimson, seconded by Cllr Benstead and agreed by all

b. Cllr Benstead, proposed by Cllr Long, seconded by Cllr Potter and agreed by all
c. Barry Rowing, proposed by Cllr Benstead, seconded by Cllr Potter and agreed by all
d. Bill Miller, proposed by Cllr Bawtree, seconded by Cllr Greenwood and agreed by all.

2026/127 Finance and governance

a. The end-of-October balances were reported as £38,512.62 in the current account and £37,852.96 in the savings account.

b. The council approved the renewal of the contract for website hosting: Cllr Long proposed, Cllr Bimson seconded and all agreed.

c. The clerk reported that the SALC membership fee would increase by 3% from April and asked that her gratitude to SALC for their help and support be reflected in the minutes.

d. The clerk reported that good progress was being made with the plan to implement recommendations made by the internal auditor.

e. The attached 'authorisation to pay' schedule was approved. Cllr Long proposed, Cllr Greenwood seconded and all agreed. The completed receipts and payment schedule was noted.

f. The clerk reported that the bank mandate had not yet been changed but that it should be completed shortly.

g. The council acknowledged receipt of the second instalment of the precept, £ 6,786.30, in September.

h. Suggestions for the 2027/8 budget included: £5,000 for a solar powered SID and possibly a Give Way sign for Mill Road; £5,000 for street improvements, £10,000 for repainting the railings (the clerk is to get an approximate price), £800 for compost bins for the cemetery. An amount would also need to be set by for elections. The target will be to keep the precept the same as last year.

i. The draft financial regulations were approved: Cllr Greenwood proposed, Cllr Long seconded and all agreed. The draft financial risk register was approved: Cllr Potter proposed, Cllr Bimson seconded and all agreed. The general reserves policy was approved: Cllr Benstead proposed, Cllr Bawtree seconded and all agreed.

j. It was agreed that the clerk should move most of the money from the current account to the savings account, while ensuring there is sufficient money in the current account to pay bills. The clerk is also to investigate better savings options.

k. The CIL report was approved: Cllr Long proposed, Cllr Bimson seconded and all agreed.

l. The clerk distributed copies of the draft publication scheme and guide to information.

m. The clerk distributed copies of draft data protection policies.

n. The chair signed copies of the July meetings' minutes.

o. Barry Rowing was appointed as the council's Nominative Trustee on the Church Lands Trust. Cllr Long proposed, Cllr Potter seconded and all agreed.

p. The clerk reported that casual vacancy notices are on the noticeboard and that after 19th and 26th November the council can start to co-opt new councillors.

2026/128 Planning

No new planning applications or notifications had been received. The clerk suggested that councillors might consider the formation of a planning committee.

2026/129 Christmas arrangements

Cllr Greenwood has ordered a tree, which will cost no more than £180. He will buy 8 bottles of red and 8 bottles of white wine on a sale or return basis from the village shop. Cllr Long will provide some mulled wine. The Assembly Hall will provide squash for children. Cllr Long will buy 10 packs of cocktail sausage rolls from Emmerdale Farm shop and cook them. He will also buy something for vegetarians, 60 mince pies and teabags, coffee and milk. One set of tree lights does not work and will have to be replaced at an approximate cost of £30, although Cllr Bimson might have a spare set that would be suitable.

Cllr Long will contact the owners of the Cottage to ask permission to use their electricity at the council's expense.

2026/130 Emergency Plan

It was agreed that this should be postponed to the January meeting when a working group could be set up.

2026/131 Community Engagement

Suggestions for improving community engagement included: being more active on Facebook; hosting more PPC-led events such as coffee mornings; helping at other community events; and encouraging residents to join council committees and working groups.

At the next meeting, the council will discuss the NALC communications pack designed to help councils raise awareness and recruit candidates for elections.

2026/132 Matters for information

a. Local Plan Focus Group for Town and Parish Councils: the clerk will book places for Cllr Greenwood and Barry Rowing
b. East Suffolk Indoor Sports Facilities Study: it was decided that the village did not have enough indoor sports facilities to warrant completing the survey.
c. Keep the Heat 2026-2027: the clerk is to investigate the loan of a thermal imaging camera.

2026/133 Next meeting

The next meeting will be on Wednesday 20h January 2027 at 7 pm in the Assembly Hall.

2026/134 Confidential Matters

The meeting was closed to the public to discuss confidential matters.

Meeting closed: 21:00. Minutes signed as correct:

Alison Nichols, Parish Clerk/RFO Date:

DRAFT

Payments requiring authorisation					November	2026		
Date	**Vr No**	**Supplier**	**Item**	**Gross**	**VAT**	**Net**	**Comment**	**Power**
16/10/2026	39.26	Community Action Suffolk	gov.uk renewal	£324.50	£54.08	£270.42	INV-1392	LGA 1972, s111
01/06/2026	14.26	Clear Councils Insurance	insurance renewal	£743.94	£0.00	£743.94	LCO00974	LGA 1972, s111
31/10/2026	40.26	Alison Nichols	October salary	£378.30	£0.00	£378.30		LGA 1972, s112
31/10/2026	41.26	Alison Nichols	October expenses	£24.00	£0.00	£24.00	see sheet	LGA 1972, s111
31/10/2026	42.26	Peasenhall Assembly Hall	November Hall Hire	£24.00	£0.00	£24.00	inv no 548	LGA 1972, s111
01/11/2026	43.26	Alison Nichols	website renewal	£70.00	£11.67	£58.33	inv no 9131	LGA 1972, s111
Total				**£1,564.74**	**£65.75**	**£1,498.99**		
Initialled by:								
		Chair PPC		**Date:**				
All invoices and payments listed above have been examined, verified and certified by the RFO, Alison Nichols								
Signed:						**Date:**		

Payments and Receipts transacted since the last Peasenhall Parish Council meeting agenda

Date	Receipt	Payment	From/To	Item
20/10/2026	£110.00		East of England Co-op	Interment fee
21/10/2026		£324.50	Community Action Suffolk	gov.uk email addresses
28/10/2026		£122.40	SALC	Payroll provision
28/10/2026		£24.00	Alison Nichols	clerk's expenses
28/10/2026		£24.00	Assembly Hall	Hall hire
28/10/2026		£198.00	David Kindred	Grass cutting
28/10/2026		£378.30	Alison Nichols	September wages
Total	£110.00	£1,071.20		

DRAFT