



Minutes of the ordinary Meeting of the Council  
held at Hulver Village Hall on Wednesday 4th June 2025  
commencing at 7pm

**20/25 Present**

Cllr J Facer (Chair), Cllr J Doran (Vice Chair), Cllr J Armstrong, Cllr P Block  
**In attendance** Angela Colbridge (Clerk), SCC Cllr M Ladd, Members of the public x 1

The Chair welcomed everyone to the meeting.

**21/25 Apologies for absence.** None.

**22/25 Declaration of interest personal or prejudicial to this agenda.** Cllr Armstrong declared a possible interest in item 11a). It was agreed that this item would be moved to the end of the meeting, Cllr Armstrong will leave the meeting before discussions.

**23/25 To Consider requests for dispensations.** None

**24/25 Minutes of the Meeting of 14th May 2025**

**It was Proposed by Cllr Block, seconded by Cllr Armstrong that the minutes of 14th May 2025 be accepted as a true record. This was agreed.** The minutes were signed by the Chair.

**25/25 Matters arising.**

- i) The Clerk noted that information has been acquired from another local parish council who are currently in the process of moving to a gov.uk domain. A discussion was held on a possible future move to a gov.uk domain and potential costs involved with multiple mailboxes. The Parish Council will continue to consider a possible move.
- ii) Information from the Unity Trust Banking website was discussed including possible fees associated with a move to this Bank. It was agreed that, whilst banking with Barclays remains fee free, the Parish Council will continue to bank with them.
- iii) The Clerk has circulated a revised Financial Risk Assessment to include reference to GDPR. This was approved. **Proposed by Cllr Doran, seconded by Cllr Facer.**

**26/25 Reports**

**26/25/1 Suffolk County Council.** Cllr Ladd reported the following: The Environment Agency have committed just over £10 million to the Benacre and Kessingland Flood Management Project to help ensure that the A12 is kept free from flooding. SCC have now pledged a total of £4.7 million with Sizewell giving £25 million towards the project; Suffolk Highways have launched their weeds and grass management programme for 2025; On-street and community EV charge points will be installed across the county; SCC has signed the Power of Youth Charter, a commitment to empowering the next generation to shape their future; concerns were noted over the possible removal of community consultation for planning and infrastructure with specific mention of Sections 45 and 49 of the Planning Act 2008; The Fire Rescue Service has unveiled a new public campaign of being water aware to raise awareness about the risk of accidental drowning; Under local government reorganisation, SCC is proposing a single unitary authority for the entire county however district councils are advocating for multiple unitary authorities.

**26/25/2 East Suffolk Council.** No report

**26/25/3 Police.** On the police.uk website there were no reported crimes for Henstead with Hulver Street for the month of March 2025. It was noted that there was a recent attempt to break into the church at Henstead.

**27/25 Chair's Item.** The Chair offered thanks to Cllr J Armstrong for ably chairing the Parish Council meetings for the previous 2 years and for being Vice Chair for a number of years beforehand, with appreciation for the continued presence, support and input given to the Parish Council.

**28/25 Correspondence.** None.

**29/25 Finance**

**29/25/1 Approval of outstanding invoices**

A Colbridge Clerks Wages April/May 2025	£535.44
A Colbridge Clerks Expenses Internal Audit Paperwork	£13.50
HMRC Tax and Employer National Insurance Quarter Ending 05/07/2025	£19.15

**Proposed by Cllr Block, Seconded by Cllr Doran**

**29/25/2 Account Balances.** The Clerk noted the following balances:

As at 2nd June 2025 Current Account £17,957.23

As at 1st May 2025 Savings Account £843.34

**29/25/3 To review and approve the bank reconciliation for June.** Approved.

**29/25/4 Budget to actual.** Within budget.

**29/25/5 To note any receipts.** None.

The Clerk noted that the interest rate on the business account will be reduced from 1.25% to 1.20% from 12th August 2025.

The Clerk noted that a VAT refund, inclusive of the dates 1st September 2023 to 31st May 2025, has been requested at a total value of £997.50.

**30/25 Planning**

**30/25/1 To consider any planning applications.**

Application DC/25/1868/ROC will be discussed at the end of the meeting

**30/25/2 To receive outcomes of Planning Applications from ESC**

**DC/25/0579/FUL** Construction of 2 storey side extension. Regent House, Church Road, Henstead, Beccles, Suffolk, NR34 7LE. **Awaiting Decision**

**30/25/3 Appeals.**

i) **AP/25/0013/LAWFUL** - Pheasant Cottage, Sotterley Road, Henstead, Beccles, Suffolk, NR34 7UJ.

**Appeal Withdrawn**

ii) **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**

**30/25/4 Other Planning Matters**

A discussion was held on Planning Enforcement Case Numbers ENF/24/0205/USE and ENF/24/0206/USE as there was some ambiguity as to what localities they refer to. Councillors will look into this and inform the Clerk if it is felt that any further correspondence with ESC enforcement is required.

**31/25 Parish Community Plan**

**31/25/1 Highways** - Cllr Ladd noted during the meeting that 30mph Repeater stickers will be going onto signs in the village in the next few days and costs for repainting the Roundels have been requested from the Community Liaison Engineer. It was noted, following a recent accident in the vicinity, that the Give Way road markings at the Church crossroads have not been repainted yet, the Clerk will chase this. It was requested that the Clerk contact Highways to request that the Welcome to Henstead boundary sign on Wrentham Road be re-instated. The Clerk will ask Highways if this is a possibility. It was noted that the recently replaced terminal 30mph signs have been knocked down. The Clerk will inform Highways.

**31/25/2 Church Surround** - The Clerk informed councillors that the insurance company have confirmed the following: If the Parish Council were to agree to becoming fellow trustees and take responsibility for maintenance of the land area known as the Church Surround, the public liability under

the policy would cover HHPC should it be found to be negligent in any way, assuming a risk assessment was in place. Further advice is needed on whether there would be any issues with being fellow trustees rather than sole trustee. The Clerk is still looking into this.

**31/25/3 Communication including website** - It was noted that the Parish Council have not contributed a report to The Sheaf publication recently. The Clerk will look to provide a Parish Council report for The Sheaf on a more regular basis. The Clerk has been doing some refreshment work on the website and will continue to update the website and look to fix any ongoing or future anomalies.

**31/25/4 Amenities** - It was noted that the Village Hall ticks along. It was suggested that more detailed photographs of the Village Hall be included on the Parish Council website. Councillors and the Clerk will action this.

**31/25/5 Social Activities** - A possible fete to raise funds for the potential Church Wall project was discussed, dates will be considered. A talk from a representative from the Henstead Exotic Gardens is due to be held at the Village Hall in the coming weeks.

**32/25 To Review the Asset Register.** The revised Asset Register, to include the new Speed Indicator Device, was agreed. **Proposed by Cllr Block, seconded by Cllr Armstrong.** It was queried whether the Millennium Beacon is owned by the Parish Council. Councillors will look into this.

**33/25 To review the Financial Regulations.** On a proposition from Cllr Doran, seconded by Cllr Facer, the revised Financial Regulations were agreed.

**34/25 Parish Community Plan/Village Emergency Plan.** No update.

**35/25 Speed Indicator Device.** Locations for siting of the Speed Indicator Device are still being decided. The Clerk will liaise with the Community Liaison Engineer at Suffolk Highways for guidance.

**36/25 Co-option of Councillor.** It was proposed by Cllr Doran, seconded by Cllr Block that, following an expression of interest in joining the parish council, Roger Tovell be co-opted onto the parish council to fill one of the casual vacancies. This was unanimously agreed. The Declaration of Acceptance of Office was signed in the presence of the Proper Council Officer.

**Questions from the Public.** None.

**37/25 Any other business**

- i) The Clerk noted that the price of the HP Ink contract will increase from £11.99 to £13.49 (inc VAT) per month. This is split over 4 parish councils.
- ii) Information has been received from a Trustee of the Henry Branden Gift/Henstead Parish Charity Trust detailing how the Trust determines which residents are eligible to receive an allocation of the distribution.
- iii) A discussion was held on the increasing fly-tipping incidents occurring within the village. It was agreed that the Clerk contact ESC to inform them of the worsening situation. In addition to the previously noted information of new Government powers allowing councils to seize and destroy vehicles used for fly-tipping without requiring a conviction, it was noted that drones are also now being used.

**38/25 To review the clerk's salary and performance.** It was agreed that this would be added to the agenda for the July meeting.

**39/25 Items for the agenda of the next meeting.** None

**40/25 Date and time of next meeting.**

The next meeting will take place on Wednesday July 2nd 2025, commencing at 7pm.

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

Councillor Armstrong left the meeting.

**41/25 Planning Application 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. Following a lengthy discussion, it was agreed that the Parish Council's final response would be approved by councillors online before being submitted. Proposed by Cllr Block, seconded by Cllr Doran

**The meeting closed at 9.31pm.**

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