



Minutes of the ordinary Meeting of the Council  
held at Hulver Village Hall on Wednesday 12th November 2025 commencing at 7pm

**100/25 Present** Cllr J Facer (Chair), Cllr J Doran (Vice Chair), Cllr P Block, Cllr R Tovell, Cllr J Armstrong  
**In attendance** Angela Colbridge (Clerk), ESC Cllr Ashton, SCC Cllr Ladd (arrived during Agenda Item 10), Members of the public x 1

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

**101/25 Apologies for absence.** None.

**102/25 Declaration of interest personal or prejudicial to this agenda.** None.

**103/25 To Consider requests for dispensations.** None

**104/25**

**i) Minutes of the Meeting of 3rd September 2025.** It was proposed by Cllr Doran, seconded by Cllr Block that the minutes of 3rd September 2025 be accepted as a true record. This was agreed. The minutes were signed by the Chair.

**ii) Minutes of the Meeting of 1st October 2025.** It was proposed by Cllr Tovell, seconded by Cllr Block that the minutes of 1st October 2025 be accepted as a true record. This was agreed. The minutes were signed by the Chair.

The Clerk queried whether future draft minutes could be circulated on approval from two councillors, to include the Chair of the meeting for which the minutes relate. This was agreed, proposed by Cllr Block, seconded by Cllr Armstrong.

**105/25 Matters arising not otherwise on the agenda.**

**Payments of the Clerks Salary.** The Clerk reported that SALC payroll fees would double if the Council moved to monthly salary payments instead of the current bi-monthly arrangement. It was therefore agreed to retain the existing payment schedule.

**106/25 Reports and questions from the public.**

**106/25/1 Suffolk County Council.** Cllr Ladd noted the following: SCC has voted in favour of creating a new mayoral authority, which would have access to a starting annual investment fund from the government of £37.4 million. A formal vote will be held next March. There has been an approximate £20 million overspend in the first 6 months of this financial year. To put this amount into context, whilst it is a significant sum, the total budget is approximately £800 million. The majority of this goes on adult social care with 75% of the budget being spent on adult social care and children's services. The gritters are ready for the winter season. Last winter, 10,000 tonnes of salt were used to grit 81,484 miles of road. The gritters use Hydrotreated vegetable oil, which reduces carbon dioxide emissions by around 90%.

**106/25/2 East Suffolk Council.** Cllr Ashton noted the following:

The consultation on local government reorganisation will commence before the end of November and run for eight weeks, seeking views on a single unitary council or three unitary councils. The Parish Council will not be a statutory consultee but will still have the opportunity to respond as a Council or as individuals as members of the public, while SALC will be a statutory consultee. The appeal relating to an enforcement case for Mariawood in Hulver Street has been quashed. Options for lobbying the government on perceived weaknesses in enforcement are being considered. Fewer planning applications are being referred to Planning Committee hearings, with mainly larger or contentious applications being considered; There have been no formal proposals, however, there may be potential for the Latymer Dam lay-by to be used for holding lorries, if toilets were to be installed at the location, which may alleviate the ongoing fly-tipping issue in this area.

**106/25/3 Police.** On the [police.uk](https://www.police.uk) website there were 2 reported crimes for Henstead with Hulver Street for the month of August on or near Benacre Road under the categories of Antisocial Behaviour and Drugs. There was one reported crime for the month of September on or near Chapel Lane under the category of Violence and Sexual Offences.

**107/25 Chair's Item.** The Chair reported that she and Cllr Block had attended the Remembrance Day service at Henstead Church, which was well attended with 17 people present, including the trumpeter. A wreath was laid on behalf of the Parish Council and local residents. The Chair expressed thanks to the Clerk for arranging the wreath and to Jon and Geoff for flying the flags in both of the villages.

## **108/25 Correspondence.**

**i) SALC. Increase of SALC subscriptions.** The Clerk noted that SALC have agreed to increase their subscriptions by 3% for the period of April 2026 - March 2027. NALC will be considering their proportion of the subscription with a proposal for an increase of 3.6%.

**ii) East Suffolk Council. East Suffolk Blooms 2025.** The Clerk noted that the parish council has been successful in its application for bulbs this year.

**iii) Lighthouse Women's Aid. Thanks for support.** The Clerk noted that thanks have been received for the parish council donation to this charity.

**iv) Resident. Expression of interest in joining the Parish Council.** It was noted that a resident has expressed an interest in joining the Parish Council as a councillor.

## **109/25 Finance**

### **109/25/1 Approval of outstanding invoices**

A Colbridge Expenses - Purchase of Wreath £20.00

Heveningham Parish Council - Ink costs August 2024 - August 2025 £30.91

**Proposed by Cllr Tovell, Seconded by Cllr Armstrong.**

**109/25/2 Account Balances.** The Clerk noted the following balances:

As at 11th November 2025 Current Account £17,302.82

As at 1st October 2025 Savings Account £848.95

Rolling Balance as at 12th November 2025 £17,940.77

**109/25/3 To review and approve the bank reconciliation for November.** Approved.

**109/25/4 Budget to actual.** Within budget.

**109/25/5 To note any receipts.** East Suffolk Council CIL payment 28th October 2025 £615.98

## **110/25 Planning**

**110/25/1 To consider any planning applications.** None.

**110/25/2 To receive outcomes of Planning Applications from ESC**

**i) DC/25/3131/LBC** - Listed Building Consent - Part demolition of existing building, replacing with single storey rear extension and conversion of external store to bedroom. Mole Cottage, Toad Row, Henstead, Beccles, Suffolk, NR34 7LQ. **Application Permitted.**

**ii) DC/25/3130/FUL** - Part demolition of existing building, replacing with single storey rear extension and conversion of external store to bedroom. Mole Cottage, Toad Row, Henstead, Beccles, Suffolk, NR34 7LQ. **Application Permitted.**

**iii) DC/25/3526/TPO TPO/223/2025** - T1 1no. Oak (marked T1 on submitted plan) - Reduce & reshape select laterals by up to 2.5m, raise crown to 5m from ground level, remove internal epicormic growth, crossing and suppressing branches. Tanglewood, Toad Row, Henstead, Beccles, Suffolk, NR34 7LG. **Application Permitted.**

**iv) DC/25/3527/FUL** - Retention of Gazebo/outdoor kitchen to rear garden. Gate Farm, Hulver Street, Henstead, Beccles, Suffolk, NR34 7UE. **Application Permitted.**

### **110/25/3 Appeals.**

**AP/23/0058/ENF** - Part Land East Of Mariawood, Hulver Street, Henstead, Suffolk NR34 7UE. Enforcement case reference ENF/22/0247/USE - **Allowed Without Conditions.**

### **110/25/4 Other Planning Matters**

**ENF/25/0377/DEV.** Henstead Hall, Church Road, Henstead, Beccles, Suffolk, NR34 7LD. Possible Breach of Control: Alleged unauthorised engineering works. The Clerk noted receipt of detail of this investigation from East Suffolk Council Planning Enforcement Team. ESC Cllr Ashton reported that a site visit has not yet taken place.

## **111/25 Parish Community Plan**

## **111/25/1 Highways.**

**i)Speed Indicator Device.** A letter to residents who may be affected by the potential positioning of the new SID has been drafted and was agreed by councillors, proposed by Cllr Block, seconded by Cllr Doran. These will be distributed. The costs for mounting posts required for the new SID have been considered by Councillors. It was suggested that, if the new SID locations are agreed by Suffolk Highways, the new posts be purchased from and installed by Suffolk County Council.

**ii)Road Safety Measures.** SCC Cllr Ladd noted that there are no planned road surface dressing works for Henstead and Hulver Street for the next 12 months and, with the condition of the roads being considered, road surface dressing works are unlikely to take place for a few years. With this in mind, a discussion was held on the repainting of the Roundels and SLOW road markings and it was agreed that the Clerk would report the required works via the Highways Online Reporting Tool, as the SLOW markings are believed to be statutory for road safety. Cllr Ladd reiterated his offer to contribute 50% towards the cost of the works.

**iii)111/25/2 Communication including website.** It was noted that there is still some work to be done to fully update the parish council website. Quotes for the cost of moving to a gov.uk domain have been circulated and considered by councillors. Questions were raised including mailbox storage requirements, historic emails and the possible transfer of the website to a new hosting provider. The Clerk will look into these queries, and the matter will be discussed further at the next Parish Council meeting.

## **111/25/3 Amenities.**

**i)Hulver Village Hall.** Cllr Block reported that the Village Hall is ticking along. No upcoming events have been confirmed at this time.

**ii)The Church Surround.** The Clerk reported that the agreed letter has been sent to Mr C Hadingham requesting a meeting to discuss the current situation regarding the Church Surround. No meeting date has been confirmed as yet. It was noted that the Church Surround is in need of a cut before the end of the year. On a proposition by Cllr Block, seconded by Cllr Armstrong, it was agreed that the Chair would ask David Hadingham if he would be able to carry out the work.

**111/25/4 Social Activities.** No update.

**112/25 Parish Community Plan/Village Emergency Plan.** A revised draft Village Emergency Plan has been circulated to councillors. Exact locations of the community defibrillators were discussed and will be included in the Plan. Emergency contacts for both Henstead and Hulver Street were considered. These will be confirmed before the Plan is finalised.

**113/25 Clerks Appraisal.** The Chair informed councillors of the guidance in NALC's Model Standing Orders 2025 Update (England) regarding a clerk's appraisal and suggested that, in future, that method is followed. It was agreed that the Clerk's next appraisal would take place in February, to align with the Clerk's employment start date with the Parish Council.

**114/25 Clerks Contract. To include holiday entitlement.** The Chair reported that a template contract of employment has been requested and received from SALC, with a view to amending the Clerk's current contract. An addendum is being considered to update and refine the existing terms.

**115/25 Clerks Laptop.** On a proposal by Cllr Block, seconded by Cllr Armstrong, it was agreed that the Clerk purchase a laptop suitable for Parish Council work, within a budget of £500.

## **116/25 Any other business.**

The Clerk has circulated information regarding the consultation on the Suffolk Water Recycling, Transfer and Storage Project which runs from 29th October until 10th December 2025. It was agreed that the matter would be discussed at the December meeting of the Parish Council.

**117/25 Items for the agenda of the next meeting.** Budget, Precept Request.

## **118/25 Date and time of next meeting.**

The next meeting will take place on Wednesday 3rd December 2025, commencing at 7pm.

**The meeting closed at 9:21pm**

