

# Ubbeston Parish Council.

Minutes of the Ordinary meeting of Ubbeston Parish Council held on Monday 12<sup>th</sup> January 2026 at 7pm at The Hub in Huntingfield.

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

Also attending: Angela Colbridge Clerk & RFO.

**26.01 Apologies and approval of absences. SCC Cllr Burroughes, ESC Cllr Ewart.**

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

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

**26.04 To resolve that the minutes of the Ordinary meeting of the council on 10<sup>th</sup> November 2025 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr Walker, Seconded by Cllr Youngs.

**26.05 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. Footpaths and Trees – Nothing to report.

The Clerk noted the following reported crimes from the Police.UK website for Ubbeston for the month of October 2025: one x reported crime on or near Low Road under the category of Violence and Sexual Offences. For the month of November: one x reported crime on or near Low Road under the category of Vehicle Crime; one x reported crime on or near Barell's Hill under the category of Violence and Sexual Offences.

**26.06 Updates from previous meeting:**

- i) **Happy to Chat Bench.** A sign for the Happy to Chat Bench has been received and will be installed.
- ii) **Parish Council Laptop.** As agreed at the November meeting of the Parish Council, a dedicated parish council work laptop has been purchased for the Clerk to use.

**26.07 Finance**

**a. To receive Finance report.**

i. **Bank Reconciliation January 2026. Approved.** The Clerk noted a balance in the bank account as at 3<sup>rd</sup> January 2026 of £9739.16.

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

**To authorise payments as listed below:**

iii. A Colbridge	Expenses	£506
iv. A. Colbridge	Wages	£732.44
v. HMRC	PAYE	£118.80
vi. The Hub Huntingfield	Jan meeting fees	£15.00

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

**b. To note any receipt.** None.

**c. To finalise the budget for 2026/2027.** The Clerk presented the budget for the financial year 2026/2027. This was unanimously agreed by councillors. Proposed by Cllr Youngs, seconded by Cllr Ward.

**d. To agree the precept for 2026/2027.** Following agreement of the budget, the council agreed a precept request of £5873.21 for the financial year 2026/27. Proposed by Cllr Walker, seconded by Cllr J Pike.

**26.08 To consider any Planning Applications.**

**a. To consider a response to planning applications received.**

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

**i) 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. **Awaiting Decision.**

**ii) 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.**

**iii) 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. **Awaiting Decision.**

**iv) 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. **Awaiting Decision.**

**v) DC/25/4192/P3Q** Prior Notification – Change of Use of Buildings on Agricultural Units and former Agricultural Buildings to Dwellings (Class C3), which may include extension of the building and/or building operations reasonably necessary for the conversion – Conversion of barn to a single dwelling. Hill Farm, Low Road, Ubbeston, Suffolk, IP19 0EY. The parish council agreed between meetings to reiterate its previous concerns for additional dwellings at this address. **Prior Approval Granted.**

**26.09 To consider correspondence.**

**a. SALC – Payroll billing update.** The Clerk provided details of changes to the SALC payroll billing structure coming into effect from September 2026.

**26.10 To review the Prevention of General and Sexual Harassment in the Work Place Policy.**

Councillors agreed that the policy was adequate for the Council's requirements. Proposed by Cllr Walker, seconded by Cllr A Pike.

**26.11 To review the Risk Assessment.** The Clerk will revise the Risk Assessment to include the new bench in the village. The review of the Risk Assessment will be included on the agenda for the March meeting of the parish council.

**26.12 To review the Asset Register.** The Clerk will update the Asset Register to include the new bench in the village. The review of the Asset Register will be included on the agenda for the March meeting of the parish council.

**26.13 To review the Internal Control.** It was agreed that the Internal Control will be undertaken by the council at the March meeting of the parish council.

**26.14 To consider and IT Policy.** A draft IT Policy has been circulated to Councillors. It was agreed that the policy would be adopted by the Parish Council. Proposed by Cllr Ward, seconded by Cllr J Pike.

**26.15 Gov.uk domain.** The Clerk presented details of the costs associated with moving to a gov.uk domain. Following a discussion, councillors resolved that the parish council will proceed with the move to a gov.uk domain with One Suffolk to include a 10GB mailbox for the Clerk. Proposed by Cllr Walker, seconded by Cllr A Pike.

**26.16 Speed Indicator Device.** It was agreed by councillors between meetings to approve the costs associated with Westcotec testing the SID for a current fault. Cllr Youngs has taken the SID to Westcotec for the testing to take place.

**26.17 Village Emergency Plan.** The council held a discussion about who could be listed as emergency contacts in the Village Emergency Plan and the most appropriate way to manage personal contact information. The Clerk will investigate this further.

**26.18 To appoint an Internal Auditor for the financial year 2025/2026.** The Clerk noted that the Internal Audit fee for Heelis and Lodge would be £145. It was agreed that the parish council would appoint Heelis and Lodge. Proposed by Cllr Walker, seconded by Cllr Ward.

**26.19 Any Oher Business.**

A discussion took place regarding the creation of a WhatsApp group to notify councillors when items require review. This was agreed and the Clerk will implement it.

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

**26.21 To agree the date for the next meeting.** To be held on Monday 9<sup>th</sup> March at 7pm in The Hub, Huntingfield.

**Meeting closed 8:38 pm.**

**Minutes signed as correct.**

**Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

*Angela Colbridge* Angela Colbridge 13/01/2026  
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