

PEASENHALL PARISH COUNCIL

Minutes of the Peasenhall Parish Council Annual Meeting
held at the **Assembly Hall on Wednesday 17th September 2025 at 7.00 pm**

2025/078 Attendance and apologies

Attendees:

Cllr Barry Rowing (Chairman)
Cllr John Bawtree
Cllr Roger Benstead
Cllr Stephen Long
Cllr Oliver Charles
Cllr Gary Greenwood
SCC Cllr S Burroughes (via Teams)

Apologies for absence:

Cllr Sam Seddon
Cllr Zoe Horlock
District Cllr Julia Ewart

Non-attendance:

Cllr John Bimson

In attendance:

Carol Hume - Parish Clerk
4 members of the public

Apologies for absence were approved. Reasons for absence were noted by the clerk.

2025/079 Declarations of Interest and Requests for Dispensation

None received

2025/080 Public Forum

a) No resident had anything to raise.

b) A report from SCC Cllr Burroughes had been received and circulated to councillors before the meeting. He said that SCC has taken a decision on a unitary authority, One Suffolk which it is hoped will deliver and hopefully this plan will be accepted by Government. C. Cllr Burroughes also said that work on Heveningham Long Lane has been completed by Suffolk Highways; fly-tipping is an issue as is other anti-social behaviour. He also suggested using a 'smart screen' for joining PPC meetings via Teams or Zoom would make it easier for others to join remotely. Cllr Rowing asked about any progress on the Bruisyard bridge, stating that PPC were last told by SCC that estimates for the work has been sought – C. Cllr Burroughes said he will speak to Jo Kerridge for an update.

2025/081 Minutes

The minutes of the Parish Council Annual Meeting held on 16th July 2025 were approved as accurate and signed by the Chairman.

2025/082 To receive progress reports for information

a) Road closure signage and notifications - Cllr Charles had not yet written to SCC. SB said that Highways are aware of the issue. Notifications on road closures come to the clerk, but only sporadically. uk.onenetwork is a webpage which has information and maps for all highway issues taking place in a specific area. This webpage will be added to the contact list on the PPC website.

b) Hackney Road 'H' markings – The clerk sent off the completed application form for the two disabled pedestrian drop kerb sections at the end of August but as yet no reply. SB will also chase this with Jo Kerridge.

c) Data Protection & Information Policy – template from SALC. The clerk will compare the SALC template with the current PPC policy document to see if it is a better model and will report at the next meeting.

d) Emergency Advice – Hall reply. Cllr Rowing read out an email from Jane Collins which she sent following a meeting of the trustees of the Assembly Hall. The Hall will now be shown as the muster point in the event of a major incident. Contact details for Hall volunteers will not be shown on the document but will be kept on a central register by the PPC clerk. The document will be amended with updated information and re-posted on the PPC website.

e) Cemetery Dog Waste Bin – this item was moved to a later part of the meeting.

2025/083 Finance and Governance

a) The current bank account balances were confirmed by the RFO:

Current Account balance as at 29.8.25: £33,254.22 (including receipt of £220 cemetery charge).

Savings Account balance as at 29.8.25: £37,318.68

b) The payments as listed on the agenda were approved for payment.

c) To consider an application for a grant from Peasenhall Open Gardens – this item was moved to a later part of the meeting.

2025/084 Planning

DC/25/3103/TCA – 1no Silver Birch – reduce whole crown by 30%. Ino Bay – reduce by 50%. The Old Thatched House, The Causeway, Peasenhall IP17 2HU. No comment to make.

DC/25/3440/TCA – 2no London Plane – Fell. Part Land Opposite, the Old Peasenhall Deli., The Causeway, Peasenhall. After some discussion it was resolved to make the comment that the 2 trees should be reduced by a maximum of 25% but not felled.

2025/085 Village Issues

a) Ongoing traffic issues – SID brackets/Speedwatch site update – The Chairman read from an email sent by Cllr Horlock before she went on holiday containing updates. She may supply two clips for the SID and has been in touch again with Christian Hassler to try and get a training day for Speedwatch when all six volunteers can attend. He has given some dates in October/November for consideration.

b) Report on NT meeting held on 6th August at Darsham Village Hall – The Chairman again read from Cllr Horlock's email. Topics raised at the meeting included road closures and unsuitable diversion routes; increased traffic in villages following the implementation of the 30-mph limit on the A12; lack of cycle/pedestrian route along Willow Marsh Lane. Data from village traffic counts monitoring in April will be closely looked at. In answer to a question submitted prior to the meeting about all vehicles being marked with SZC stickers, the operations manager said there is a picture in the SZC newsletter.

2025/086 Mabels Walk Allotments/Public Open Space

- a) Confirmation of Solicitor and GPS Surveyor appointments – Atkins Dellow have been appointed as solicitors. The Chairman and clerk attended their office in Halesworth for identity checks. SJ Geomatics have done the GPS surveying on the allotment land and all the co-ordinated supplied by Haydon Holdings appear incorrect. The Chairman will write an email which the clerk will send to Duncan Haydon with a plan showing all co-ordinates and await his comments. Lorraine Francis and Ben Woolnough will be copied into the email.
- b) Legal Advice and ESC communications – further updates – The Chairman had circulated Richard Smith's second letter to ESC to councillors before the meeting, plus a reply from Ben Woolnough, the Chairman's provisional comments on were advised. Mr Smith has suggested that PPC escalate their complaint and the Chairman asked for a vote on the next move. After some discussion it was unanimously agreed that the PPC complaint should be progressed to the second stage without spending any further PPC funds, if the complaint deadline has not passed.
- c) Report for ESC Full Council on 24th September – The Chairman was to present a 3-minute presentation at the ESC Full Council on 24th September; however, the 10-working day deadline was miscalculated by one day. He will therefore re-submit to the monitoring officer for him to validate the question for the meeting in November, all PPC councillors should have commented on the presentation beforehand. The Chairman intends to complain privately to the Ombudsman, which is something all residents can do privately if they wish.

Item 6 c) To consider an application for a grant from Peasehall Open Gardens

A resident from Mill Road representing the Open Gardens said that this year £900 was raised and donated to WhizzKids.. Next year it is hoped to have more gardens to open and raise more money for local charities. It could become an annual event. A list of items needed was circulated which would only need to be purchased once. The requested grant amount is £300 but after some discussion PPC agreed unanimously to donate £236.

2025/087 Matters to be brought to the attention of the Council

- a) Moving to gov.uk domain name and email addresses – In the SALC Internal Audit report last July it was recommended that PPC “should consider obtaining an official domain name for greater security ahead of the completion of the 2025/2026 annual audit which adds additional requirements on data protection”. The clerk will obtain quotes from 3 suppliers to make this changeover for a decision to be made at the next PPC meeting.
- b) Litter Pick – 4th October 2025 – This event will be organised by Cllr Horlock and has been advertised in the Fisherman.
- c) Affordable Housing – Hastoe Housing – The Chairman has drafted a response to an email from Hastoe Housing which has been circulated to councillors prior to the meeting for comments. It was decided to amend this item before it was sent and possibly formulate a document for any future questions about PPC policy for future housing in the village.
- d) HMO – Resident's concerns – These are Houses of Multiple Occupation and there is some concern about an increase in vehicle parking if employees e.g. from SZC are living there. A licence is needed before this can happen and PPC would not receive any related notification.
- e) Emmetts junction SCC report – There are dips in the road which make it uncomfortable to drive over. This was reported by the Chairman and SCC have said it does not meet the criteria for repair. The Chairman asked councillors to keep an eye on it.

The Chairman has reported to ESC that dog waste bins are full and need emptying. This reporting facility is available to all residents.

The Chairman has replied to an email from a resident concerned about the state of the Gull by advising that they use the contact details of the various authorities on the website directly with their concerns.

2025/088 Correspondence (previously circulated to councillors)

- a) 'Safe Suffolk Renters' – The poster produced by this organisation has been put on the noticeboard.
- b) Halesworth Climate Action Conference 26th – 28th September 2025 – noted by councillors
- c) 'Nature at Work' – webinar and toolkit – sufficient advice from this organisation already, but noted.
- d) Further Hackney Road parking complaint – A complaint by email from a resident has been received. This has been reported to the police by the resident and some cones have appeared. It is hoped that the 'H' markings will help the situation.
- e) 2025 Christmas tree location – After some discussion it was decided to move the location back the village sign triangle for 2025. The provision for electricity may be an issue but will be discussed at the next meeting.
- f) Cemetery – Report on meeting with SWT – The Chairman had met with Cathy Smith of SWT in late August at the cemetery and had useful discussion about the maintenance carried out this year. Recently an ex-councillor tending a family grave, had commented on how good the cemetery is looking. Cllr Long said that some of the grass trimmings are looking unsightly and perhaps need an enclosure, or tipped elsewhere. The Chairman will review that issue and report later.

Item 5 e) Cemetery Dog Waste bin – An operative from ESSL should be arranging directly with the Chairman to meet for the repositioning of the new dog waste bin. The previous agreed siting of the bin had been moved by ESSL without informing anyone.

Cllr Long asked if PPC should draw up a list of priority future items for the village. New items are put on the budget so that they can be discussed at the budget setting meeting in November. Future projects can then be allocated correctly. Ideas from councillors for new projects will be put forward at the October meeting and then the new budget for 2026/2027 will be discussed at the November meeting.

The next meeting will be on Wednesday 15th October 2025 at 7 pm in the Assembly Hall.

The meeting closed at 20.50 hours.

Carol Hume

Parish Clerk/RFO

Minutes signed as correct:

Date:

Payments requiring authorisation			16th September 2025				
Date	Supplier	Item	Gross	VAT	Net	Comment	Power
01/09/2025	Carol Hume	Salary - July 2025	£ 338.76		£ 338.76		LGA 1972 s112
01/09/2025	Carol Hume	Salary - August 2025	£ 338.76		£ 338.76		LGA 1972 s112
15/09/2025	Carol Hume	Expenses	£ 48.00		£ 48.00	see clerk's expenses detail sheet	n/a
05/09/2025	HMRC	Month 5 PAYE due	£ 24.20		£ 24.20		n/a
17/08/2025	Peasehall Assembly Hall	Hall hire on 17/9/2025	£ 24.00		£ 24.00		n/a
17/09/2025	SJ Geometrics	Allotments topographical survey	£ 354.00	£ 59.00	£ 295.00		n/a
14/07/2025	Peasehall Assembly Hall	Hall hire on 16/7/2025	£24.00		£24.00		n/a
23/07/2025	Richard Smith	Invoice PPC1-001	£ 375.00		£ 375.00		
07/08/2025	Richard Smith	Invoice PPC1-002	£ 375.00		£ 375.00		
14/08/2025	David Kindred	Grass-cutting invoice PPC-3-25	£ 328.00		£ 328.00		n/a
20/08/2025	HMRC	Month 4 PAYE due	£ 24.20		£ 24.20		n/a
20/08/2025	SALC	Councillor training Invoice 30336	£ 79.20	£ 13.20	£ 66.00		
Total			£ 2,333.12	£ 72.20	£ 2,260.92		
	Authorised By			Date	16/09/2025		
		Chairman					
	All invoices and payments listed above have been examined, verified and certified by the RFO, Carol Hume						