

PEASENHALL PARISH COUNCIL

Minutes of the Peasehall Parish Council Meeting
held at the **Methodist Church Room on Wednesday 19th November 2025 at 7.00 pm**

2025/101 Attendance and apologies

Attendees:

Cllr Barry Rowing (Chairman)
Cllr John Bimson
Cllr Roger Benstead
Cllr Stephen Long
Cllr Gary Greenwood
Cllr Zoe Horlock
Cllr John Bawtree
DC Julia Ewart

Apologies for absence:

Cllr Sam Seddon
SCC Stephen Burroughes

Non-attendance:

Cllr Oliver Charles

In attendance:

Carol Hume - Parish Clerk
3 members of the public

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

2025/102 Declarations of Interest and Requests for Dispensation

Cllr Horlock declared an interest in Item 10 b)

2025/103 Public Forum

- a) Report from SCC Burroughes had been circulated to councillors before the meeting.
- b) A resident said that item 2025/091 Public Forum of the minutes of the PPC meeting held on 15th October 2025 had omitted to report that one resident had spoken in favour of the Valley Farm planning application DC/25/2990/FUL. **The clerk will amend the minutes accordingly.**

Agenda Item 10 b) – Assembly Hall funding request

A Trustee from the Assembly Hall outlined the request for funding from PPC for a project to refurbish the toilets in the Assembly Hall to include the provision of a disabled toilet and baby changing facilities. To date they have received two quotes for the work from local companies of £23,748 and £25,512 and have had a grant from ESC Community Centre and Village Hall Repairs and Improvements Fund. This leaves a shortfall of approximately £10k, of which the Hall proposes to self-fund £4k and request funding of £6k from PPC. The Hall has also applied to the Platinum Jubilee Village Hall Small Grants Fund for a grant of up to 20% of the total project cost, up to a maximum of £5k, which, if successful, would reduce the amount of the shortfall request made to PPC. It was pointed out that a grant of up to £6k from PPC would mean £1k of VAT would be lost because the Assembly Hall cannot reclaim VAT so a better idea would be for PPC to pay directly for certain parts of the project and to reclaim the VAT. **The clerk will check with SALC re the VAT situation.** After some discussion PPC agreed in principle to giving a grant of up to £6k to match any contribution made by the Hall, subject to further information on the third funding request made by the AH and for PPC to check with SALC whether three quotes for project work would be needed if PPC were to pay some invoices direct. Also to check the s137 spending limit PPC has in place. DC Ewart suggested that some further funding may be available from ESC and to contact Sam Kenward, ESC Communities Officer.

Agenda Item 8 e) – Oakley Cottage complaint

There was some discussion about whether PPC should report the encroachment on to the road by items kept outside this property to SCC. It was decided that residents if they want to can make their own report using the contact details available on the PPC website, however further comments were made by a resident about uncut hedges at various areas of the village and accumulating water at the Mount. He felt PPC could write a note to homeowners asking them to cut their hedges back if they appear to encroach outside their property boundary. The Chairman asked councillors to let him know of any overhanging hedges for the next PPC meeting in January so that a suitable note could be sent out. A list of all these issues will be compiled for SCC Burroughes and his Highways engineer, so that they can address any that are SCC responsibility.

2025/104 Minutes

The minutes of the Parish Council Meeting held on 15th October were approved as correct (subject to the amendment to be made - see **2025/103 b**)) and were signed by the Chairman.

DC Ewart gave her report at this point. She said that PPC should consider forming a Planning Committee because recent planning applications at Huntingfield and now at Yoxford had made it clear that parish councils can be in a better position if they have one. It is important to learn about planning policy, and it is important to know how to use the Public Access facility properly. Some planning applications are going through too quickly with not enough information provided. The Chairman said that he feels that elements of ESC Planning could be run better. Cllr Long felt parish councils are not skilled enough to make planning decisions and the time frame to make comments on applications is too short.

2025/105 To receive progress reports for information

a) Affordable Village Housing – The Chairman is due to have a meeting with Paul Barham, Hastoe Housing on 27th November.

b) Assembly Hall Emergency contacts list – the list was approved and will be put on the PPC website, without the Hall contact details.

d) SARS – The Chairman will compose an email to them and say that PPC may consider their request for funding in the future but will not donate this year. He said that Sibton PC has a three charities a year policy for donations, perhaps PPC should have the same for causes directly related to Peasehall. A draft donations policy will be considered at a future PPC meeting.

2025/106 Finance and Governance

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

Current Account balance as at 31.10.25: £38,410.35

Savings Account balance as at 31.10.25: £37,442.55

b) The STO's and Financial Regs were adopted. Cllr Long pointed out two omissions in the STO's at Section 9b and Section 15b which the clerk will correct.

c) The annual CIL Report has been signed and emailed to the ESC Infrastructure Team

d) A draft budget for 2026/2027 had been circulated to councillors without a confirmed precept figure. The budget will be presented at the January PPC meeting including the agreed precept figure.

- e) The Precept level of £13,572.60 was agreed which will result in a tax charge of £48.67 for a Band D property.
- f) The payments listed on the schedule were authorised for payment.

2025/107 Planning

There were no new planning applications. The subject of PPC contact for second home ownership in the village was discussed. DC Ewart said she will investigate and report back.

2025/108 Village Issues

- a) Traffic issues – Hackney Road. Following an RTA recently which was attended by the police who then posted a letter through adjacent residents' doors warning of a possible fine of £100 for parking irregularities. Double yellow lines have been proposed at the W3W location of 'PIRATES, DEMOTION, SPEAKER' by the police. It is hoped that police and SCC representatives can attend the January PPC meeting to explain further details.
- b) SZC Traffic Monitoring PC workshop – 21st November. Cllr Seddon will report on this at the next PPC meeting.
- c) ESC Community Emergency Planning webinar held on 6th November – Cllr Horlock said that the content was very basic with poor presentation and very little was learned from it.
- d) Xmas Tree event – This will be on 7th December at 5.50 pm at the Knoll followed by a candle lit walk to the Assembly Hall for carols and refreshments. An advert will be placed on Facebook and in the village noticeboard. The budget for refreshments is £300. Music to be provided by Mike and Jeremy Thickitt.

2025/109 Mabels Walk Allotments/Public Open Space

- a) Draft Allotments Land Transfer to PPC – Lorraine Francis, ESC Infrastructure Team, has advised PPC that the management plan (REV8) GPS co-ordinates have been amended in line with those measured by PPC on site. The Chairman has written to the solicitors asking them to contact the owners and request a revised draft document and plan which will be circulated to PPC for approval.
- b) Ongoing ESC complaint – PPC now has its own route to the Ombudsman following a late response from the Strategic Director at ESC who reviewed the PPC Stage 2 complaint and found no shortfalls or errors in recent attention to matters concerning the allotment and public space provision. PPC will decide what to do next at the next PPC meeting in January.
- c) Chairman's Draft Question for ESC Full Council – The revised 3-minute version of this question will hopefully be presented to Full Council on 26th November at Lowestoft, although it looks like only a simple version of our question will be allowed; this will be available live and recorded on YouTube.

The Chairman extended the meeting at this point.

2025/110 Matters to be brought to the attention of the Council

- a) New gov.uk domain name and email addresses – The clerk has details of the new email addresses for councillors with passwords, which she will send out together with a copy of the 'Accessing Email Guide' provided by One Suffolk. The website domain name has been changed. Cllr Long offered to assist councillors with any email set up problems.

b) SWRTS Winter 2025 Consultation – Cllr Long explained that this is a major infrastructure planned by Essex and Suffolk Water to improve water supply in Suffolk, which has been identified as a ‘Seriously Stressed Water Area’ by the Environment Agency. The project Statutory Consultation is due to start in 2027. Public consultation began on 29th October and runs to 10th December with public information events being held locally. The decision over which pipeline corridor is chosen to connect the key infrastructure components may affect Sibton and Peasenhall residents and PPC will be consulted. Cllr Long offered to answer questions at the December coffee morning about the project and to explain how to comment, either online or via the feedback form. The Chairman asked if Cllr Long would act as PPC representative for this subject and to report to PPC before any actions.

d) HMO issues – Following concerns made to Cllr Long about a property on Mill Hill which has apparently been advertised on AirBnB as a 9-guest property potentially meaning more cars parking there, it was explained that PPC are not consulted about HMO’s, the ESC Planning Dept information about them will be put on the PPC website as a link so that people can understand more about them.

2025/111 Correspondence (previously circulated to councillors)

a) ESC Local Plan ‘Call for Sites’ – The Chairman attended an online briefing by Andrea Macmillan of ESC about a new Local Plan which is anticipated to be adopted in 2029. She said that until the new Local Plan is in place, the presumption is in favour of approval as planning quotas have not been met. Sites must be submitted by 9th January 2026. A map of potential sites will be published in early 2026 and sites not shown on the current plan they will need to be re-submitted. Any applicants who do not own the land put forward should consult landowners. Site owners should request removal of sites if they wish. Parish Councils will be consulted on any sites put forward for their opinion. The Chairman is meeting Paul Barham of Hastoe Housing to provisionally discuss a possible site in Peasenhall. PPC would later be consulted if this site proceeds.

b) Headway Suffolk grant support request – PPC decided not to donate at this time.

Agenda item 5 c) – Data Protection & Information Management Policy/IT Policy – The Chairman highlighted several parts of the proposed DP & IM Policy that he questioned in its current form. The Policy was not adopted; this item will be moved to the January PPC meeting. **The clerk will forward an alternative draft IT Policy to Cllr Long for review.**

2025/112 - The next meeting will be on Wednesday 21st January 2026 at 7 pm in the Methodist Church Room

The meeting closed at 21.30 hours.

Carol Hume

Parish Clerk/RFO

Minutes signed as correct:

Date:

Payments requiring authorisation			19th November 2025				
Date	Supplier	Item	Gross	VAT	Net	Comment	Power
01/11/2025	Carol Hume	Salary - October 2025	£ 338.76		£ 338.56		LGA 1972 s112
01/11/2025	Carol Hume	Expenses	£ 24.00		£ 24.00	see clerk's expenses detail sheet	n/a
05/11/2025	HMRC	Month 7 PAYE due 22/11/25	£ 24.20		£ 24.20		n/a
12/11/2025	Suffolk Highways	Hackney Road APM fee	£ 285.00		£ 285.00		
20/10/2025	B Rowing	Litter pick expenses	£ 21.60		£ 21.60	Paid BACS 20/10/25	s137
27/10/2025	Peasenhall Open Gardens	PPC approved funding grant	£ 236.00		£ 236.00	Paid BACS 29/10/25	s137
03/11/2025	D Kindred	Gross-cutting invoice PPC-4-25	£ 292.00		£ 292.00	Paid BACS 05/11/25	
Total			£ 1,221.56	£ -	£ 1,221.36		
	Authorised By			Date	19/11/2025		
		Chairman					
	All invoices and payments listed above have been examined, verified and certified by the RFO, Carol Hume						

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