

Ubbeston Parish Council.

Minutes of the Annual meeting of Ubbeston Parish Council held on Monday 11th May 2026 to follow the Annual Parish Meeting commencing at 7pm at The Hub in Huntingfield.

Councillors attending: Cllr Carl Walker (Chair), Cllr Allan Pike, Cllr Joel Pike, Cllr Nigel Youngs.

Also attending: Angela Colbridge Clerk & RFO

- 26.43 Election of the Chair: Invite nominations and elect a chair for the ensuing municipal year (2026/2027) and to receive the Declaration of Acceptance of Office by the Chair.** Cllr Carl Walker was nominated. Proposed by Cllr J Pike, seconded by Cllr A Pike, unanimously agreed. There were no other nominations. Cllr Walker accepted and duly signed the Declaration of Office in the presence of the Proper Officer of the Council.
- 26.44 Election of the Vice-Chair: Invite nominations and elect a vice-chair for the ensuing municipal year.** Cllr Allan Pike was nominated. Proposed by Cllr Walker, seconded by Cllr Youngs. There were no other nominations.
- 26.45 Appointment of the Clerk/RFO.** Council agreed to re-appoint Angela Colbridge as Clerk and RFO. Proposed by Cllr Walker, seconded by Cllr J Pike.
- 26.46 Apologies and approval of absences.** Apologies received from Cllr L Ward and ESC Cllr J Ewart.
- 26.47 To receive Declarations of interest.** None
- 26.48 To consider requests for Dispensations.** None
- 26.49 To resolve that the minutes of the standard meeting of the council on 9th March 2026 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr Walker, Seconded by Cllr J Pike.
- 26.50 Public participation session (15 Minutes) to include County and District Councillors', Footpath & Tree Warden's reports and any updates from the Police.UK website for Ubbeston**
An annual report has been received from ESC Cllr Ewart. This will be available to view in full on the Parish Council website.
There were no issues to report on the footpaths. The tree warden had no issues to report.
There was nothing to report from the Police.UK website for Ubbeston for the months of February and March 2026.
- 26.51 Updates from previous meeting:**
The Suffolk Parishes Road Safety group have circulated information relating to the Suffolk County Council 20mph policy and potential implementation costs. This has been forwarded to councillors.
- 26.52 Finance**
- a. To receive Finance report.**
- i. Bank Reconciliation May 2026. Approved.** The Clerk noted a balance in the bank account as at 7th May 2026 of £12,989.67
 - ii. To review and approve the Financial Statement of Accounts.** The Clerk explained the Financial Statement of Accounts from 1st April 2025 to 31st March 2026 including Income and Expenditure. The balance of the account as at 31st March 2025 stood at £7116.46. Approved, proposed by Cllr Walker, seconded by Cllr A Pike.
 - iii. To agree the end of year accounts March 2026.** Agreed, proposed by Cllr Walker, seconded by Cllr A Pike. Signed by the Chair.

- iv. **To consider the Internal Audit Report 2025/2026.** The Clerk noted that the Internal Audit has been carried out and the report has been received from Heelis & Lodge with one recommendation in relation to this audit: To include in the Financial Control Checklist the review of the effectiveness of Internal Audit. The Clerk will action. It was agreed that the report be adopted, proposed by Cllr Walker, seconded by Cllr J Pike.
- v. **To agree the Annual Governance Statement 2025/2026.** The Annual Governance Statement was agreed by all councillors, proposed by Cllr Walker, seconded by Cllr Youngs and signed by the Chair.
- vi. **To agree the Accounting Statements 2025/2026.** The Accounting Statements were agreed by all councillors, proposed by Cllr A Pike, seconded by Cllr Youngs and signed by the Chair.
- vii. **To agree exemption from External Audit.** This was agreed, proposed by Cllr Youngs, seconded by Cllr J Pike.
- viii. **To agree the Annual CIL Report 2025/2026.** The report was agreed, proposed by Cllr Walker, seconded by Cllr A Pike.

b. To authorise payments as listed below:

i. A Colbridge	Expenses	£159.30
ii. A Colbridge	Salary	£732.44
iii. SALC	Payroll Services	£22.80
iv. SALC	Membership	£79.90
v. The Hub	Hire Fees May	£15.00
vi. Heelis & Lodge	Internal Audit fees	£145.00
vii. Cllr Youngs	SID collection expenses	£46.80

All payments agreed. Proposed by Cllr A Pike, Seconded by Cllr J Pike.

c. To note any receipt.

East Suffolk Council Precept payment 2026/2027 into the bank account 29th April 2026 £5873.21

d. To approve dates of Notice of Public Rights. It was suggested that the dates proposed by the external auditors be used, Wednesday 3rd June to Tuesday 14th July 2026. This was agreed. Proposed by Cllr Walker, seconded by Cllr Youngs.

e. To note the Explanation of Variances for the financial year 2025/2026. The Clerk explained the Explanation of Variances for the financial year ending 31st March 2026.

26.53 To consider any Planning Applications.

a. To consider a response to planning applications received. None.

b. To receive outcomes of planning applications from ESC.

i) **DC/26/0331/FUL** Conversion of 2no. agricultural barns to residential accommodation. Demolition of low-quality later addition to curtilage listed barn. Addition of covered storm porch to the listed dwelling. Erection of a garden store, housing a dedicated bat loft and associated landscaping scheme, including swimming pool. Green Valley Farm, Ubbeston Green, Ubbeston, Halesworth, Suffolk, IP19 0HB. **Awaiting Decision.**

ii) **DC/26/0332/LBC** Conversion of 2no. agricultural barns to residential use (gym and bar/games area). Demolition of low-quality later addition to curtilage listed barn. Addition of covered storm porch to the listed dwelling. Erection of a garden store, housing a dedicated bat loft and associated landscaping scheme, including swimming pool. Green Valley Farm, Ubbeston Green, Ubbeston, Halesworth, Suffolk, IP19 0HB. **Awaiting Decision.**

iii) **DC/26/0464/FUL.** Creation of a tennis court. Ubbeston Hall, Low Road, Ubbeston, Halesworth, Suffolk, IP19 0ET. **Application Permitted.**

iv) **DC/26/0790/FUL** Construction of an Annexe. Waterways, Huntingfield Road, Ubbeston, Halesworth, Suffolk, IP19 0ES. **Awaiting Decision.**

v) **DC/25/2746/VOC** Variation of Condition No. 7 of DC/24/4213/FUL - Part retrospective application for the reconstruction of 4no. former agricultural buildings for use to a single guest house (Use Class C1), including associated leisure and recreation uses at Valley Farm, Laundry Lane, Huntingfield, Suffolk, IP19 0PY (Variation to that approved within application DC/22/2572/FUL) -To utilise an existing access further west along Brick Kiln Lane. Consultation Expiry Date 21st August 2025. It was agreed that an extraordinary meeting was not required to discuss this application. **Awaiting Decision.**

vi) DC/25/3256/FUL Change of use of existing agricultural field to rotational dog agility training arena with associated vehicular parking. Blackberry Farm, Ubbeston Green, Ubbeston, Halesworth, Suffolk, IP19 0HB. **Awaiting Decision.**

vii) DC/25/4833/FUL Addition of external spiral staircase to main dwelling in order to access loft. Waterways, Huntingfield Road, Ubbeston, Halesworth, Suffolk, IP19 0ES. **Application Permitted.**

viii) DC/26/0991/FUL Demolition of former agricultural building to dwelling. Change of use of land to garden. Erection of detached garage. Barn 1, Hill Farm, Low Road, Ubbeston, Suffolk, IP19 0EY. **Awaiting Decision.** This application was received between meetings and the parish council responded to note that its comments relating to the previous applications associated with this proposal still stood.

c. Other Planning Matters

ENV/26/0068/ENV Part Land North Of, Halesworth Road, Heveningham, Suffolk. Following the query raised with ESC regarding a new structure near the new bridge located on the Wilderness estate and which planning application it related to, the Clerk noted that ESC have confirmed that the building appears to be permitted under DC/24/3258/FUL and DC/25/2399/FUL. The Clerk will check this information against the permissions stated.

26.54 To consider correspondence.

- a. Microsoft 365 renewal.** The Clerk advised that the Microsoft subscription is due for renewal on 1st June. However, there is an alternative option to join the package already in place for the Clerk's other parish councils, with this council contributing its share of the cost instead. This was agreed. Proposed by Cllr Youngs, seconded by Cllr Walker.
- b. Heveningham Country Fair Trust.** The Clerk noted that the Trust has pledged funds of £3000 to Heveningham and Ubbeston for cases of individual needs. Information will be included in the next edition of The Hare so that residents are aware and can contact the Clerk with requests for consideration.
- c. Church Warden, St. Mary's Church in Heveningham.** The Clerk read out information received from the Church Warden of St. Mary's Church including that St Margaret's has been part of Ubbeston's parish since the closure of St. Peter's Church. Information will be included in the next edition of The Hare and on the parish council website.

26.55 Village Emergency Plan. A draft plan has been circulated and considered by councillors. On a proposition from Cllr Youngs, seconded by Cllr Walker, it was agreed that the Village Emergency Plan be adopted and the detail circulated to residents in a future edition of The Hare and via the parish council website.

26.56 Any Other Business

Cllr Youngs noted that replacement keys have been purchased for the SID cabinet. These will be held by Cllr Youngs and Cllr Walker.

26.57 Items for consideration for inclusion on the next agenda.

None

26.58 To agree the date for the next meeting as Monday 13th July 2026 at 7pm at The Hub in Huntingfield.

Meeting closed 8:47pm.

Minutes signed as correct.

Chairman _____ **Date** _____

Angela Colbridge Angela Colbridge 12/05/2026

Clerk to Ubbeston Parish Council

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