

# Ubbeston Parish Council.

Minutes of the Ordinary meeting of Ubbeston Parish Council held on Monday 14<sup>th</sup> July 2025 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, SCC Cllr Burroughes, ESC Cllr Ewart

**25.52 Apologies and approval of absences.** Apologies received from Cllr J Pike who will be joining the meeting slightly late.

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

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

**25.55 To resolve that the minutes of the Annual meeting of the council on 12<sup>th</sup> May 2025 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr A Pike, Seconded by Cllr L Ward.

**25.56 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. Cllr Burroughes noted the following: The possible reinvention of proposals for a Northern Bypass in Ipswich; Under Local Government Reorganisation, SCC are proposing a one Suffolk approach. There is a survey/questionnaire open for residents to complete until 4<sup>th</sup> August 2025. Mayoral elections are expected in May 2026; Reassurance has been given with a promise to keep all 45 Suffolk libraries open as they are taken back in house.  
Report received from District Cllr Julia Ewart can be seen on the Parish Council website. Cllr Ewart noted that she has left the Lib Dem group, which sits with the Green Party and the two independent councillors to form the East Suffolk Council administration and has been invited to remain on the Administration as an independent Councillor; Cllr Ewart also noted: a future diary date for a villages 'clean up' event for 2<sup>nd</sup> November 2025 between 10am and 12noon; current and future opportunities to respond to the Sea Link project; current planning applications and developments in the area including back land development.  
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 month of April 2025.

**25.57 Updates from previous meeting:**

- i) **Wayleaves receipt – Update.** The Clerk updated councillors that the Wayleaves payment is a 5 yearly payment received for 3 x Low Voltage Poles, numbers 31, 32 and 33.
- ii) **Happy to Chat Bench.** It was noted that the H2C bench has been delivered and will be put in place in due course.
- iii) **Online Banking.** Councillors who are signatories on the parish council account are still in the process of completing their registration with online banking.

**25.58 Finance**

a. **To receive Finance report.**

i. **Bank Reconciliation July 2025. Approved.** The Clerk noted a balance in the bank account as at 10<sup>th</sup> July 2025 of £12,825.70.

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

**To authorise payments as listed below:**

iii. A Colbridge	Expenses	£128.45
iv. A Colbridge	Salary	£732.64
v. HMRC	PAYE	£118.60
vi. Glasdon	H2C Bench	£702.00

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

**b. To note any receipt.**

**VAT Return      £256.22      Received into the bank account 20<sup>th</sup> June 2025**

**c. To note the Explanation of Variances for the financial year 2024/2025.** The Clerk explained the Explanation of Variances for the financial year ending 31<sup>st</sup> March 2025.

**25.59 To consider any Planning Applications.**

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

**i) DC/25/2399/FUL** Addition to Lodge 10 (Boathouse) to include hot tub, pool and raised decking area, with associated landscaping and wetland creation. Valley Farm, Laundry Lane, Huntingfield, Halesworth, Suffolk, IP19 0PY. **Consultation letter expiry date 17th July 2025.** Following a discussion, councillors agreed that they had no objections to this application but wished to ask two questions, relating to waste water and chemicals, for clarity. The Clerk will include these in the response. **Proposed by Cllr Walker, seconded by Cllr A Pike.**

**ii) DC/25/2689/VOC** Variation of Condition No 2 of DC/25/1487/VOC Variation of Condition no 2 of DC/24/4373/VOC – Variation of Condition No 2 of DC/24/3469/VOC – Variation of Condition No 2 of DC/24/1373/LBC – Listed Building Consent – Repair and alterations to residential outbuildings ancillary to Ubbeston Hall including: Landscaping works, demolition of Well House and Open Barn and replacement with new Pump House and Greenhouse and Machinery Store. Repair and alteration to the Main Barn. Rebuilt NE Range – Change the roof material on the machinery store to slate and the roof of the new Pump House to dark glazed reclaimed pan tile. Ubbeston Hall Farm, Low Road, Ubbeston, Suffolk, IP19 0ET. **Consultation letter expiry date 31<sup>st</sup> July 2025.** Following a discussion, it was agreed that the Parish Council had no objections to this planning application. **Proposed by Cllr Ward, seconded by Cllr Youngs.**

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

**i) DC/25/0800/FUL** Change of Use of Barn to Holiday Accommodation and associated repairs and alterations. Ubbeston Hall, Low Road, Ubbeston, Halesworth, Suffolk IP19 0ET. **Application Withdrawn**

**ii) DC/25/0801/LBC** Listed Building Consent - Change of Use of Barn to Holiday Accommodation and associated repairs and alterations. Ubbeston Hall, Low Road, Ubbeston, Halesworth, Suffolk IP19 0ET. **Application Withdrawn**

**iii) DC/25/1486/VOC** Variation of Condition 2 of DC/24/4372/VOC - Variation of Condition No. 2 of DC/24/3476/VOC - Variation of Condition No's 2 and 8 of DC/24/1372/FUL - Repair and alterations to residential outbuildings ancillary to Ubbeston Hall including: Landscaping works, demolition of Well House and Open Barn and replacement with new Pump House and Greenhouse and Machinery Store. Repair and alteration to the Main Barn. Rebuilt NE Range - Conditions(s) Removal: Condition No.2: Vary condition to refer to amended drawings showing Greenhouse in new location and with altered footprint. Condition No.8: Vary condition to refer to amended Tree Protection Plan and newly provided Arboricultural Method Statement. - Amended drawings of Machinery Store - Statement & Plans Submitted. Ubbeston Hall, Low Road, Ubbeston, Halesworth, Suffolk, IP19 0ET. **Application Permitted**

**iv) DC/25/1487/VOC** Variation of Condition no. 2 of DC/24/4373/VOC - Variation of Condition No. 2 of DC/24/3469/VOC - Variation of Condition No. 2 of DC/24/1373/LBC - Listed Building Consent - Repair and alterations to residential outbuildings ancillary to Ubbeston Hall including: Landscaping works, demolition of Well House and Open Barn and replacement with new Pump House and Greenhouse and Machinery Store. Repair and alteration to the Main Barn. Rebuilt NE Range - Change the roof material on the machinery store to slate and the roof of the new Pump House to dark glazed reclaimed pan tile. Ubbeston Hall, Low Road, Ubbeston, Halesworth, Suffolk, IP19 0ET. **Application Permitted**

**v) DC/25/1858/CLE** Lawful Development Certificate (Existing) – The application seeks to confirm as lawful the existing use of The Shed, Grove Farm, Banyards Green, Laxfield, Woodbridge, IP18 8EY and associated residential curtilage ('the Application Site') as a residential dwelling (Use Class C3). **Application Permitted**

**vi) DC/25/2074/CLE** Certificate of Lawful Use (Existing) – Creation of a dwelling. The Old Exchange, Low Road, Ubbeston, Suffolk, IP19 0EY. Councillors agreed between meetings that no extraordinary meeting was required to discuss this application. **Awaiting Decision**

**25.60 To consider correspondence.**

- a. **East Suffolk Council – Spring bulb scheme.** The Clerk noted that the council could apply for a pack of spring bulbs again this year. It was agreed that the Parish Council would not apply this year.
- b. **Information Commissioners Office – Renewal reminder.** The renewal is due by 30/07/2025. The Clerk noted that the annual renewal cost has risen from £40 to £52. There is the option to achieve a £5 discount if paying by direct debit. This was agreed. Proposed by Cllr Ward, seconded by Cllr A Pike. Clerk to action.
- c. **Brave Futures.** The Clerk has received a letter of thanks from Brave Futures for the donation of £50.

**25.61 Village Emergency Plan.** A discussion was held on possible locations for Rest Centres in case of an emergency requiring evacuation. The Clerk will review the proposed locations. It was noted that a local landscape gardener may be able to provide some useful guidance on flood prevention techniques. The Council will consider inviting him along to a future meeting of the Parish Council.

**25.62 To review the revised Financial Risk Assessment to include reference to GDPR.** Councillors agreed to adopt the revised Financial Risk Assessment. Proposed by Cllr Ward, seconded by Cllr A Pike.

**25.63 To review and adopt the revised Financial Regulations.** Councillors agreed to adopt the revised Financial Regulations. Proposed by Cllr A Pike, seconded by Cllr Youngs.

**25.64 To review the Councillor Code of Conduct.** Reviewed and approved. Proposed by Cllr Walker, seconded by Cllr J Pike.

**25.65 Any Other Business.** None

**25.66 Items for consideration for inclusion on the next agenda.** None

**25.67 To agree the date for the next meeting as Monday 8<sup>th</sup> September 2025 at 7pm at The Hub in Huntingfield.**

Meeting closed 8.35 pm.

Minutes signed as correct.

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

*Angela Colbridge* Angela Colbridge 15/07/2025  
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