

CHARSFIELD PARISH COUNCIL

Minutes of Meeting Held on Monday, 19th May 2025

Present: Councillors Rixon (Chair), Laird, Haird, Moor by phone, Youngman and Viviane Ward (Parish Clerk) and Pam Hembra (Parish Clerk Support during Handover)

District Councillor: Apologies received.

Members of the Public: 2

| | | Action |
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| A | To elect a Chair of the Parish Council To receive the Chair's declaration of acceptance of office – Councillor Rixon proposed by Councillor Moor and seconded by Councillor Haird | |
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| B | To elect a Vice-Chair of the Parish Council To receive Vice Chair's declaration of acceptance of office – Councillor Moor proposed by Councillor Laird and seconded by Councillor Haird | |
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| C | To elect Financial Officer The Parish Clerk proposed by Councillor Youngman and seconded by Councillor Rixon | |
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| D | To fill any vacancies left unfilled at the election by reason of insufficient. nominations/Co-option 1 vacancy to be advertised. Send out request for applications. | Clerk |
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| E | Clerk to receive Councillors' declaration of acceptance of office. These were signed and witnessed at the meeting | |
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| 1. | Apologies and approval of absence Councillor Crone, District Councillor Dan Clery - approved | |
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| 2. | Declarations of Interest None | |
| 3. | To approve as accurate minutes of the last meeting of the council dated 17th March 2025 and Extraordinary Meeting 22nd April 2025. Minutes approved and signed by Councillor Rixon | |
| 4. | Progress reports for information or matters arising from minutes. 17th March Ditches at Park Lane raised by Mr Roberts | |

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| | Action: Chair to contact Suffolk County Council and raise issue of ditches blocked. (Peter Clitheroe to provide 'what 3 words' reference) | Chair |
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| 5. | <p>Points and Correspondence from the public. A chance for the public to raise matters of interest relevant to Charsfield.</p> <p>-Pictures of Parish Council – request received to publicise photos of Parish Council as there have been recent changes in chair and councillors. Agenda item 28.</p> <p>-Bonfire at Blythe Meadows construction site – Concern of bonfires at construction site. Uncertain if the fire was at the construction site or at a private property. Agenda item 12.</p> <p>-Proposed Solar Farm Letheringham/Kettleburgh - email received expressing concern for traffic and environmental impacts. Agenda item 7</p> | |
| 6. | Reports | |
| | <p>6.1 County Council (full report available on request)</p> <p>6.2 District Council (full report available on request) Community partnership questions – Query around whether Charsfield could be grouped with similar rural councils, rather than urban councils, as is now the case. Best raised as part of devolution changes. Action: Simon will raise with chair of community partnership Mark Packard.</p> <p>Flood action group would benefit from funding available from the District Council mentioned in the District Council report – Parish Council would need to apply.</p> <p>6.3 Recreation Ground – no report</p> <p>6.4 Village Hall - no report</p> | Chair |
| 7 | <p>Community Energy Project Feasibility money allocated but no money received yet. No change from the last Parish Council meeting.</p> <p>The Community Energy team are continuing discussions around whether the Charsfield Community Energy Project continues independently, or whether the Community Project is collapsed into the larger Solar Farm Letheringham/Kettleburgh project. There are potential community investments from the Letheringham/Kettleburgh project. No conclusions yet.</p> <p>Proposed Solar Farm Letheringham/Kettleburgh No further updates on the solar farm. Currently with East Suffolk Council, under discussion (see planning portal). Currently no environmental survey is required as the site is under 50MWatt. This is likely to be challenged. Parish Council to await result of current consultations with East Suffolk Council.</p> | |

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| 8. | <p>Emergency Plan Councillor Crone has offered to lead on the emergency plan. The proposal would be to publish the current version of the plan and then improve it over time as developments progress within the Flood Action team.</p> <p>Councillor Crone will be setting up a meeting to draw the current version to a conclusion.</p> <p>Charsfield School has responded to say we can use the school hall as reserve rest Centre.</p> <p>Councillor Moor highlighted that the most important issue is rehearsal.</p> <p>Meeting setup for Tuesday 24th June</p> | |
| 9. | <p>Charsfield Flood Action Group – Steve Moor Report available on request.</p> <p>-S19 report – we need to determine which recommendations are the priority ones to focus on. Action on Steve Moor to list all the S19 initiatives and add an new or updates from the work Leigh Parrott (Hydrological Consultant) undertook.</p> <p>-Walk over survey completed. A walk around with Leigh Parrott (Hydrological Consultant) and review of land with landowners has been conducted. Recommendations made, including attenuation of flow, wetlands, ranging from short to medium term. Thanks to Steve Aylward, Steve Moor and co-operation of landowners - Edd & Andy Youngman, Andrew Feine and Stephen Fletcher.</p> <p>-Lead Local Flood Authority have funding. Costed proposals of flood solutions, agreed with landowner. Up to a total of £75k is available per project. Applications are required by 1st October 2025.</p> <p>-Further Leigh Parrott Hydrological Consultant would be key to assist in putting together the flood solution proposals. Initial estimate would be 1.25 days’ work, around £1.27 (£1k plus vat).</p> <p>Next Steps – Simon Rixon proposed creating a small group, to meet mid-June and agree.</p> <ul style="list-style-type: none"> • 5-10 Priority items we are intending to bring to resolution (Key S19 points and Leighs recommendations) • Identify which are candidates to request funding and require Hydrological Consultancy • Identify next steps for each. <p>Meeting set up for Monday 16th June Attendees – Simon Rixon, Steve Moor, Peter Clitheroe, Steve Aylward, Viviane Ward, Sally Crone, Fran Moor.</p> <p>In the future keep a log of what we register with highways</p> | Clerk |

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| 10. | <p>Potsford Brook Water Quality Report</p> <p>Full report available on request.</p> <p>-No change. No natural flow in the brook. Very dry. Looks and smells unpleasant. Tested at Bridge Garage – high levels of E. coli. E. coli figures reduce to some degree due to sunshine.</p> <p>-Online Reporting – now have an online tool that allows anyone to access sampling data. 15 sampling points.</p> <p>-Nitrates high in Charsfield samples – Peter Clitheroe to investigate</p> <p>-Asked if PC might contribute a small amount (circa £100/year) to the Deben Climate Centre to help with testing equipment.</p> <p>1 off payment agreed – Proposed Councillor Rixon, Seconded Councillor Laird</p> | |
| 11. | <p>Road Safety</p> <p>Discuss provision of white lines on B1078 – Action: Councillor Rixon to get estimate. Police to advise where best to paint road warnings. Estimate then required.</p> <p>Police speed monitoring - Councillor Rixon met Police recently. Police immediately responded. Monitored traffic on Sunday. Councillor Rixon put a request out on Friends of Charsfield to get volunteers for a driveway on the B1078 where police can park.</p> <p>School signs for road safety ‘Please slow down for our school’ - Dan Clery can fund signs. 2 landowners – Andrew Feine, Sally Crone, have agreed to put the signs on their land. Ceremony with school once signs put up, plus shields for children who won. Awaiting funding from Dan.</p> | Chair |
| 12. | <p>Planning:</p> <p>Blythe Meadows/ St Peter’s Close - Modification of Drainage Plans DC/25/1370/VOC</p> <p>-Extraordinary Meeting held on the 22nd of April to review the plans</p> <p>-Malcolm Payne from Hartog Hutton attended</p> <p>-Parish Clerk sent Malcolm Payne a list of follow-up questions covering capacity of drainage, ownership and management of the drainage, maintenance enforcement, and ownership of ditch behind 13 St Peters Close.</p> <p>-Chair of Parish Council continuing to consult with Hartog Hutton on drainage proposals to ensure concerns raised during extraordinary meeting on the 22nd April are addressed.</p> <p>Lorries parking in St Peters Close - received complaint on lorries parking in St Peters Close. This has now been dealt with by Hartog Hutton. There is a re-instatement fund from Hartog Hutton that can be used to repair any damage. There is agreement that the lorries can use the pub car park.</p> <p>Bonfire at Blythe Meadows construction site – Concern of bonfires at construction site. This has been reported to Hartog Hutton. Uncertain if the fire was at the construction site or at a private property.</p> <p>Action: Check construction management plan to understand approach to fires.</p> | Chair |

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| | - Three Horseshoes Pub – Plans unclear. One option is that Edward Bolton will put the pub up for auction in September, with a reserve of £250,000. | | | | | Clerk |
| 13 | Finance 13.1 Payments listed below authorised: | | | | | |
| | Date | Detail | Reference | Power | Amount | |
| | 25/04/2025 | SALC - Membership | Bank Transfer | LGA 1972 s.111 | £224.63 | |
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| | 13.2 Income noted: Precept £8,435 | | | | | |
| | 13.3 Bank Balances as of 30 th April 2025 – noted; – current account: £4,032.13 – savings account: £18,245.74 13.4 End of Year Accounts 2024/2025 and reconciliation – queries on Parish Accounts Propose Councillor Moor and seconded by Councillor Haird 13.5 Donation to Flower Show £20.00 – Proposed Councillor Moore, seconded Councillor Rixon – All in agreement. | | | | | |
| 14. | SALC Audit Prep – Review of Annual Governance and Accountability Return (AGAR) page 3,5,6. Proposed Councillor Moor and Seconded Rixon | | | | | |
| 15. | Internal Control Audit To be reviewed. Council should consider, via a Minute reference , confirming the financial and management systems of the council are sound and adequate, and internal control arrangements were efficient and effective to address the risks associated with the management of public finances. Proposed Councillor Moor, Seconded Councillor Laird | | | | | |
| 16. | New Positive Duty to Prevent Sexual Harassment - The Sexual Harassment Risk Assessment completed and reviewed - looks fair and accurate. No further points/ issues to raise. - Anti Bullying and Harassment Policy – in now complete and can be published on the website. Proposed Councillor Rixon, Seconded Councillor Laird. | | | | | Clerk |
| 17. | Community Partnership – update from meeting of May 2025 Key topics were Water Quality and Transport. | | | | | |
| 18. | Charsfield bus service options – District Councillor Dan Clery is keen to have Charsfield bus services re-instated. Councillor Rixon to discuss further with Dan in | | | | | Chair |

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| | June. Would address Loneliness and isolation which currently a big topic for East Suffolk. | |
| 19. | <p>Regular Chinwag type event for Charsfield – discussion on whether a regular Chinwag event/ coffee morning would be a promising idea for Charsfield. There is funding available for this type of event. Organisations could use these events to sign post services e.g. mental health, maternity etc. It could help combat isolation and loneliness.</p> <p>General opinion is that Charsfield is already well catered for with various church meetings and a pop-up pub. Concern that it might not be well attended.</p> <p>Park for the moment and re-visit if we think useful at a later date.</p> | |
| 20. | <p>East Suffolk Planning Alliance Westerfield Quarry Planning Application – Still under consideration by Suffolk County Council</p> | |
| 21. | <p>Job Description for Chair and Clerk – circulated and reviewed. Proposed Councillor Moor and Seconded Councillor Laird.</p> | |
| 22. | <p>Grit Bin for junction of St Peter's Close No location identified. Cannot be on private land. Action: Look at green bit near Hartog Hutton entrance</p> | Chair |
| 23. | <p>VE Day Successful evening on 2nd May, with draft ale, bunting, food, memorabilia, raffle of scarce war treats, military truck, enjoyed by all. Raised over £200 for Royal British Legion.</p> | |
| 24. | <p>New Domain Update of adoption of gov.uk domain for parish council email and web site. All parish councils have been instructed to change websites and emails to a gov.uk domain. This will be checked as part of the 25/26 audit. Proposed way forward is for Councillor Rixon, Viviane and Gary to come back with costs, benefits, and estimated timescale.</p> | Clerk |
| 25. | <p>Training</p> <p>Ed Youngman – Councillor training – 31st March and 22nd May 2025 Simon Rixon – Chairperson training – 16th June 2025 Viviane Ward – Clerk training in July 2025</p> | |
| 26. | <p>CIL Funding - £7,131.37 Note 'to be spent by' dates</p> <p>Circulate CIL report by Councillor Moor</p> | Clerk |

| | Date Received | Amount Received | Amount Spent | Amount Returned | Total | *To be Spent By | |
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| | 18/04/2023 | 2353.35 | | | 2353.35 | 16/04/2028 | |
| | 24/10/2023 | 2353.35 | | | 4706.70 | 22/10/2028 | |
| | 17/04/2024 | 2424.67 | | | 7131.37 | 16/04/2029 | |
| | | | | | 7131.37 | | |
| | *Spend 5 years after rx | | | | | | |
| | 3 years left on 4.7k – need plans. Typically, will get 18k for this or next year, which is the capped rate (£100 per household). | | | | | | |
| 27. | Telephone Kiosk Children's road safety competition posters to be displayed in kiosk. This will be advertised in Friends of Charsfield, plus added to the Parish Council website. | | | | | | Chair |
| 28. | Parish Councillors Photographs and Profiles | | | | | | |
| | Reminder to Councillors for photograph and paragraph profile. Viviane offered to take pictures and assist with brief description. Action: Contact Gary Stratton to find out if the photos can be protected from misuse | | | | | | Clerk |
| 29. | Village Historian – Report from John Fox 26.1. Extracts relating to the World War 2 years in Charsfield taken from conversations with Bernard Catchpole were collated and played at the village VE80 event in the village hall on Friday, 2nd May. 26.2. Story of the Leggett family in Charsfield from 1700s now completed and published on the Charsfield website. This focuses particularly on James and Mary Ann, resident with their family in the mid-1800s at both Hill and Pear Tree farms. Remarkable is that 3 sons became vets (like their father), the other son married the daughter of a vet and a daughter, Betsey Ann, married a vet. Contact via Ancestry from a descendant of Betsey Ann has been a particular reason for fully documenting the research on this family. | | | | | | |
| 30. | Dates of Next Meetings Monday, 19 th May 2025 Monday, 14 th July 2025 Monday, 22 nd September 2025 Monday, 17 th November 2025 Monday 19 th January 2026 (agreed) Monday 16 th March 2026 (agreed) | | | | | | |
| | Meeting Finished at: 21:30 | | | | | | |

Signed: V Ward

Clerk to Charsfield Village Parish Council