

DRAFT UNTIL SIGNED

**Minutes of the Bradfield Combust with Stanningfield Annual Parish Council Meeting
held on Monday 18th May 2026 at 7.30pm**

Attendance:

Councillor R Duchesne	Chair
Councillor G Broad	Vice-Chair
Councillor S Mayhew	
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
Suffolk County Councillor Bobby Bennett

The outgoing Chair, Cllr Ruth Duchesne, 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 2026-2027.

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

212	<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>	
213	<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>	
214	<p><u>Apologies and acceptance for absence</u></p> <p>Apologies received and accepted from Cllr Sue Tyrell.</p>	
215	<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>	

Signed by Chair of meeting:

Date signed:

216	<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>	
217	<p><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></p> <p>None were received.</p>	
218	<p><u>To resolve that the minutes of the meeting of the Council held on Monday 16th March 2026 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>	
219	<p><u>Progress Reports for information:</u></p> <p>a. Chair's report</p> <p>Pilates continues to be well attended.</p> <p>I have received 3 x quotes from Playdale regarding the Playground.</p> <p>I have received one quote from Coastline Graphics re Village Gateways. Waiting to hear back from G Signs and Glasdons. (Glasdons were the suppliers of Gateway signs in Alpheton – their Parish Clerk forwarded me their contact details) Richard Porter from Highways (Called in) has referred our case to Matt Fox, Community Liaison Engineer, who will investigate the possibility of replacing the village gateway sign as I reported it as accident damaged and therefore potentially unsafe. He will also supply a quote to replace. Highways no longer provide signs or replacements. This stems to roadside warning signs such as verge marker posts. Basically, there is no money in the Highways kitty!</p> <p>On behalf of the PC, I would like to thank Christopher Drane for clearing up books which had been scattered around the play area; and returning them to the telephone box. The PC and residents very much appreciate his actions.</p> <p>Adam Drane's Memorial Bench – I spoke with Adam's mum Jackie on Sunday. We discussed the condition of Adam's bench. She has asked if it would be possible to get the bench repaired in the first instance as it was made by Adam's carpentry teacher. If, however, it is beyond economical repair, she has agreed that the PC could replace it and reinstate Adam's memorial plaque on the new bench. Mrs Drane will be kept informed of this ongoing project.</p> <p>b. Clerk's progress report on previous agenda items.</p>	

Signed by Chair of meeting:

Date signed:

	<p>The annual accounts have been completed, and the Internal Auditor has completed their work.</p> <p>The precept for 2026-27 has been received into the bank.</p> <p>The Clerk has banked a cheque from UKPN totalling £52.72</p> <p>Circulation of the new LGR Website has been sent to all Council Members. It includes an interactive map showing provisional ward names and boundaries as well as details of the number of councillors shaped, at this early stage, in accordance with Boundary Commission guidance.</p> <p>The Defib pads at Bradfield Combust are reaching their expiry date, these will need to be ordered before July. They will cost in the region of £200.00.</p> <p>Following an enquiry from a resident, is there any potential to look at running a Defib training evening for Parish residents?</p> <p>I heard back from Top Garden Services at the end of April. Tom confirms he will be carrying out the fence repairs/replacement rails and has just been very busy. He also asked if there were photos of the damaged planter from the village green?</p> <p>The Stanningfield Village sign is now back in the village and in the care of Cllr Broad. Arrangements are being made to get the sign back into its frame and in place. Replacement dedication brass plaques need to be agreed and made.</p> <p>Finally, the Clerk has sadly received the resignation of Cllr Sue Tyrrell.</p>	
220	<p><u>Public participation session (15 minutes) followed by Police, District and County Councillor Reports.</u></p> <p>a. Suffolk County Councillor – Bobby Bennett</p> <p>Councillor Bobby Bennett joined the meeting to introduce herself. It's all change at the County Council, and coming meetings will confirm policies and local funding. Moving forward, Cllr Bennett will be aiming to attend as many meetings as possible but is available by email or by phone in the case of an emergency.</p> <p>b. West Suffolk District Councillor – Sara Mildmay-White</p> <p>West Suffolk District Councillor Annual Report 2025/26</p> <p>Sara Mildmay-White</p> <p>Council Tax April 2026/27:</p>	

Signed by Chair of meeting:

Date signed:

	<p>Council Tax Band D</p> <table border="0"> <tr> <td>West Suffolk Council</td> <td>£ 209.70</td> <td>2.96% increase</td> </tr> <tr> <td>Suffolk County Council</td> <td>£1731.69</td> <td>4.99% increase</td> </tr> <tr> <td>Police and Crime Commissioner</td> <td>£ 304.47</td> <td>5.16% increase</td> </tr> </table> <p>My committee appointments on West Suffolk Council:</p> <p>Development Control Committee Standards Committee Substitute on Overview and Scrutiny Outside appointment: James Still Almshouse Charity</p> <p>Garden Waste Collection 2026-27:</p> <p>Cost of Brown Bin £53 Link for signing up: www.westsuffolk.gov.uk/gardenwaste</p> <p>Locality Budget Spend:</p> <p>Bradfield St Clare: contribution towards kitchen refurbishment £1,000, Rougham Wednesday Warriors £300, Bradfield Combust with Stanningfield reintroduction of parish publication £900. Bradfield St George Village Hall 70th Anniversary celebrations £500, Rougham Sports Hall cycle stand £200. Stanningfield contribution to refurbishment of village sign £400.</p> <p>Highlights from West Suffolk 2025/26:</p> <p>Suffolk County Council elections 2026: Recent elections for SCC have seen a change at SCC, with Reform now being the majority party and forming a new administration at SCC. Recent boundary changes resulted in Rougham and Rushbrooke being swept into Moreton Hall and Eastgate Ward. Bradfield St George, Bradfield St Clare, Bradfield Combust and Stanningfield became part of the Clare Ward.</p> <p>Recycling Changes: This is the biggest change in waste collection services in over 20 years. Starting in June, as part of Government policy, we are required to recycle more and separate out our waste. New bins have been delivered to all households and a suitable alternative supplied to those households who have no storage for additional bins. There is a green lidded bin for paper and cardboard, a grey caddie for food waste, blue bins will now collect glass bottles and tetra packs alongside plastic and foil trays, black bins will be for residual waste such as nappies, contaminated fast-food containers etc. Leaflets explaining the changes have been delivered to all households and further information is available at www.westsuffolk.gov.uk/bins/better-recycling</p> <p>Unitary Councils for Suffolk: the Government has taken the decision that from 2028, Suffolk will be served by three unitary councils. West Suffolk, East Suffolk and South Suffolk with</p>	West Suffolk Council	£ 209.70	2.96% increase	Suffolk County Council	£1731.69	4.99% increase	Police and Crime Commissioner	£ 304.47	5.16% increase	
West Suffolk Council	£ 209.70	2.96% increase									
Suffolk County Council	£1731.69	4.99% increase									
Police and Crime Commissioner	£ 304.47	5.16% increase									

Signed by Chair of meeting:

Date signed:

	<p>Ipswich. West Suffolk will cover its existing area plus some areas of Mid Suffolk and Babergh. East Suffolk will cover its existing area plus some areas of Mid Suffolk. South Suffolk and Ipswich will cover the existing Ipswich Borough Council together with parts of Babergh and East Suffolk.</p> <p>Elections for the Shadow authorities will be held in May 2027, and these will prepare the way for running the new authorities in April 2028. The current District Councils will continue to run the functions of the present councils and work alongside the shadow authorities until April 2028.</p> <p>There will be no changes to Town and Parish Councils, their elections will be held as usual in May 2027. The election for Mayor for Suffolk and Norfolk is due to be held on 4th May 2028, and this post will replace the existing Police and Crime Commissioner which will become part of the Mayor's responsibility.</p> <p>Future Suffolk: A new website, jointly created by SCC and Suffolk District Councils is now live and will provide simple, clear information and updates about Local Government Reorganisation in Suffolk. The site includes an interactive map showing provisional ward names and boundaries, as well as details of councillor numbers. The interim warding scheme will be subject to a full review by the Local Government Boundary Commission for England ahead of the second elections. For up-to-date information see website link below. www.suffolkgrhub.gov.uk</p> <p>Local Plan: The West Suffolk local plan was adopted in Summer 2025. However, due to the Government increasing the housing targets for West Suffolk from just under 800 a year to 1200, we have to start work on the next local plan straight away. The local plan will shape where new homes and business growth will go up to 2045. A call for sites has already begun and the new plan will be expected to meet the Government target and be completed in 30 months.</p> <p>Britain in Bloom: West Suffolk achieved national success in the Royal Horticultural Society's Britain in Bloom competition with Bury St Edmunds winning gold in the large town category and Brandon winning gold in the town category.</p> <p>Solar for Business: Solar for business scheme has been running successfully in West Suffolk for nine years helping more than a hundred companies to save a total of around £700,000 and 2,000 tons of CO2 emissions per year. WS has now extended the scheme to Babergh and Mid Suffolk District Councils. WS will retain the income from any projects delivered in their areas. To be eligible, businesses must have a minimum electricity consumption of 5,000kwh per year. To find out more contact: www.westsuffolk.gov.uk/solarforbusiness</p>	
--	--	--

Signed by Chair of meeting:

Date signed:

	<p>Financial Inclusion Service: this service works to help support people who are struggling with debts, as well as people on low income who are anxious about falling behind on bills. If you are struggling with debt or money worries you can contact WS financial inclusion service: www.westsuffolk.gov.uk/cost-of-living</p> <p>The financial inclusion service has been contacting over 2,000 low-income households who are likely to be experiencing fuel hardships following the surge in oil prices. Many of us who live in the countryside must rely on oil for heating our homes. The Government announced support for these households. In Suffolk that support is distributed by SCC through its Crisis and Resilience Fund which commenced on April 1st 2026.</p> <p>For more information: www.westsuffolk.gov.uk/cost-of-living</p> <p>Advanced Manufacturing and Engineering Centre: The construction of a new state of the art AME centre is underway on Suffolk Business Park in Rougham. Once completed, it will deliver 17 self-contained flexible workshop units, as well as meeting rooms and conference facilities. This will support business growth, skills and jobs.</p> <p>I would like to thank Karen Soons, our County Councillor, who stood down at the last election. She has been a great support to all our Parish Councils and residents.</p> <p>I extend a welcome to our new SCCs, Simon Aalders for Rougham and Rushbrooke and Bobby Bennett who represents Bradfield St George, Bradfield St Clare and Bradfield Combust and Stanningfield.</p> <p>Finally, thank you to all the Parish Councils, clerks and of course residents, who work so hard to keep our beautiful villages wonderful and vibrant places to live.</p> <p>Sara Mildmay-White sara.mildmay-white@westsuffolk.gov.uk tel no:0135927058</p>	
221	<p><u>To consider planning applications</u></p> <p>DC/26/0640/HH – 5.7KW ground mounted solar PV. Location: April Cottage, Old Lane, Stanningfield, IP29 4SA. Support</p>	
222	<p><u>Governance and Finance:</u></p> <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>	

Signed by Chair of meeting:

Date signed:

	<p>d. To consider, approve and sign the Annual Financial Risk Assessment - The Annual Financial Risk Assessment for 2026 - 2027 financial year was approved and signed.</p> <p>e. To consider, approve and sign the Annual Governance Statement 2025/26 – (page 4 of 6) - Approved and signed.</p> <p>f. To consider, approve and sign the Accounting Statements 2025/26 – (page 6 of 6) - Approved and signed.</p> <p>g. To sign the Certificate of Exemption 2025/26 (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 2025/26 (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 26 – 30 Apr 26.</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>	
223	<p><u>Governance and Statutory business</u></p> <p>a. To receive and sign the Internal Control Statement and Report 2025/26 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 2026/27 APPENDIX E The insurance quote was approved. However, the Clerk will be contacting the insurer to provide a more up to date valuation for the Stanningfield War Memorial as it is currently listed at below £2500 and £10000 is a more realistic replacement figure. The Clerk will advise Council Members of the revised quotation prior to proceeding to renew.</p>	

Signed by Chair of meeting:

Date signed:

224	<p><u>To receive for information purposes, play area report April 2026 APPENDIX F</u></p> <p>In reference to the most recent report, Cllr Mayhew is making routine inspections and checks and will look over this report and make any repairs he can do. Cllr Mayhew suggests meeting with Council Members at the park to go over certain doable repairs and to sort out the grass and play area surfacing as best we can.</p>	
225	<p><u>Matters relating to Allotments</u></p> <p>a. Report/Update from Cllr Duchesne</p> <p>The allotment garden has been topped, and when conditions allow, certain areas will be sprayed for invasive weeds and scrub (Brambles). The majority of the allotment gardens are well tended and cultivated. Areas running alongside the ditch behind Smithy Close continue to be cleared of debris, allowing access to the ditch for maintenance. There are still some areas that need clearing and I hope to arrange collection of the rubbish with Richard Duchesne as soon as possible. I placed an advert in the May/June edition of the Village Voice, which has so far resulted in one enquiry. One tenant has submitted notice of his intention to give up his plot and he will remove all tools and equipment at the end of his tenancy.</p>	
226	<p><u>Matters relating to Stanningfield Village Hall</u></p> <p>a. Report from the SCA by Councillor Clark</p> <p>Cllr Clark reports the Spring clean has begun, washing windows and cleaning the outside of the Hall. There is a meeting taking place Wednesday night and Cllr Clark will be talking about renewing the gravel in the car park. The double doors that open on to the car park are beginning to rot and potentially need replacing. The Village Hall bin seems to be getting used by non-users to dispose of sacks of rubbish. It was suggested that the bin is moved to the rear of the Village Hall in view of the CCTV and only put out on bin day.</p>	
227	<p><u>To discuss a new village notice board for Bradfield Combust</u></p> <p>Cllr Duchesne and Cllr Broad have been and looked at the notice board and it is not in a great state of repair and is also quite restrictive in terms of size. There are several matters to consider, style and placement most importantly. Following discussion it was agreed that an article be placed in the Village Voice and an email to Andy Tucker to circulate to ask for the views of Bradfield Combust residents regarding the style and location of the board. Cllr Broad will put together an article for the next edition. The Parish Council will discuss an update at the July meeting and look to approve a new sign following consultation of residents at the September meeting.</p>	Cllr Broad

Signed by Chair of meeting:

Date signed:

	It was mentioned at this time that the sign at the end of Smithy Close is beyond use and given the new bigger notice board that Stanningfield now have in a very well used location, it was agreed to remove the additional old village board and that replacement was not required.	
228	<p><u>To discuss village gateways for the Parish</u></p> <p>Cllr Duchesne has put together some options for initial consideration. Coastline Graphics have quoted to replace the Stanningfield sign in a curved design to fit into a village gateway. The quote is £895.62 + vat, fitted. Discussion was had about then purchasing white, picket style gates to create a village gateway. It was agreed that this was a good idea. Cllr Duchesne will get some pricing for the gates.</p>	Cllr Duchesne
229	<p><u>Matters for the next meeting</u></p> <p>Village gateway update SID data and update Bradfield Combust notice board update Play area update on maintenance Findings of play area funding Annual review of Financial Regulations and Standing Orders</p>	
230	<p><u>Date of next meeting</u></p> <p>Confirmation that the next meeting will be held on Monday 20th July 2026.</p>	
231	<p><u>Confidential matter, resolution to be passed to move into private session, public/press excluded from the meeting at this point</u></p> <p>Private session entered, records regarding the matter will be held by the Parish Clerk at this time.</p>	
232	Meeting closed at 9.52pm	

Signed by Chair of meeting:

Date signed: