

At

## PEASENHALL PARISH COUNCIL

Minutes of the Peasenhall Parish Council Annual Meeting  
held at the **Assembly Hall on Wednesday 16<sup>th</sup> July 2025 at 7.00 pm**

### **2025/067 Attendance and apologies**

#### **Attendees:**

Cllr Barry Rowing (Chairman)  
Cllr Zoe Horlock  
Cllr Roger Benstead  
Cllr Stephen Long  
Cllr Oliver Charles

#### **Apologies for absence:**

Cllr John Bimson  
Cllr Sam Seddon  
Cllr Gary Greenwood  
Cllr John Bawtree  
County Cllr Stephen Burroughes  
District Cllr Julia Ewart

#### **In attendance:**

Carol Hume - Parish Clerk  
1 member of the public

Apologies for absence were approved.

### **2025/068 Declarations of Interest and Requests for Dispensation**

None received

### **2025/069 Public Forum**

- a) No resident had anything to raise.
- b) Reports from County Cllr Burroughes and District Cllr Ewart had been received and circulated to councillors before the meeting. There were no comments on either report.

### **2025/070 Minutes**

The minutes of the Parish Council Annual Meeting held on 18<sup>th</sup> June 2025 were approved as accurate and signed by the Chairman.

### **2025/071 To receive progress reports for information**

- a) Emergency Advice for Residents – The final shorter version just needs contact details added, along with confirmation from the Village Hall trustees that the Hall can be shown as a ‘muster station’ if necessary. Cllr Rowing proposed this version be posted on the PPC website for residents, seconded by Cllr Charles and approved unanimously.
- b) Authorities Contact Advice for Residents – The finalised version was approved unanimously for posting on the PPC website.
- c) Road closure signage and notifications – Cllr Charles will contact SCC to ask which utilities are authorised through them to close roads.

**2025/027**

- d) Gull trees, Russell Close – Cllr Rowing had met on site with a representative from EA to discuss the tree across the Gull but there had been some confusion with a different tree. The clerk had contacted Hastoe Housing but they do not own the footpath. The matter has now been closed.
- e) Security software – The clerk has purchased ESET security, and it is installed on the PPC laptop. It is hoped Cllr Long will assist with the installation on the other two devices at the end of the meeting.

#### **2025/072 Finance and Governance**

- a) The current bank account balances were confirmed by the RFO:  
Current Account balance as at 30.6.25: £35,206.17  
Savings Account balance as at 30.6.25: £37,318.68 including £123.56 interest received
- b) The budget-v-actuals Q1 were reviewed.
- c) The quarterly bank statement Q1 was approved.
- d) The results of the SALC internal audit, having been circulated to councillors prior to the meeting were accepted and recommendations made in the report were discussed. The clerk will make a list of recommendations showing at which PPC meeting they will be addressed.
- e) The payments as listed on the agenda were approved for payment.  
Cllr Rowing said there may have to be a change to the amount in the current budget allocated to Mabels Walk.

#### **2025/073 Planning**

DC/25/2240/FUL – First floor rear extension – Merlin, The Street, Peasenhall IP17 2HU - No comments.

DC/25/2623/FUL – Demolition of existing outbuilding range and erection of residential annexe – 2 Hillcrest, Bruisyard Road, Peasenhall IP17 2HB - No comment only that there is provision made for sufficient off-street parking.

#### **2025/074 Village Issues**

- a) Hackney Road 'H' markings – The cost to PPC will be £285 for SCC to install the disabled/pedestrian crossover markings. Cllr Rowing proposed that PPC accept responsibility to pay for this, which was seconded by Cllr Horlock and approved unanimously.
- b) Ongoing traffic issues:  
ANPR on Badingham Road – Will be in situ from 14<sup>th</sup> to 21<sup>st</sup> July and located on the existing pole.  
SID brackets – Cllr Horlock has asked what brackets are available and is awaiting a response. Cllr Rowing has chained it up in the meantime.  
Speedwatch – Cllr Horlock contacted Gut Ainsworth now that there are enough volunteers for training, but the two days offered for this week were too short notice. Christian Hassler should be in touch with Cllr Horlock with some more dates.
- c) SZC questions for next NT meeting in August – A question has already been emailed to SZC about HGV vehicles with "Highway Maintenance" on the back but without the blue plaque. Cllr Rowing has tried to take a photograph of a SZC HGV vehicle with a blue plaque on at the main SZC site but was unsuccessful.

## **2025/075 Mabels Walk**

- a) Appointment of Solicitors and GPS Surveyor – Quotes from Birketts, Atkins and Dellow and Marshall Hatchick (not yet received) for the standard conveyancing work needed for the transfer of the allotment land to PCC. Cllr Charles questioned the high quote from Birketts. Cllr Rowing proposed that he go back to Atkins Dellow to ask for a reduction to their quote with a view to appointing them, this was seconded by Cllr Charles and agreed unanimously. Lorraine Francis will be informed of this appointment when it is confirmed. Cllr Rowing has obtained a price of £295 from SHGeomatics to confirm the GPS coordinates at the proposed allotment site.
- b) Legal Advice – Cllr Rowing said a full response to Richard Smith's email to ESC has arrived this afternoon, many of the facts mentioned need to be checked, but to sum up, it would appear that Ben Woolnough's view is that the previous ESC administration were at fault along with our previous Parish Council, he says that 'play' or a 'play area' was not fully embedded in the planning approval title by ESC. There since appears to be no change in the current ESC viewpoint that ESC cannot insist that the owner transfers ownership of the Public Open Space to PPC. Cllr Rowing has a phone call with Richard Smith arranged for 21<sup>st</sup> July to discuss the way forward with him. His advice and the response to Ben Woolnough's reply will be circulated to PPC in due course and an EGM may be required in August to agree how PPC then proceeds. Cllr Horlock asked what PPC wants this process to achieve? To take ownership of the allotments and to take ownership of the public open space is the main aim of PPC so that we can manage it for public use.
- c) Complaint contact with ESC Monitoring Officer – Cllr Rowing emailed Chris Bing, ESC Monitoring Officer asking if parish councillors would be able to lodge a private complaint with ESC regarding recent planning disputes without compromising their positions as on PPC. Mr Bing replied saying this would be acceptable as long as certain criteria were followed.

## **2025/076 Matters to be brought to the attention of the Council**

- a) ICO Data Protection – Security – The clerk had received an email from the Information Commissioner highlighting the importance of having robust security measures in place. Before the next PPC meeting the clerk will download a SALC template "Data Protection and Information Management Policy" with a view to this replacing the current PPC Data Protection Policy 2025.
- b) Ragwort – The PPC grass cutting specification calls for groups of flowering plants not to be cut, so any flowering ragwort has not been cut to avoid spreading the seeds. Cllr Rowing has removed it by hand in some areas and disposed of it at the Council tip. If any more is discovered in areas cut by the PPC contractor, then please inform Cllr Rowing who will deal with it.

## **2025/077 Correspondence (previously circulated to councillors)**

- a) "News from East Suffolk – Operation Camouflage is back for another year!" – The popular summer activities programme for young people returns to East Suffolk in late July/early August.
- b) Emergency Bleed Kits – an email request had been received from SCC for locations in Suffolk of these kits. The nearest to Peasenhall is in Felixstowe. It may be that the Assembly Hall may want to investigate this further.
- c) Litter Pick – The next will be on Saturday 4<sup>th</sup> October. The date will be advertised in September and put on the next PPC agenda as a reminder.

**The next meeting will be on Wednesday 17<sup>th</sup> September 2025 at 7 pm in the Assembly Hall.**

The next meeting may need to start at 7.30 pm as the Chairman is speaking at a Planning Meeting in Melton that evening.

The meeting closed at 20.20 hours.

Carol Hume

Parish Clerk/RFO

Minutes signed as correct:

Date:

Payments requiring authorisation			16th July 2025				
Date	Supplier	Item	Gross	VAT	Net	Comment	Power
01/07/2025	Carol Hume	Salary - June 2025	£ 325.96		£ 325.96		LGA 1972 s112
14/07/2025	Carol Hume	Expenses	£ 24.00		£ 24.00	see clerk's expenses detail sheet	n/a
05/07/2025	HMRC	Month 3 (ending 5/7/25) PAYE	£ 37.00		£ 37.00		n/a
22/06/2025	Peasehall Assembly Hall	Hire of Hall (18.6.25) Projector & screen	£ 34.00		£ 34.00		n/a
29/06/2025	SALC	Internal Audit Service fee	£ 219.60	£ 36.60	£ 183.00		n/a
<b>25/06/2025</b>	<b>David Kindred</b>	<b>Grass-cutting in June</b>	<b>£296.00</b>		<b>£296.00</b>		
<b>Total</b>			<b>£ 936.56</b>	<b>£ 36.60</b>	<b>£ 899.96</b>		
<b>Authorised By</b>			<b>Date</b>		16/07/2025		
		<b>Chairman</b>					
		<b>All invoices and payments listed above have been examined, verified and certified by the RFO, Carol Hume</b>					