

CHARSFIELD PARISH COUNCIL

Minutes of Meeting Held on Monday, 29th September 2025, 7:30pm in Charsfield Village Hall.

Present: Councillors Rixon (Chair), Laird, Haird, Alex Ward, Viviane Ward (Parish Clerk), Charmaine Jay (School and recreation liaison)

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. He welcomed Alex Ward, our new councillor and Charmaine Jay (School and Recreation liaison). Councillor Moor has sadly resigned a little earlier than planned, after a big contribution to the Parish Council for many years. Councillor Moor's skills and expertise will be missed.
- 2. Apologies and Approval for absence:** Councillor Crone and Youngman 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.
- 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: [Minutes of council meeting of July 14th 2025](#), [Minutes of Extraordinary council meeting of August 11th 2025](#) Minutes approved and signed by Chair, Councillor Rixon.
- 5. Reports:** to receive reports on village issues from councillors and representation of particular interest groups present. **Available on request.**
 - 5.1 [County Councillor](#)
 - 5.2 [District Councillor](#)

Devolution. Proposal made from District Councillors – now wait for central government decision, who may or may not agree with proposal. Discussion about costs savings as original estimates were high. Quick reaction from County Council, as opinion differs. Overriding message from District Council is that 3 local authorities are required.

Funding for Nature/ Wildlife – enabling communities to support wildlife, criteria on website tinyurl.com/4mdm4xyc

 - 5.3 Recreation Ground
 - 5.4 Village Hall
 - 5.5 [Village Historian](#)
 - 5.6 Schools Update – School fair 6th December – stalls required, Little City – free for 0-start school, 3rd October, 8th November.

ACTION Add School Report at next meeting, plus links to last minutes for Recreation Ground and Village Hall Committee. **Parish Clerk**

6. Points and Correspondence from the Public:

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

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Charsfield Parish Council
Brook House, Charsfield, IP13 7QB
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Concerns about car parking, blocking driveways in St Peters Close.

ACTION – Raise a Friends of Charsfield reminder, to part considerably and not block driveways. **Parish Clerk**

Seed limits B1078 – Peter Holloway supportive of the sizewell speed decreases, but would like the speed limit to go further, particularly around Postford Farm.

ACTION Chair, **Councillor Rixon** to go back Sizewell C consultation with suggestions. Send speed limits form to councillors who don't have the form.

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 – Proposed Chair, Councillor Rixon, Seconded Councillor Laird. Arranged a separate meeting for 21st October 7:30pm-9pm
7.2 Move to gov.uk domain	Move the website and email to a gov.uk domain	Update on progress - Nearly ready to go live.
7.3 Emergency Plan	Creating a plan to address any major emergency in Charsfield	Update on progress. Good draft created. Final Review on 3 rd October so can publish, then plan rehearsal.
7.4 Nature, Environment and Farming	Rural updates for Charsfield	Update on progress Need a councillor to lead on Nature/ Environment Ed Youngman and team are very busy, drilling for next crop. Councillor Laird has investigated wildlife schemes, however current schemes are time intensive and need a group of people. Tree planting – Andrew Feine has given 6 oak tree, plus 1 oak from East Suffolk Council Queens Jubilee. To be planted at the edge of brook in Andrew Feine's field. Needs to be planted between Dec and March.

		<p>Discussion around free trees and hedging. We have 3 tree wardens. Some nature work is already happening which could be extended e.g. village hall grounds.</p> <p>Schools could be more nature friendly. Kids could plant some trees.</p> <p>ACTION: Councillor Laird to continue to investigate, liaise with Chair, Councillor Rixon and propose options.</p> <p>Peter Clitheroe – no exceptions</p>
7.5 Planning	<p>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</p> <p>Three Horseshoes Pub – notification from owner intention to sell</p>	<p>Update on response to planning application for Letheringham / Easton Solar Farm. Planning consultation response submitted, primarily due to site access being unsuitable. 497 comments, 623 documents. Thursday 9th Oct is the determination date.</p> <p>ACTION: Distribute Copy of Stop Deben response created by a Planning Consultant. Parish Clerk</p> <p>Update on pub – Peter Clitheroe Ed Bolton, current pub owner, wrote to Suffolk County Council to notify that he wishes to sell the pub. As it is registered as an asset of community interest, FROTH had a period of time to express interest in buying, before it went on the open market.</p> <p>FROTH have responded to Edward Bolton to confirm they will not be pursuing the purchase.</p> <p>FROTH will re-energise membership to ensure the pub remains a pub and is not converted into housing.</p> <p>Update on actions from Hartog Hutton – Issue with noise of the</p>

	Development - Land Rear of No. 15, St Peters Close, Charsfield, Suffolk	<p>vehicle bleepers – Hartog Hutton have met with the insurers. They can't be switched off, however the machines with white noise could be changed. Nearly finished with that section of work. Offered Walkabout on site – Councillor Laird joining Chair, Counmcillor Rixon. Complaints raised due to damage to the road – need pictures of road at the beginning. Curbs been swept twice recently.</p> <p>ACTION: Check Parish Council PC for any pictures of St Peter's Close before construction. Parish Clerk</p>
7.6 Community Energy Project	Community Partnership team who requesting government funding for community energy	<p>Update on progress – John Collins Have secured funding for the feasibility stage. Getting availability of the consultant. Have a meeting with Framdsen meeting on 21st October, as they are pursuing a similar scheme. Note the community energy scheme is small scale (2.5 hectors), will use brown field e.g. concreted areas, roofs and will benefit the local community.</p> <p>Deben Climate Change are helping with the application and running of the scheme, as they are keen to be associated with a successful Community Energy scheme.</p>
7.7 Road Safety	Making Charsfield's Roads safer	<p>Discuss provision of white lines on B1078 and update on Road Safety Sign Competition.</p> <p>See section 6 for discussion on extending B1068 speed limit.</p>
7.8 Highways Reports	Ensuring reported Highways issues are progressing	Update on progress Link to Highway reports Nothing to report
7.9 Charsfield Bus Service	Keeping Charsfield connected	Update on progress – no further progress
7.10 Community partnership	Community Partnership meeting with other Parishes	Update on progress – see Chinwag in section 7.11
7.11 Community Events	Family Day 24 th Aug & 7 th December 2025	Update of progress- 24 th Aug. went well, 30 people including

		<p>children. Missed small handful of people. All enthusiastic about the event. Will run another similar event on Sunday Dec 7th.</p>
	<p>MP Patrick Spencer Visit 7th October</p>	<p>Discuss event organisation Event Questions Event going ahead. 13 people have expressed an interest so far. Action: Is it possible to create an audio recording. Parish Clerk</p>
	<p>Pilot Chinwag event Winter/ Feb 2026</p>	<p>Decision on whether we run a coffee morning next year with SWISH. Wellbeing event mainly for the older section of community, to combat rural isolation and loneliness. Outreach group in NHS will talk about services available. Minibuses will be organised to pick up people in nearby parishes – Suffolk Council would organise. Funding would be available. Event for 20/30 people. Chair, Councillor Rixon to report back at Partnership meeting and ask for funding. Suffolk Council would lead on event and publicise.</p> <p>ACTION: Councillor Laird, Councillor Haird and Chair, Councillor Rixon to explore.</p>
	<p>Thermal Imaging for energy conservation</p>	<p>Decision on whether we go ahead with a thermal imaging project for the village. Only 3 people have expressed an interest.</p> <p>ACTION: Write to say not running scheme due to numbers. Parish Clerk</p>
	<p>Parish First Aid (course free from SARS) https://sars999.org.uk/public-education/ CPR Awareness</p>	<p>Decision on whether we organise a First Aid awareness course for the village. Who are the qualified first aiders in the village? Could run a 'Safety in the home' course with no qualification. Find out what defibrillator training is relevant and scope the training</p>

		<p>required. Find out what people want and include defibrillator training as part of it. Could be part of Chinwag.</p> <p>ACTION: Find out about what defibrillator training is appropriate from suppliers. Ask what people want. Liaise with Councillor Ward to create training Parish Clerk</p>
7.12 East Suffolk Planning Alliance Westerfield Quarry Planning Application	Planning Application SCC/0093/25SC – Proposed Sand and Gravel Quarry at Westerfield (Nicholls Ltd)	<p>Watching brief as not in Charsfield Parish.</p> <p>Planning application submitted in July. Consultation ended in September. Large opposition from the public.</p>
7.13 Parish Councillor Profiles	Parish Councillor photos and introduction	Update on progress Complete – profiles on website and circulated on Friends of Charsfield.
7.14 WhatsApp for Friends of Charsfield	Modern communications for the Parish	<p>Decision – do we create a Village WhatsApp Currently trialling will small number of people. Could you use a QR code? Agreement to go ahead. Proposed Simon Rixon (Chair), Seconded Cathy Laird.</p> <p>ACTION. Roll out via Friends of Charsfield Parish Council</p>
7.15 Training/ Councillor	<p>Councillor Training</p> <p>Induction Training</p>	<p>Update on training requests – Grant & Funding Application Course 4th December – Chair, Councillor Rixon.</p> <p>Update on progress Reviewed. Ready to put on website.</p>

8. Statutory Business:

All documents proposed Councillor Laird, Seconded Councillor Haird.
They will be adopted by Charsfield Parish Council.

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](#)

Agreed that Gov.uk emails will be set up for each councillor. Proposed Councillor Laird, Seconded Councillor Haird.

ACTION: Viviane liaise with Gary Stratton to agree format of councillor emails.
Parish Councillor

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:

All finance matters proposed Councillor Laird, Seconded Councillor Haird.
All authorised.

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 Present and agree at next Council Meeting -in November, Submit Jan 2026.

Meeting set up for 27th October to discuss top topics and budget.

9.8 CIL Funding - £7,131.37

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

Date Received	Amount Received	Amount Spent	Amount Returned	Total	To be Spent By
18/04/2023	2353.35			2353.35	16/04/2028
24/10/2023	23.53.35			4706.70	22/10/2028
17/04/2024	2424.67			7131.37	16/04/2029
				7131.37	

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

Meeting Ended 21:41

Signed: V Ward
Clerk to Charsfield Village Parish Council
30th September 2025
Charsfield Parish Council
Brook House, Charsfield, IP13 7QB
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