



MINUTES of the PARISH COUNCIL MEETING held on Monday 01 December 2025 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllr R Abbott, Cllr S Gipps (after Co-Option), Cllr G Mark, Cllr A Mendel (Chair), Cllr S Page, and Cllr B Plumbly.

Also in attendance: County Councillor Simon Harley.

01 OPENING

Cllr Mendel declared the meeting open at 7.30pm and thanked all for attending. A statement was read out by the Chair indicating that, in accordance with legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting, providing permission has been sought from the Clerk and/or Chair.

02. APOLOGIES FOR ABSENCE

To note and approve apologies received – Cllrs noted and approved apologies received from Cllr B Stennett, Cllr J Lee and District Councillor Potter.

03. DECLARATIONS OF INTEREST

- (a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – None.
- (b) To receive notifications of gifts of hospitality exceeding £50 – none submitted.
- (c) To note the determination of requests for dispensations for items on the agenda under discussion – None.

04. MINUTES

To consider and approve the minutes of the previous Parish Council meeting held on 3rd November 2025 –

Cllr Page proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, seconded by Cllr Plumbly - aif. The Chair signed a copy of the agreed minutes.

05. CO-OPTION OF A COUNCILLOR

- (a) Councillor Page proposed the co-option of Candidate A, with Councillor Mendel seconding. Councillor Plumbly proposed the co-option of Candidate B, with Councillor Abbott seconding. After a majority vote, Councillors resolved to co-opt Sue Gipps as Parish Councillor.
- (b) Sue Gipps signed the Declaration of Acceptance of Office, which was witnessed and signed by the Clerk, and joined the meeting as Councillor.
- (c) Cllr Gipps declared no interests under Agenda Item 3.



06. REPORTS FOR INFORMATION

- (a) A written report had been circulated from Cllr. Harley and a copy of this report is available with the meeting papers. Cllr Harley provided an update on Local Government Reorganisation and encouraged everyone to complete the Government Consultation.
- (b) A written report had been circulated from Cllr. Potter and a copy of this report is available with the meeting papers.

07. CLERK'S REPORT

- (a) Actions were noted.
- (b) To note correspondence received in September/October 2025.
 - 1) BMSDC Update
For Information Only
 - 2) NSIP Update (spreadsheet available on request) with drop in information
FIO
 - 3) SALC link to Mayoral website
FIO
 - 4) Landscape grant information
FIO
 - 5) SCC link to Government LGR Consultation
To re-visit in January
 - 6) Minutes of Police and Parish Forum, 24th Sept
FIO
 - 7) SALC Communication re LGR
FIO
 - 8) SALC News Bulletin
FIO
 - 9) SALC NSIP info
FIO
- (c)
 - Village sign – Cllr Plumbly updated that the sign should be completed once further works have been carried out to the existing base, which was more secure than first thought.
 - Infographic sign has been completed and been picked up, will be installed during dry weather.
 - Registration of the playing field: the solicitor has the paperwork and has advised the process will now take several months.
 - Peninsula Alliance updates:
 - o We met with Babergh to discuss planning and policy, with several actions for each side. Notes available on request.
 - o Jimmy's Farm traffic will be raised with the farm and Suffolk Highways after problems on the A137 because of the Christmas Fayre.
 - o Contact information has been provided for the Highways engineer covering Tattingstone.



08. PUBLIC FORUM

- (a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted –
 - None
- (b) To receive comments or questions relating to Tattingstone in particular –
 - A resident noted that the church restoration is progressing well and the recent wreath-making workshop was well attended. The wall will be repaired in the spring.
 - A resident asked whether the rose bushes would be re-instated in front of the church. They will possibly be replaced.
- (c) To receive questions and comments submitted in writing/email for future consideration by the Council – nothing raised.

09. FINANCE REPORT

- (a) To note the balance of accounts as at 26th November 2025.
The balances were as follows:
 - Lloyds Account: £8,164.68
 - Lloyds Savings Account: £40,187.35
- (b) To approve the accounts paid since the last meeting and accounts awaiting payment including forthcoming payments together with the receipts received since the last meeting.
Cllr Page proposed and Cllr Abbott seconded that the payments detailed should be ratified and agreed – aif
- (c) To consider any requests for financial support received from local people or groups –
 - Councillors approved a £50 donation to the Royal British Legion
 - Councillors noted a £10 donation was made to Tattingstone church for the Christmas lights
- (d) Councillors considered the draft budget for 2026/27, agreeing a budget of £18,425.52.
- (e) Councillors considered the precept for 2026/27, agreeing a figure of £18,040.52. This is a 5.73% increase from the previous year.

10. PLANNING MATTERS

- (a) To consider and agree a response to the following planning matters related to Tattingstone
None
- (b) To note the following decision notices received:
None
- (c) To note the following Public Inquiry:
AP/25/00054
Land At Grove Farm And Land East Of The Railway Line, Bentley
Full Planning Application - Construction of a solar farm (up to 40MW export capacity) with ancillary infrastructure and cabling, DNO substation, customer substation and construction of new and altered vehicular accesses.
Councillors agreed that Cllr Abbott will represent Tattingstone at this event - **aif**



11. VILLAGE MATTERS

- (a) To receive an update from the Playing Field Representative
Cllr Page summarised the meeting held on the 21st November 2025, highlighting the second phase of the play Aare upgrade being well underway and a new agreement & playing schedule to be set up with the Holbrook Hornets to sue the playing field for football matches.
- Cllr Page also provided an update on the Village Hall renovations (meetings usually closed to the public). The roof has been replaced and all asbestos removed and disposed of, there are two new EV charging points that await software installation and will have overnight parking restrictions.
- Regarding a tribute for Sheila Tweedy, the school and Playing Field Committee will manage their own tributes while Councillors agreed to use CIL funds to purchase a bench, with commemorative plaque, for the playing field – **aif**. The Clerk will liaise with the Playing Field Committee.
- (b) Councillors received an update from the Neighbourhood Plan Representative that the Neighbourhood Plan is still with the independent examiner.
- (c) Councillor Abbott reported that there are often flyers and notices left up in the village past the date of the advertised event – this includes an aged PC agenda. Clerk to post on social media reminding people to take them down promptly and remove any outdated PC items.

12. CONFIDENTIAL ITEM

- (a) Employment
Councillors resolved to pay the Clerk's Working From Home Allowance, including backpay from her start date of December 2024.
- (b) Correspondence
Councillors were updated on an item of confidential correspondence and agreed next steps.

13. DATES OF FORTHCOMING MEETINGS

- (a) Parish Council meeting – Monday 05 January 2026, 7.30pm

The meeting closed at 8.53 pm.

SIGNED.....DATED..... TATTINGSTONE Parish Council



ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
Nov	5a	Provide Cllr Gipps with email address, Rol form and other documents welcoming her as a new Councillor.	RBN
Nov	5a	Book Cllr Gipps onto Councillor training	RBN
Nov	6a	Complete Government LGR Consultation individually	All
Nov	7c	Provide update on village sign progress	BP
Nov	7c	Install infographic sign	AM
Nov	9e	Return Precept form to Babergh	RBN
Nov	10c	Represent Tattingstone at planning inquiry	RA
Nov	11a	Liaise with PFC and purchase bench	RBN
Nov	11c	Post on social media reminding people to remove flyers	RBN
Nov	11c	Remove outdated PC paperwork	RBN



APPENDIX A – List of common abbreviations used.

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
APCM	Annual Parish Council Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BDC	Babergh District Council
BLC	Brantham Leisure Centre
BMCIC	Brantham Management Community Interest Company
BOS	Brantham Open Spaces Group
BMSDC	Babergh & Mid Suffolk District Council
BPC	Brantham Parish Council
CEP	Community Emergency Plan
CAS	Community Action Suffolk
Chq	Cheque
Cllr	Councillor
Cttee	Committee
DCLG	Department of Communities and Local Government
FC	Finance Committee
FOI	Freedom of Information
FR	Financial Regulations
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
LPA	Local Planning Authority
LPF	Lower Playing Field
LSC	Legal Sub Committee
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
PC	Parish Council
PCSO	Police Community Support Officer
RFO	Responsible Finance Officer
RFSC	Recreation, Footpaths and Services Committee
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	Safer Neighbourhood Team
SO	Standing Order
TPO	Tree Preservation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, Community and Social Enterprise Organisations
HMC	Village Hall Management Committee

January 2026

County Councillor's Parish Report

Cllr Simon Harley, Peninsula Division

simon.harley@suffolk.gov.uk

07955 434409

Firstly, I wish you all a very happy and productive New Year!

Elections in 2026?

As most of you know the Government has postponed the Norfolk/Suffolk mayoral elections until 2028; they were supposed to be held in May 2026 but it has been considered that it would be best to delay these, though the reasons are not clear to all!

County Councils will be taken over by Unitary Authorities in 2028 as will District and Borough Councils in a unified council structure which will see between one and three Unitary Authorities to cover Suffolk, under the Mayoral Authority of Norfolk and Suffolk. The decision on the number of Unitary Authorities will be made by the government in March 2026 after the consultation period finishes. As you are aware the County Council has been promoting the single council option whereas the other Councils feel a three council option would provide better services as well as cost savings.

So, what about the County Council elections (which were already postponed in May 2025 for a year)? The government recently announced that they would allow County Councils to decide whether a further delay would be implemented so that there would be no need to re-elect Councillors before the Mayoral and Unitary authorities come into formal existence. Whilst this might be convenient (Govt. are arguing that elections may distract from local government reform work) and save some money, this leads to accusations that the main reasons are for political expediency and is certainly deeply undemocratic as Councillors who were originally elected for 4 years could serve for 7 years instead.

The Council has to let the government know what is our preferred option by 15th January and there is an Extraordinary Full Council meeting on 12th January to decide the Council's response, so I will be able to let you know the result by the next Parish Report.

Protecting Suffolk's Rivers

At Council on Thursday 11 December, my group proposed a motion to strengthen protection for rivers in the county via the Universal Declaration of the Rights of Rivers which include the right to flow naturally, be free from pollution or contamination and the right to recover from environmental harm. Councillors in the group and those from other groups at the council spoke passionately about rivers and the harm being done to them by sewage and agricultural and highways run off. Unfortunately, the Conservative group opted to vote against the motion and it was not carried. Other motions tabled at the meeting including writing to the government to protest the recent budget announcements, a motion criticising the council's record on Special Educational Needs and Disabilities (SEND) and the importance of local Post Offices.

Suffolk Minerals and Waste Plan

At Cabinet on Tuesday 2 December, preparation arrangements were agreed for the county's Minerals and Waste plan, which is now five years old and due for renewal. The plan looks at the county's needs and decides what planning measures need to be taken to meet them – for example, aggregates such as sand and gravel which are necessary for housebuilding. As the government has announced high targets for housing in Suffolk, the amount of these materials needed will be higher than before. As the Local Government Reorganisation process means that Suffolk County Council will likely not exist by the time

the plan is due to be adopted, the decision made by Cabinet was to undertake all the prep work and gather evidence for it so that the new authority/ies who have to publish the plan will be well-placed to do so once established.

Review of SEND progress

On Thursday 4 December, the council's Education and Children's Services Scrutiny Committee convened to scrutinise progress on the action plan for improvement to Suffolk's Special Educational Needs and Disabilities (SEND) services. The action plan was developed following a poor inspection report from Ofsted and CQC in November 2023. Council officers and Cabinet members for children's services joined the meeting and acknowledged that although progress had been made to clear the backlog of EHCPs and improve the waiting times to produce them and review them annually, many families had not yet felt the benefit of improvements the council and health partners were trying to embed. The Cabinet member for Education and SEND apologised at the meeting for this. It was noted that some issues, like the shortage of speech and language therapists, were a national issue rather than specific to Suffolk. The council is also working closely with the Department for Education and in partnership with Bedford Borough Council on best practice and support with strategy. The government's Schools white paper, which is expected to include an overhaul of the SEND system nationally, is expected soon in 2026. Members of the committee included education professionals and parents of children with special educational needs who expressed their concern that the council was still not providing a good enough service to Suffolk families.

New Funding for Buses and Sustainable Travel

Suffolk has been awarded £27m of funding for bus services from the government's Local Authority Bus Grant (LABG), this can be used for routes, ticketing or improving infrastructure like bus stops and shelters. Previously known as the Bus Services Improvement Grant, communities in Suffolk will be able to suggest improvements in their area and 'bid' for funding via the Suffolk on Board website: <https://www.suffolkonboard.com/>

The council has also been awarded just over £12m from Active Travel England to promote sustainable travel in the county. This can be used to invest in footpaths, cycle lanes and other infrastructure. Examples of how this funding has been used recently include pedestrian crossings in Bridge Street and College Road by Ipswich waterfront and improved cycle routes including from Ipswich Hospital to the waterfront area, Nacton Road in Ipswich, Main Road in Martlesham, and within Woodbridge as part of the town's current active travel project. Cllr Chris Chambers, the Cabinet Member for Transport Strategy at the council, said it was important for the council to develop a network of measures to encourage people out of the car wherever possible in order to reduce congestion and pollution.

Warm Homes in Suffolk

At the end of November 2025, Suffolk County Council secured £1.38 million from the government's Warm Homes Local Grant Fund, which means Suffolk residents living in properties which are not energy efficient could be eligible for funding to make their homes warmer and reduce their energy bills. Residents and landlords are urged to apply quickly, as the funding must be allocated by the end of March 2026.

The fund aims to provide free energy saving improvements to energy inefficient homes if residents are on a low income, receive certain benefits or live in a certain postcode area. This could be wall and loft insulation, solar panels or air source heat pumps. To be eligible, Suffolk homes must be privately owned (either by you or your landlord) and have an Energy Performance Certificate (EPC) of D, E, F or G (you can find this out when you apply). Household income must usually be £36,000 a year or less - but if you earn more than that, you might still be eligible if either:

- you live in a certain postcode area (certain areas of Beccles, Felixstowe, Ipswich, Lowestoft and Stowmarket)
- someone in your household is getting certain benefits
- you have a severe or long-term health condition, which is adversely affected by living in a cold home

Once these conditions have been approved, an assessment of your home will identify which measures

are best suited to your property. These will then be installed by trusted contactors, for free. You can find out more and apply using this link: <https://www.warmhomessuffolk.org/>

In addition, Suffolk County Council and East Suffolk council have teamed up to provide Winter Warmth Packs to help vulnerable residents stay warm and healthy at home even if they are struggling with rising living costs. Referrals are via community groups, food banks, GP surgeries or hospitals and each pack includes items such as thermal hats, gloves, blankets and gilets, tailored as necessary – for example, children's winter coats can be included. Although the Warm Homes Healthy People programme is delivered by East Suffolk Council, it is a county-wide programme.

Helping Older Drivers Stay Safe

Suffolk's Fire and Rescue Service are holding workshops at fire stations around the county to advise older people on how they can stay safe while driving. Nationally, one in four car drivers killed on the roads last year were aged 70 or over, and as a rural county, many residents are reliant on cars to stay independent. The sessions are planned at the following venues for 11am-1pm:

- Tuesday 13 January – Woodbridge Fire and Police Station
- Wednesday 14 January – Stradbroke Fire Station
- Tuesday 27 January – Wrentham Fire and Police Station
- Wednesday 28 January – Ixworth Fire Station
- Tuesday 10 February – Holbrook Fire Station

To book a free place, please visit <https://www.eventbrite.co.uk/o/suffolk-fire-rescue-service-road-safety-86298781223?msocid=1b58e35a30906c973b40f56031016d19>

Social Media and Helpful Links

Follow us on:

Twitter - [Suffolk Green, Lib Dem & Independent Group \(@ SuffolkGLI\) / Twitter](#)

Instagram – https://www.instagram.com/suffolkgli_group/

Facebook - [Suffolk GLI - Green, Liberal Democrat & Independent Group | Facebook](#)

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkqli.wordpress.com\)](#)

Cost of Living help and

advice: <https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6>

Benefits advice and

support: <https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/what-to-do-in-a-flood>
<https://suffolkprepared.co.uk/get-prepared/risk-advice/flooding/>

Flood recovery advice and support: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

Parish Report for January

Suffolk residents living in properties which are not energy efficient, could be eligible for funding to make their homes warmer and reduce their energy bills, thanks to Warm Homes Suffolk.

Warm Homes Suffolk is a partnership managed and delivered by Suffolk County Council and East Suffolk Council, working with Ipswich Borough Council, Mid Suffolk District Council, Babergh District Council, and West Suffolk Council.

At the end of November 2025, Suffolk County Council secured £1.38 million from the government's Warm Homes Local Grant Fund.

Residents and landlords are urged to apply quickly, as the funding must be allocated by the end of March 2026.

The fund aims to provide free energy saving improvements to energy inefficient homes if residents are on a low income, receive certain benefits or live in a certain postcode area. This could be wall and loft insulation, solar panels or air source heat pumps.

To be eligible, Suffolk homes must:

- be privately owned (either by you or your landlord)
- have an Energy Performance Certificate (EPC) of D, E, F or G (you can find this out when you apply)

Household income must usually be £36,000 a year or less - but if you earn more than that, you might still be eligible if either:

- you live in a certain postcode area (certain areas of Beccles, Felixstowe, Ipswich, Lowestoft and Stowmarket)
- someone in your household is getting certain benefits
- you have a severe or long-term health condition, which is adversely affected by living in a cold home

Once these conditions have been approved, an assessment of your home will identify which measures are best suited to your property. These will then be installed by trusted contactors, for free.

More information can be found on the warm homes website from www.warmhomessuffolk.org or by telephoning 03456 037 686.

Changes have been made to Locality Grants Awards and you can read more about



these changes and what it means by reading the document here:

2025-12-11 Locality
guidance updated.pdf

The Mayoral Elections have been postponed but the County Elections should go ahead next Spring, (7th May) there are 60 Councils that can have permission to delay if not ready in time.

With changes with LGR the government needed to give a number of councils leeway and give support to them should it be necessary.

Severe weather remains active in terms of procedure and Babergh will offer emergency accommodation to rough sleepers at this time. Further information by either calling housing on 0300 1234000 or following the weblink thestreetlink.org.uk.

Bins will be collected on the normal schedule on the 12th January once again after the holiday season, and Garden Waste on Monday 5th January.

Community Development Grants can still be applied for up to 18th January, if there is an organisation that can be signposted for funding please visit:
BMSDCGrants@babergh.midsuffolk.gov.uk.

Finally, CAS (Community Action Suffolk) is offering four fully funded training courses designed to strengthen local organisations building upwards for the future.

This will be over January and February and will cover Safeguarding, Trustee Roles and Responsibilities, Launching your charity essentials and Volunteer Leadership.

More information on these training courses can be visited at
communityactionsuffolk.org/cas-events/list.

Daniel Potter (Cllr)

Orwell Ward



TATTINGSTONE

Parish Council

Rachel Belcher-Nairn
Clerk to the Council

Windmill Lodge, Mill Road
Buxhall, Stowmarket
IP14 3DS
07713 864505
clerk@tattingstoneparishcouncil.gov.uk

Paper submitted by the Clerk to the Council in advance of the Parish Council meeting on 05 Jan 2026

Parish Clerk's Report – December 2025

a) To review actions from the previous meeting

MONTH	MINUTE NO.	ACTION	WHO
Nov	5a	Provide Cllr Gipps with email address, Rol form and other documents welcoming her as a new Councillor. <i>Completed</i>	RBN
Nov	5a	Book Cllr Gipps onto Councillor training <i>Completed</i>	RBN
Nov	6a	Complete Government LGR Consultation individually <i>Update required</i>	All
Nov	7c	Provide update on village sign progress <i>Completed</i>	BP
Nov	7c	Install infographic sign <i>Completed</i>	AM
Nov	9e	Return Precept form to Babergh <i>Ongoing</i>	RBN
Nov	10c	Represent Tattingstone at planning inquiry <i>Ongoing</i>	RA
Nov	11a	Liaise with PFC and purchase bench <i>Ongoing</i>	RBN
Nov	11c	Post on social media reminding people to remove flyers <i>Completed</i>	RBN
Nov	11c	Remove outdated PC paperwork <i>Completed</i>	RBN

b) To receive items of correspondence

Please see Paper 6b.1

c) To receive an update from the Clerk on any other Council issues

- Village sign – the sign is now in place.
- Infographic sign has also now been installed.
- The type of bench already in the village is out of stock until the spring.

CORRESPONDENCE JANUARY 2026

- 1) BMSDC Briefing
For Information Only
- 2) NSIP Update (spreadsheet available on request)
FIO
- 3) BMSDC Update on Mayoral Elections
FIO
- 4) Request for Donation from Communities Together
To decide an overall approach to organisations requesting donations
- 5) BMSDC reminder for Call for Sites
FIO
- 6) SALC Communication
FIO
- 7) National Highways information re. A12 (in social media)
FIO

1.



Council leaders back ‘Suffolk to the Power of Three’ option as part of local government reorganisation consultation

Suffolk residents, businesses and local organisations are being urged to take part in a once in a generation opportunity to shape how council services are delivered for their local communities.

The Government's statutory consultation on LGR is now open, but people only have until **11 January** to respond, so we would be grateful for your help in ensuring that your communities are aware.

The consultation seeks views on the two proposals submitted for Suffolk: the Three Councils for Suffolk case submitted jointly by the district and borough councils, and One Suffolk, submitted by Suffolk County Council.

You can find out more on [the Three Councils for Suffolk website](#), including the benefits of our case for businesses, residents, town and parish councils and for the voluntary and community sector.

In addition to our case in full, there are also [Q&As](#) which may help you respond to queries from residents. The site also includes a link to the [One Suffolk website](#) to ensure awareness of both cases.

We are also raising awareness through social media and would be grateful for your help by following, liking and sharing our posts.

In addition, leaflets and postcards have been produced for councillors to share within their communities and networks (*artwork attached to the email to clerks for their information*).

Should you wish to receive any of these materials, please let us know via your district councillor, or by contacting [Babergh and Mid Suffolk District Councils' communication team](#) direct.

Solar energy project for village hall gets funding boost

A village hall solar energy project has secured a funding boost from Babergh District Council in the latest round of Community Infrastructure Levy (CIL) awards.

Bird flu cases in Suffolk

Outbreaks of bird flu have recently been confirmed in our area. Cases have been reported in Claydon, Lawshall and Woodbridge in recent weeks. You can find details about the most recent outbreak in Claydon on the Government website and download a map of the protection and surveillance zones. To stay up to date with all the latest information, resources and guidance, make sure you are [following Suffolk Trading Standards on social media](#) and sharing their posts. You can also [find a series of further posters, containing warnings and useful resources, on the government website](#) to be displayed in your areas if necessary or shared with relevant land managers.

Suffolk Nature Recovery Strategy launched

Suffolk County Council has now published Suffolk's Local Nature Recovery Strategy (LNRS). It follows close work over a number of years with many stakeholders - including our councils, as well as public engagement, to identify common themes to address the decline in nature and opportunities to enable it to recover.

You can [find the strategy as well as FAQs on the Suffolk County Council website](#). You may find this, the accompanying [Suffolk Local Habitat Map tool](#), as well as other publicly available data sets such as our [tree canopy survey report](#) and [the Suffolk Biodiversity Information service website](#), useful when planning your future town or parish environmental projects and funding applications. Please share this with community and environmental groups in your area, for the same purpose.

Anglian Water flood guidance

Anglian Water has created a leaflet to help people protect their homes from winter flooding. The information is particularly relevant due to the long, hot summer we have had this year. You can find the leaflet as an attachment on this email. Further flooding information and guidance can be found on our website.

Sustainable Communities Food Fund

Our Sustainable Communities Food Fund provides grants to small scale food initiatives such as community pantries, fridges and food pop-ups.

Between £250 and £5,000 is available and can be used for anything from the purchase of equipment and revenue costs to delivering training and workshops.

Funding is awarded on a first come, first served basis, so please encourage groups to submit an application as soon as they can.

2.

Good evening,

Please find attached updated spreadsheet showing the progress of NSIPs and large-scale energy projects in the districts for your information.

Of note in this update:

- The Norwich to Tilbury project has been accepted for examination by the Planning Inspectorate. The deadline for registration as an interested party has now closed but you can view the application documents, and interested parties can register to comment on the application / participate in the examination here: <https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN020027/get-updates/start> . We are offering a regular drop in support session for this project which all ward members and Parish Councils should have received an invite for. This is open to anyone and the invite can be shared. The next session is on 8th January.
- The Essex and Suffolk Water transfer, recycling and storage project non-statutory consultation has started and runs until 10th December. There will be a series of consultation events throughout November. The consultation can be found here: <https://suffolkwaternetwork.co.uk/>

We are expecting more projects / applications which may warrant a further update during a month. I will continue to review the effectiveness of this email update to keep councillors and parish councils up to date. I appreciate all feedback, thank you.

Please do let me know if you need any support for your parish council meetings regarding any of these projects, or any other matter.

Please be reminded that pre-application details (those shown in red text on blue background) are confidential and must not be shared. If you are uncertain about what can be shared please contact me.

I hope this is helpful. As ever, please do not hesitate to contact me if you have any queries.

3.

Sent on behalf of Cllr Andy Mellen, Mid Suffolk District Council leader, and Cllr John Ward, Babergh District Council leader

Dear Town and Parish clerks

You may have [seen last week's news](#) that the government is delaying the inaugural mayoral elections for Suffolk and Norfolk by two years - from May 2026 to May 2028. We wanted to provide you with an update on this, and explain what it means for the ongoing work around devolution and Local Government Reorganisation (LGR). Firstly, the government has stressed this does NOT have any implications for the timetable for Local Government Reorganisation, which is proceeding as planned. The consultation on the two LGR proposals for Suffolk continues until 11 January. As a reminder, these two proposals are:

- [Three unitary councils](#) (submitted by all Suffolk's district and borough councils, including Babergh and Mid Suffolk)
- [One unitary council](#) (submitted by Suffolk County Council)

The two proposals were debated on BBC Radio Suffolk on Friday. To listen back to this, visit the show link on the [BBC Sounds website](#) and fast forward to 3:34.

We continue to encourage as many people as possible to respond to this consultation – including you, our towns and parishes – via the [government website](#).

We would also appreciate your help in raising awareness of the consultation – whether through 'following', 'liking' and sharing our posts on social media, or through the distribution of Three Councils for Suffolk leaflets (artwork attached, once again, for your information) within your area. **If you would like printed copies of these, email communications@baberghmidsuffolk.gov.uk**

The government is still expected to make a decision on its preferred new council structure for Suffolk and Norfolk in March next year.

In terms of last week's devolution announcement, we are considering its implications. While mayoral elections will be delayed, there is still an intention for a new Suffolk and Norfolk combined authority to be created 'as soon as possible' ahead of the elections.

The minister's statement can be [read in full here](#).

Suffolk and Norfolk were not the only counties impacted by last week's announcement, with Sussex and Brighton, Hampshire and the Solent, and Greater Essex receiving the same news.

We will, of course, share any further updates when we can.

Thank you

Cllr Andy Mellen, Mid Suffolk District Council leader

Cllr John Ward, Babergh District Council leader

4.

Dear Parish & Town Councils,

Every year, Communities Together East Anglia (CTEA) supports more than 3,000 people across Suffolk who are experiencing loneliness and social isolation. As we move into 2026, we are reaching out to local businesses to ask whether you might be able to support this work with a one-off donation.

For over 35 years, CTEA has brought connection, hope and inclusion to individuals who would otherwise struggle alone. With the support of 70 volunteers and 16 staff, we deliver community transport, digital inclusion support, social groups, befriending, and wellbeing activities that help people feel valued, supported and part of their community.

We work with those most at risk of isolation — including people living with poor health, disability, low income, limited mobility, digital exclusion, and lack of transport. Our aim is simple: to ensure that everyone who wishes to be connected has the opportunity to engage in activities, support and relationships that improve their quality of life.

A one-off donation from your organisation would directly support older and vulnerable residents across Suffolk, helping us continue to provide safe, welcoming spaces where people can build confidence, friendships, and a sense of belonging.

If you are in a position to support us, you can either donate online here: <https://www.communitiestogethereastanglia.org/donate/>
Alternatively, I can provide our bank details or arrange an invoice if that is your preferred method.

Thank you for considering supporting community wellbeing here in Suffolk. Your contribution would make a meaningful difference to the people we serve.

If you require any further information about the charity, please do not hesitate in contacting me. I look forward to hearing from you.

5.

Dear consultee,

We are following up on our recent announcement regarding the Call for Sites consultation. If you intend to submit a site for consideration for the Joint Local Plan Review and have not yet done so, please submit the site details by 5pm on **9 January 2026** via our online portal: <https://baberghmidsuffolk.oc2.uk/>

More information can be found on our websites here:

<https://www.babergh.gov.uk/web/babergh/w/call-for-sites>

<https://www.midsuffolk.gov.uk/web/babergh/w/call-for-sites>

6.

Dear all

This will be my last update before the end of the year - and I hope you have found previous issues useful. Feedback is always welcomed to ensure over the next 12 months this meets your needs so feel free to email me with any suggestions - ceo@suffolk-alc.gov.uk.

You will notice over the next few weeks some changes to our dedicated webpages as we have decided to separate LGR and devolution. Whilst these subjects are connected they are effectively two different processes. The team felt this would help consolidate that understanding.

Consultation on proposals for local government reorganisation in Suffolk

You should already be aware of the current consultation by Government following submission of two detailed proposals outlining potential models for unitary government in Suffolk. Below is a link to the consultation:

<https://consult.communities.gov.uk/local-government-reorganisation/norfolk-suffolk/>

Is SALC responding?

Yes, having been invited by Government to respond, we drafted our response to each proposal which the Board approved on 8th December.

[**View draft response to One Suffolk proposal**](#)

[**View draft response to Three Councils for Suffolk proposal**](#)

These letters will remain in draft format whilst I refine them and we are taking the opportunity to meet with the County, District and Borough Councils to clarify any points before we produce final versions and submit to Government before the deadline of 11th January 2026. I will share those with you too.

What was SALC's methodology in responding?

We know and recognise the diversity of local contexts and priorities among our members, making a single collective position impractical. Therefore we are responding to only the most critical questions within each proposal that safeguard the interests of our members and the communities they represent.

We also researched and considered responses by the Surrey Association of Local Councils to LGR proposals earlier this year alongside information provided to us from the National Association of Local Councils. I also met with the Suffolk Wildlife Trust earlier this week and we discussed referencing the representations they are making too which I will add to the final draft.

Promoting the consultation

Remember that as residents of Suffolk we can all respond to this consultation and it is good to see a number of parishes and towns doing so on their websites, newsletters and social media. We are an important tier of local government and it is important we help cascade the opportunity to have a say in plans on the table.

Devolution and the SALC super-forum

Moving onto devolution, on 2nd December we held our first super-forum that focussed just on this topic. We also used the MS Teams platform which worked well compared with Zoom which does cause us some difficulties on occasion. We had over 90 registrations and over 70 delegates on the night from across the County.

It was a good event and the breakout rooms in particular enabled meaningful discussions that were useful to bring back to the main room showcasing a range of perspectives.

It was clear, however, that confusion remains on the difference between local government reorganisation and devolution.

Devolution questions included funding, roles and responsibilities and set up of the new Mayoral Strategic Authority.

You can watch the main presentation using [this link to our YouTube](#) channel and the [slides are also available to download here.](#)

Government announcement - 4th December

Hot on the heels of our first successful "super forum", on 4th December, we saw reports in the press that the Government were "minded to" delaying the inaugural mayoral elections for Norfolk and Suffolk. These elections were originally scheduled for May 2026 but now may be pushed back to 2028.

Our development team produced a news blog which can be viewed [here](#) that includes the statement from Suffolk County Council to help clarify matters in as much as is possible.

In the new year we hope there will be further announcements as promised.

Thank you for reading these updates which are sent to 412 email addresses. On average 70% are opened by recipients which is a good score.

If you are receiving this on behalf of your council please make sure you circulate it so that everyone is kept up to date with these important changes, and thank you to those members who email me to say they really help the clerk on this topic.

Wishing you all a merry Christmas and happy new year on behalf of #TeamSALC.

Sally Longmate

CEO Suffolk Association of Local Councils

7.



UPDATE: Important roadworks information

A12 between junctions 29 (Crown Interchange) and 31 (Four Sisters junction) – improvement work

Dear Customer

We're making good progress on the improvement work on the A12. The next phase we're planning to carry out is on the A12 northbound between junctions 29 and 31. This work will include resurfacing, refreshing road markings and drainage renewal. Once complete, drivers will enjoy a safer, smoother and better-marked road that drains more effectively and is less likely to flood.

This work is part of a bigger project on the A12 between Crown Interchange and Copdock. We'll share details of any future closures and diversions as soon as they're confirmed.

We plan to complete this work over **three weeks** starting from **Monday 12 January 2026**. We will work between **9pm** and **5am** on weeknights only, weather permitting.

Closures and diversions

To carry out the work safely, we will need to close the A12 northbound between junctions 29 and 31, and divert traffic as detailed below:

If you want to travel northbound on the A12 at junction 29:

- Keep going east on the A120
- At the A120/B1035 roundabout, take the B1035 (Clacton Road) and head north
- Join the B1352 (Long Road) and continue to Lawford
- From Lawford, take the A137 and follow it to A14 junction 56 (Wherstead Interchange)
- Take the first exit onto the A14 and continue to junction 55 (Copdock Interchange)
- From there, you can carry on north on the A14 or head south on the A12

A map of the diversion is enclosed.

How to find out more

For the latest information, please visit our dedicated webpage: <https://nationalhighways.co.uk/our-roads/east/a12-junctions-29-to-33-maintenance/>

To find out more about road improvements we're carrying out across the East of England, please visit our website at <https://nationalhighways.co.uk/our-roads/east/>

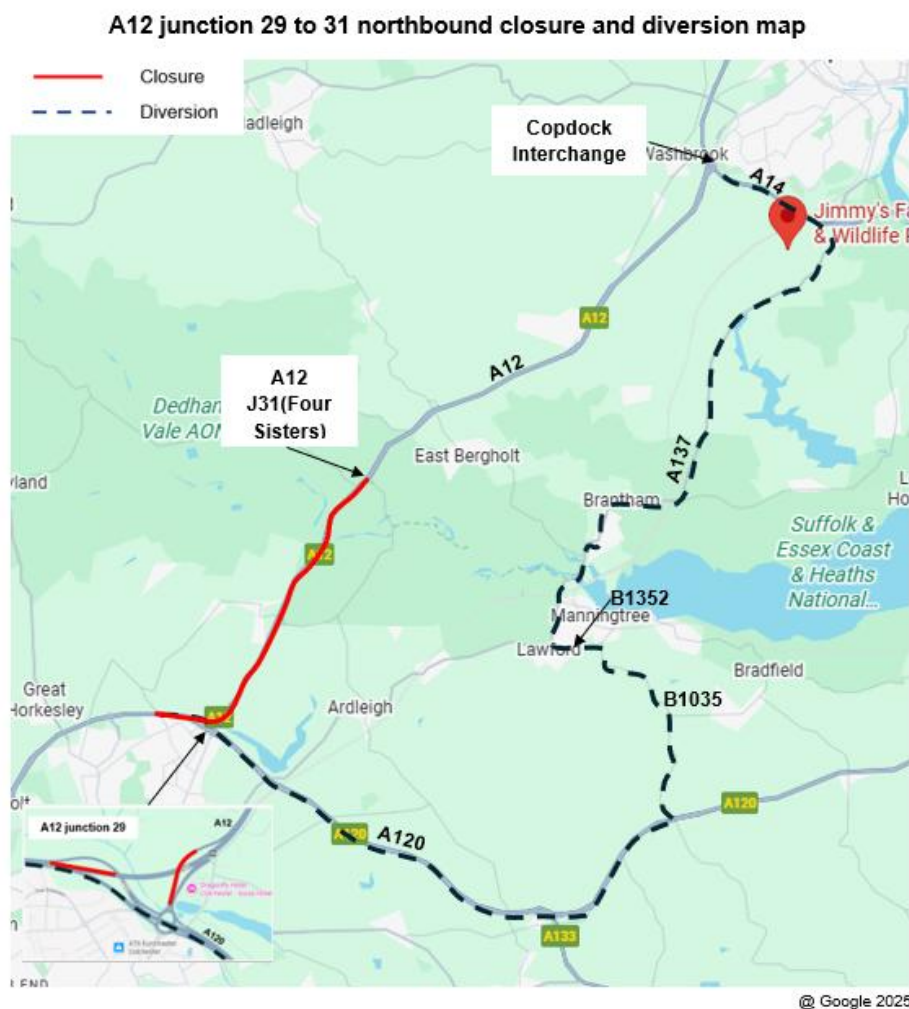
If you would like more information, please contact us on 0300 123 5000, or by email at info@nationalhighways.co.uk.

Yours faithfully

Luke Doughty

Project Manager

Operations East, Scheme Delivery Team



PAPER 8.b**PAYMENTS AGREED/RATIFIED AT THE MEETING HELD ON 1st December 2025****PAYMENTS MADE**

Payee	Detail	Method	NETT	VAT	TOTAL
R. Belcher-Nairn	Clerk salary Nov 2025	BACs	556.77		556.77
R. Belcher-Nairn	MS365 Subscription (paid by personal card due to debit card being cancelled)	BACs	8.51	1.70	10.21
NEST	RBN Pension Contribution (adjusted to include RBN contribution as DD includes both)	Direct Debit	48.92		48.92
Tesco Mobile	Phone	Direct Debit	15.99		15.99
Parish Online	Mapping	BACs	54.00	10.80	64.80
Labelcraft	Infographic sign	BACs	257.04	51.40	308.41
Poppy Appeal	Donation	BACs			50.00
R. Belcher-Nairn	Working from Home Allowance (including backpay)	BACs	312.00		312.00
Payments authorised outside the meeting					
Oliver Mark	Reimbursement for defib pads	BACs			74.40
					£1441.50

PAYMENTS TO BE MADE

Payee	Detail	Method	NETT	VAT	TOTAL
R. Belcher-Nairn	Clerk salary Dec 2025	BACs	556.97		556.97
R. Belcher-Nairn	Working from Home Allowance	BACs	26.00		26.00
R. Belcher-Nairn	MS365 Subscription (paid by personal card due to debit card being cancelled)	BACs	8.51	1.70	10.21
HMRC	PAYE Q3 2025-26	BACs	468.58		468.58
NEST	RBN Pension Contribution	Direct Debit	48.92		48.92
Tesco Mobile	Phone	Direct Debit	15.99		15.99
					£1126.67

Countersigned by.....Chair of Parish Council

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers

Tattingstone Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/12/2025		
	Cash in Hand 01/04/2025		45,862.52
	ADD Receipts 01/04/2025 - 31/12/2025		19,121.99
	SUBTRACT Payments 01/04/2025 - 31/12/2025		18,059.07
	Cash in Hand 31/12/2025 (per Cash Book)		46,925.44
B	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	0.00	
	Current Account 31/12/2025	0.00	
	Deposit Account 31/12/2025	0.00	
	Lloyds Account 31/12/2025	6,718.93	
	Lloyds Commercial Instant Access 31/12/2025	40,206.51	
			46,925.44
	Less unrepresented payments		
			46,925.44
	Plus unrepresented receipts		
	Adjusted Bank Balance		46,925.44
	A = B Checks out OK		

Tattingstone Parish Council

5 January 2026 (2025-2026)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 05/01/2026)

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
Administration		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
8	Payroll costs			120.00	69.75					126.00	80.00		80.00		
9	Audit			500.00	484.00					524.96	492.00		492.00		
10	Hall Hire			250.00	279.50					262.48	210.00		210.00		
11	Website/email			300.00	262.22					315.00	347.00		347.00		
12	Insurance			560.00	555.57					587.96	639.22		639.22		
13	Training			200.00	186.00					209.96	127.65		127.65		
14	GDPR Costs			40.00	35.00					42.04					
15	Miscellaneous				115.03						92.25		92.25		
16	Staff recruitment			200.00						209.96					
17	Election costs			200.00						209.96					
35	Tax & NI				409.92										
36	Accounting Package			250.00	228.00					262.48	228.00		228.00		
38	Stationary			100.00						105.04					
39	Postage			20.00						20.96	4.95		4.95		
40	Mobile Phone				71.64						91.55		91.55		
41	Microsoft 365				77.40						85.37		85.37		
SUB TOTAL				2,740.00	2,774.03					2,876.80	2,397.99		2,397.99		

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
CIL		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
5	CIL income	500.00	13,817.81			524.96									
31	CIL expenditure				6,490.37										

All Cost Centres and Codes (Between 01/04/2025 and 05/01/2026)

Other items		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
29	Purchases/assets			700.00	714.02					735.04	257.01		257.01		
30	Miscellaneous/project			396.00	10.00					415.80	2,363.50		2,363.50		

5 January 2026 (2025-2026)

All Cost Centres and Codes (Between 01/04/2025 and 05/01/2026)

Subscriptions/grants/Donations		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget

Tattingstone Parish Council

5 January 2026 (2025-2026)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 05/01/2026)

18	SALC Subscription	275.00	280.69	288.79	278.23	278.23
19	SLCC Subscription	130.00	88.80	136.48		
20	Donations	800.00	550.00	839.96	710.00	710.00
21	Church Support	800.00		839.96	800.00	800.00
SUB TOTAL		2,005.00	919.49	2,105.19	1,788.23	1,788.23

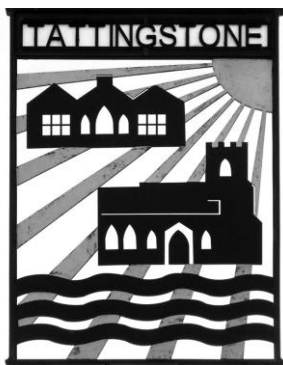
Tattingstone Tattler		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4	Tattingstone Tattler Inc														
22	Tattingstone Tattler Ex										500.00		500.00		
SUB TOTAL											500.00		500.00		

Summary

TOTAL	16,846.00	30,463.25	16,846.00	24,201.11	17,688.28	17,228.16	17,228.16	17,688.15	17,703.57	17,703.57
-------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

Tattingstone Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Tattingstone Allotments	1,056.44			9.88	1,066.32
Tattler	-927.00		500.00		-1,427.00
Neighbourhood Plan	-3,413.50				-3,413.50
CIL	23,351.51				23,351.51
General Fund	24,424.46				24,424.46
Total Earmarked	44,491.91		500.00	9.88	44,001.79
 TOTAL RESERVE	 44,491.91		 500.00	 9.88	 44,001.79
GENERAL FUND					2,356.67
TOTAL FUNDS					46,358.46



Tattingstone Parish Council

Grant Awarding Policy

Version 2.0

GRANT AWARDING POLICY

Tattingstone Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Tattingstone and its residents. This document outlines Tattingstone Parish Council's guidelines for awarding. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our grant awarding activity is fair and transparent.

General information for applicants

It is Tattingstone Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Tattingstone Parish Council. The size of any grant awarded is at the discretion of the Parish Council.

Who is eligible to apply

The following organisations may apply to Tattingstone Parish Council:

- a) A Tattingstone based charity
- b) An organisation serving the needs of the residents of Tattingstone
- c) Resident(s) of Tattingstone requesting grant aid with a project/event, which will be for the benefit of the local community
- d) A Tattingstone based club/association/charity serving a specific section of the community or the community as a whole
- e) A local branch of a regional or national organisation/group which serves the needs of the residents of Tattingstone.

Who is not eligible to apply

We will normally reject applications from:

- a) Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority
- b) Projects which improve or benefit privately owned land or property
- c) Support for individuals or private business projects
- d) Applications by "for profit" commercial organisations
- e) From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Tattingstone Parish Council
- f) From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda

Priority will be given to those applications submitted early in the financial year (which runs from April to March), however the Parish Council reserves the right to leave the application process, funding dependent, until the end of the financial year.

What can be funded

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long-lasting and sustainable benefit to our local area. The project must be something that will improve the social, environmental and /or economic profile of Tattingstone. Priority will be given to those applications which add value over applications for running costs.

NB: We will not fund any goods or services that you buy or order before we confirm our grant.

The following are unlikely to be considered as a grant priority

Projects where there is a large shortfall in the funding required to complete the project or projects that simply replace existing facilities with no significant improvement.

Conditions of grant

- Financial support can only be used for the purpose for which the grant is given.
- Grants must not be distributed to any other organization, including to a central Headquarters that is outside the local area.
- Organisations are required to provide progress/project completion reports.
- The Council requires the recipient to provide a written report of how the money has been used, to be received by the council as soon as possible after project completion. It may take the form of an annual report or set of accounts, which clearly identify the manner of spending.
- Tattingstone Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

Applications should be submitted, using the Small Grant Application Form to:

Rachel Belcher-Nairn
Clerk to Tattingstone Parish Council
Windmill Lodge
Mill Road, Buxhall
Stowmarket
IP14 3DS
e-mail: clerk@tattingstoneparishcouncil.gov.uk

Decisions will be based on the following criteria:

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Financial need
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness



APPLICATION FOR A GRANT

Before competing this form, please read carefully the attached document entitled Tattingstone Grant Awarding Policy.

General information for applicants

It is Tattingstone Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Tattingstone Parish Council. The size of any grant awarded is at the discretion of the Parish Council but will not exceed £500 in any one application.

If you have any queries on the completion of this form please contact the Parish Clerk, Tattingstone Parish Council, Windmill Lodge, Mill Road, Buxhall, Stowmarket IP14 3DS. Email: clerk@tattingstoneparishcouncil.gov.uk

DETAILS OF YOUR ORGANISATION

Name of Organisation:.....

Address:.....

.....

Contact Telephone No.:.....

Email:.....

Registered Charity No.:.....

Type of organisation if not a charity:.....

If you are part of a larger organisation, enter its name and location:.....

.....

Principal aims and objectives:.....

.....

.....

.....

DETAILS OF GRANT REQUESTED

Explain your need for a grant with the likely number of beneficiaries, their age profiles and their location:

.....

.....

.....

.....

.....

Grant requested: £.....

DETAILS OF OTHER GRANTS

Received in the last two years.....

.....

.....

Currently applied for.....

.....

.....

FINANCIAL INFORMATION

Grant amount requested.....

Proportion of total project cost.....

Do you intend to secure match funding for this project? Yes ☐ No ☐

If you selected yes, please list all sources and amounts:.....

.....

.....

Do your current cash reserves exceed the amount of grant you are asking for? Yes ☐ No ☐

.....

FURTHER INFORMATION

Please use this space for any significant information about your organisation not already supplied

.....

.....

.....

.....

.....

In addition to the above, the following will be required of grant applications:

- The organisation's / group's Bank or Building Society account details
- Evidence of efforts to generate income from other sources
- Copies of the organisation's latest audited or independently verified accounts, together with a budget / business plan for the period covered by the grant applied for
- A copy of your group's most recent bank account statement(s) for all accounts held. This account must be in the name of your organisation/group

I certify that this information is accurate to the best of my knowledge:

Signature of applicant _____

Office Held _____ Date _____

Tattingstone Parish Council

Co-Option Policy

Version 1.0

ADOPTION DATE:	5 th January 2026
MINUTE NO:	xx
VERSION NO.	1
REVIEW DATE:	June 2026

CO-OPTION POLICY

ABOUT THIS POLICY

This policy details the procedure and requirements for Co-Opting a Councillor following a Casual Vacancy arising on the Parish Council.

INTRODUCTION

Vacancies may exist following an election in which there were insufficient candidates, or during the term of a council due to resignation etc. The latter are known as 'casual vacancies' which must be notified to the local community. If a by-election is not required, the Council must endeavor to fill the vacancies by co-option.

QUALIFYING CRITERIA

Unless disqualified, under s.79, Local Government Act 1972 a person is qualified to be elected (or co-opted) to a council if they are a qualifying Commonwealth citizen, or an EU citizen, are 18 years of age or over and:

- on that day they are and continue to be an elector for the parish; **or**
- during the whole of the previous 12 months have occupied as owner/tenant any land or other premises in that area; **or**
- their principal or only place of work during that 12 months has been in that area; **or**
- has resided in, or within three miles of, the Parish for the past twelve months

DISQUALIFICATION

Under s.80 of the 1972 Act, a person is disqualified from being a Parish Councillor if they:

- hold any paid office or employment with the Parish Council; **or**
- is the subject of a bankruptcy restrictions order, an interim restrictions order, a debt relief restrictions order, or interim order; **or**
- have been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; **or**
- have been disqualified under any enactment relating to corrupt or illegal electoral practices.

APPLICATIONS

Candidates are asked to submit the attached form which enables them to confirm that they meet the qualifying criteria and are not disqualified, as well as to provide some basic information to help the Council choose in the event of there being more applicants than vacant seats.

AT THE MEETING

When applications have been received, the co-option will be placed on the agenda of a suitable meeting of the Parish Council.

If there are the same number of, or less, eligible candidates than vacancies then the Council simply resolves to co-opt them on to the Council. Where there are more candidates than vacant seats, the Council will select the required number.

The selection will be an open, fair process with the public present, including candidates unless they choose to leave. Each candidate will be given an opportunity to briefly address the Council should they wish. All valid applications will be considered, including those of candidates not present.

In cases of more than one vacancy, each will be dealt with separately. Members will be asked to vote for their preferred candidate. An absolute majority is required and if there are more than two candidates, the process in (model) standing order 8 will be followed.

Once the process has been completed, the Council then co-opts them to the Council with a formal resolution. The successful candidates take office immediately and can take part in the remainder of the meeting should they wish to do so. New councillors must make a declaration of acceptance of office and, where possible, this will be dealt with at that meeting, but the law only requires it to be made at/before the next meeting (or a later meeting agreed by Council).

All councillors are required under the Localism Act 2011 to complete a Notification of Disclosable Pecuniary and Other Interests form within 28 days of taking office. The Clerk to the Council will forward this to the Monitoring Officer of the district council.

Co-option Application Form

Name	
Address	
Telephone number	
Email address	

Please detail any experience you may have that is relevant to the Parish Council (continue onto a separate sheet if necessary).

--

Is there any other information you would like to disclose regarding your application (continue onto a separate sheet if necessary) ?

--

Declaration and Consent

I confirm that I am not disqualified from being a councillor and meet the criteria under s.79, Local Government Act 1972, as below:

- ✓ I am over 18 yrs age
- ✓ I am a qualifying commonwealth citizen or an EU citizen
- ✓ I meet one or more of the other requirements, as indicated below.
 - I am registered as a local government elector for the parish
 - I have, during the whole of the twelve months preceding the date of my co- optionoccupied, as owner or tenant, land or other premises in the parish
 - My principal or only place of work during those twelve months has been in theparish
 - I have during the whole of those twelve months resided in or within 3miles of the parish

Signed..... Name

Date.....

Please return this completed form to:

Rachel Belcher-Nairn, Clerk to Tattingstone Parish Council

clerk@tattingstoneparishcouncil.gov.uk

Use of personal information

The Parish Council will use your information, including that which you provide on this application form, to assess your suitability as a Parish Councillor. For full details of how we manage personal information please use this link to visit our website and our privacy notice.

Tattingstone Parish Council

Councillor Welcome Pack

Version 1.0

ADOPTION DATE:	05 Jan 2026
MINUTE NO.	10c
VERSION NO.	1.0
REVIEW DATE:	July 2026

COUNCILLOR WELCOME PACK

ABOUT THIS WELCOME PACK

This Councillor Welcome Pack has been prepared to support you as you settle into your new role. You will find key information, guidance, and resources to help you understand how the council operates, your responsibilities, and the support available to you.

We hope you find this pack useful, and we look forward to working with you to serve our community.

COUNCILLOR

- **Roles and Responsibilities:** As a Councillor, you will represent the interests of residents, contribute to local decision-making, oversee the management of local assets and services, and help shape the future of your community (see *Role and Responsibilities, Appendix 1*)
- **Councillor Contact List:** A list of all current councillors, including their roles and contact details, to help you connect and collaborate with your fellow members.

Name	Role(s)	Email Address
Andrea Mendel	Chair Neighbourhood Plan Representative Employment Committee	andrea.mendel@tatingstoneparishcouncil.gov.uk
Simon Page	Vice Chair Playing Field & Village Hall Representative Employment Committee	simon.page@tatingstoneparishcouncil.gov.uk
Brandon Plumbly		brandon.plumbly@tatingstoneparishcouncil.gov.uk
Brian Stennett		brian.stennett@tatingstoneparishcouncil.gov.uk
Dave Clarke		dave.clarke@tatingstoneparishcouncil.gov.uk
Gemma Mark		gemma.mark@tatingstoneparishcouncil.gov.uk
Janice Lee	Employment Committee	janice.lee@tatingstoneparishcouncil.gov.uk
Russel Abbott		russel.abbott@tatingstoneparishcouncil.gov.uk
Sue Gipps		sue.gipps@tatingstoneparishcouncil.gov.uk

- **Council Website:** Access the council's website for information on meetings, agendas, minutes, policies etc.
<https://www.tatingstoneparishcouncil.co.uk/>
- **Register of Interests:** A form for declaring any personal or financial interests. You must register your interests within 28 days of becoming a councillor so that the public, council staff, and fellow councillors can identify any potential conflicts of interest. It is your responsibility to keep this register up to date, and failing to submit it within the required 28 days is a criminal offence. (see RoI Form, Appendix 2)

- **Good Councillor Guide:** This is a practical handbook for parish and town councillors. It explains their role, powers, responsibilities, and the basics of running an effective council.
<https://www.suffolk-alc.gov.uk/developmentpathwayforcouncillors>

KEY COUNCIL DOCUMENTS

These are some of the essential council documents that you will need to be familiar with, including:

- **Standing Orders:** Rules governing council meetings and decision-making
<https://www.tattingstoneparishcouncil.co.uk/parish-council/statutory-information/>
- **Financial Regulations:** Procedures for handling council finances
<https://www.tattingstoneparishcouncil.co.uk/parish-council/statutory-information/>
- **Code of Conduct:** Expected standards of behaviour and ethics
<https://www.tattingstoneparishcouncil.co.uk/parish-council/statutory-information/> (within Standing Orders)
- **Policies & Procedures, Protocols and Terms of Reference:** All those adopted by Tattingstone Parish Council are available on Council website:
<https://www.tattingstoneparishcouncil.co.uk/parish-council/parish-council-policies/>

COUNCIL MEETINGS AND PROCEDURES

Meetings are held **every first Monday of the month**, bar August, at **Tattingstone Village Hall**. Agendas, supporting documents and draft minutes are circulated prior to the meeting.

A councillor must be summoned to attend a meeting of the full council at least three clear days before the meeting.

Your active participation is encouraged, and you are expected to review documents beforehand.

- **Meeting Schedule & Calendar:** A comprehensive overview of all planned meetings and key dates.
<https://www.tattingstoneparishcouncil.co.uk/assets/Uploads/Meeting-Dates-2025-26.pdf>
- List of committees and members: A detailed directory of each committee and its appointed members. (see Contact List table above).

TRAINING AND SUPPORT

- The Council is a member of the Suffolk Association of Local Councils (SALC), a member organisation dedicated to helping local Councils and Parish Meetings perform their duties effectively. With a dedicated page for Councillors <https://www.suffolk-alc.gov.uk/>
- All councillors can be given access the SALC member portal, which provides a wide range of publications and guidance to support you in your role. The Clerk can arrange your access so you can make full use of these resources.
- New councillors are encouraged to attend the “Councillor Basics” induction sessions offered by SALC. The Clerk can book this training for you through the SALC Member Portal.

COMMUNICATION

- **Email:** You will be provided with a Councillor email address, which should be used for all council-related communications during your time as a member of Tattingstone Parish Council.
- **Own Device:** Councillors may use their own devices (laptops, tablets, or smartphones) to access council emails, documents, and online resources. Please ensure your devices are secure, password-protected, and comply with the council’s IT and data protection policies.

- <https://www.tattingstoneparishcouncil.co.uk/parish-council/parish-council-policies/> (IT Policy)
- <https://ico.org.uk/media2/migrated/2615578/parish-councils-own-device-fact-sheet.pdf>

FINANCE AND BUDGETING

The Council manages a budget funded through the local precept. Councillors have a responsibility to ensure money is spent wisely for the benefit of the community.

- **The Council's annual budget:** This gives an estimated detail of income and expenditure for the year.
<https://www.tattingstoneparishcouncil.co.uk/parish-council/statutory-information/>
- **Precept:** What the Council plans to spend and the money that is requested from the District Council
- **Bank Reconciliation and finance reports:** These are approved at meetings, and you will see them as part of your agenda pack
- **List of Payments:** These are approved at meetings, and you will see them as part of your agenda pack

USEFUL CONTACTS

- **Clerk:**
 - Rachel Belcher-Nairn
 - clerk@tattingstoneparishcouncil.gov.uk
 - 07713 864505
- **Chair of the Council:**
 - Andrea Mendel
 - Andrea.mendel@tattingstoneparishcouncil.gov.uk
 - 07774 416484
- **Local District & County Councils:**
 - Babergh District Council: Councillor Daniel Potter (daniel.potter@babergh.gov.uk)
 - Suffolk County Council: Councillor Simon Harley (simon.harley@suffolk.gov.uk)

We hope this pack helps you settle into your role. If you have any questions, please contact the Clerk or fellow councillors.

APPENDIX 1

ROLE AND RESPONSIBILITIES

There is no statutory description for the role of a councillor. A councillor's main role is to influence and contribute to the formal decisions of their council, known also as resolutions. A local council may make decisions about all sorts of matters. The obvious examples are prioritising areas of spend, deciding the precept, setting and working within budgets, provision of its services and facilities, partnership working, and management of staff.

A councillor's main responsibilities are to:

- raise matters that, for example, affect local residents, that the local council can consider and formally decide to act on meetings;
- attend local council meetings;
- make informed contributions which influence the debate on the business that needs to be decided at those meetings;
- participate in their local council's decision-making process, which is subject to strict rules; and
- represent their local council externally

Councillors are not expected to possess the knowledge, skills or experience that are required for all aspects of their local council's work. At a formal meeting of the local council, committee (including joint committee) or sub-committee (including joint sub-committee) councillors are expected to make informed decisions based on the consideration of relevant information. If councillors find themselves unable to make informed decisions because they lack information or understanding, or because they consider their local council would benefit from the input of experts or professional advice, they should defer making decisions until this is made available to them.

A councillor's main role is to act as a representative of their local council.

A councillor may, however, lawfully undertake activities as a councillor that are independent of their local council. For example, a councillor representing a ward may deal with residents' interests specific to their ward. A councillor's campaign for re-election to the local council, or campaigning at other times on behalf of their political party (if relevant), is a matter which is independent of their role as a local councillor.

When a councillor acts independently of their local council, they should make their constituents aware of that fact and also remember that they will be acting as a data controller in their own right under the requirements of the Local councillors Data Protection Act 2018 and the UK GDPR.

APPENDIX 2

Tattingstone PARISH COUNCIL

Register of Members' Interests

I.....member (or co-opted member – non-councillor member of committee/sub-committee) of Tattingstone Parish Council, set out below under the appropriate headings my interests, which I am required to declare under the Localism Act 2011 and the Council's Code of Conduct. I have put "none" where I have no such interests under any heading.

Disclosable Pecuniary Interests

Members are required to register not only their own interests under this heading but also those of their husband or wife, civil partner or of any person with whom they are living as if husband and wife or as civil partners when such interests are known by them. In these cases the term "relevant person" is used to mean the member and any such person.

DPI 1.		
Any employment, office, trade, profession or vocation carried on for profit or gain.	Member:	Member's Spouse/Partner:
DPI 2.		
Any payment or provision of any other financial benefit (other than from the Council) made or provided within the last 12 months, in respect of expenses you have incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union	Member:	Member's Spouse/Partner:

and Labour Relations (Consolidation) Act 1992.		
DPI 3.		
<p>Any beneficial interest in securities of a body where:</p> <p>1.</p> <p>that body (to your knowledge) has a place of business or land in the area of the Council; and</p> <p>2.</p> <p>either-</p> <p>a. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>b. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issue share capital of that class.</p>	Member:	Member's Spouse/Partner:
DPI 4.		
A contract for goods, services or works made between the relevant party and the Council (or a body in which a relevant person has a beneficial interest) under which goods or services are to be provided or works are to be	Member:	Member's Spouse/Partner:

executed, and which has not been fully discharged.		
DPI 5.		
A beneficial interest in any land in the Council's area, including your place(s) of residence.	Member:	Member's Spouse/Partner:
DPI 6.		
Any tenancy where to your knowledge the landlord is the Council and the tenant is a body in which a relevant person has a beneficial interest.	Member:	Member's Spouse/Partner:
DPI 7.		
Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.	Member:	Member's Spouse/Partner:

Other Registerable Interests

Members are only obliged to register their own interests under this heading and do not need to include the interests of husbands/wives/civil partners or others.

ORI 1.	
<p>(a) Any unpaid directorships</p> <p>(b) Any body of which you are a member or in a position of general management and control either:-</p> <ul style="list-style-type: none"> i. to which you have been appointed or nominated by the Council, or ii. exercising functions of a public nature, or iii. directed towards charitable purposes, or iv. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union). 	Member:
ORI 2.	
The name of any person from whom you have received a gift or hospitality with an estimated value of at least £50 (received within the last 28 days).	

Acknowledgement

I acknowledge that it may be an offence under the Localism Act 2011 to:-

- (1) omit information that ought to be given in this notice;
- (2) provide information that is materially false or misleading;
- (3) fail to give further notices in order to bring up to date information given in this notice after my re-election or reappointment or to fail to declare a disclosable pecuniary interest that I acquire after the date of this notice and have to declare under the provisions of s. 31 (2) Localism Act 2011.

I also acknowledge that it may be a breach of the Code of Conduct to:-

- (1) omit information that ought to be given in this notice;
- (2) provide information that is materially false or misleading;
- (3) fail to provide written notification to the Council's Monitoring Officer of any change in my interests contained in this notice within 28 days of my becoming aware of such change of circumstances.

Signed:

Date:

Please return to: ROI@baberghmidsuffolk.gov.uk

Date Received by:

PROVISIONAL Dates for Tatingstone Parish Council Meetings 2026-27

Tuesday 7th April 2026 (in lieu of Easter Monday)

Tuesday 5th May 2026 (in lieu of Early May Bank Holiday)

Thursday 28th May 2026 (Annual Parish Meeting)

Monday 1st June 2026

Monday 6th July 2026

Monday 7th September 2026

Monday 5th October 2026

Monday 2nd November 2026

Monday 7th December 2026

Monday 4th January 2027

Monday 1st February 2027

Monday 1st March 2027