

Ubbeston Parish Council.

Minutes of the Annual meeting of Ubbeston Parish Council held on Monday 12th May 2025 to follow the Annual Parish Meeting commencing at 7pm at The Hub in Huntingfield.

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

Also attending: Angela Colbridge Clerk & RFO.

- 25.36 Election of the Chair: Invite nominations and elect a chair for the ensuing municipal year (2025/2026) and to receive the Declaration of Acceptance of Office by the Chair.** Cllr Carl Walker was nominated. Proposed by Cllr Ward, seconded by Cllr A Pike, unanimously agreed. There were no other nominations. Cllr Walker accepted and duly signed the Declaration of Office in the presence of the Proper Officer of the Council.
- 25.37 Election of the Vice-Chair: Invite nominations and elect a vice-chair for the ensuing municipal year.** Cllr Allan Pike was nominated. Proposed by Cllr Walker, seconded by Cllr Ward. There were no other nominations.
- 25.38 Appointment of the Clerk/RFO.** Council agreed to re-appoint Angela Colbridge as Clerk and RFO.
- 25.39 Apologies and approval of absences.** Apologies received from County Cllr Stephen Burroughes, who will be joining the meeting later in the evening, District Cllr Julia Ewart and Cllr J Pike
- 25.40 To receive Declarations of interest.** None
- 25.41 To consider requests for Dispensations.** None
- 25.42 To resolve that the minutes of the standard meeting of the council on 10th March 2025 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr Ward, Seconded by Cllr J Youngs.
- 25.43 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 website. Cllr Burroughes noted the following: Elections have been cancelled until further notice due to local government reorganisation proposals. A plan is being put together for what local council should look like. Elections should take place in May 2026 to elect a Mayor. Milestone, the new highways contractor, is working well and doing a very good job. Sunnica Energy Farm, a proposed solar farm project, has been given consent by the Secretary of State at the Department of Energy Security and Net Zero, concerns include the loss of prime agricultural land. There are refreshed highways and locality budgets. It was queried why a small number of potholes in Walpole had been repaired but many left. Cllr Burroughes noted that there is a schedule for the contractors and they only repair what they have been told to do but has taken on board that it may be more beneficial to repair all at one time and flexibility with the contractors is being sought. 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 months of January, February and March 2025
- 25.44 Updates from previous meeting:**
- i) **Happy to Chat Bench.** Information and costs of possible benches was discussed by councillors. On a proposition by Cllr Ward, seconded by Cllr Walker, it was agreed that the Clerk order a bench from Glasdon.

- ii) **Online Banking.** It was noted that councillors who are signatories on the parish council account have been completing the process of registering with online banking.

25.45 Finance

a. To receive Finance report.

- i. **Bank Reconciliation May 2025. Approved.** The Clerk noted a balance in the bank account as at 11th May 2025 of £13,841.90.
- ii. **To review and approve the Financial Statement of Accounts.** The Clerk explained the Financial Statement of Accounts from 1st April 2024 to 31st March 2025 including Income and Expenditure. The balance of the account stands at £8053.96. Approved.
- iii. **To agree the end of year accounts March 2025. Agreed and signed by the Chair**
- iv. **To consider the Internal Audit Report 2023/2024.** The Clerk noted that the Internal Audit has been carried out and the report has been received from Heelis & Lodge with two recommendations in relation to this audit: To reclaim VAT from HMRC and minute the action taken; to include reference to GDPR in the Council's Risk Assessment. The Clerk will action. It was agreed that the report be adopted, proposed by Cllr Youngs, seconded by Cllr Walker.
- v. **To agree the Annual Governance Statement 2024/2025.** The Annual Governance Statement was agreed by all councillors, proposed by Cllr Ward, seconded by Cllr Walker and signed by the Chair.
- vi. **To agree exemption from External Audit.** This was agreed, proposed by Cllr Walker, seconded by Cllr Ward.
- vii. **To agree the Accounting Statements 2024/2025.** The Accounting Statements were agreed by all councillors, proposed by Cllr A Pike, seconded by Cllr Walker and signed by the Chair.
- viii. **To agree the Annual CIL Report 2024/2025.** The report was agreed, proposed by Cllr Walker, seconded by Cllr A Pike.

To authorise payments as listed below:

ix. A Colbridge	Expenses	£72.10
x. A Colbridge	Salary	£904.22
xi. SALC	Membership	£78.30
xii. SALC	Payroll Services	£22.80
xiii The Hub	Hire Fees May	£15.00
xiv. Heelis & Lodge	Internal Audit fees	£130.00

All payments agreed. Proposed by Cllr Youngs, Seconded by Cllr Walker

b. To note any receipt.

East Suffolk Council Precept payment 2025/2026	£5787.94
East Suffolk Council Grant for Bench	£595.00
Eastern Power Networks Wayleaves	£ 114.15

- c. **To approve dates of Notice of Public Rights.** It was suggested that the dates proposed by the external auditors be used, Tuesday 3rd June to Monday 14th July 2025. This was agreed. Proposed by Cllr Walker, seconded by Cllr A Pike.

25.46 To consider any Planning Applications.

a. To consider a response to planning applications received.

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). Consultation letter expiry date 3rd June 2025. Councillors discussed this application and it was agreed that a response be submitted requesting that ESC, as the Local Planning Authority, consider

in their decision any properties with shared access that might be affected by any decision made. Proposed by Cllr Walker, seconded by Cllr Ward.

b. To receive outcomes of planning applications from ESC.

i) **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. **Application Permitted.**

ii) **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. **Awaiting Decision**

iii) **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. **Awaiting Decision**

iv) **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. Consultation letter expiry date 7th May 2025. **Councillors agreed no meeting required. Awaiting Decision**

v) **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. Consultation letter expiry date 6th May 2025. **Councillors agreed no meeting required. Awaiting Decision**

c. Other Planning Matters

Wilderness Reserve. Site visit. It was noted that Cllr J Pike attended the site visit held at Blyth Barn on Wednesday 30th April 2025 and will be speaking at the Planning Committee hearing on Tuesday 13th May 2025 on behalf of Ubbeston Parish Council.

25.47 To consider correspondence.

- a. **Suffolk Highways Road Closure.** The Clerk noted details received of a road closure effecting The Street and Low Road from Monday 19th to Friday 23rd May 2025,
- b. **Brave Futures.** The Clerk read out a request for support from Brave Futures, a local, independent children's charity. It was agreed that the Parish Council would support this charity with a donation of £50. Proposed by Cllr Walker, seconded by Cllr A Pike.
- c. **HP Ink Price Increase.** The Clerk noted that the price will be increasing from £11.99 to £13.49 per month as of 4th May 2025. This cost is shared amongst 4 parish councils.
- d. **Suffolk Police Community Inspector.** The Clerk read out information received from the Community Policing Inspector for the Parish. Details will be published on the Parish Council website and displayed in the Parish Council noticeboard.
- e. **ANPR Officer – local data.** The Clerk read out information received on what follow up there is from speeding information gathered from the ANPR camera. Drivers caught at 35mph+ will have received a letter. Drivers caught 3 or more times at 35mph+, caught 2 or more times at 50mph+ or caught at 60mph+ have been reported to police for an officer to go and speak to

them about their driving. Data is periodically shared with the Safecam team at Suffolk Constabulary.

- f. **SALC.** Notification of an increase in Section 137 expenditure limit for parish and town councils for the financial year 2025/26 has been forwarded from SALC. The new limit is £11.10 per elector, up from £10.81 in 2024/25.
- g. **Microsoft 365 Price Increase.** The Clerk informed council that the Microsoft 365 subscription will increase from £59.99 to £84.99 per year from the renewal date of 1st June. Councillors agreed this increase, proposed by Cllr Walker, seconded by Cllr Youngs.

25.48 Village Emergency Plan. The Clerk is still working on the draft plan.

25.49 Any Other Business

i) A Heveningham resident has requested that issues with tractors/trailers, large crane and gravel lorries travelling through Heveningham village and possibly going to Ubbeston Hall, be brought to the attention of Ubbeston Parish Council. The resident is trying to make contact with the site foreman.

ii) It was noted that a councillor has received a letter from Savills (Chartered Surveyors), acting on behalf of Essex and Suffolk Water, regarding future schemes, assessments and surveys in the area. Further information has been provided stating that domestic customers who received this letter do not need to do anything at this stage.

25.50 Items for consideration for inclusion on the next agenda.

None

25.51 To agree the date for the next meeting as Monday 14th July 2024 at 7pm at The Hub in Huntingfield.

Meeting closed 9.30 pm.

Minutes signed as correct.

Chairman _____ Date _____

Angela Colbridge Angela Colbridge 24/05/2025

Clerk to Ubbeston Parish Council

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