

Ubbeston Parish Council.

Minutes of the Ordinary meeting of Ubbeston Parish Council held on Monday 10th November 2025 at 7pm at The Hub in Huntingfield.

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

Also attending: Angela Colbridge Clerk & RFO,

25.83 Apologies and approval of absences. SCC Cllr Burroughes, ESC Cllr Ewart, UPC Cllr Lynne Ward

25.84 To receive Declarations of interest. None

25.85 To consider requests for Dispensations. None

25.86 To resolve that the minutes of the Ordinary meeting of the council on 8th September 2025 are a true and correct record. Minutes agreed and signed as correct. Proposed by Cllr Youngs, Seconded by Cllr A Pike.

25.87 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
Report received from County Cllr Stephen Burroughes can be seen on the Parish Council website. There were no issues to report on the footpaths. The tree warden noted that a tree within the village is leaning across telephone cables; however it is not thought to present a risk of falling. The Clerk noted the following reported crimes from the Police.UK website for Ubbeston for the month of July 2025: one x reported crime on or near Clay Hill under the category of Antisocial Behaviour and one x reported crime on or near Clay Hill under the category of Violence and Sexual Offences. There was one reported crime on or near Barrels Hill for the month of September under the category of Criminal Damage and Arson. Cllr Youngs noted that work had commenced to rod the drains on Low Road, close to the river, in an effort to help prevent flooding.

25.88 Updates from previous meeting:

- i) **Happy to Chat Bench.** It was noted that the Happy to Chat Bench is now in place. Thanks were offered to Cllrs A Pike, J Pike and N Youngs for organising the installation of the bench. The Clerk will obtain a 'Happy to Chat bench' sign to fix to the bench.
- ii) **Holiday Entitlement for employees of the council.** It was noted that the Clerks contract is inline with the statutory minimum holiday entitlement.

25.89 Finance

a. **To receive Finance report.**

i. **Bank Reconciliation November 2025. Approved.** The Clerk noted a balance in the bank account as at 5th November 2025 of £10,817.11.

ii. **Budget to Actual. Within budget.**

b. **To authorise payments as listed below:**

iii. A Colbridge	Expenses	£145.80
iv. A. Colbridge	Wages	£732.44
v. The Hub Huntingfield	July/Nov meeting fees	£15.00/£15.00
vi. SALC	Payroll provision	£22.80
vii. CAS	Website hosting fee	£66.00
viii. Heveningham PC	Printing Costs	£30.91

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

c. **To note any receipt. None.**

25.90 To consider any Planning Applications.

a. To consider a response to planning applications received.

i) 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. **Consultation letter expiry date 30th October 2025, extended to 11th November.** Councillors discussed and agreed a draft response raising no objections, subject to certain provisos. proposed by Cllr A Pike, seconded by Cllr J Pike.

ii) DC/25/4040/VOC Variation of Condition Nos. 2 and 3 of DC/25/3024/VOC – Variation of Condition Nos. 2 and 3 of DC/24/1374/FUL – Amend the roof tiles and ventilation details. Ubbeston Hall Farmhouse, Low Road, Ubbeston, Halesworth, Suffolk, IP19 0ET. **Consultation letter expiry date 21st Nov. 2025. No objections.** Proposed by Cllr Youngs, seconded by Cllr Walker.

iii) DC/25/4160/VOC Variation of Conditions Nos. 2 and 3 of DC/25/3008/VOC – Variation of Condition No's 2 and 3 of DC/24/1375/LBC – Listed Building Consent – Alterations to Ubbeston Hall Farmhouse including removal and rebuilding of modern outshots, replacement of existing windows and doors and internal alterations – To amend the roof tiles and ventilation details. Ubbeston Hall Farmhouse, Low Road, Ubbeston, Halesworth, Suffolk, IP19 0ET. **Consultation letter expiry date 21st Nov. 2025. No objections.** Proposed by Cllr Youngs, seconded by Cllr Walker.

b. To receive outcomes of planning applications from ESC.

i) DC/25/3024/VOC Ubbeston Hall Farmhouse Low Road Ubbeston Halesworth Suffolk IP19 0ET Proposal: Variation of Condition Nos. 2 and 3 of DC/24/1374/FUL – Amend the Roof Tiles and Ventilation Details. Consultation Expiry Date 28th August 2025. It was agreed that an extraordinary meeting was not required to discuss this application. **Application Permitted**

ii) DC/25/3008/VOC Variation of Condition No's 2 and 3 of DC/24/1375/LBC - Listed Building Consent - Alterations to Ubbeston Hall Farmhouse including removal and rebuilding of modern outshots, replacement of existing windows and doors and internal alterations - To amend the roof tiles and ventilation details. Consultation Expiry Date 27th August 2025. It was agreed that an extraordinary meeting was not required to discuss this application. **Application Permitted.**

iii) 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.**

25.91 To consider correspondence.

- a. SALC – Subscription price increase.** The Clerk noted that SALC have agreed an increase in 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%.
- b. Zurich Insurance – Confirmation of payment receipt.** The Clerk noted receipt of notification from Zurich that they have received payment of £241 for the annual insurance premium.
- c. Headway Suffolk – Request for support.** On a proposition from Cllr Walker, Seconded by Cllr Youngs, it was agreed that a donation of £50 would be sent to Headway Suffolk. The Clerk will action this.

25.92 To consider first draft of budget. The Clerk presented the draft budget for the next financial year 2026-2027. The Clerk explained a proposed increase to the general contingency reserves to allow for approximately six months expenditure. It was noted that some Town and Parish Council's may be considering including NSIP's in their budgets. Further discussions will be held at the January meeting before agreeing the final budget.

25.93 Village Emergency Plan. The Clerk has circulated a draft Village Emergency Plan (VEP) to councillors for consideration. Emergency contacts and an evacuation centre need to be agreed. This will be added to the agenda for the next meeting.

25.94 Any Other Business.

- i) A discussion was held on the Consultation on the Suffolk Water Recycling, Transfer and Storage project with a proposed new Advanced Water Recycling Plant in Lowestoft and two service reservoirs, one close to the existing Lodgewood Water Tower near Sibton and one near Eye airfield, with pipeline corridors connecting these key infrastructure components. The Clerk provided details of public events being hosted across the region through November. The parish council will consider a possible response before the consultation end date of Wednesday 10th December 2025.
- ii) The Clerk noted that the current laptop provided is no longer supported by Microsoft Windows 10 and cannot be upgraded to Windows 11. Five quotes for new laptops were provided by the Clerk. As the device is seven and a half years old, it was agreed that a suitable replacement may be purchased within the existing budget. Proposed by Cllr J Pike, seconded by Cllr Youngs.
- iii) Cllr Youngs noted that the Speed Indicator Device is not currently registering passing vehicles. Westcotech have been contacted for support and have supplied a test procedure to be undertaken.

25.95 Items for consideration for inclusion on the next agenda.

Budget 2026 – 2027
Precept Request 2026 – 2027
Gov.uk domain
Village Emergency Plan

25.96 To agree the dates for the 2026 meetings.

12th January 2026, 9th March, 11th May, 13th July, 14th September, 9th November 7pm at The Hub in Huntingfield.

Meeting closed 8:56 pm.

Minutes signed as correct.

Chairman _____ Date _____

Angela Colbridge Angela Colbridge 11/11/2025
Clerk to Ubbeston Parish Council
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