

DRAFT UNTIL SIGNED

Minutes of Bradfield Combust with Stanningfield Parish Council meeting held on Monday 8th September 2025 at 7.30pm

In attendance:

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

Members of the electorate and other attendees:

0 members of the electorate.

West Suffolk Councillor Sara Mildmay-White

The meeting opened at 7.30pm. A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

2025/146	<u>Apologies and acceptance for absence</u>	
	None to report. All Parish Councillors present.	
2025/147	<u>To receive member's declaration of interest and dispensations relating to items on this agenda.</u>	
	None received.	
2025/148	<u>To resolve that the minutes of the meeting held on Monday 7th July 2025 are a true and correct record.</u>	
	It was resolved that the minutes of the council meeting held on Monday 7 th July 2025 were a true and correct record. The minutes were signed by the Chair.	
2025/149	<u>Progress reports for information</u>	
a.	<p>Chair's report</p> <p>On the 18th July, a skip was delivered to the allotments in preparation for Operation Clear Up. Sincere thanks to Mr John Mayhew, Lee, Karen, Steve, Sue and Jane, each of whom generously volunteered their time and effort – not only to filling the skip but also to continue collecting rubbish from various parts of the site. While there are still areas that require attention, significant progress has been made.</p>	

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	<p>Richard Duchesne, John Mayhew and Steve have installed the new notice board. This new addition now stands tall and proud beside the bus shelter, serving as a central point for community information and updates. In line with our commitment to sustainability, the old notice board at Beechcroft has been removed. Once restored, it will find a new home as the notice board for the allotments, ensuring that it continues to serve a valuable function for our community.</p> <p>Richard Duchesne has once again topped the allotments, helping to keep the grounds in good order. However, due to recent rainfall, the grass and growth have returned quickly so another round of maintenance will be necessary soon to maintain the high standards we strive for.</p> <p>I would like to thank Phil and Aubrey for their ongoing support in keeping the allotments clean and tidy. Their efforts in maintaining communication with the PC regarding any issues or concerns are invaluable.</p> <p>22nd July – The Community Policing Engagement Team came for a meet and greet on the Village Green. The event drew an impressive turnout from residents whose keen participation underscored the vital importance of these community focused gatherings. Looking ahead, we are committed to maintaining and strengthening the line of communication between the police and residents.</p> <p>23rd July – Cllr Broad and I embarked on a playground research mission, in preparation of the PC's plans to update our current provision in Stanningfield. Our journey took us from Brockley to Hawstead, Nowton Park to Lawshall where we examined and tried out various pieces of play equipment including accessing the different types and styles of benches and picnic tables.</p> <p>Returning home, Cllr Broad and I both felt that Stanningfield stands out as a village to be proud of. The credit to this goes to both past and present members of the Parish Council and residents who run clubs, societies and events, whose foundations we continue to build on. Our village caters thoughtfully to the diverse needs of its residents, fostering a thriving and inclusive community. Of course, there remains areas for improvement and ongoing attention is essential.</p> <p>In August, I encountered Cllr Tyrell actively litter picking on her bike! - a testament to the continuous efforts made to keep our village clean and welcoming. Cllr Tyrell also kindly removed the outdated posters from the bus shelter and relocated the relevant notices to the new noticeboard further enhancing our public spaces.</p>	
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b.	<p>Thank you to everyone, members of the Parish Council, volunteers and the wider community for your continued support and collaboration. It is very much appreciated and hugely beneficial to the Parish we call home.</p> <p>Clerk's progress report on previous agenda items and any urgent matters since the last meeting.</p> <p>1) 12 months of defib pads for Bradfield Combust have been gifted and these have been handed to Andy Tucker who has confirmed they have now replaced the expiring pads.</p> <p>2) The new bin for the park was ordered but there was quite a long lead time on delivery of this. The Clerk was then offered a bin that had minor damage but could be installed within a few weeks at a reduced cost of £400.00 plus vat, as opposed to £534.00, so this option was taken.</p> <p>3) Details have been updated with the Information Commissioners Office (ICO) and the annual fee has been paid to conform with data protection requirements.</p> <p>4) The wreaths were ordered by Mr Andy Tucker and these have now been received and Mr Tucker has been reimbursed by the Parish Council. As always, a big thank you to Andy for ordering and delivering the wreaths.</p> <p>5) The EV charging point contract is currently with the solicitor for review and comment. All being well, the contract will then require stages of signatures which the Clerk will arrange with the Councillors accordingly.</p> <p>6) Lloyds have an Instant Access Savings Account that the Clerk would suggest utilising to earn some interest on reserve funding. This option requires the agreement of the Councillors.</p> <p>7) Following the email circulated regarding the Civility and Respect Pledge, the Clerk awaits the response from Councillors regarding their decision on signing the Pledge.</p>	
2025/150	<p><u>Public participation session (15 minutes) followed by reports and updates from Police, District and County Councillors</u></p> <p>Councillor Karen Soons – Suffolk County Council No report received.</p> <p>Councillor Sara Mildmay-White – West Suffolk Council</p> <p>West Suffolk Councillor's Report September 2025</p> <p>1. Community grant scheme: £10,000 of funds allocated to West Suffolk Council from Government's UK Shared prosperity fund is to be shared through a WS community grant scheme. Grants of</p>	
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	<p>up to £300 can be applied for to pay towards start-up costs such as equipment and venue hire to back ideas to bring people together and respond to local needs through innovation and activities. To find out more visit WS community grants webpage. This page includes information regarding other grants available.</p> <p>2. Safe Suffolk Renters: Moving forward with private renting 2025 and beyond. A conference aimed at independent landlords is to be held at the University and Professional Development Centre in Bury St Edmunds on Tuesday 21st October from 8.30am to 4pm. To register for this free event, go to: www.safesuffolkrenters.org/events/2025-landlord-conference.</p> <p>3. Fraud Alert: The national anti-fraud network is warning people to be on the alert for text messages purporting to be sent by the DWP in relation to winter fuel or energy allowance payments. These messages ask you to click on a link. These links lead to malicious websites. Please warn any family or friends not to click on these links.</p> <p>4. Loft insulation: Suffolk councils have teamed up to pay for loft insulation up to £200. Anyone in Suffolk can receive a 50% discount off their purchase of 200mm or 370mm wide insulation rolls (up to £200) with free delivery, from High Loft eco loft insulation brand. Go to www.bit.ly/suffloft and fill in the short form or call High Loft 01706248203. The offer will close once the allocated funding has been spent.</p> <p>5. Local government reorganisation: Final business plans for Suffolk local government reorganisation have to be submitted to government by 26th September. The 5 district councils' preferred options are for 3 unitary councils. Suffolk County Council are recommending 1 unitary council for Suffolk. Meanwhile, candidates for the mayoral position in Norfolk and Suffolk are being selected with the election for this position expected to take place May 2026.</p> <p>6. Suffolk Big Weekend: In October 2025, Suffolk residents have the chance to enjoy an amazing day out for free. Saturday 18th and Sunday 19th October there are prizes and free tickets for attractions in Suffolk. The ballot opened on September 1st, you can apply for as many tickets as you like, and the winners will be selected at random. To find out more visit Suffolk Big Weekend.</p> <p>7. Annual update of electoral register: Canvassers will be visiting properties where no response has been received to online/written request to update their household details for the electoral role. This is a legal requirement for the council to make contact with every residential property in West Suffolk. GOV.UK-register to vote. Cllr Sara Mildmay-White sara.mildmay-white@westsuffolk.gov.uk</p>	
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2025/151	<u>Planning matters</u> None at this time.	
2025/152	<u>Governance and Finance</u> a. To receive the bank reconciliation APPENDIX A The reconciliation of the bank account to 31 st August 2025 was circulated to council members ahead of the meeting. A copy was signed by the Chair and will be held with the signed minutes of this meeting. b. To approve and authorise the accounts payable APPENDIX B Payments were approved and authorisation to make payment was given.	
2025/153	<u>Governance and Statutory business</u> None at this time.	
2025/154	<u>To receive and discuss the annual play area report for Aug 2025 APPENDIX C</u> The report was circulated to Councillors ahead of the meeting. Cllr Mayhew had carried out numerous minor repairs to the equipment from the previous report. Unfortunately, some items had worked loose again before the next inspection. Cllr Duchesne and Cllr Broad have visited several local parks to look at different equipment ideas. It was agreed to contact play equipment companies for ideas and planning for the future of the park. The Playdale catalogue was circulated.	Cllr Duchesne
2025/155	<u>To discuss play area items and seating options - APPENDIX D</u> It was resolved that the heavy duty and durable recycled plastic picnic bench was preferable. The Clerk will make further enquiries and strive for a better price and alternative quotes now the style of bench has been chosen but, in principle, the picnic bench from HermeQ for £748.75 plus vat was approved.	Clerk
2025/156	<u>To discuss plans for Remembrance Sunday 09 Nov 2025</u> Cllr Duchesne has discussed Remembrance Sunday with Mr Andy Tucker to confirm the proceedings for Bradfield Combust. This year the Parish Council will hold a brief service along with a wreath laying, notice of which will be available on social media and the village notice board.	

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2025/157	<p><u>To discuss quotes for hedge cutting and rail replacement</u></p> <p>Two quotations have been obtained for the hedge cutting and rail replacement from Gadd Brothers and Top Garden Services. Some clarification is needed in terms of the number of rails requiring replacement (missing and rotten rails). A third quote will be sought.</p>	Clerk
2025/158	<p><u>To discuss a Parish news publication</u></p> <p>Residents have expressed the need for the return of a parish newsletter. A bi-monthly communication was discussed and the Councillors agreed to proceed with this idea. The Clerk will apply for locality budget funding from Cllr Sara Mildmay-White for the initial print cost. Cllr Broad will obtain the number of prints required for the two villages along with contact details for clubs and associations locally. Councillors have plenty of ideas for content and news.</p>	
2025/159	<p><u>Matters relating to Allotments</u></p> <p>a. Report/Update from Cllr R Duchesne</p> <p>Thanks to the dry summer, the grass surrounding the allotments hasn't grown, However recent rainfall means that the area now needs cutting and I have asked Richard Duchesne to top the area as soon as he can.</p> <p>b. The noticeboard has not yet been installed. On closer inspection, we felt that it needed some TLC before putting it up. Again, this will be done as soon as we can.</p> <p>Due to an allotment tenant requesting a move of plot, there are now 5 raised beds that were originally requested which are now no longer required. The rest of the plot has been cleared satisfactorily. However, it is a shame that the raised beds are now not wanted as they could have been cleared away on 19th July when we had a working party there filling the skip. We will need to sort out a time to now remove these. We are getting on top of the rubbish problem.</p> <p>Concern has been raised regarding the ditch 'falling in' behind Smithy Close due to a householder removing soil retaining grass. I await investigation and findings on this.</p> <p>Mr Rolf has reported long periods of uncultivated plots and this needs looking into. There are also reports of discarded machinery left on tenanted plots, for example a rusting rotavator.</p> <p>The Clerk previously advised that the allotments should be gated at the entrance. A location of the gate needs to be agreed before we can look at the install.</p>	

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	<p>Annual review of allotment pricing pre renewals in Oct 25.</p> <p>Prices were frozen last year at the review point. The plots are currently £7.50 for half a plot and £15.00 for a whole plot. After considering work undertaken to improve the allotment area along with future plans, the price will increase to £9.50 for a half plot and £18.00 for a whole plot. The tenancy agreement will be updated using the template document available from the National Allotment Society. The Parish Council is now a member of this Society. There will be a need to produce additional paperwork alongside the Tenancy Agreement in terms of policies and an allotment inspection calendar. New plots will be issued with a holding deposit taken at the start of the contract term to avoid the abandonment problem that has occurred previously.</p>	
2025/160	<p><u>Matters relating to Stanningfield Village Hall</u></p> <p>Report from SCA by Cllr J Clark</p> <p>New railings and posts to the garden area have been installed and painted to protect from weather and rot. The gazebo has also been treated and protected. Brambles have been cut back to keep the area user friendly and tidy. Cllr Clark has notified the Clerk regarding cracking to the front side of the building. The SCA will initially caulk and paint these cracks and keep an eye on any further deterioration.</p>	
2025/161	<p><u>Matters for the next meeting</u></p> <p>Update on the village sign Update on the speed indicator signs</p>	
2025/162	<p><u>To confirm date of the next meeting</u></p> <p>To confirm the date of next meeting is Monday 10th November 2025.</p>	
2025/163	<p><u>Meeting closed</u></p> <p>The meeting closed at 10.05pm</p>	

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