

Ubbeston Parish Council.

Minutes of the meeting of Ubbeston Parish Council held on Monday 13th January 2025 at 7pm in The Hub at Huntingfield.

Councillors attending: Cllr Carl Walker (Chair), Cllr Allan Pike, Cllr Lynne Ward, Cllr Joel Pike, Cllr N Youngs

Also attending: Angela Colbridge Clerk & RFO,

25.1 Apologies and approval of absences. Apologies received from SCC Cllr Burroughes, ESC Cllr Ewart

25.2 To receive Declarations of interest. None

25.3 To consider requests for Dispensations. None

25.4 To resolve that the minutes of the standard meeting of the council on 11th November 2024 are a true and correct record. Minutes agreed and signed as correct. Proposed by Cllr A Pike, Seconded by Cllr Ward

25.5 Public participation session (15 Minutes) to include County and District Councillors', Footpath & Tree Warden's reports and update from the Police.Uk website
Suffolk County Council – Report received from Cllr Burroughes will be circulated to councillors and uploaded to the Parish Council website.
East Suffolk Council – Report from Cllr Ewart received and circulated to councillors. The full report can be viewed on the parish council website.
Footpath and Tree Warden – It was noted that the sign straight across from the end of Heveningham Long Lane, at the stile, is pointing in the wrong direction. Cllr J Pike will check this.
The Clerk noted that there were no reported crimes on the police.uk website for Ubbeston for the months of October and November 2024

25.6 Updates from previous meeting:
Happy to Chat bench. A possible location for a new bench to designate as a Happy to Chat bench has been approved. The Clerk will look at funding opportunities towards the purchase of a bench for this purpose.
Keep the Heat – Thermal Imaging Project. The Clerk noted that this has been advertised to residents via the Parish Council website and in the latest edition of The Hare. No interest in the project has been received yet.
Speed Indicator Device Data. The Clerk provided data collected from the SID from August to October 2024. Although there is some evidence of speeding at the location of the SID, the average speed of drivers is 30.03mph and 85 percent of the drivers travel at or below 34.6mph. Data from a recent ANPR survey is awaited.

25.7 Finance

a. To receive Finance report.

i. Bank Reconciliation January 2025. Approved. The Clerk noted a balance in the bank account as at 24th December 2024 of £8218.99

ii. Budget to Actual All within budget

To authorise payments as listed be low

iii. A Colbridge	Expenses	£33.00
iv. A Colbridge	Salary	£621.80
v. HMRC	PAYE	£155.60

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

b. To note any receipt. Nothing received.

- c. **To finalise the budget for 2025-2026.** The Clerk presented a revised budget. This was unanimously agreed by councillors. Proposed by Cllr J Pike, seconded by Cllr Ward
- d. **To agree the precept for 2025-2026.** Following agreement of the budget, the council agreed a precept request of £5787.94 for the financial year 2025/26. Proposed by Cllr Youngs, seconded by Cllr A Pike

25.8 Planning Applications.

a. To consider a response to planning applications.

- i) **DC/24/4372/VOC Variation of Condition No. 2 of DC/24/1372/FUL** – Repair and alterations to residential outbuildings ancillary to Ubbeston Hall. Consultation letter expiry date 6th January 2025. No meeting required.
- ii) **DC/24/4373/VOC Variation of Condition No. 2 of DC/24/1373/LBC** – Listed Building Consent – Repair and alterations to residential outbuildings ancillary to Ubbeston Hall. Consultation letter expiry date 6th January 2025. No meeting required.

b. To receive outcomes of planning applications from ESC.

- i) **DC/24/3320/FUL** Two storey extension, single storey cart lodge, remodelling to exterior and interior. Wood Farm, Cratfield Road, Ubbeston, Halesworth, Suffolk, IP19 0EU. The consultation end date was 14th October, Councillors decided no meeting was required to discuss this PA. **Application Permitted.**
- ii) **DC/24/3469/VOC** Variation of Condition No. 2 of DC/24/1373/LBC. Ubbeston Hall. The consultation end date was 30th October, Councillors decided no meeting was required to discuss this PA. **Application Permitted.**
- 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 30th October, Councillors decided no meeting was required to discuss this PA. **Application Permitted.**
- 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 28th October, Councillors decided no meeting was required to discuss this PA. **Application Permitted.**
- 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 7th November. Councillors decided no meeting was required to discuss this PA. **Awaiting Decision.**

A discussion was held on the Wilderness permissions. As there is some confusion, the Clerk will contact ESC Cllr Ewart for some clarity.

25.9 To consider any correspondence.

- a) **The Hub Trustees.** Thanks have been received from the trustees of The Hub for the donation from the Parish Council.
- b) **Resident – Suffolk Police information their Digital Public Contact Engagement Desk.** Information on the Suffolk Police 'Digi Desk' has been circulated to councillors. Information will be added to the Parish Council website.

25.10 Prevention of General and Sexual Harassment in the Work Place Policy. A draft Sexual and General Harassment Policy and Procedure has been circulated to Councillors. The policy was understood and approved by all councillors. It was agreed that the policy would be adopted by the Parish Council. Proposed by Cllr J Pike, seconded by Cllr Walker. The policy will be uploaded to the website and posted in the parish council noticeboard.

25.11 Village Emergency Plan. A discussion was held on whether there was anyone able to take on this project. It was agreed that the clerk would start putting together a draft plan. This will be added to

the agenda for the March meeting.

25.12 To review the Risk Assessment. Councillors agreed the updated risk assessment was adequate for the council's requirements. Proposed by Cllr A Pike, seconded by Cllr Ward.

25.13 Online Banking. After a short discussion it was agreed that the Parish Council would commence with online banking. Proposed by Cllr J Pike, seconded by Cllr Ward. The clerk will contact Barclays to arrange this.

24.14 Gov.uk domain. Likely costs to move to a gov.uk domain have been acquired. As funding towards the change to a gov.uk domain has now all been allocated, it was agreed that the parish council would not look to change at this time but would consider it again in the future if it is felt necessary.

25.15 To review the Asset Register. The Asset Register has been updated to include the defibrillator. Council agreed this was an accurate record. Proposed by Cllr Walker, seconded by Cllr A Pike.

25.16 To review the Internal Control. The internal control was undertaken by the council and found to be in order, the Chair signed to this effect.

25.17 Any other business.

HMRC PAYE. Following a discussion, it was agreed that PAYE payments could be approved via email between meetings when necessary to ensure that payments arrive on time and penalty charges are not applied to the Parish Council account by HMRC. Proposed by Cllr A Pike, seconded by Cllr J Pike.

ESC Bulb Scheme. It was queried whether the bulbs could be planted on the two triangles on Ubbeston Low Road. The Clerk will check and confirm whether this would be permitted.

Ubbeston metal village sign. It was noted that the sign appears to have been damaged. Cllr J Pike will check the sign.

25.18 Items for consideration for inclusion on the next agenda. None.

25.19 Date of the next meeting to be the 10th March 2025 at 7pm in The Hub at Huntingfield.

Meeting closed 8:36 pm

Minutes signed as correct.

Chairman _____ Date _____

Angela Colbridge Angela Colbridge 16/01/2025
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