

CHARSFIELD PARISH COUNCIL

Minutes of Meeting Held on Monday, 14th July 2025, 7:30pm in Charsfield Village Hall.

Present: Councillors Rixon (Chair), Crone, Haird, Moor by phone (Vice Chair), Youngman and Viviane Ward (Parish Clerk)

District Councillor: Dan Clery

Members of the Public: 3

1. Chair's Welcome: The Chair, Councillor Rixon, opened the meeting and thanked all for attending.

2. Apologies and Approval for absence: Councillor Laird approved.

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](#) - no declarations of interest or requests for dispensation.

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](#) – Minutes approved and signed by Chair, Councillor Rixon. As Councillor Moor was present at the last meeting by phone, it was noted that any proposed or seconded mandates by Councillor Moor to be replaced with Councillor Youngman who was present in the room (May 19th 20205 - Item A, 13.4, 13.5, 14, 15, 21).

6. Points and Correspondence from the Public:

A chance for the public to raise matters of interest relevant to Charsfield - Planning matter was raised under the Planning 7.5.

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

Topic	Description	Action required at the meeting
7.1 Charsfield Flood Action Group	To lobby for actions to reduce flood risks and increase flood defence, where possible.	<ul style="list-style-type: none">• Update on progress & Vote• To agree funding and other support required from the Parish Council• Progress on S19 actions (Parish Council)
The following is for discussion, agreement & Vote:		
7.1.1 Funding for Consultant to assist with application for LLFA funding for Natural Flood Management solutions. 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. Estimated Costs: ½ day = £295 + VAT + expenses. Proposed Chair, Councillor Rixon, Seconded Councillor Crone, Vote Unanimously passed. CIL funding to be used.		

7.1.2 Funding for Consultant advice on Potsford brook and bridge improvements

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. **Estimated Costs:** ½ day = £295 + VAT + expenses

Proposed Councillor Rixon, Seconded Councillor Crone, Vote Unanimously passed. CIL funding to be used.

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. In progress by Chair, Councillor Rixon.

Other points raised by Steve Moor, Charsfield Flood Action Group Chair.

- **Hydrology model** – Proposal that the Consultant investigates the accuracy of the flood risk Hydrology Model as that is currently showing a 2% chance of repeat but contains some errors, so need to know if these are significant.
- **Water gauge** – still needs funding. May be possible to get funding from Suffolk County Council, as part of the Natural Flood Management solutions funding application.
- **Riparian owners of the Brook** to be reminded of maintenance obligations.

Topic and Description	Updates and Actions required at the meeting	Actions
7.2 Move to gov.uk domain Move the website and email to a gov.uk domain	Agreement & Vote to proceed Cloud Next as the registrar and service provider, at a cost of £100 +VAT pa, with the first year effectively free. Proposed Chair, Councillor Rixon, Seconded Councillor Haird. Vote Unanimously passed. Thanks to Gary Stratton	
7.3 Emergency Plan Creating a plan to address any major emergency in Charsfield	Councillor Crone met with Emergency Planning officer. Now have Hoo and Framlingham emergency plans. Ready to go, circulate for comments and send to emergency planning officer, then rehearse. Need named community responders – Currently Chair, Councillor Rixon has volunteered. Councillor Youngman volunteered. Now just need 1 final volunteer.	
7.4 Nature, Environment and Farming Rural updates for Charsfield	Councillor Youngman gave a farming update. Harvest of blackcurrants has started. There are six different varieties to stagger harvest. The first crop was ready to pick but unfortunately impacted by heavy rain. Subsequent crops look better. Sugar test used to determine if the crop is ready to harvest. Youngman's family have monitored the weather since 1910. This year was the second driest March since recording and the fifth driest spring. Wheat will be harvested in a couple of weeks. Initially the wheat grew well but is now impacted by lack of rain.	

	<p>If the weather holds, harvest will complete by second week in August.</p> <p>Environmental planting schemes have been created such as winter bird food, pollen and nectar fields (which decrease dependency on artificial nitrates), funded by the Sustainable Farming Incentive Conservation.</p> <p>The silt has been removed from a large pit near the fishing lakes on Hall Road. Once full it will be drained back to the reservoir for summer irrigation.</p>	
<p>7.5 Planning</p> <p>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.</p> <p>Discussion by the Public on the Chapel Hall that is about to go for sale by auction</p>	<p>No update on actions from Hartog Hutton Planning application to improve holding water and releasing slowly after large rainfall, has been approved.</p> <p>Hartog Hutton Director offered to walk Chair, Councillor Rixon and Councillor Laird around the site.</p> <p>Chapel Hall is up for sale and there were questions from the public on flooding due to surface water coming down Chapel Lane and possible changes to a public right of way crossing the Chapel grounds.</p> <p>The guidance is to contact Suffolk Highways about possible actions to reduce flooding, plus Suffolk County Council Suffolk Public Rights of Way.</p> <p>prowplanning@suffolk.gov.uk</p> <p>Action: Chair, Councillor Rixon to provide highways contact</p>	<p>Chair</p>
<p>7.6 Road Safety</p> <p>Making Charsfield's Roads safer</p>	<p>Road Safety Sign Design Competition Presented school with 2 awards for road signs' design. Funding being provided by District Councillor Dan Clery. Action: Chair, Councillor Rixon to sign funding form. Hope to be installed by early autumn.</p> <p>Provision of white lines on B1078 Enquired for costs for B1078 8 x 30mph roundels - £3.5k for repainting. Highways could complete if Parish pay. Debach recently updated their speed signs and used CIL money. Sizewell C won't fund as not related to Sizewell C. Action: Need discussion offline to decide way forward.</p>	<p>Chair</p> <p>Chair</p>
<p>7.7 Highways Reports</p>	<p>Recently contacted about drain in South View. SCC Highways currently do not rate this as a priority.</p>	

Ensuring reported Highways issues are progressing	Action: Chair, Councillor Rixon to chase Highways.	Chair
7.8 Charsfield Bus Service Keeping Charsfield connected	Talked to Bredfield Parish. They made over a year ago a detailed bus service proposal to Suffolk County Council, but no response. District Councillor Clery advised that we can apply for funding when it is next available. Best if multiple Parishes club together. Knowing demand is advisable. Difficult to provide for there and back, working hours, as buses are used for schools as well. Action: Chair, Councillor Rixon Undertake a survey.	Chair
7.9 Potsford Brook Water Quality Keeping our rivers clean	No sampling as Brook dry, but no water means no E. coli – good news!	
7.10 Community partnership Community Partnership meeting with other Parishes	Invited to Wickham Market and Framlingham Community Partnership. Can't vote but can contribute to discussions. District Councillor Clery updated that a scrutiny review is being held and recommended review of certain Parishes, as they are in ill-suited groups. Maybe some movement in the future. Chair and other Councillors to attend in future.	
7.11 Community Partnership Requesting government funding for community Energy Project	No update	
7.12 Easton/ Letheringham Solar Farm Planning Request for a Solar Farm in Easton/ Letheringham.	Watching brief as not in Charsfield Parish. C/25/0693/EIA Letheringham SOLAR Dev – No Environmental Impact Assessment (EIA) required, status unknown on planning portal. Application made in March 2025 Action: Take offline and decide what best to do/ input/ best approach	Chair
7.13 East Suffolk Planning Alliance Westerfield Quarry Planning Application	Watching brief as not in Charsfield Parish. Official planning submission not yet made. Patrick Spencer MP has launched survey to gather resident opinions – in the news 4th July. Anti Quarry group created. 350 objections received from public.	
7.14 Telephone Kiosk Village Telephone kiosk	Pictures of children's designed for the road signs competition are displayed in the kiosk.	
7.15 Parish Councillor Profiles Parish Councillor photos and introduction	All introductions and some photos (optional) have been received. Will distribute on Friends of Charsfield and put on website. Thank you to all involved.	Clerk
7.16 Welcome letter	8 new families since end of May.	

Letter sent to village newcomers	Would be good to add practical information such as doctors' surgery, Bin collection. Create web page with this information and link to it in the newsletter. 24th August Families/ new people day is being organised. If successful will repeat in autumn.	Clerk
7.17 Training Councillor Training	Councillor Rixon completed Chair training. Councillor Youngman completed Councillor training. Viviane Ward in progress of completing Parish Clerk Training	

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 (Full report available on request)

Local Gov Re-org – to create a unitary council across Suffolk and Norfolk (5 different organisations now).

The County Council favours a single unitary authority, and District and Borough Councils would like multiple unitary authorities.

The Government recently completed a public consultation. The response was that 3 unitary authorities across Suffolk are required – East, West and Greater Ipswich.

Detail for the proposal will be submitted in September, and the Government will have the final decision.

Major vote in May 2027. The mayor will cover strategic issues.
Election in 2028 for new unitary leads.

Northern Bypass - County council voted on Northern bypass. Labour group wanted another investigation. Motion amended to explore various approaches e.g. second bridge/ possible lifting, better train infrastructure etc. No mandate to build a bypass. Timeframe for investigation unknown.

Make it easier to implement 20 mile an hour limits - Vote from Green Party proposed to make it easier to create 20 mile an hour limit. Motion defeated. Police Officers already looking at changing criteria to get a 20 mile an hour limit implemented more easily.

8.3 Recreation Ground (Full report available on request)

8.4 Village Hall

8.5 Village Historian (Full report available on request)

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](#) **Propose Chair, Councillor Rixon and second Councillor Youngman**

9.2 Risk Register to be updated for Sep 2025 – is there a Councillor who can assist the Clerk? – Councillor Moor offered to assist. Model Publication Scheme also to be updated ready for next PC meeting September 2025.

9.3 Vacancy for Councillor – 2 vacancies. 1 currently and another early next year. 2 people have expressed an interest so far. Open for applications of interest to 31 July 2025.

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 - Bank reconciliations and Actual versus Budget were agreed and signed.

10.4 To Note Bank Balances as of 30th 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 12th August.

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

Section	Evidence	Internal Audit Comment	Action
Section 2 – Financial Regulation and Standing Orders	Have Standing Orders been adopted, up to date and reviewed annually?	Adopt latest NALC Standing Order template March 2025	Complete Already adopted latest Standing Order template – see Standing-Orders-2025
	Are Financial Regulations up to date and reviewed? annually?	Adopt latest NALC Financial Regulations template March 2025	Complete Already adopted latest Financial Reg template – see Financial-Regulations-2025
Section 5 – Budgetary controls	Regular reporting of expenditure and variances from budget	<i>Comment: whilst council is monitoring the budget, it might be preferable that standing order 17c is amended to follow the intervals at which council receives regular statements showing evidence of comparisons between budgeted and actual income and expenditure so that council is acting in accordance with its own Standing Orders.</i>	Produce and publish budget versus actuals in line with Standing Order – every ¼ June, Sep, Dec and end of March – may not always correspond exactly with Parish Meeting. (Currently they were being produced for the month before the Parish Council Meeting)
Section 14 – additional information	<i>Is the Council compliant with the General Data?</i>	Recommendation: council should ensure that its adopted GDPR policies that provide clear responsibilities and obligations of the	Review and refresh GDPR policies on the website.

	<i>Protection Regulation requirements?</i>	Council in respect of the collecting, using and protecting of personal. information in accordance with the provisions of the GDPR are. uploaded to its new style website.	
	<i>Does the council have official email addresses for correspondence?17</i>	During the year, council agreed that they would consider setting up a .gov.uk domain name alongside email addresses for the council's officers and councillors thereby complying with GDPR. <i>Comment: council has noted Proper Practice guidance</i>	Progress moving to a gov.uk domain for the website and email – see 7.2

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 29th September 2025 (moved from 21st September)

Monday 17th November 2025

Monday 19th January 2026

Monday 16th March 2026

Monday 11th May 2026

Monday 13th July 2026

Monday 28th September 2026

Monday 16th November 2026

12. Close of Meeting

Meeting Ended 21.22

Signed: *v Ward*

Clerk to Charsfield Village Parish Council

15th July 2025

Charsfield Parish Council

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