

## CHARSFIELD PARISH COUNCIL

### Parish Council Meeting at Charsfield Village Hall on Monday 14<sup>th</sup> July 7.30pm.

**Public Participation:** At Item 6 of the agenda the public will be invited to give their view or questions to the Parish Council on issues on this agenda or raise issues for consideration at the discretion of the Chair. This item will generally be limited to 15 minutes.

#### AGENDA

**1. Chair's Welcome**

**2. Apologies for absence:** to receive and consent/non-consent for apologies for absence.

**3. Declaration of members' interest:** to receive declarations of registrable interests, other and non- registrable interests as detailed in Appendix B of the [LGA Model Code of Conduct 2020](#)

**5. Minutes of meetings:** to approve the minutes of the following Council Meeting and to grant authority to the Chair to sign the minutes in accordance with legislation:  
[Minutes of council meeting of May19th 2025](#)

**6. Points and Correspondence from the Public:**

A chance for the public to raise matters of interest relevant to Charsfield.

**7. Parish Matters: to receive updates on items raised at previous meetings, and to make decisions where required:**

<b>Topic</b>	<b>Description</b>	<b>Action required at the meeting</b>
<b>7.1 Charsfield Flood Action Group</b>	To lobby for actions to reduce flood risks and increase flood defence, where possible.	<ul style="list-style-type: none"><li>• Update on progress &amp; Vote</li><li>• To agree funding and other support required from the Parish Council</li><li>• Progress on S19 actions (Parish Council)</li></ul>
<b>The following is for discussion, agreement &amp; Vote:</b>		
<b>7.1.1 Funding for Consultant to assist with application for LLFA funding for Natural Flood Management solutions</b> CFAG are planning to request funding from the Lead Local Flood Authority (LLFA) for several Natural Flood Management solutions such as leaky dams and retention ponds. Consultancy is required to help flesh out the proposals and provide the detail required by the application form. <b>Estimated Costs:</b> ½ day = £295 + VAT + expenses		
<b>7.1.2 Funding for Consultant advice on Potsford brook and bridge improvements</b> The S19 report highlighted short term actions such as S4 & S6 for Highways to ensure there are no blockages in Potsford river or bridges. Leigh Parrott in her recent consultancy report identified several areas for improvement on the brook. Going forward the Parish Council could use further consultancy to identify improvements and use this to be more specific when raising issues with Highways. <b>Estimated Costs:</b> ½ day = £295 + VAT + expenses		

**7.1.3 Additional support requested by CFAg for Parish Council liaison with Landowners to gain support for the solutions being proposed for Natural Flood Management**

Any proposed Natural Flood Management Solutions would need backing from Landowners. The Parish Council are in the ideal position to liaise with Landowners on behalf of the Parish, to support Natural Flood Management solutions. No costs.

<b>Topic</b>	<b>Description</b>	<b>Updates and Actions required at the meeting</b>
<b>7.2 Move to gov.uk domain</b>	Move the website and email to a gov.uk domain	<b>Agreement &amp; Vote to proceed Cloud Next as the registrar and service provider, at a cost of £100 +VAT pa, with the first year effectively free.</b>
<b>7.3 Emergency Plan</b>	Creating a plan to address any major emergency in Charsfield	Update on progress
<b>7.4 Nature, Environment and Farming</b>	Rural updates for Charsfield	Query about hemlock weeds and removal
<b>7.5 Planning</b>	Planning Application DC/25/1370/VOC - Land Rear of No. 15, St Peters Close, Charsfield, Suffolk- Drainage layout changes required due to site layout changes agreed under application DC/23/3655/VOC.	Update on actions from Hartog Hutton
<b>7.6 Road Safety</b>	Making Charsfield's Roads safer	Discuss provision of white lines on B1078 and update on Road Safety Sign Competition
<b>7.7 Highways Reports</b>	Ensuring reported Highways issues are progressing	Update on progress <a href="#">Link to Highway reports</a>
<b>7.8 Charsfield Bus Service</b>	Keeping Charsfield connected	Update on progress
<b>7.9 Potsford Brook Water Quality</b>	Keeping our rivers clean	Update on any exceptions
<b>7.10 Community partnership</b>	Community Partnership meeting with other Parishes	Update on progress
<b>7.11 Community Energy Project</b>	Community Partnership team who requesting government funding for community energy	Update on progress
<b>7.12 Easton/ Letheringham Solar Farm</b>	Planning Request for a Solar Farm in Easton/ Letheringham.	Watching brief as not in Charsfield Parish.
<b>7.13 East Suffolk Planning Alliance</b> Westerfield Quarry Planning Application	Planning Request for Westerfield Quarry – watching brief as not in Charsfield Parish	Watching brief as not in Charsfield Parish.
<b>7.14 Telephone Kiosk</b>	Village Telephone kiosk	Update on progress
<b>7.15 Parish Councillor Profiles</b>	Parish Councillor photos and introduction	Update on progress

<b>7.16 Welcome letter</b>	Letter sent to village newcomers	Update on progress – <a href="#">latest welcome letter</a>
<b>7.17 Training</b>	Councillor Training	Update on training requests

**8. Reports:** to receive reports on village issues from councillors and representation of particular interest groups present.

8.1 County Councillor

8.2 District Councillor

8.3 Recreation Ground

8.4 Village Hall

8.5 Village Historian

## **9. Statutory Business:**

9.1 Code of Conduct – to review and approve the code of conduct. No changes have been made from the 2024 version. [LGA Model Code of Conduct 2020](#)

9.2 Risk Register to be updated for Sep 2025 – is there a Councillor who can assist the Clerk?

9.3 Vacancy for Councillor - update

## **10. Financial Report:**

**10.1 To authorise payments since the last meeting.**

Date	Detail	Reference	Power	Amount
16/05/2025	SALC Training Chair Intro	Bank Transfer	LGA 1972 s.111	£43.20
16/05/2025	SALC Training Councillor Intro	Bank Transfer	LGA 1972 s.111	£78.00
21/05/2025	ICO - GDPR	Bank Transfer	LGA 1972 s.111	£47.00
27/05/2025	Donation to Flower show	Bank Transfer	SS298-303	£20.00
27/05/2025	Amazi Flood Consultancy	Bank Transfer	LGA 1972 s.111	£1,270.99
13/06/2025	SALC Internal Audit	Bank Transfer	LGA 1972 s.111	£219.60
27/06/2025	Croft Communications Ltd (Platform)	Bank Transfer	LGA 1972 s.142	£115.45
27/05/2025	Croft Communications Ltd (Domain)	Bank Transfer	LGA 1972 s.142	£32.06
27/05/2025	Croft Comms credit	Bank Transfer	LGA 1972 s.142	£2.06 Credit
30/06/2025	P Hembra Services Q1	Bank Transfer	LGA 1972 s.111	£338.69
30/06/2025	V Ward Services Q1	Bank Transfer	LGA 1972 s.111	£765.08 + £15.45 exp
30/06/2025	P&R Locksmith	Bank Transfer	LGA 1972 s.111	£45.91

**10.2 To note receipt of income as listed – Interest on Business account £51.65.**

**10.3 To consider the Actual versus Budget, and Reconciliation** for the period ending May & June 2025

**10.4 To Note Bank Balances as of 30<sup>th</sup> June.**

- current account: £3,042.76

- savings account: £16,297.39

**10.5 To Note New Interest rates** on the Business account decreasing from **1.25% to 1.20% from 12<sup>th</sup> August.**

**10.6 SALC Audit Report** - Items mentioned in audit to be discussed. [Internal Audit Report](#)

**10.7 CIL Funding - £7,131.37**

Note 'to be spent by' dates (5 years after receipt).

Date Received	Amount Received	Amount Spent	Amount Returned	Total
18/04/2023	2353.35			2353.35
24/10/2023	2353.35			4706.70
17/04/2024	2424.67			7131.37
				7131.37

**\*To be Spent By**

16/04/2028

22/10/2028

16/04/2029

## **11. Dates of next meetings:**

Monday 29<sup>th</sup> September 2025 (moved from 21<sup>st</sup> September)

Monday 17<sup>th</sup> November 2025

Monday 19<sup>th</sup> January 2026

Monday 16<sup>th</sup> March 2026

Monday 11<sup>th</sup> May 2026

Monday 13<sup>th</sup> July 2026

Monday 28<sup>th</sup> September 2026

Monday 16<sup>th</sup> November 2026

## **12. Close of Meeting**

Signed: *v Ward*

Clerk to Charsfield Village Parish Council

7<sup>th</sup> July 2025

Charsfield Parish Council

Brook House, Charsfield, IP13 7QB

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