

DRAFT UNTIL SIGNED

Minutes of Bradfield Combust with Stanningfield Parish Council meeting held on Monday 20th July 2026 at 7.30pm

In 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:

5 members of the electorate present.
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.

233	<u>Apologies and acceptance for absence</u> No apologies received, all Council Members present.	
234	<u>To receive member's declaration of interest and dispensations relating to items on this agenda.</u> None received.	
235	<u>To resolve that the minutes of the Annual Parish Council meeting held on Monday 18th May 2026 are a true and correct record.</u> It was resolved that the minutes of the Annual Parish Council meeting held on Monday 18th May 2026 were a true and correct record. The minutes were signed by the Chair.	
236	<u>Progress reports for information</u> a. Chair's report Mr Stuart Bradnam of Bradnam's Tree Services has begun the tree maintenance programme as outlined in his report earlier in the year. The work carried out to date has mainly related to trees on the Village Green in Stanningfield. I have continued to chase Matt Fox, Community Liaison Engineer regarding the replacement of the damaged village signs. Unfortunately, I have so far been unsuccessful. If Highways decide to remove the damaged Stanningfield village gateway sign, they will not replace it; it is now the responsibility of Parish Councils to replace and fund these signs. Any	

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	replacement must comply with all health and safety rules and regulations set out by Highways. I have circulated information from Glasdon, a company recommended by Mr Fox, for the consideration of all Councillors. I have also been in contact with various experts regarding the issue with the maple tree on the Village Green which will be discussed further under item 12 on the agenda. Cllr Broad and I continue to carry out our pre Parish Council meeting 'ride around' checking on both villages which we represent to see first-hand any issues of concern or for discussion. This enables us to make recommendations and decisions to the best of our knowledge and experience. On Friday 17th July we noted that rubbish is still be illegally dumped beside the property at 6 Norse Avenue. We spoke at length with the homeowner and have offered our support to help mitigate the situation. The damaged and missing rails alongside Viking Place are still awaiting repair. We will continue to chase the contractor to resolve this as previously agreed. Mrs Sue Tyrell has received new stones for the War Memorial, removed the Remembrance Wreaths and begun weeding the area. On behalf of the Parish Council and residents, I would like to thank her for her work in ensuring that our memorial is kept clean and tidy and that the area is shown the respect it deserves. b. Clerk's progress report on previous agenda items and any urgent matters since the last meeting. The defib pads were due for renewal in Bradfield Combust. These were ordered and sent to Mr Andy Tucker for installation. Andy then sent a one-off donation to the Parish Council bank account for £98.40 from funds previously raised toward the defib. Thank you to Andy for working with me and installing the new pads. The Parish Council will ensure the full cost of the upkeep of the defib moving forward is budgeted for. The replacement pads were £152.30 + vat. Positively, several Parish residents have responded to the Village Voice article regarding the need for additional Parish Councillors to come forward. We are pleased to have some of those at the meeting tonight. Co-option could take place at the September 2026 meeting. Correspondence has been received from a resident concerned about access along the footpaths to the front of Fox Row Cottages and by the Sewerage works, due to them being overgrown. Cllr Duchesne confirmed these footpaths will be tended to as soon as possible.	Clerk
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	Further concerns were raised by a resident regarding the footpath entrance by Rookwood being obstructed with reduced access. This matter is shown as reported correctly to Suffolk Highways/Suffolk County Council. Thanks is noted to Jake Atkinson for volunteering his time in Stanningfield village. Jake spent time cleaning the youth shelter on the Village Green as part of his DofE and helped Pauline with planting up the various containers around the village. I have email correspondence from Havebury Homes with West Suffolk Council Waste Management aware regarding investigating and removing the fly tipping in Norse Avenue. I was informed they would visit the site and deal accordingly. Furthermore, I had an email from Havebury maintenance regarding the missing fencing in Norse Avenue and they have this on their list but there is up to 18 months of working already ahead of them.	
c.	SID data – Cllr S Mayhew Cllr Mayhew has managed to download the data for June but is unable to email that over now due to an issue with the laptop. Cllr Mayhew hasn't heard anything further regarding the old sign that Hawstead may have been interested in.	
d.	Update on reinstatement of Stanningfield Village Sign – Cllr Broad Cllr Broad is waiting patiently for the assistance of Cllr Duchesne and the Duchesne teleporter to put the sign back up. Obviously, the Duchesnes are currently busy with combining and, when there is time, this will get done.	
e.	Update on Bradfield Combust noticeboard Cllr Broad carried out initial consultation with Andy Tucker who works closely with the Parish Council on many matters. The conclusion reached at this time is the village noticeboard is in the best position possible due to proximity of the post box. It was agreed a new sign needs sourcing and that perhaps permission from Mr Langan is the most sensible option at this time to replace the old for new. Cllr Broad has sourced a suggested board for consideration. Further discussion will take place with a view to resolving this matter at the September 2026 meeting. Cllr Duchesne and Cllr Broad will contact and arrange to visit Tony Langan to seek his permission.	
f.	Update on Adam's bench – Cllr Duchesne Cllr Duchesne's son, who is also a military serving officer having a skill in woodwork, would like to carry out the repairs to Adam's bench. There isn't a timeframe for this repair but it will be dealt with when possible.	
g.	Update on Stanningfield sign post – Cllr Mayhew The Clerk has applied for the reserved funding from District Cllr Mildmay-White. Cllr Mayhew hasn't been able to contact Chris who expressed an interest in taking on the project. Cllr Mayhew will make a further attempt before the next meeting.	

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237	<u>Public participation session (15 minutes) followed by reports and updates from Police, District and County Councillors</u> a. Councillor Bobby Bennett – Suffolk County Council No report received at this time. b. Councillor Sara Mildmay-White – West Suffolk Council West Suffolk Councillor Report July 2026 1. Local Plan: The Government's local plan making regulations require West Suffolk to formally begin work on the local plan this month. This is because the current local plan housing requirement, adopted last year, is less than 80% of the Government's latest assessment of housing need for West Suffolk. The first stage of the new local plan is a scoping exercise which runs from 16th June to 28th July. It asks people for their views on what is important to them and what the local plan should contain. The feedback received will help inform the first draft of the local plan to be published in Spring 2027. The Shape Tomorrow Together visit: https://westsuffolk.inconsult.uk/ScopingConsultation2026/consultationHome 2. Rougham Airfield Master Plan: Crest Nicholson are consulting on their master plan for Rougham Airfield. The public consultation will run for the next seven weeks. There will be a drop-in session at Moreton Hall Community Centre, I am currently trying to arrange a drop-in session at Rougham Sports Hall, however all dates seem to be fully booked. To find out more go to Crest Nicholson Rougham Airfield. 3. Better Recycling: This is a challenging change for people and West Suffolk Staff have worked hard to implement the changes. However, there have been hiccups along the way, not least the exceptional hot weather. I thank everyone for their patience and ask that you continue to work to make a success of the changes. Please report any uncollected bins on-line and similarly if you have not yet received the new bins. 4. Annual electoral canvass: Residents across WS are encouraged to check that their electoral registration details are accurate as WSC launches its annual canvass. Residents will be contacted by the council via email, post and text messages. Householders who do not respond may also receive a follow-up visit from a canvasser. If you are currently not registered the easiest way is on-line at Register to vote-GOV.UK 5. Moyse's Hall: Exhibition Edmund and the Great Heathen Army is running until 4th October. Family trails are running every day and a series of workshops and daytime events on selected dates. There are reduced ticket prices until 1st September under the Government's Summer Savings initiative. 6. RAF Barnham proposed asylum seeker accommodation: The Council has written to the Home Office stating that WSC does not consider this to be the right place to house over 1000 asylum seekers. The site is in a rural area
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	within the Special Protection area and Special Area of Conservation Buffer Zone, which has restricted the base being developed. There are general concerns around security and the impact on services as well as the suitability of accommodating a large number of single males in a location without adequate facilities.																																																	
238	<u>Planning matters</u> DC/26/1020/TPO – TPO 094A (1984) tree preservation order – one Oak (marked T1 on plan and T3 on order) fell. Location: Burnt Oaks, Ixer Lane, Bradfield Combust, IP30 0LR SUPPORT DC/26/0885/HH – Householder planning application, timber outbuilding/log cabin. Location: Bakers Farmhouse, Church Road, Stanningfield, IP29 4RD. SUPPORT																																																	
239	<u>Governance and Finance</u> a. To receive the bank reconciliation Appendix A The reconciliation of the bank account to 30th June 2026 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. <table border="1"><thead><tr><th colspan="2"><u>Bi monthly reconciliation:</u></th><th colspan="2"><u>May-Jun 26</u></th></tr></thead><tbody><tr><td colspan="4"><u>Cash book</u></td></tr><tr><td>Cash in hand 01.05.26</td><td></td><td>£31,022.23</td><td></td></tr><tr><td>ADD receipts 01.05.26 - 30.06.26</td><td></td><td>£0.00</td><td></td></tr><tr><td>SUBTRACT payments 01.05.26 - 30.06.26</td><td></td><td>£1,234.91</td><td></td></tr><tr><td>A Cash in hand at 30.06.26</td><td></td><td>£29,787.32</td><td></td></tr><tr><td colspan="4"><u>Current Account</u></td></tr><tr><td>Balance on 01.05.26</td><td></td><td>£31,022.23</td><td></td></tr><tr><td>Money In</td><td></td><td>£0.00</td><td></td></tr><tr><td>Money Out</td><td></td><td>£1,234.91</td><td></td></tr><tr><td>B Balance on 30.06.26</td><td></td><td>£29,787.32</td><td></td></tr><tr><td colspan="4">A = B reconciliation complete 15.07.26</td></tr></tbody></table>	<u>Bi monthly reconciliation:</u>		<u>May-Jun 26</u>		<u>Cash book</u>				Cash in hand 01.05.26		£31,022.23		ADD receipts 01.05.26 - 30.06.26		£0.00		SUBTRACT payments 01.05.26 - 30.06.26		£1,234.91		A Cash in hand at 30.06.26		£29,787.32		<u>Current Account</u>				Balance on 01.05.26		£31,022.23		Money In		£0.00		Money Out		£1,234.91		B Balance on 30.06.26		£29,787.32		A = B reconciliation complete 15.07.26				
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b.	To approve and authorise the accounts payable Appendix B Payments were approved and authorisation payment was given. <table><tr><th colspan="6">Payments made/to make - BC&S Parish Council July 2026 meeting</th></tr><tr><th>Date</th><th>Ref</th><th>Details</th><th>Gross</th><th>VAT</th><th>Net</th></tr><tr><td>29.05.26</td><td>PAID</td><td>Salary JS May 26</td><td>£386.42</td><td>£0.00</td><td>£386.42</td></tr><tr><td>16.06.26</td><td>DD</td><td>Lloyds Srv. Chgs.</td><td>£4.25</td><td>£0.00</td><td>£4.25</td></tr><tr><td>29.06.26</td><td>PAID</td><td>S Mayhew reimbursed for War Memorial stones</td><td>£25.00</td><td>£0.00</td><td>£25.00</td></tr><tr><td>30.06.26</td><td>PAID</td><td>Salary JS Jun 26</td><td>£367.07</td><td>£0.00</td><td>£367.07</td></tr><tr><td>06.07.26</td><td>PAID</td><td>HMRG Paye Qtr 1</td><td>£259.77</td><td>£0.00</td><td>£259.77</td></tr><tr><td>07.07.26</td><td>PAID</td><td>Basic Life Support - BC defib pads</td><td>£182.76</td><td>£30.46</td><td>£152.30</td></tr><tr><td>07.07.26</td><td>PAID</td><td>Premier Printers (Carfax Print) V Voice Jul/Aug 26</td><td>£382.10</td><td>£4.00</td><td>£378.10</td></tr><tr><td>13.07.26</td><td>PAID</td><td>AJG - Hiscox Community Insurance Policy 26-27</td><td>£620.95</td><td>£0.00</td><td>£620.95</td></tr><tr><td>20.07.26</td><td>DD</td><td>Wave - allotment water used Apr-Jul 26</td><td>£22.01</td><td>£25.00</td><td>£22.01</td></tr><tr><td>20.07.26</td><td></td><td>First Connect Fire - Fire alarm/lighting routine srv</td><td>£216.16</td><td>£36.03</td><td>£180.13</td></tr><tr><td></td><td></td><td>Total</td><td>£2,466.49</td><td>£95.49</td><td>£2,396.00</td></tr></table>	Payments made/to make - BC&S Parish Council July 2026 meeting						Date	Ref	Details	Gross	VAT	Net	29.05.26	PAID	Salary JS May 26	£386.42	£0.00	£386.42	16.06.26	DD	Lloyds Srv. Chgs.	£4.25	£0.00	£4.25	29.06.26	PAID	S Mayhew reimbursed for War Memorial stones	£25.00	£0.00	£25.00	30.06.26	PAID	Salary JS Jun 26	£367.07	£0.00	£367.07	06.07.26	PAID	HMRG Paye Qtr 1	£259.77	£0.00	£259.77	07.07.26	PAID	Basic Life Support - BC defib pads	£182.76	£30.46	£152.30	07.07.26	PAID	Premier Printers (Carfax Print) V Voice Jul/Aug 26	£382.10	£4.00	£378.10	13.07.26	PAID	AJG - Hiscox Community Insurance Policy 26-27	£620.95	£0.00	£620.95	20.07.26	DD	Wave - allotment water used Apr-Jul 26	£22.01	£25.00	£22.01	20.07.26		First Connect Fire - Fire alarm/lighting routine srv	£216.16	£36.03	£180.13			Total	£2,466.49	£95.49	£2,396.00	
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c.	To review and adopt Standing Orders Appendix C Standing Orders are reviewed annually to consider any amendments. The model Standing Orders template was updated in 2025. Following this annual review, no changes have been made and the Standing Orders were re-adopted for 2026-27.																																																																															
d.	To review and adopt Financial Regulations Appendix D Financial Regulations, as above, are subject to annual review for any amendments relevant to this Council. Following review, no changes have been made and the Financial Regulations have been re-adopted for 2026-27.																																																																															
e.	To receive 2026-27 budget comparison Qtr 1 Appendix E The Clerk has prepared and circulated a budget comparison for Council members ahead of the meeting. The proposed budget and spend is in keeping and on track in accordance to the adopted budget for the year. The next comparison will be circulated for review at the end of Qtr 2.																																																																															
f.	To receive, consider and approve grant application Appendix F A grant application has been received as it was last year from Bradfield Combust All Saints Church and Stanningfield St Nicolas Church regarding the upkeep, maintenance and grass cutting of the graveyards. £300 has been requested. Council Members resolved to approve the request. The Clerk will set up bank payment for approval.																																																																															
240	<u>To discuss the application form and if appropriate approve the purchase of a new grit bin to replace the existing damaged bin by the War Memorial, Stanningfield.</u> Following the report by a resident in March 2026, the Clerk has obtained the application form from Suffolk Highways to order a new grit bin. A replacement bin did cost between £150 and £400 on the application form from 2019. It was resolved to purchase a new grit bin after measurements have been taken unless one of the current bins can be relocated.																																																																															

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	Clive Mears is willing to be a designated gritter and will be listed on a volunteers list.	
241	<u>To receive and discuss the Annual play area inspection (Appendix G) and the play area maintenance meet up discussed at the May 2026 meeting.</u> The Annual inspection was circulated to Council Members ahead of the meeting. Risks to the area remain low no matter how dated the equipment is. Certain repairs and maintenance can be carried out by Councillors. A date will be arranged over WhatsApp between Councillors to tend to some of the low level repairs. Cllr Mayhew has this week removed a rotten step from the climbing/slide equipment and removed the exposed screws.	Cllrs to make a date.
242	<u>To further discuss and, if appropriate, resolve Village Gateways/white picket style fencing quotes if available as discussed at the May 2026 meeting.</u> Cllr Duchesne has received an initial quote from Glasdon and it is roughly £2500 + vat. It was agreed to approach County Councillor Bobby Bennett to ask whether there is any grant funding available for village gateways. Cllr Duchesne has been advised to allow from £200 for white picket fencing quotes.	
243	<u>To resolve to adopt the new HMRC approved mileage rates for the tax year 2026 to 2027 last reviewed in 2011 from 0.45p to 0.55p per mile.</u> The HMRC figure, which represents the tax-free amount at which mileage can be reimbursed for the first 10,000 claimed, has increased from 45p/mile to 55p/mile from 1st April 2026 It is recommended this is approved at the council meeting. Council Members resolved to approve the increase from 1st April 2026. The Clerk will inform SALC Payroll of this.	
244	<u>To discuss and resolve a decision, if reached, following the legal advice received from the Parish Council's insurer and their solicitor regarding the Maple tree, Stanningfield Village Green, and further therefore considering the quote from Stuart Bradnam to fell and plug stump</u> This has been a heavily emotive topic and the Parish Council absolutely do not want to fell this healthy tree. Cllr Duchesne has spent a lot of time investigating this topic and seeking quotes for an alternative independent survey as well as looking at ways to save the tree from being felled and consulting other experts in this field. However, Hiscox the Parish Council insurance company and their loss adjuster Crawfords have determined that the tree cannot be ruled out as	

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	the cause of potential property damage so, to limit further damage to the affected property, they have advised that the tree should be felled and stump plugged. If the Parish Council go against their recommendations then potentially they risk the insurer not covering or supporting any further claim in this matter, should one arise. The Parish Council are left with no choice other than to approve the felling of the tree as instructed. This is done on a without prejudice basis and no admission of liability is inferred by this. Council Members resolved to proceed with the fell of the Maple tree. Stuart Bradnam has quoted in the region of £800 to carry out the work which, as a professional, even he is reluctant to do as the tree is healthy and a pleasure to admire on the Village Green. The Maple tree cannot be ruled out as responsible for subsidence to the property even though there are trees sitting on the property that are heavily likely to be the cause of the damage and have also been condemned to felling. Council Members would like to plant more trees following this one being felled. Cllr Duchesne has spoken to Stuart Bradnam also about turning the trunk into a bench for placement on the Village Green.	
245	<u>Matters relating to Allotments</u> a. Report/Update Cllr Duchesne has visited the allotments several times over recent weeks and noted that, while many plots remain cared for and cultivated, some are not being tended as required. Two tenants have decided to give up their plots. In accordance with the tenancy agreement, these plots must be cleared of all allotment related equipment, rubbish and unused compost heaps when the tenants leave. Due to the tinder-dry conditions and associated fire risk, we have been unable to top the grass and planned maintenance has been postponed because the soil is dry and hard. I appreciate that this has been another difficult season for allotment holders and would like to thank those who have continued to cultivate and maintain their plots as best they can. We are all hoping for rain soon to ease conditions. Cllr Duchesne would like to arrange another Tenants meeting. This was arranged for Friday 11th September at 10am. Cllr Duchesne will book the Village Hall. The Clerk reports there is a new allotment tenant. Tenancy renewals and invoicing will take place in October. b. To discuss/approve renewal of Allotment Society Membership 26-27. The annual membership is up for renewal. Cllr Duchesne isn't confident that the membership is worth having. The Clerk advises the membership provides legal advice, liability insurance and the expertise of advice and guidance if needed. With no Allotment Committee in place, it falls to the	

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	Parish Council as the Allotment Landlord to ensure the relevant covers are in place.	
246	<u>Matters relating to Stanningfield Village Hall</u> a. Report from SCA by Cllr J Clark First Connect have attended recently and they advised the need for new emergency lighting in two places. The SCA have actioned this work. The Village Hall annual insurance is due and the premium is £1235.93. The Clerk will set up the payment to the SCA to cover this. b. To discuss and, if applicable, approve the quote for new side doors/fire exit - Appendix H. Appendix H is a quote for the sum of £2780.00 + vat. Another quote was sent by Clive on 17.07.26 from Langleys for the sum of £3737.50 + vat. Cllr Clark has also received a quote from Abbey Glass for around £2000 + vat. Cllr Clark will go back to these suppliers to try and ensure all quotes are like for like. The Parish Council would like to extend their thanks to Clive once again for his time in obtaining these quotes. c. Update on resurfacing of car park following SCA meeting The SCA have agreed to pay half along with the Parish Council towards the cost of this work. Cllr Clark will source another quote if possible. This project isn't urgent but does need doing.	
247	<u>Matters for the next meeting</u> Quotes for cleaning war memorial Play equipment grant funding update Village signpost update Village gateways update Grit bin update Village Hall – side doors update Bradfield Combust Village Noticeboard approval Co-option of Council Members	
248	<u>To confirm date of the next meeting</u> To confirm proposed date of next meeting as Monday 21st Sept 2026.	
249	<u>Meeting closed</u> The meeting closed at 9.20pm	

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