

# Ubbeston Parish Council.

Minutes of the Ordinary meeting of Ubbeston Parish Council held on Monday 8<sup>th</sup> September 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,

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

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

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

**25.71 To resolve that the minutes of the Ordinary meeting of the council on 14<sup>th</sup> July 2025 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr L Ward, Seconded by Cllr A Pike.

**25.72 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.  
Report received from District Cllr Julia Ewart can be seen on the Parish Council website.  
There were no issues to report on the footpaths. The tree warden had no issues to report.  
There were no reported crimes on the police.uk website for the month of May for Ubbeston. The Clerk noted the following reported crimes from the Police.UK website for Ubbeston for the month of June 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.

**25.73 Updates from previous meeting:**

i) **Happy to Chat Bench.** Cllrs A Pike and J Pike are organising the installation of the bench.

**25.74 Finance**

a. **To receive Finance report.**

i. **Bank Reconciliation September 2025. Approved.** The Clerk noted a balance in the bank account as at 7<sup>th</sup> September 2025 of £11,144.01. The reconciliation showed a difference of ten pence due to an overpayment of Clerks expenses for July. This has been rectified with the Clerks expenses payment for September.

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

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

iii. **A Colbridge Expenses £70.90 (£71 less ten pence)**

iv. **The Hub Huntingfield September meeting fee £15.00**

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

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

**25.75 To consider any Planning Applications.**

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

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

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. **Application Permitted.**

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. **Application Permitted.**

iii) **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. **Application Permitted.**

iv) **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 Rood Tiles and Ventilation Details. Consultation Expiry Date 28<sup>th</sup> August 2025. It was agreed that an extraordinary meeting was not required to discuss this application. **Awaiting Decision.**

v) **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 27<sup>th</sup> August 2025. It was agreed that an extraordinary meeting was not required to discuss this application. **Awaiting Decision.**

vi) **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 21<sup>st</sup> August 2025. It was agreed that an extraordinary meeting was not required to discuss this application. **Awaiting Decision.**

vii) **DC/25/2717/VOC** Variation of Condition No. 2 of 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 - Minor amendment to plans, inserting a mezzanine bathroom. Consultation Expiry Date 6<sup>th</sup> August 2025. It was agreed that an extraordinary meeting was not required to discuss this application.

**Application Permitted.**

#### **25.76 To consider correspondence.**

- a. **PKF Littlejohn.** The Clerk noted confirmation from the external auditors of receipt of documents for the notification of exempt status 2025.
- b. **Huntingfield Parish Council – Joint Neighbourhood Plan.** The Clerk read out correspondence received regarding the potential of moving forward with a Neighbourhood Plan. It was agreed that, if an initial discussion meeting were to be arranged, the Parish Council would send a representative. The Clerk will look into this.
- c. **SALC – Holiday entitlement for employees of the council.** The statutory minimum holiday entitlement is 5.6 weeks including bank holidays, pro-rated based on the number of hours per week an employee works. The Clerk's contract will be checked and revised, if necessary, inline with this.
- d. **SALC – Payroll Service Price Increase.** The Clerk noted an annual price increase from £38+VAT to £45+VAT effective from 1<sup>st</sup> April 2026.

**25.77 Village Emergency Plan.** The Clerk has prepared a draft Village Emergency Plan (VEP) which will be circulated to councillors for consideration. It was suggested that, once approved, any VEP information should be included with the distribution of The Hare to properties in Ubbeston.

**25.78 Insurance Renewal.** The Clerk informed council that the renewal premium has been received from Zurich Insurance for the 12 month period commencing on 1<sup>st</sup> October 2025 at a cost of £241. This is the same premium cost as the previous 12 months and considered very competitive by the council.

On a proposition by Cllr Youngs, seconded by Cllr Ward, it was agreed that the council would renew with Zurich Insurance and the Clerk would raise a cheque to cover the payment.

**25.79 To review the Standing Orders.** The Clerk noted two changes to the previously agreed Standing Orders as per the NALC guidance. It was agreed that, with the revisions, the Standing Orders are adequate for the Parish Council. Proposed by Cllr Youngs, seconded by Cllr A Pike.

**25.80 Any Other Business.** SCC Cllr Burroughes has enquired about the potential to remotely attend the parish council meetings if/when required. The Clerk will look into this possibility.

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

**25.82 To agree the date for the next meeting as Monday 10<sup>th</sup> November 2025 at 7pm at The Hub in Huntingfield.**

**Meeting closed 8.06 pm.**

**Minutes signed as correct.**

Chairman\_\_\_\_\_Date\_\_\_\_\_

*Angela Colbridge* Angela Colbridge 09/09/2025  
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