

DRAFT UNTIL SIGNED

**Minutes of the Bradfield Combust with Stanningfield Annual Parish Council Meeting
held on Monday 12th May 2025 at 7.30pm**

Attendance:

Councillor R Duchesne	Chair
Councillor G Broad	Vice-Chair
Councillor A Langan	
Councillor S Mayhew	
Councillor S Tyrell	
Councillor J Clark	
Ms Jane Spenser	Clerk

Members of the electorate and other attendees:

1 member of the electorate.

West Suffolk District Councillor Sara Mildmay-White

The outgoing Chair, Cllr Langan, opened the meeting and welcomed all members. The outgoing Chair then stood down as the Council prepared to propose and elect a new Chair for 2025-2026.

A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

2025/109	<p><u>Nomination for and Election of Chair inc. signing of the Declaration of Acceptance of Office</u></p> <p>Councillor Ruth Duchesne was unanimously nominated and elected as Chair. The declaration of Acceptance of Office was signed.</p>	
2025/110	<p><u>Nomination for and Election of Vice-Chair inc. signing of the Declaration of Acceptance of Office</u></p> <p>Councillor Glynis Broad was unanimously nominated and elected as Vice-Chair. The declaration of Acceptance of Office was signed.</p>	
2025/111	<p><u>Apologies and acceptance for absence</u></p> <p>None received.</p>	
2025/112	<p><u>Council to note Jane Spenser, Parish Clerk as Proper Officer to the Council and Responsible Financial Officer.</u></p> <p>In accordance with section 151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Financial Officer as part of her contract of employment.</p> <p>It was noted that Jane Spenser is Proper Officer of the Council and Responsible Financial Officer.</p>	

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2025/113	<p><u>To appoint a delegate to meetings of Suffolk Associations of Local Councils</u></p> <p>Cllr Ruth Duchesne will be the delegate to meetings.</p>	
2025/114	<p><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></p> <p>None were received.</p>	
2025/115	<p><u>To resolve that the minutes of the meeting of the Council held on Monday 10th March 2025 are a true and correct record.</u></p> <p>It was resolved that the minutes were a true and correct record. The minutes were signed by the Chair of the meeting.</p>	
2025/116	<p><u>Progress Reports for information:</u></p> <p>a. Chair's report</p> <p>Nothing to report at this time.</p> <p>b. Clerk's progress report on previous agenda items.</p> <p>Grant application has been sent to Rev Sharon Potter and she has acknowledged receipt of this form with regards to the maintenance of Bradfield Combust Churchyard.</p> <p>The annual accounts have been completed and the Internal Auditor has completed their work.</p> <p>Stanningfield village noticeboard has been ordered and the £700.00 deposit payment made.</p> <p>The Village Sign has been removed and is with Neil from H Signs.</p> <p>Following further discussions with Suffolk Streetlighting and UKPN, providing permanent power to the Village Green in Stanningfield would be in excess of £1000.</p> <p>The precept for 2025-26 has been received into the bank.</p> <p>The Clerk has banked a cheque from UKPN totalling £49.16.</p> <p>The Clerk has been contacted by residents of Stanningfield with serious concern over the speeding through the village. Further contact by a resident concerning the lack of maintenance of the trees and shrubs inside the fenced area on the outside of Norse Avenue. Both concerns are now items on this Agenda for discussion.</p>	

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	<p>Cllr Langan asked what the asbestos annual inspection cost would be for Stanningfield Village Hall. CMAC who carried out the survey replied and their response is noted on this Agenda under Stanningfield Village Hall.</p> <p>Correspondence received from a resident regarding the recent grass cutting at Bradfield Combust Village Green. The grass has been churned up by the machinery used, leaving the ground in a poor state. The Clerk will contact the Contractor to request more care is taken next time and moving forward.</p> <p>The Clerk has emailed the Community Policing Team responsible for the area inviting them to attend the meeting or submit a report but to date no response received.</p> <p>Finally, the Clerk has received the resignation of Cllr Langan after 18 years of being a Parish Councillor.</p> <p>Mr Andy Tucker wished for the following statement to be read and minuted:</p> <p>On behalf of all in the Parish and of course Bradfield Combust, I would like to recognise and sincerely thank Cllr Tony Langan for his 18 years of unwavering dedication and commitment to the people of our community.</p> <p>Not all necessarily understand the importance and selfless commitment of our Parish Council but many of us absolutely do appreciate what is involved.</p> <p>Cllr Langan has always been pro-active, receptive and engaging, looking after the interests of all in our two villages and for that we truly thank you. We wish you all the very best as you now stand down as Chair and from the Parish Council.</p>	
2025/117	<p><u>Public participation session (15 minutes) followed by Police, District and County Councillor Reports.</u></p> <p>a. Suffolk County Councillor – Karen Soons No report received.</p> <p>b. West Suffolk District Councillor – Sara Mildmay-White Find report in emails.</p>	
2025/118	<p><u>To consider planning applications</u></p> <p>None at this time.</p>	
2025/119	<p><u>Governance and Finance:</u></p>	

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	<p>a. To receive, approve and sign the annual accounts for the Parish Council - The accounts were approved and signed.</p> <p>b. To receive and note the Annual Internal Audit Report - Received and noted by members.</p> <p>c. To consider, approve and sign the Effectiveness of Internal Audit – The Effectiveness of Internal Audit was approved and signed.</p> <p>d. To consider, approve and sign the Annual Financial Risk Assessment - The Annual Financial Risk Assessment for 2025 - 2026 financial year was approved and signed.</p> <p>e. To consider, approve and sign the Annual Governance Statement 2024/25 – (page 4 of 6) - Approved and signed.</p> <p>f. To consider, approve and sign the Accounting Statements 2024/25 – (page 6 of 6) - Approved and signed.</p> <p>g. To sign the Certificate of Exemption 2024/25 (page 3 of 6) – The Certificate of Exemption was signed and will be sent to the External Auditor by email within the required submission timeframe.</p> <p>h. To note that the RFO (the Clerk) has set the period for the Public Rights of the Unaudited Annual Governance and Accountability Return 2024/25 (AGAR) This was noted and will be displayed on the public notice boards and on the Parish Council Website.</p> <p>To receive the following information and to approve payments:</p> <p>i. Bank reconciliation and bank statement APPENDIX B The bank reconciliation prepared by the Clerk was circulated to Council Members ahead of the meeting along with a copy of the bank statement for verification of reconciliation for the period 01 Mar 25 – 30 Apr 25.</p> <p>j. Payments book APPENDIX C The payments book was circulated by the Clerk to Council Members ahead of the meeting, payments were agreed and approved for payment. The Clerk will prepare the payments online for verification by a secondary signatory.</p>	
2025/120	Governance and Statutory business	

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	<p>a. To receive and sign the Internal Control Statement and Report 2024/25 APPENDIX D The Internal Control Statement and Report was circulated to Council Members ahead of the meeting. It was signed by the Chair of the meeting.</p> <p>b. To discuss and resolve the Community Ins. Renewal quote for 2025/26 APPENDIX E</p>	
2025/121	<p><u>To receive for information purposes, play area report April 2025 APPENDIX F</u></p> <p>In reference to the most recent report, Cllr Mayhew will sort out two padlocks for the park gates. The Council members agreed that before the July meeting they would meet at the park to look at repairs needed.</p>	
2025/122	<p><u>To discuss speeding concerns/Speedwatch Initiative</u></p> <p>Cllr Mayhew has been in touch with Cllr Royce from Great Whelnetham to discuss the speed indicator signs and the retrievable data they hold as they have the same sign. Cllr Mayhew will come back to the Council Members when he has some more information on this. Cllr Mayhew will contact Mr Mears or Mr Staff regarding the changeover and charging of the current sign.</p> <p>Discussion was had regarding the purchase of a new speed indicator sign to work in addition to the existing sign. Further consideration will be given to this once Cllr Mayhew has more information on the value of the existing sign data.</p> <p>The Clerk will create a publication to advertise for Speedwatch volunteers alongside this. There needs to be a minimum of 6 volunteers to get the initiative running. This subject will be revisited at the next meeting for an update.</p>	
2025/123	<p><u>To approve a grant for Churchyard and Gravestone maintenance at Bradfield Combust</u></p> <p>A grant application has been received from All Saints Church, Bradfield Combust to assist with grass cutting and strimming around the gravestones. The application is for £300. The total cost for the project will be £540 and match funding is available. As there is no parochial church council to aid with fundraising, financial assistance to maintain the churchyard, which is used regularly by relatives of those buried at the churchyard, would be greatly appreciated. The grant of £300.00 was approved for payment.</p>	

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2025/124	<p><u>To discuss the fencing repairs and hedge/trees front of Norse Avenue</u></p> <p>Council Members agreed to obtain quotes to fix the broken fencing. Cllr Mayhew will make some enquiries and let the Clerk know of any local contacts.</p> <p>The Clerk will contact Havebury Housing to clarify the ownership of the trees and shrubs that sit on the grass opposite The Red House, Bury Road, before then contacting West Suffolk Council. If the Parish Council are responsible for these then the work will take place later in the year.</p>	Cllr Mayhew Clerk
2025/125	<p><u>Matters relating to Allotments</u></p> <p>a. Report/Update from Cllr Duchesne</p> <p>The allotments have undergone a big clean and clear up. To date we have cleared rubbish and debris from 4 plots. These have been sprayed off and are now ready for tenants to begin cultivating. The plot numbers are – 7, 6, 20 and 21. I can confirm that plot 21 is now being used. Some abandoned site items by previous tenants have been re-distributed to current tenants i.e shed, paving slabs, raised beds and tools.</p> <p>There is a big pile of rubbish to remove from the allotments which is currently on plot 12. This now warrants a skip to remove it. There are pockets of scrap around the place to be cleared up but nothing like before.</p> <p>Positive feedback received from tenants and residents who live near the allotments, they are very happy with the clean up. A resident even commented that we have given him back his view!</p> <p>Future consideration should perhaps be given to the land at the back of the allotments, to the right and behind plots 1-5, as this will need ploughing up and cultivating to successfully manage the grass area with a topper. It is very uneven.</p> <p>b. To discuss and approve the hire of a skip to remove the rubbish collected.</p> <p>Following the work of Cllr Duchesne, Richard Duchesne and Cllr Clark and Mayhew, there is now a lot of rubbish gathered that will need removing by a skip. Cllr Mayhew has removed what he can but there is need for a general waste skip to finish the job.</p> <p>Cllr Duchesne had received several quotes and it was resolved to proceed with the quote from Culford Skips for an 8yd skip to remove the rubble and waste at £365.00. Cllr Duchesne will organise this and arrange to have the skip on site for the least time possible.</p>	Cllr Langan left the meeting at 9.04pm

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2025/126	<p><u>Matters relating to Stanningfield Village Hall</u></p> <p>The response from CMAC regarding Annual re-inspection –</p> <p>A professional company is not required to conduct a re-inspection under the regulation. The BCwSPC can re-inspect the asbestos themselves. Our costs to complete a re-inspection and issue an updated report will currently be £135.00 plus VAT.</p> <p>I would suggest the following:</p> <ul style="list-style-type: none"> - assign a suitable person (maintenance staff/custodian/etc.). - visually inspect the asbestos for signs of deterioration and take photos and note any damage - make a record that it has been re-inspected and by whom, along with the next date scheduled for re-inspection - next year, reference the photos to see if there are any differences/changes. <p>If during routine/scheduled inspections (or at any other time) any damage is noted, plan of action to have the asbestos repaired/removed.</p> <p>Cllr Mayhew would be happy to make a file and keep a record of the asbestos as suggested above.</p> <p>a. Report from the SCA by Councillor Clark</p> <p>The annual clean up took place at the Village Hall recently; windows, pressure washing, the gazebo was cleaned, floors scrubbed. The SCA are now planning the Annual Fete which takes place on the 1st Saturday in June.</p>	
2025/127	<p><u>Items for consideration for inclusion on the next agenda</u></p> <p>Play park repairs – meeting Seating for the play park.</p>	
2025/128	<p><u>Date of next meeting</u></p> <p>Confirmation that the next meeting will be held on Monday 7th July 2025.</p>	
2025/129	<p>Meeting closed at 9.17pm</p>	

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