**PEASENHALL PARISH COUNCIL**

Minutes of the Peasenhall Parish Council Meeting
held at the **Assembly Hall on Wednesday 17 June 2026 at 19:00**

**2026/62 Attendance and apologies**

| **Attendees:** | **Apologies for absence:** |
|---|---|
| Cllr Barry Rowing (Chair) | Cllr Gary Greenwood |
| Cllr Stephen Long (Vice Chair) | Dist. Cllr Julia Ewart |
| Cllr John Bawtree | |
| Cllr Roger Benstead | |
| Cllr John Bimson | **In attendance:** |
| Cllr Esme Smith | Alison Nichols - Parish Clerk |
| | 1 member of the public |

Apologies for absence were approved. Reason for absence was noted by the clerk.

**2026/63 Declarations of Interest**

None

**2026/64 Requests for Dispensation**

None

**2026/65 Public Forum**

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

b) No resident wished to contribute to the public forum.

**2026/66 Minutes**

The minutes of the PPC Annual Meeting held on 20 May 2026 were approved and signed by the Chair. It was noted that at the Annual Meeting he had also signed the annual accounts, which had not been recorded in the minutes. The Chair also signed the report on the Annual Parish Meeting of 20 May 2026.

**2026/67 To receive progress reports for information**

Cemetery Matters:

a) Grass cutting, which had been delayed to allow for the wildflowers, has now been done and the cemetery looks lovely.

b) PPC still needs to decide whether to have work done to the gravel path.

c) For Risk Assessment purposes, photos are still to be taken of the Cemetery records and consecrated ground boundaries.

d) Changing the signs in the cemetery is no longer a priority as the clerk still has access to the old email address displayed there.

e) The box hedge at the war memorial is severely affected by box moth caterpillars. It has been treated and Cllr Rowing will ask the grass cutting contractor to cut it back. Should it not survive, the council will have to consider a replacement.

f) A beech hedge is encroaching on Church Road. If this has not been remedied by the next meeting, it will be discussed then.

**2026/68 Suffolk Highways Site Visit Report**

a) Cllrs Rowing and Long met with Charles Harrison, the Suffolk Highways Liaison Officer, and Suffolk County Cllr Annette Dunning on 29 May to discuss multiple traffic issues around the village. Cllr Long presented a report of the meeting.

The resulting discussion centred mainly on the dangers of the Mill Hill/A1120 junction and parking in Hackney Road. Parking restrictions, a 20mph zone and 'slow' road markings were both suggested as mitigation strategies for the latter. The question of whether CIL money could be spent on highway alterations was raised and also whether SZC could be approached for contributions. Residents were encouraged to report traffic incidents to the relevant authorities.

The report, with minor location amendments, will be published on the PPC website and a copy will be sent to Charles Harrison, Cllr Dunning and the police.

b) Shortly after that meeting, Cllr Rowing met with PC Amy Yeldman, the Villages Community Engagement Officer to discuss the parking situation. She had formerly spoken to the owner of a dangerously parked van and it has now been moved further away. She did not think police cones would be a temporary answer to the problem. Cllr Rowing intends to write to the police about the matter.

**2026/69 Housing Needs Survey**

a) Cllr Rowing will ask East Suffolk Council (ESC) at a local plan webinar how it would view a community survey in respect of local needs. If there is no reply, the clerk will write to ESC asking the same question. If the response is positive the council will form a working party to develop, deliver and analyse a housing needs survey. If residents would like to get involved, they should contact the clerk. However any resident with a direct interest in any proposed site, or a neighbour of one of the sites, should not be involved for fear of making the survey appear biased.

b) The timetable for the local plan can be found on the ESC website. Residents are encouraged to contribute their own views using the ESC online questionnaire and PPC will be considering its response. The scoping consultation closes on 29 July.

**2026/70 Finance and Governance**

a) The bank balances as at 31.05.2026 were confirmed by the RFO: current account £34,721.91 savings account £37,646.86

b) The attached payment schedule was authorised. The process of adding the new RFO to the bank account has been started but for the time being Cllr Rowing and Cllr Benstead will set up and countersign all payments. The Clerk will provide her bank details for the payment of her wages.

c) It was agreed to continue with the ESET cybersecurity software for another year, the renewal price being £44.99.

d) The RFO updated the council on the internal audit, which should soon be concluded.

e) The Vice Chair signed a declaration of acceptance of office.

f) It was agreed that the clerk should work on a publication scheme in August for presentation to the council in September. The information on the PPC website will be reorganised for clarity.

g) Cllr Smith agreed to take on the role of safeguarding officer. She was proposed by Cllr Rowing, seconded by Cllr Bimson and her appointment was unanimously approved. The clerk will let her know about training opportunities.

**2026/71 Planning**

a) There are no new applications.

b) Call for Sites – there are no updates.

c) East Suffolk Local Plan Briefing Session: there is a seven week local plan scoping consultation, which has already started. There is a video on ESC local plan website which explains this and also a questionnaire for local residents to fill in. Cllr Rowing will draft PPC's answers to the questionnaire for discussion at next month's meeting.

**2026/72 Mabel's Walk Allotments/Public Open Space**

a) No news: the developer may be waiting for the ombudsman's decision which is due later in the summer.
b) The clerk is to remind the PPC solicitor that the Parish council is waiting for a response about the allotment land transfer contract.

**2026/73 Matters to be brought to the attention of the Council**

a) Private Emergency Plan: a draft emergency plan has been produced by a working group of residents – an excellent piece of work. Cllr Rowing asked for a digital copy to be provided to the council for discussion, with a view to publication on the council website. The plan is based on the Suffolk template, with one part specific to Peasenhall. PPC already has a shorter emergency advice document that can be viewed and printed if necessary on the PPC website.
b) The charge for hire of the Methodist meeting room has gone up by £2 to £12 due to fuel price increases. There was general agreement that the Assembly Hall might be a better option for Council meetings as the heating has been improved and Wi-Fi is available. Cllr Rowing to mention this to Don Wellman.
c) Dispensations fact sheet – it was agreed that those aspects that were incompatible with the Standing Orders should be disregarded.
d) Cllr Long will take over the charging of the SID. Cllr Rowing will draw up a list of outstanding Speedwatch equipment and the clerk is to follow up with Zoë Horlock.

**2026/74 Correspondence**

a) The clerk had failed to notice that the anniversary of the Greenprint Forum was last week.
b) The council has received an application for a mobile catering van in the village. Cllr Rowing has asked for information about the sites they intend to trade from but there has been no reply. The clerk will research the PPC response to a previous applicant.

**2026/75 The next meeting will be on Wednesday 15 July 2026 at 7 pm in the Assembly Hall.**

The meeting closed at 8.25 pm.

Alison Nichols — Minutes signed as correct:

Parish Clerk/RFO — Date:

**Payments requiring authorisation** **Jun-26**

| Date | Supplier | Item | Gross | VAT | Net | Comment | Power |
|---|---|---|---|---|---|---|---|
| 20/05/2026 | Barry Rowing | APM Expenses | £ 15.72 | | £ 15.72 | | |
| 31/05/2026 | Alison Nichols | Salary - May 2026 | £ 174.60 | | £ 174.60 | | LGA 1972 s112 |
| 02/06/2026 | Peasenhall Assembly Hall | Room hire 17/06/26 | £ 24.00 | | £ 24.00 | Invoice 513 | |
| 05/06/2026 | HMRC | PAYE payable Month 2 | £ 31.60 | | £ 31.60 | | |
| 12/06/2026 | David Kindred | Grass Cutting | £ 288.00 | | £ 288.00 | Invoice PPC-2A-26 | |
| **09/06/2026** | **Information Commissioner** | **Annual renewal fee** | **£ 47.00** | | £ 47.00 | **Data Protection fee - DD** | |
| **Total** | | | **£ 580.92** | **£ -** | **£ 580.92** | | |

| **Authorised By** | |
|---|---|

**Chairman**

| **Date** | 17/06/2026 |
|---|---|

**All invoices and payments listed above have been examined, verified and certified by the RFO, Alison Nichols**

**Signed:**