

CHARSFIELD PARISH COUNCIL

The Councillors of Charsfield Parish Council are summoned to the Parish Council Meeting at Charsfield Village Hall on Monday 29th September 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** – Welcome new members
- 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](#)
- 4. 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:
[Parish Council Minutes Monday 14th July 2025](#)
[Extraordinary Parish Council Minutes 11th August 2025](#)
- 5. Reports:** to receive reports on village issues from councillors and representation of particular interest groups present.
 - 5.1 [County Councillor](#)
 - 5.2 [District Councillor](#)
 - 5.3 Recreation Ground
 - 5.4 Village Hall
 - 5.5 [Village Historian](#)
- 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:

Topic	Description	Updates and Actions required at the meeting
7.1 Flood	To lobby for actions to reduce flood risks and increase flood defence, where possible.	Update on progress – CFAG and Parish Council - Remove Silt from Potsford Brook - Natural Flood Mngt Solutions - Decision on a dedicated meeting
7.2 Move to gov.uk domain	Move the website and email to a gov.uk domain	Update on progress

7.3 Emergency Plan	Creating a plan to address any major emergency in Charsfield	Update on progress
7.4 Nature, Environment and Farming	Rural updates for Charsfield Potsford Brook Water Quality	Update on progress Need a councillor to lead on Nature/ Environment Peter Clitheroe
7.5 Planning	DC/25/2733/FUL Letheringham/ Easton Solar Farm. Full planning application for the construction and operation of a Solar Farm (49.9MW) and Battery Energy Storage Scheme (50MW) with all associated works, equipment, enclosures, access and biodiversity net gains Three Horseshoes Pub – notification from owner intention to sell Development - Land Rear of No. 15, St Peters Close, Charsfield, Suffolk	Update on response to planning application for Letheringham / Easton Solar Farm. Update on pub – Peter Clitheroe Update on actions from Hartog Hutton
7.6 Community Energy Project	Community Partnership team who requesting government funding for community energy	Update on progress – Peter Clitheroe
7.7 Road Safety	Making Charsfield's Roads safer	Discuss provision of white lines on B1078 and update on Road Safety Sign Competition
7.8 Highways Reports	Ensuring reported Highways issues are progressing	Update on progress Link to Highway reports
7.9 Charsfield Bus Service	Keeping Charsfield connected	Update on progress
7.10 Community partnership	Community Partnership meeting with other Parishes	Update on progress
7.11 Community Events	Family Day 24 th Aug & 7 th December 2025 MP Patrick Spencer Visit 7 th October Pilot Chinwag event Feb 2026? Thermal Imaging for energy conservation Parish First Aid (course free from SARS)	Update of progress Discuss event organisation Event Questions Decision on whether we run a coffee morning next year with SWISH Decision on whether we go ahead with a thermal imaging project for the village Decision on whether we organise a First Aid

	https://sars999.org.uk/public-education/	awareness course for the village. Who are the qualified first aiders in the village?
7.12 East Suffolk Planning Alliance Westerfield Quarry Planning Application	Planning Application SCC/0093/25SC – Proposed Sand and Gravel Quarry at Westerfield (Nicholls Ltd)	Watching brief as not in Charsfield Parish.
7.13 Parish Councillor Profiles	Parish Councillor photos and introduction	Update on progress
7.14 WhatsApp for Friends of Charsfield	Modern communications for the Parish	Decision – do we create a Village WhatsApp
7.15 Training/ Councillor	Councillor Training Induction Training	Update on training requests Update on progress

8. Statutory Business:

8.1 Risk Assessment – to review and approve the risk assessment. Updated with Councillor Moor's assistance. Broken Parish Notice board now fixed [Risk Assessment](#). Main change was to confirm there is now a Budget Committee for the Precept.

8.2 Model of Publication - to review and approve [Model of Publication](#) Main changes were to update the Parish Clerk's details.

8.3 Assertion 10 Digital and Data Compliance [Assertion 10 Compliance Actions](#)

8.4 GDPR Documentation – to review and approve the GDPR Documentation. Main changes are to the clerk details. [Charsfield Data Protect Impact Assessment](#) , [Charsfield Data Protection and Information Policy](#) , [Charsfield Privacy Policy](#) , [Charsfield Access Policy](#)

8.5 IT Policy and Cybersecurity – new document required as part of Assertion 10 Digital and Data Compliance [Charsfield IT and Cybersecurity Policy](#)

9. Financial Report:

9.1 To authorise payments since the last meeting.

Date	Detail	Reference	Power	Amount
09/07/2025	HMRC Employee Tax	Bank Transfer	LGRA 1972 s.112	£275.80
98/07/2025	Charsfield Hall Hire for Family Day	Bank Transfer	LGRA 1972 s.145(1)(a)	£35.10
14/07/2025	Microsoft 365 – Clerk Laptop	Bank Transfer	LGRA 1972 s.111	£84.99
31/07/2025	Speed indicator Battery & Charger	Bank Transfer	LGRA 1997 s.31	£30.45
11/08/2025	Planning Event for Solar Farm - Map Print out	Bank Transfer	LGRA 1972, Sch 12, para 15	£24
27/08/2025	Laptop for Clerk to replace 9yr old and remain Windows 11 compatible	Debit Card	LGRA 1972 s.111	£389
02/09/2025	Soft Play for Family Day	Bank Transfer	LGRA 1972, s.145(1)(a)	£70
02/09/2025	*Parish Council Insurance	Bank Transfer	LGRA 2000, s.101	£264

*To note **Parish Council Insurance** has increased from £241 in 2024 to £264 as precept no longer in £5-7.5k range but is now in £7.5-10k range. Starts 1st Oct 2025. **To agree no wider review is required as increase not large enough to merit change of supplier.**

9.2 To note receipt of income as listed

East Suffolk Council Grant for Safety Signage **£750**

Donations at Family Day for soft play equipment **£70 Current Acct, £10 Business Acct**

9.3 To consider the Actual versus Budget Q1 June 2025, and Reconciliation for the period ending July, August 2025

9.4 To Note Bank Balances as of 31st August.

- current account: **£3,023.42**
- savings account: **£16,307.39**

9.5 To Note New Interest rates on the Business account decreasing from **1.2% to 1.1%** from **11th November 2025**.

9.6 Clerk Pay Increase – to note increase of Parish Clerk's pay from **£12:26 -> £12:65ph** from **1st April 2026**

9.7 To agree timeline for budget preparation for 2026 - 2027

9.7 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

10. Dates of next meetings:

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

11. Close of Meeting

Signed: *v Ward*

Clerk to Charsfield Village Parish Council
3rd September 2025

Charsfield Parish Council
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