

## Ubbeston Parish Council.

Minutes of the meeting of Ubbeston Parish Council held on Monday 11<sup>th</sup> November 2024 at 7pm in The Hub at Huntingfield.

**Councillors attending: Cllr Carl Walker (Chair), Cllr Allan Pike, Cllr Lynne Ward.**

**Also attending: Angela Colbridge Clerk & RFO.**

**24.74 Apologies and approval of absences.** Apologies received from Cllr Nigel Youngs, Cllr J Pike and ESC Cllr Julia Ewart

**24.75 To receive Declarations of interest.** None

**24.76 To consider requests for Dispensations.** None

**24.77 To resolve that the minutes of the standard meeting of the council on 9<sup>th</sup> September 2024 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr A Pike, Seconded by Cllr Walker

**24.78 Public participation session (15 Minutes) to include County and District Councillors', Footpath & Tree Warden's reports.**

Suffolk County Council – No report received

East Suffolk Council – Report from Cllr Ewart received and circulated to councillors. The full report can be viewed on the parish council website.

The Clerk noted that there were no reported crimes on the police.uk website for Ubbeston for the months of August and September.

**24.79 Updates from previous meeting:**

**East Suffolk Council Bulb Scheme 2024.**

The bulbs allocated to Ubbeston Parish Council are available to collect on 12<sup>th</sup> November. The Clerk will collect the bulbs and deliver to Cllr A Pike.

**HMRC.**

The Clerk updated councillors that, following the receipt of a Notice of penalty assessment from HMRC, this has now been appealed by SALC and removed from the account. The Clerk also informed council that there has been a change to the HMRC system this year with regards to PAYE payment dates. PAYE payments may need to be made in between scheduled meetings of the parish council. This will be discussed further at the January meeting with a view to approving PAYE payments via email in between meeting dates when necessary.

**24.80 Finance**

**a. To receive Finance report.**

**i. Bank Reconciliation November 2024. Approved.** The Clerk noted a balance in the bank account as at 25<sup>th</sup> October of £9325.45

**ii. Budget to Actual** All within budget

**To authorise payments as listed below**

iii) A Colbridge	Expenses	£27.00
iv) A Colbridge	Salary	£622.00
v) HMRC	PAYE	£77.94
vi) Heveningham PC	Ink costs Aug 2023/24	£42.45
vii) SALC	Payroll provision	£22.80
viii) Community Action Suffolk	Website hosting fees	£60.00

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

**b. To note any receipt.** Nothing received.

The Clerk noted receipt of notification from Zurich that they have received payment of £241.00 for the annual insurance premium.

#### 24.81 Planning Applications.

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

b. **To receive outcomes of planning applications from ESC.**

i) **DC/24/3320/FUL** Two storey extension, single storey cart lodge, remodeling to exterior and interior. Wood Farm, Cratfield Road, Ubbeston, Halesworth, Suffolk, IP19 0EU. The consultation end date was 14<sup>th</sup> October, Councillors decided no meeting was required to discuss this PA.

**Awaiting Decision.**

ii) **DC/24/3469/VOC** Variation of Condition No. 2 of DC/24/1373/LBC. Ubbeston Hall. The consultation end date was 30<sup>th</sup> October, Councillors decided no meeting was required to discuss this PA. **Awaiting Decision.**

iii) **DC/24/3476/VOC** Variation of Condition NO's 2 and 8 of DC/24/1372/FUL. Ubbeston Hall. The consultation end date was 30<sup>th</sup> October, Councillors decided no meeting was required to discuss this PA. **Awaiting Decision.**

iv) **DC/24/3019/FUL** New bridge, access track and relocation of existing access point. Land North of Halesworth Road, Heveningham, Suffolk. The consultation end date was 28<sup>th</sup> October, Councillors decided no meeting was required to discuss this PA. **Awaiting Decision.**

v) **DC/24/3258/FUL** Part retrospective application for the construction of 4no. tourist accommodation lodges and associated development pursuant to applications DC/21/3571/FUL, DC/22/2220/VOC, DC/22/2519/FUL and DC/22/2542/FUL – Variations from the approved plans. Valley Farm, Laundry Lane, Huntingfield, Halesworth, Suffolk, IP19 0PY. Consultation end date 7<sup>th</sup> November. Councillors decided no meeting was required to discuss this PA. **Awaiting Decision.**

#### 24.82 To consider any correspondence.

a) **Citizen's Advice East Suffolk.** An email has been received thanking the parish council for its kind donation of £50. A copy of the latest Annual Report was included and circulated to Councillors.

b) **East Suffolk Council – Happy to Chat Benches.** The Clerk provided information on this initiative of providing a Happy to Chat Bench in the community, or designating an existing bench as a Happy to Chat Bench, to give residents the opportunity to connect with others in the community. As there are no benches currently in the community, Council will look into a possible location for a bench and possible funding for a bench.

c) **East Suffolk Council – Cratfield Parish Council application for funding from a shared grant pot.** After a short discussion, councillors agreed that, on the basis that Ubbeston do not have a current need to use this funding, they will not object to Cratfield Parish Councils application.

d) **The Hare – Contributions towards the production of paper copies of the Hare.** Information has been provided from The Hare detailing the charges for the period August 2024 – August 2025. The cost allocated to Ubbeston Parish Council for the year is £61.72. It was agreed that the parish council would pay this amount. **Proposed by Cllr Ward, seconded by Cllr A Pike.** The Clerk will raise a cheque.

**24.83 To consider first draft of budget.** The Clerk presented the draft budget for the next financial year 2025-2026. A short discussion was held on the Parish Council including financial support towards The Hub and possible costs if the council decides to move a gov.uk domain. Possible costs for this will be acquired and discussed at the January meeting before agreeing the final budget.

**24.84 Speed Indicator Device Data Review.** The Clerk gave a brief overview of the SID data collected between 21<sup>st</sup> August 2024 and 15<sup>th</sup> October 2024. The average recorded speed was 30.03mph. The Clerk will collate the data to give an idea of the percentage of drivers exceeding the speed limit. It was noted that the ANPR camera was deployed to Ubbeston in September. The Clerk will ask Suffolk County Council if they are able to provide any speed data collected.

**24.85 Prevention of General and Sexual Harassment in the Work Place Policy.** The Clerk updated councillors on the new positive duty for Councils to prevent Sexual Harassment in the workplace which came into effect on 26<sup>th</sup> October 2024. A draft Sexual and General Harassment Policy and Procedure has been circulated to Councillors. The Clerk will check with SALC on one section of the draft policy before it is approved and adopted. This will be added to the agenda for the January meeting of the parish council

**24.86 Village Emergency Plan.** The Clerk provided councillors with information following attendance at an Emergency Planning workshop held in October. A discussion was held, and it was agreed that an Emergency Plan should be in place for the village. The Clerk noted that the 'Suffolk Prepared' website is a useful tool for residents to use, the Clerk will advertise this. 'Suffolk Prepared' have also produced a fridge magnet 'Emergency Preparedness Guide'. A discussion was held on whether the Parish Council could provide one of these guides for each household in the village. The Clerk will obtain costs for this.

**24.87 The Hub – Request for financial support.** Following agreement at the previous meeting to provide some support to The Hub, a discussion was held on what the Parish Council felt was an appropriate amount. Councillors decided to provide a one-off donation at this time of £200. Proposed by Cllr Ward, seconded by Cllr Walker. The Clerk raised a cheque for this amount.

**24.88 Any other business.**

**Keep the Heat – Thermal Imaging Project.** The Clerk provided information on this project for which equipment hire is available in February 2025. It was agreed that the Clerk would advertise this opportunity to residents in the village.

**SALC – Subscription update for 2025-2026.** The Clerk read out information provided by SALC on the minimal increase in relation to the SALC proportion of the membership subscription fee for 2024/26 of 0.2%. NALC's affiliation fee for council membership for 2025/26 will increase from 7.94 pence to 8.34 pence per elector.

**Headway Suffolk – Request for support.** Cllr A Pike noted that a request for financial support had been received from Headway Suffolk. The Council decided that, as it has donated to Citizen's Advice East Suffolk this year, it would respond to say that we will not be donating this year but for them to contact again in future years for possible support.

**24.89 Items for consideration for inclusion on the next agenda.**

Online banking  
Gov.uk domain

**24.90 To agree the dates for the 2025 meetings: 13<sup>th</sup> January, 10<sup>th</sup> March, 12<sup>th</sup> May, 14<sup>th</sup> July, 8<sup>th</sup> September, 10<sup>th</sup> November 2025 at 7pm in The Hub at Huntingfield.**

Meeting closed 9.30pm

Minutes signed as correct.

Chairman \_\_\_\_\_ Date \_\_\_\_\_

*Angela Colbridge* Angela Colbridge 13/11/2024  
Clerk to Ubbeston Parish Council  
[ubbestonclerk@outlook.com](mailto:ubbestonclerk@outlook.com)  
[ubbeston.onesuffolk.net](http://ubbeston.onesuffolk.net)