

PEASENHALL PARISH COUNCIL

Minutes of the Peasenhall Parish Council meeting
held at the **Methodist Church Room on Wednesday 19th March 2025 at 7.00 pm**

2025/025 Attendance and apologies

Attendees:

Cllr. Barry Rowing
Cllr. Zoe Horlock
Cllr. Roger Benstead
Cllr. John Bawtree
Cllr. John Bimson
Cllr Sam Seddon
Cllr Stephen Long

Apologies for absence:

County Councillor Stephen Burroughes
District Councillor Julia Ewart
Cllr Gary Greenwood
Cllr Oliver Charles

In attendance:

Carol Hume - Parish Clerk
2 members of the public

Apologies for absence were approved.

2025/026 Declarations of interest and requests for dispensations

There were no Declarations of Interest or Requests for Dispensation

2024/027 Public Forum

a) A resident living in the Street asked if there were any PPC councillors present at the SZC Forum at Darsham held recently? Cllrs Seddon and Horlock were both in attendance. His concern regards the number of SZC vehicles passing through the village. He saw a vehicle displaying number 082 going through the village at 4 pm recently. The chairman said he will report this incident to SZC. There is a notice on the noticeboard and in the Fisherman with advice on how to report any vehicles. The same resident also said that there are shrubs growing out of the Gull wall opposite where he lives, and can PPC ask the EA to remove them? The next SZC NT Forum will be in May.

b) The latest report from CC Burroughes has been circulated and posted on the website.

2025/028 Minutes

The minutes of the Parish Council Meeting held on 19th February 2025 were signed by the Chairman as correct.

2025/029 To receive progress reports for information

a) Emergency Plan – The clerk will send Cllr Charles the email address for Laurence Moss so that he can contact him to access his own version of the plan and then it can be finalised and circulated to councillors for comment and approval at the next PPC meeting.

b) 2025 Risk Assessment amendments – Approval of the amendments will be postponed until the next PPC meeting so that the clerk can contact One Suffolk to get some advice about backing up electronic records and which type of anti-malware protection software they recommend for Parish Council use.

2025/010

- c) Grass-cutting arrangements for 2025 – The chairman has updated the job specification, this has been circulated to councillors for their information and will be included in the next issue of the Fisherman. There are currently 2 applicants for the position, interviews will take place in a few weeks as the first cut will need to be in April. The chairman met with Mick Trovell recently and it was agreed that he will inform the clerk of upcoming funeral dates in the cemetery, and a copy of the cemetery plan in case of enquiries from the public regarding burial plot locations will be requested later.
- d) PPC Expenses Policy – Councillors’ duties will be reviewed at the AGM in May and the chairman said he will be trying to cut back on his workload by delegating some tasks in future. Following a proposal from the chairman the Expenses Policy was agreed unanimously and adopted.
- e) PPC Website updates – The clerk will add a new “Allotment Sub-committee” page to the website which will have links to its agendas, minutes etc. all on the one page.
- f) The chairman included an extra item in which he read out part of an email from the clerk regarding the number of extra non-contracted hours she is currently working for PPC because of the extra workload involved. The clerk is proposing from 1st April to keep a detailed record of hours worked for PPC each month and invoice PPC for any hours over 24, subject to PPC approval. A proposal from the chairman to this effect was unanimously approved and agreed.
- g) The clerk also requested an Annual Appraisal which has not happened since she started work for PPC in August 2023. The chairman will prepare this, report on progress at the next PPC meeting in April ready for a vote.

2025/030 Finance and Governance

- a) To note the bank balances as at 28.2.2025, including receipts of £110 – Current Account balance £31,823.21 Savings Account balance £37,064.03 – all noted.
- b) To review and approve the Internal Controls Policy – this will be approved at the next meeting following some further updates.
- c) To review and approve the Data Protection Policy – approved.
- d) To authorise the attached payment schedule – all payments were approved.
- e) To note One Suffolk website hosting price increase – noted.

The chairman asked if his signature should be redacted on all PPC documents.

2025/031 Planning

- a) DC/25/0696/TCA – 3 Suffolk House, Smyth Close, Peasenhall IP17 2HE
- b) DC/25/0889/TCA – Brook Cottage, Hackney Road, Peasenhall IP17 2HN

Both applications related to minor tree works. The chairman had no objections to either but noted that one was in the curtilage of a listed building. Anyone with an objection or comments can write to ESC.

2025/032 Village Issues

- a) The Street improvements – The chairman and clerk met with the landowner in early March at the site in the Street. There were discussions and positive suggestions of how this could be moved forward. The chairman said he had met with Jo Kerridge from Suffolk Highways and she said that SCC will repair the areas of lay-by kerbing providing the spending is approved. The chairman will prepare a sketch showing all the suggested improvements for both the landowner, SCC and for councillors to see at the next meeting. When Jo Kerridge has sent in her report, questions from councillors will be addressed and there may be a site meeting arranged. SCC show flooding reports since 2021 in the lay-by area.

It was agreed with the landowner that access steps to the provisional play area across a piece of his land would be allowed and a sign at the end of the Causeway saying it is a “dead end” or similar is also permitted on his land. The chairman is meeting the landowner later this week to give him an update.

b) SZC Community Forum – The next will be on Thursday 27th March. The chairman encouraged councillors to attend but to not claim travel expenses. He hoped after the AGM in May there will be a dedicated Sizewell C representative on PPC.

c) Traffic Issues – The chairman and Cllr Seddon met with Jo Kerridge of Suffolk Highways (JK) and they walked through the village highlighting the following issues:

1. Posts – there are currently 8 redundant 20 mph signs, 2 can be left and the Speedwatch equipment can be deployed on one of these. Cllr Horlock said she had watched the new Roadmaster machine at work and it was doing a very poor job with little or no preparation.
2. Van parking on Hackney Road – JK is not keen on having new white lines but agreed that a single yellow line may help, though it was noted later that a white line actually exists outside Emmetts.
3. Hackney Road “H” markings – Residents who want these on crossovers can request and pay for these themselves. PPC could possibly fund the first £160 stage if arranged as a block booking & SCC agree.
4. Obscured signs, tennis courts – landowners to be asked to cut back hedges.
5. “SLOW” signs in the road are tatty and need refreshing, with a new one before the Assembly Hall. A new “Crossroads” sign has been erected. Bruisyard Road bridge may a matter for EA. JK To investigate, along with Rendham Road gritting and extending the existing 30 mph limit or 40 mph buffer.
6. Mill Road – potholes have been reported also some along the Causeway. Other areas discussed were the Sibton Road junction which is dangerous for pedestrians; survey equipment was already requested on Sibton Road, costing requested for SCC to replace a new post for the ‘Peasenhall’ entrance sign, it was noted that waste bins/planters outside Oakley House on Chapel Street are taking up parking spaces. The chairman later reported rough minutes from the 2-hour meeting which he will provide to the clerk and to Cllr Seddon.

The extension to the warranty for the Radar Speed Sign bought from Elan City in May 2023 at a cost of £199 per year, was discussed and it was unanimously agreed.

20’s Plenty webinar – neither Cllr Horlock or Cllr Long were able to attend this.

Report from PCSO Hassler on the Speedwatch sites – no report had been received so the chairman will compose an email for the clerk to send to him.

2025/033 Mabels Walk

a) Play area pre-planning application update – The chairman and clerk had met with Iain Robertson (ESC Planning Officer) and Sarah Shinnie (ESC Corporate Events & Commercial Partnerships Officer) on site in February. Ms Shinnie said that there are funds available to Peasenhall in the Outdoor Playing Space Fund. This has to be spent within Peasenhall on a worked up project with detailed costings. She would advocate going for one company to do all the works to get better value. The Assembly Hall is currently holding around £1200 earmarked for a play area in the village. The chairman has not heard anything regarding the pre-application but he should do so soon. Cllrs Greenwood and Seddon will meet with the chairman soon to decide how to proceed. The chairman has emailed Lorraine Francis at ESC to ask about Rev 6 of the Management Plan and is awaiting her reply.

2025/012

The chairman asked if he could extend the meeting.

2025/034 Matters to be brought to the attention of the Council

- a) Anti-malware software purchase – The clerk will ask SALC and One Suffolk for advice and then advise Cllr Long on their recommendations.
- b) SALC online courses for Councillors – The chairman recommended these for all councillors and said the Good Councillor's Guide is helpful too.
- c) PPC Village Litter-pick arrangements Saturday 29th March – Pickers will be provided, people should bring gloves and wear bright clothing. Meet at the Assembly Hall at 9.45 am and PPC will provide free tea or coffee afterwards at Weavers for helpers. The chairman will post the arrangements on Facebook, PPC noticeboard and have been in the Fisherman.

A full dog waste bin has been reported. They fill up very quickly but can be reported to ESC. It would be useful if the phone number to call for this service was attached to the bin. This topic will be on the next PPC agenda, along with suggestions for a site for a new dog waste bin.

2025/035 Correspondence

- a) Air Quality Strategy for East Suffolk – The chairman will send the clerk an email to be sent to Rebecca Brooks, ESC Environmental Protection requesting a 'baseline' for air quality monitoring in Peasenhall for SZC traffic movements.
- b) Aldeburgh, Leiston & Saxmundham Community Partnership Forum 26th March – Cllr Horlock will attend on behalf of PPC.
- c) E-mail relating to issues on the Causeway – A resident had written expressing concerns about issues on the Causeway, especially potholes and the road surface. This has been reported to Suffolk Highways and repairs should take place soon. The chairman will draft a reply to the resident for the clerk to email to her.

Cllr Horlock reminded the meeting that a speaker for the AGM in May will need to be booked soon. Ideas for someone suitable are invited from councillors.

2025/036 Date of the next meeting

The next meeting of the Parish Council was confirmed as being on **Wednesday 16th April 2025** at 7 pm in the **Assembly Hall**

The meeting closed at 21.18 hours.

Carol Hume

Parish Clerk/RFO

Minutes signed as correct:

Date:

2025/013

Payments requiring authorisation			19th March 2025				
----------------------------------	--	--	-----------------	--	--	--	--

Date	Supplier	Item	Gross	VAT	Net	Comment	Power
01/03/2025	Carol Hume	Salary - February 2025	£ 345.16		£ 345.16		LGA 1972 s112
01/03/2025	Carol Hume	Expenses	£ 24.00		£ 24.00	see clerk's expenses detail sheet	n/a
05/03/2025	HMRC	Month 11 (ending 5/3/25) PAYE due	£ 17.80		£ 17.80		n/a
Total			£ 386.96	£ -	£ 386.96		

Authorised By		Date	19/03/2025
----------------------	--	-------------	------------

Chairman

All invoices and payments listed above have been examined, verified and certified by the RFO, Carol Hume

Signed:

