



## HENSTEAD WITH HULVER STREET PARISH COUNCIL



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

### 60/25 Present

Cllr J Facer (Chair), Cllr J Doran (Vice Chair), Cllr J Armstrong, Cllr P Block

**In attendance** Angela Colbridge (Clerk), SCC Cllr Ladd, ESC Cllr Ashton, Members of the public x 1, Representatives from East Suffolk Rural Exception Site Workgroup x 3

The Chair welcomed everyone to the meeting.

### 61/25 Apologies for absence. HHPC Cllr Tovell

### 62/25 Declaration of interest personal or prejudicial to this agenda. None.

### 63/25 To Consider requests for dispensations. None

### 64/25 Minutes of the Meeting of 2nd July 2025

**It was Proposed by Cllr Doran, seconded by Cllr Facer that the minutes of 2nd July 2025 be accepted as a true record. This was agreed.** The minutes were signed by the Chair.

### 65/25 Matters arising not otherwise on the agenda. None.

### 66/25 Reports

**66/25/1 Suffolk County Council.** Cllr Ladd noted the following: The new directional sign, funded by Cllr Ladd and SCC is now in place at the crossroads; The speed limit repeater sign stickers have been refreshed; a funding contribution may be available for the potential repainting of roundels and SLOW road markings; incidents of drivers intentionally running through red traffic lights/warning lights at the Gull Wing Bridge have been high over the previous 3 months; a £3.4 million project to upgrade the Hadingham Road Waste and Recycling Centre has been agreed; SCC continue their objection to the National Grid Norwich to Tilbury Pylon project proposals. A DCO application was submitted on 29th August.

**66/25/2 East Suffolk Council.** Cllr Ashton noted the following: ESC's LGR proposal favours three unitary authorities for Suffolk whilst SCC favour a single unitary council. Further public engagement is expected later in the year; The Tour of Britain came through the region on 2nd September, a fantastic opportunity for residents to see a live sporting event and also an opportunity for the local Cycling and Walking Strategy to benefit from promoting cycling alongside this event; District Council and County Council have been in engagement from a Highways perspective on the fly-tipping issues at the Latymere Dam lay-by. The option of closing the lay-by to the public, due to the antisocial behaviour nuisance caused by the fly-tipping, is currently under consideration; the Benacre and Kessingland flood risk management project is underway. It was noted that there has been an increase in speeding traffic through the village, possibly connected to this site project. The Clerk will enquire whether the police Speed Detection Radar team can be deployed to the village; Cllr Ashton enquired as to whether there were any concerns following the recent FolkEast event held at Sotterley Estate, it was noted that there were no known issues.

**66/25/3 Police.** On the [police.uk](https://www.police.uk) website there were no reported crimes for Henstead with Hulver Street for the months of May and June 2025.

### 67/25 Chair's Item. None.

### 68/25 East Suffolk Council/Community Action Suffolk - Information on Rural Exception Sites.

Representatives gave an overview of what Rural Exception Sites are and the benefits that they can bring to the community. The Chair thanked the representatives for coming to the meeting to explain and take questions.

Signed Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

## 69/25 Correspondence.

- i) **SALC - National Insurance Contributions.** SALC have confirmed that the Employer NIC charges can be reclaimed at the end of the financial year if they are not credited by HMRC beforehand. It was queried whether paying the Clerk monthly instead of bi-monthly would be a benefit. The Clerk will look into this.
- ii) **PKF Littlejohn.** The Clerk noted confirmation from the external auditors of receipt of documents for the notification of exempt status 2025.
- iii) **SALC - Payroll Service price increase.** The Clerk noted an annual price increase from £45 plus VAT to £51 plus VAT effective from 1st April 2026.
- iv) **SALC - Holiday entitlement for employees of the council.** The Statutory minimum holiday entitlement is 5.6 weeks including bank holidays, pro-rated based on the number of hours per week an employee works. The Clerk's contract of employment will be revised inline with this.

## 70/25 Finance

### 70/25/1 Approval of outstanding invoices

A Colbridge Clerks Salary June/July 2025 £535.24

Hayward United Farmers Replacement Battery for SID £97.20

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

### 70/25/2 Account Balances.

The Clerk noted the following balances:

As at 2nd September 2025 Current Account £18244.22

As at 1st August 2025 Savings Account £846.14

### 70/25/3 To review and approve the bank reconciliation for September.

Approved.

### 70/25/4 Budget to actual.

Within budget.

### 70/25/5 To note any receipts.

None.

## 71/25 Planning

### 71/25/1 To consider any planning applications.

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. **Consultation letter expiry date 10th September 2025.** Councillors agreed they had no objections to this application. Proposed by Cllr Doran, seconded by Cllr Block.

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. **Consultation letter expiry date 10th September 2025.** Councillors agreed they had no objections to this application. Proposed by Cllr Doran, seconded by Cllr Block.

### 71/25/2 To receive outcomes of Planning Applications from ESC

i) **DC/25/1868/ROC** Removal of Condition 2 of DC/08/1151/FUL - Construction of 1no house, double garage and cartshed - Removal of Agricultural Occupancy Condition. Pheasant Cottage, Sotterley Road, Henstead, Beccles, Suffolk, NR34 7UJ. **Application Permitted.**

ii) **DC/25/2369/TPO** Proposal 1no. Oak (marked on submitted plan) - Reduce whole crown by 2m, crown raise to 6m from ground level over road, crown raise to 4m from ground level over property, remove deadwood. Oak Tree Folly, 2 Toad Row, Henstead, Beccles, Suffolk, NR34 7LG. **Application Permitted.**

### 71/25/3 Appeals.

i) **AP/23/0058/ENF** - Part Land East Of Mariawood, Hulver Street, Henstead, Suffolk NR34 7UE. Enforcement case reference ENF/22/0247/USE - **Appeal in progress**

### 71/25/4 Other Planning Matters

i) It was noted that a response had been agreed and sent to East Suffolk Council Planning regarding their notification of decision to recommend approval of the Pheasant Cottage Removal of Condition 2 application. A further response has been received from ESC Planning and circulated to councillors.

ii) A resident has raised concerns of potential development works at Henstead Hall and asked whether the Parish Council has received any planning applications. No such applications have been received. The Council will look into this.

Signed Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

## **72/25 Parish Community Plan**

**72/25/1 Highways** - Cost estimates have been received for Highways works in the village, including the repainting of the Roundels and SLOW road markings. These costs will be considered by councillors. The Clerk will request information on potential future dates for road resurfacing to tie in with any decisions to have road markings repainted.

**72/25/2 Church Surround** - The Parish Council has written to Mr C Hadingham as the current trustee of the area known as the Church Surround. Mr Hadingham is seeking further advice on possible future trustees of the Church Surround.

### **72/25/3 Communication including website.**

- i) It was agreed that the Clerk will obtain quotes for costings of moving to a [gov.uk](https://www.gov.uk) domain. This will be added to the agenda for discussion at the next meeting of the parish council.
- ii) It was agreed that the Clerk should have a dedicated parish council work laptop. The Clerk provided some cost information. A budget in the region of £500 was agreed and that a laptop can be purchased between meetings. Proposed by Cllr Block, seconded by Cllr Doran.

**72/25/4 Amenities** - No update.

**72/25/5 Social Activities** - No update.

**73/25 Insurance Renewal.** The Clerk informed council that the renewal premium has been received from Zurich Insurance for the 12 month period commencing on 1st October 2025 at a cost of £304. This is the same premium cost as the previous 12 months and considered very competitive by the council. On a proposition from Cllr Armstrong, seconded by Cllr Doran, it was agreed that the council would renew with Zurich Insurance and the Clerk would raise a cheque to cover the payment.

**74/25 Parish Community Plan/Village Emergency Plan.** The Clerk has circulated a draft Village Emergency Plan to councillors. This will be discussed at the next meeting of the Parish Council.

**75/25 Speed Indicator Device.** Cllr Doran is looking into the site suitability check list as provided by Suffolk Highways and will forward potential locations to councillors. Suitable mounting posts will be required for the new SID. On a proposition from Cllr Armstrong, seconded by Cllr Doran, it was agreed that the posts could be purchased between meetings if costs approved by councillors online. The Clerk will check who is qualified to install the posts.

**Questions from the Public.** None present.

**76/25 Any other business.** None.

**77/25 To consider excluding the public and press for the next item as their presence would be prejudicial to the confidential nature of the matter to be discussed (Public Bodies [Admission to Meetings Act] 1960).**

**78/25 To review the clerk's salary and performance.** The council are satisfied with the Clerk's work and agree an increase inline with the National Joint Council for Local Governments Services agreement of pay applicable from 1st April 2025 to 31st March 2026. The agreed increase in salary relative to SCP 19 will be implemented and backdated to 1st April 2025. Proposed by Cllr Block, seconded by Cllr Armstrong.

**79/25 Items for the agenda of the next meeting.** None.

**80/25 Date and time of next meeting.**

The next meeting will take place on Wednesday October 1st 2025, commencing at 7pm.

**The meeting closed at 10:10 pm.**

Signed Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

