



DRAFT Minutes of the ordinary Meeting of the Council
held at Hulver Village Hall on Wednesday 3rd December 2025
commencing at 7pm

119/25 Present Cllr J Facer (Chair), Cllr R Tovell, Cllr J Armstrong
In attendance Angela Colbridge (Clerk), Members of the public x 1

The Chair welcomed everyone to the meeting and thanked them for attending.

120/25 Apologies for absence. Cllr J Doran, Cllr P Block, ESC Cllr Ashton

121/25 Declaration of interest personal or prejudicial to this agenda. None.

122/25 To Consider requests for dispensations. None

123/25 Minutes of the Meeting of 12th November 2025. It was proposed by Cllr Tovell, seconded by Cllr Armstrong, that the minutes of 12th November 2025 be accepted as a true record. This was agreed. The minutes were signed by the Chair.

124/25 Matters arising not otherwise on the agenda.

i) It was noted that a parish council work laptop for the Clerk has been purchased, as agreed at the meeting of November 12th 2025.
ii) The Government's consultation on Local Government Reorganisation is now open and will run until 11th January 2026. The Council discussed the proposed options of creating either a single unitary authority for Suffolk or three separate unitary authorities. Concerns were expressed about how parish councils would be supported under each model, and whether local representation — including roles similar to the current district and county councillors — would continue to be available for liaison at a local level. Information about the consultation has been published on the Parish Council website to inform residents, and it will also be proposed for circulation via the community email link. The Parish Council will consider submitting a response, made on behalf of the Council itself rather than representing the views of local residents, to outline its concerns about how the reorganisation may affect parish councils' ability to liaise with, and receive advice and guidance from, local district and county councillors. Proposed by Cllr Armstrong, seconded by Cllr Tovell.

Adjournment for reports and questions from the public.

125/25 Reports and questions from the public.

125/25/1 Suffolk County Council. No report.

125/25/2 East Suffolk Council. No report.

125/25/3 Police. No updates from the police.uk website.

125/25/4 Public questions. A member of the public noted that a ditch on the corner along Benacre Road between Henstead and the A12 has been cleared. This should help to alleviate instances of flooding.

The Chair re-opened the meeting.

126/25 Chair's Item. The Chair thanked the Clerk for the research undertaken in selecting a suitable laptop for Parish Council work and proposed that the Clerk, if needed, be permitted to work additional hours to transfer documents and complete the setup of the new device.

127/25 Correspondence.

Henstead Parish Charity Trust. Henry Brandon Gift information was received and noted confirming that the Trust is responsible for two parcels of land: just over two acres in Rushmere, left under the Henry Brandon Gift of 1599, and 14 acres of Poor's Allotment land under the Enclosures Act, situated on Sotterley Road, Henstead. It was noted that rents received from these lands are distributed to eligible retired residents (over

66) living in Henstead with Hulver, as well as to the churches of Henstead and Rushmere. Any residents who have not previously received a payment in the past and wish to be included may contact the Trust directly.

128/25 Finance

128/25/1 Approval of outstanding invoices

A Colbridge Salary October/November 2025 £666.85

A Colbridge Expenses to include Parish Council Laptop £438.98

HMRC PAYE/NI Contributions £76.81

Proposed by Cllr Facer, Seconded by Cllr Tovell.

128/25/2 Account Balances. The Clerk noted the following balances:

As at 29th November 2025 Current Account £17,155.82

As at 29th October 2025 Savings Account £848.95

Rolling Balance as at 29th November 2025 £17,889.86

128/25/3 To review and approve the bank reconciliation for December. Approved.

128/25/4 Budget to actual. Within budget.

128/25/5 To note any receipts. None.

128/25/6 To approve the budget for the financial year 2026/27. The Clerk put forward a proposed budget for the next financial year. This was approved by the councillors. Proposed by Cllr Facer, Seconded by Cllr Tovell.

128/25/7 Agreement of Precept request for the financial year 2026/27. After a discussion, it was agreed that the precept request for the financial year 2026/27 be set at £5261.31 which will show as a 0% change on the 2026/27 Council Tax bills against the Parish element. Proposed by Cllr Facer, seconded by Cllr Armstrong.

129/25 Planning

129/25/1 To consider any planning applications. None.

129/25/2 To receive outcomes of Planning Applications from ESC. None.

129/25/3 Other Planning Matters.

i) **Essex and Suffolk Water Consultation.** The Clerk and Cllr Facer reported on a meeting attended regarding the Essex and Suffolk Water consultation which is running until 10th December 2025. Consultation details have been uploaded to the website to inform residents of the consultation and how to be involved.

ii) **TPO/223/2025 Tanglewood, Toad Row, Henstead.** Confirmed.

130/25 Parish Community Plan

130/25/1 Highways.

Required works to refresh the Roundels and SLOW Road Markings in the villages have been reported via the Highways online reporting tool. A damaged Keep Left bollard at the Church Crossroads has been reported via the Highways online reporting tool.

130/25/2 Communication including website. The Clerk presented details of the costs associated with moving to a [gov.uk](#) domain. Following discussion, councillors resolved that the parish council will proceed with the move to a [gov.uk](#) domain with One Suffolk to include a 10GB mailbox for the Clerk. Proposed by Cllr Facer, seconded by Cllr Armstrong.

130/25/3 Amenities.

i) **Hulver Village Hall.** No update.

ii) **The Church Surround.** It was noted that D. Hadingham has been asked if it is possible to carry out a cut of the grass at the Church Surround.

130/25/4 Social Activities. No update.

131/25 Parish Community Plan/Village Emergency Plan. Emergency contacts for both Henstead and Hulver Street are still to be confirmed. This will be added to the agenda for the next meeting of the Parish Council. It was queried whether Bleed Kits are going to be added to the defibrillator cabinets in the village. The Clerk will check this.

132/25 Clerks Contract. To include holiday entitlement. A draft addendum to the Clerk's contract to specify holiday entitlement details will be circulated to councillors for consideration.

133/25 Any other business.

i) The Clerk noted that Community Action Suffolk are facilitating Designated Safeguarding Lead training. It was agreed that the Clerk would look to attend this training. Reasonable training costs would be covered by the Parish Council. Proposed by Cllr Armstrong, seconded by Cllr Tovell.

ii) The spring bulbs, allocated to the Parish Council by East Suffolk Council through the East Suffolk Bulbs Scheme 2025, have been collected. Arrangements will be made for the planting of the bulbs in both villages.

134/25 Items for the agenda of the next meeting. IT Policy; Co-option of Councillor.

134/25 Date and time of next meeting.

The next meeting will take place on Wednesday 4th February 2026, commencing at 7pm.

The meeting closed at 8:54 pm

Signed Chair _____ Clerk _____ Date _____