PEASENHALL PARISH COUNCIL

Minutes of the Extraordinary Meeting of Peasenhall Parish Council
held in the **Methodist Church Room on Monday 27 July 2026 at 19:00**

2026/76 Attendance and apologies

Attendees:	**Apologies for absence:**
Cllr Barry Rowing (Chair)	Cllr John Bawtree
Cllr Stephen Long (Vice Chair)	
Cllr Roger Benstead	**In attendance:**
Cllr Esme Smith	Alison Nichols - Parish Clerk
	No members of the public

Apologies were received from Cllr Bawtree (working abroad). It was agreed to accept Cllr Bawtree's apologies. The clerk advised the council that the feedback from the internal auditor was that in the future, the council should follow NALC advice by formally approving reasons for absence.

2026/77 Declarations of Interest

None

2026/78 Requests for Dispensation

None

2026/79 Public Forum

a) No reports had been received from the County or District Councillor.

b) There were no residents present.

2026/80 Minutes

The minutes of the PPC Meeting held on 17 June 2026 were approved and signed by the Chair.

2026/81 To receive progress reports for information

a) Cemetery Matters: Cllr Rowing has sprayed the box hedges by the War Memorial against box moth caterpillars. He has been advised not to cut the box back but to leave it to recover. He will give it a second spray. If it has not picked up by the spring, the council will reconsider how to deal with it then.

   The Church Warden handles interments in the cemetery for the council but the clerk has booked training in cemetery management in October to ensure that ensure that PPC complies with all regulations.

b) Suffolk Highways Site Visit: The report of the meeting has been sent to Cllr Annette Dunning and the Suffolk County Council (SCC) Highways Liaison Officer. The latter replied to say that the repairs to the two bridges had been ordered but not scheduled. Cllr Rowing has reported some of the issues raised via the SCC online reporting facility.

   Further discussion of the H markings and dropped kerbs was postponed until September's PPC meeting. The clerk is to check that the painting of the H markings has been delayed under after the September meeting.

c) Encroachment on Church Road: The hedgerow appears to have been cut back, however still seems to encroach on PPC land. It is believed that the boundary is the fence within the hedge. Cllr Rowing will check a Land Registry plan before writing to the owner of the hedge.

d) Speedwatch equipment: the clerk has contacted Zoe Horlock about this and will now follow up. Once it has been returned, the Speedwatch and SID equipment will go to Cllr Long and Cllr Rowing will look after the litter picking materials.

e) Council winter meeting place: Cllr Rowing has spoken to Don Wellman. As there are no plans to install broadband in the Methodist Church, PPC will now meet in the Assembly Hall during the winter months. However, PPC will hope to use the Church Room for those occasions when an internet connection is not needed.

2026/82 Finance and Governance

a) The bank balances as at 30.06.2026 were confirmed by the RFO: Current Account: £34,752.92, Savings Account: £37,754.13. It was explained that repeated rejected payments to the Assembly Hall appeared to be caused by the bank details defaulting to a closed bank account.

b) The budget-v-actuals for Qtr 1 were reviewed.

c) The quarterly bank reconciliation for Qtr 1 was approved and then signed by a non-signatory councillor. The bank reconciliation had highlighted an overpayment of 20p. SALC has advised that for such a small amount it would be better to adjust the cash book entry, with an explanatory note.

d) To reduce the likelihood of errors in future it was agreed that two non-signatory councillors together would check invoices against the Authorisation for Payment form before initialling the invoices. Councillors who were authorising payments online would use this Authorisation for Payment form to check the payments before authorising them.

e) It was further agreed that two non-signatory councillors would check the invoices against bank statements on a quarterly basis.

f) The results of the SALC internal audit (previously circulated to councillors) were discussed and the council considered its response to Statement 6 of the Annual Governance Statement. It was agreed that in future, items raised by an internal auditor would be reviewed monthly with a view to completing them.

g) The clerk's plan to remedy the issues raised by the internal auditor (previously circulated to councillors) was approved with the caveat that all actions should have an owner.

h) The clerk reported that items 7 (publication of the analysis of variances), 12 (publication of list of expenditures over £100), 15a (clarification of the advice on CIL receipts), and 17 (NALC advice on approving apologies for absence) from the remedial plan had all now been completed.

i) The attached payment Authorisation for Payment schedule was approved.

j) Emails from the clerk's inbox dating from the start of the year to 18 May 2026 vanished following previous problems with the account. Those that had been saved to subfolders were unaffected. The clerk will log on to the web portal for the email account; if the emails are not there, Cllr Long will have a look at the laptop to see whether he can locate them. Should it turn out to be the fault of the account provider, One Suffolk, a written explanation will be sought from them.

k) It was agreed that, in the medium term, the council should implement a data retention policy that would, among other things, provide guidance as to which emails should be retained and which deleted.

l) Councillors were reminded that, under the English Devolution and Community Empowerment Act 2026 s65, they were no longer obliged to publish their home address in the publicly available Register of Interests.

2026/83 Planning: DC/26/2053/OUT: Os 7554, Mill Road, Peasenhall

a) The council had no objection to this outline planning application but thought that, where possible, solar panels and heat pumps should not be visible from the road. As the application is for self-build houses there will be no community infrastructure contribution, therefore it was agreed that the installation of a pedestrian footway along that part of Mill Road should be requested as a condition of planning permission. Cllr Rowing will draft a letter to ESC to this effect.

b) Northern Transport Forum: Cllr Rowing hopes to attend a meeting on 5th August. Questions for the forum can be pre-submitted. If councillors have any questions they would like to be submitted, they should send them to the clerk.

2026/84 Local Plan Scoping Questionnaire, including ESC Housing Enabling Strategy questionnaire

Cllr Rowing voiced his concern that three important ESC surveys had been arranged with deadlines within a few days of each other. This is a period when councillors are dealing with many matters, including NSIPs such as Sizewell C and the water project, before the summer recess. This workload is too onerous for councillors and clerks.

At this point Cllr Rowing proposed, and councillors agreed, that the meeting should be extended by thirty minutes.

Councillors reviewed and amended Cllr Rowing's draft responses to the Local Plan Scoping questionnaire for the clerk to submit the following day.

It was realised that the deadline for the Housing Enabling Survey had passed. The clerk will ask whether it is still possible to submit Cllr Rowing's draft response.

2026/85 Housing Needs Survey

Cllr Rowing had asked at a recent ESC webinar whether a PPC run Housing Needs Survey would have any effect on the Local Plan. The reply was that it could be used to support PPC submissions but that, given the timescale, it would not be viable to attempt the requirements of a full Neighbourhood Plan.

It was agreed that Cllr Long and Cllr Smith form a working group to take this forward. Cllr Rowing proposed that he attend their initial steering meeting and have some input at the end of the process. Cllr Long and Cllr Smith will review the Housing Needs Survey questions used by a village in Babergh and use them for Peasenhall. They will circulate a draft to councillors later in the year along with plans for distributing the survey and an estimate of costs. They aim to issue the survey to residents by Christmas.

2026/86 Community Emergency Plan

Given the late hour, it was agreed to postpone discussion of this plan until a later meeting.

2026/87 Matters to be brought to the attention of the Council

a) It was agreed to take no action over cool spaces for the time being.
b) Suffolk Against Fraud: the only way the council can communicate this initiative to residents is via its Facebook page.
c) Footpath leaflet: Cllr Benstead will continue to search for his copy of this leaflet so that he can get a price from a printer. This will be discussed in September.
d) VanESSA: it was thought that this would be better suited to the Assembly Hall committee. The clerk will pass the details on. PPC could then be approached for support.
e) Water Recycling, Transfer and Storage project: Cllrs Rowing and Long and the clerk recently attended a project update webinar. Essex and Suffolk Water had published their preferred routes and locations earlier today. Cllr Long was asked to enquire about whether the central service reservoir envisaged for Sibton Green will have intrusive security lighting, cameras and fencing.

2026/88 The next meeting will be on Wednesday 16 September 2026 at 7 pm in the Assembly Hall.

The meeting closed at 9.30 pm.

Alison Nichols Minutes signed as correct:

Parish Clerk/RFO Date:

Payments requiring authorisation					July	2026		
Date	**Vr No**	**Supplier**	**Item**	**Gross**	**VAT**	**Net**	**Comment**	**Power**
30/06/2026	21.26	Alison Nichols	Salary - June 2026	£378.30		£378.30		LGA 1972 s112
15/07/2026	22.26	Alison Nichols	Clerk's Expenses	£68.99	£7.50	£61.49	see clerk's expenses sheet	LGA 1972 s112, s111
06/07/2026	23.26	Peasenhall Assembly Hall	Hall Hire 15/07/2026	£24.00		£24.00	invoice no 520	LGA 1972 s111
02/07/2026	24.26	SALC	Clerk Training	£60.00	£10.00	£50.00	invoice no 31644	LGA 1972 s112
07/07/2026	25.26	Barry Rowing	Councillor Expenses	£75.00		£75.00	SID battery charging	Road Traffic Regulation Act 1984 s72
07/07/2026	25.26	Barry Rowing	Councillor Expenses	£50.00		£50.00	Stationery, postage etc	LGA 1972 s111
14/07/2026	26.26	SALC	Internal Audit Fee	£284.40	£47.40	£237.00	Invoice No 31652	LGA 1972 s111
31/07/2026	27.26	Alison Nichols	Salary - July 2026	£378.30		£378.30		LGA 1972 s112
Total				**£1,318.99**	**£64.90**	**£1,254.09**		
Authorised by:								
		Chair PPC		**Date:**				
All invoices and payments listed above have been examined, verified and certified by the RFO, Alison Nichols								
Signed:						**Date:**		