



MINUTES of the PARISH COUNCIL MEETING held on Tuesday 06 May 2025 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllr R Abbott, Cllr D Hawes, Cllr J Lee, Cllr G Mark, Cllr A Mendel (Chair), Cllr B Plumbly and Cllr B Stennett

Also in attendance: County Councillor S. Harley and 3 members of the public, 1 of whom arrived at 19.33 during Item 5a.

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. ELECTION OF CHAIR

Cllr Mendel stated that she would be happy to continue as Chair of the Parish Council, this was seconded by Cllr Lee. 4 Councillors voted in favour of Cllr Mendel, 3 Councillors abstained from voting. Cllr Mendel was duly elected as Chair of the Parish Council and signed the Declaration of Acceptance of Office which was countersigned by the Clerk as Proper Officer and will be retained in the Parish Council records.

03. ELECTION OF VICE- CHAIR

Prior to the meeting, Cllr Page indicated that he would be happy to act as Vice Chair for the Parish Council. All councillors voted in favour of Cllr Page. Cllr Page was duly elected as Vice-Chair of the Parish Council and will sign the Declaration of Acceptance of Office at the next meeting. This will be countersigned by the Clerk as Proper Officer and will be retained in the Parish Council records.

04. APOLOGIES FOR ABSENCE

To note and approve apologies received – Cllrs noted and approved apologies received from Cllr S Page and District Councillor Potter.

05. 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 –
Cllrs Abbott & Stennett declared an interest in Item 9c as members of the Playing Field Committee.
- (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 requested



06. MINUTES

To consider and approve the minutes of the previous Parish Council meeting held on 7th April 2025 –

Cllr Mark noted that there was an error regarding the presence of Cllr Simon Harley, which will be corrected.

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

07. 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.
- (b) No report is available from Cllr. Potter due to absence.

08. CLERK'S REPORT

- (a) Actions were noted.
- (b) To note correspondence received in March 2025.
 - 1) Email from Brave Futures
Respond to ask them to fill in a Grant Application Form.
 - 2) Request for CIL balance by Playing Field Committee
Prepared as a paper for this meeting (with amendment, see 9d)
 - 3) Link to notes from SALC's Babergh Area Forum
For Information Only
 - 4) Link to SALC Survey
Distribute to Councillors to collate feedback.
 - 5) Email & letter from SARS (Annual Report Paper 6.b.5)
Respond to ask them to fill in a Grant Application Form.
 - 6) Email chain for playing field boundary query
Resident was present at meeting and explained the background to this item (see Papers 6b.2-4). Councillors agreed to the recommendation made by the Playing Field Committee – the fence boundary will remain in place but documents will be drawn up (at the cost of the home owner) to reflect the true boundary location.
 - 7) SALC AGM reminder
No interest from Councillors, no further correspondence to be distributed.
- (c) None received

09. 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 –
 - None.



- (c) To receive questions and comments submitted in writing/email for future consideration by the Council – nothing raised

10. FINANCE REPORT

- (a) To note the balance of accounts as at 30th April 2025.
The balances were as follows:
- Lloyds Account: £17,411.82
 - Lloyds Savings Account: £35,041.99
- (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 Mark proposed and Cllr Mendel 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 –
- Request from the Playing Field Committee for a grant of £1000 for urgent roof repairs (see PAPER 9d)
*NB – The grant request was submitted before the works invoice was received, which was a value of £800
After some debate, Cllr Mark proposed to grant the playing field the maximum available grant amount of £500 towards pavilion roof repairs, with Cllr Mendel seconding and all in favour. Should the remaining funds still be required, the Playing Field Committee will submit another grant request.
- (d) To note the CIL report for April 2025 including nominal sums for potential CIL expenditure for the coming year (PAPER 3). It was noted that an the allocated fund have already been spent so the form needs adjusting. **Deferred to June.**
- (e) To receive the Bank Reconciliation for the period ending 31.03.25.
Deferred due to missing historic information
- (f) To receive and approve the Asset Register for the year ending 31 March 2025. **Received and approved, aif.**
- (g) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2024-25. **None noted, aif.**
- (h) Council to confirm, in accordance with FR 6.9 & 6.10 its acceptance for the use of BACS (Bank transfer) for the settlement of its invoices/requests for payments, provided that such payments are authorised by two bank signatories, and the evidence of such authorisation is retained, and any payments are report to the Council has having been made. **Confirmed, aif.**

11. PLANNING MATTERS

- (a) To consider and agree a response to the following planning matters related to Tattingstone
None received
- (b) To note the following decision notices received:
DC/25/00886
Southfields, Park Lane, Tattingstone, Ipswich Suffolk IP9 2NE
Householder Application - Erection of first floor extension, erection of single storey rear extension and addition of walls and roof covering.
Planning permission was GRANTED
DC/25/00690
Tattingstone Place, Park Lane, Tattingstone, Ipswich Suffolk IP9 2FP



TATTINGSTONE

Parish Council

Application for Listed Building Consent - Replacement of existing flat roof, insertion of roof lantern and alterations to parapet coping.

Listed building consent was GRANTED

DC/25/00689

Tattingstone Place, Park Lane, Tattingstone, Ipswich Suffolk IP9 2FP

Householder Application - Replacement of existing flat roof, insertion of roof lantern and alterations to parapet coping.

Planning permission was GRANTED

12. VILLAGE MATTERS

- (a) To receive an update from the Playing Field Representative
Cllr Page was absent so no update received.
- (b) Neighbourhood Plan – to approve the proposed modification to the Neighbourhood Plan
Cllr Lee proposed to accept the modification, with Cllr Hawes seconding and the majority in favour. Cllrs Plumbly and Stennett abstained with Cllr Abbott against.

17. DATES OF FORTHCOMING MEETINGS

- (a) Annual Parish Meeting – Thursday 29 May 2025, 7pm
- (b) Parish Council meeting – Monday 02 June 2025, 7.30pm

The meeting closed at 8.27 pm.

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

ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
May	3	Sign Declaration of Acceptance of Office	SP
May	6	Correct April's minutes	RBN
May	8(b).1	Email Brave Futures a Grant Application Form	RBN
May	8(b).4	Distribute SALC Survey	SP
May	8(b).5	Email SARS a Grant Application Form	RBN
May	10(d)	Correct CIL Return	RBN
May	10(e)	Complete bank reconciliation	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
Clr	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



TATTINGSTONE

Parish Council

Laburnham Cottage
Stowupland Road
Stowmarket IP14 5AW

Rachel Belcher-Nairn
Clerk to the Council

07713 864505
clerk@tattingstoneparishcouncil.gov.uk

Paper submitted by the Clerk to the Council in advance of the Parish Council meeting on 02 June 2025

Parish Clerk's Report – June 2025

a) To review actions from the previous meeting

MONTH	MINUTE NO.	ACTION	WHO
May	3	Sign Declaration of Acceptance of Office <i>Pending</i>	SP
May	6	Correct April's minutes <i>Completed</i>	RBN
May	8(b).1	Email Brave Futures a Grant Application Form <i>Completed</i>	RBN
May	8(b).4	Distribute SALC Survey <i>N/A, closing date has passed</i>	RBN
May	8(b).5	Email SARS a Grant Application Form <i>Completed</i>	RBN
May	10(d)	Correct CIL Return <i>Completed</i>	RBN
May	10(e)	Complete bank reconciliation <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

- Alton Water User Group meeting – see Paper 6c.1
- Peninsula Alliance – see Papers 6c.2 & 6c.3
- Village sign – one quote is in progress (also for the damaged dog waste bin) pending further details of the post's height and method of fixing to the sign itself
- Playing field pavilion roof cost was covered by an external charity so the £500 donation is to be returned
- School sign – I have enquired about the cost of installing a sign on the A137

CORRESPONDENCE

- 1) Email from resident re. CIL funds & playing field
Decide any necessary action
- 2) SALC Local Councillor magazine
FIO
- 3) Emails from Highways re. Orwell Bridge works
FIO
- 4) NSIP Update May 2025 with BMSDC response and latest map (see also Paper 6b.1 (4))
FIO
- 5) Suffolk Wildlife Trust event update
FIO
- 6) Link to BMSDC survey for Listed Building applications
Decide a response, if any
- 7) SALC News Bulletin
FIO
- 8) SALC Nature Survey
Decide a response, if any
- 9) Email from BMSDC re. LGR workshops (see also Papers 6b.1 (9))
Decide on survey response, if any
Book workshop attendance for those wanting to attend
- 10) Email from BMSDC re. LGR meeting & survey
Decide on meeting attendance (5th June, 14.00 at Hadleigh Guildhall)
Decide a response to survey, if any
- 11) Transport East Behaviour Report
FIO
- 12) Invitation to SALC's Babergh Forum
Decide on attendance
- 13) BMSDC Consultation on Changes to CIL Funding
Decide a response, if any

1.

Good Morning Rachel,

You are most welcome to forward my email to the playing field committee. However, as it is the Parish Council that holds the keys to release CIL monies to instruct an Architect to put together a viable scheme proposal as well an outline planning application submission perhaps the two groups can work together to achieve this goal.

I was recently asked to advise on the Land Registry status of the playing field and it seems this is unregistered land. It would be prudent that this Land becomes registered as to its continued use and status, assuming the land has been given to the community of Tattingstone in Trust to use for recreational purposes. This is important to ensure a planning submission can be validated and that there is security of tenure for the playing fields use.

Kindest regards

2.

Welcome to the latest edition of the TLC, the SALC e-magazine for local councils across

Suffolk. Click on the image of the front page to access. If you need a pdf version [please](#)

[use this link to our website to access a copy you can download.](#)



Suffolk Association of Local Councils

[Unsubscribe](#) |

3.



Important roadworks information: A14 Orwell Bridge westbound joints replacement

Dear Sir / Madam

I am writing to inform you of our plans for essential maintenance work on the A14 Orwell Bridge. In order to keep the bridge functioning for many years to come we need to remove and replace the two westbound expansion joints on the A14 Orwell Bridge.

Ensuring the safety of our workforce and everyone using the Orwell Bridge is our top priority. The current joints, which were last replaced in 1998, have performed in line with expectations and we now need to remove those and replace them with new joints. The new joints are designed to last for 50 years, and completing this work now will help avoid the potential of future unplanned closures.

Our construction work is expected to start in mid to late June 2025 and take approximately 7 weeks to complete. Our intention is to carry out the work over the summer, avoiding local events such as the Suffolk Show. This will also mitigate the risk delays caused by poor weather if we were to carry out this work in the autumn / winter months.

We will be working around the clock, and the bridge will be kept open to traffic for much of the time, with one lane of traffic in each direction under contraflow. Some full overnight closures will be required but these will be kept to a minimum. While some delays are to be expected, the contraflow option allows us to complete the work as safely and quickly as possible and minimise disruption caused by diverted or displaced traffic through Ipswich.

We are committed to ensuring all local communities, businesses and road users are well-informed. As we finalise the construction programme, we will be collaborating with key stakeholders and businesses to provide time for them to plan ahead to avoid disruption.

We will write to you again, well in advance of the work once further details, including a confirmed start date is known.

How to find out more

For the latest information, please visit our dedicated webpage at <https://nationalhighways.co.uk/travel-updates/the-orwell-bridge/>.

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

Yours faithfully



Important roadworks update: A14 Orwell Bridge westbound joints replacement

Dear Sir / Madam

I'm writing to provide you with more information about the essential maintenance work we're starting in June to replace the two westbound expansion joints on the A14 Orwell Bridge.

Our construction work is planned to start from **Monday 16 June until August 2025**, as detailed below:

- **From Monday 16 June**, there will be overnight lane closures between 8pm and 6am.
- **From Friday 20 June to Thursday 26 June**, there will be overnight carriageway closures between 8pm and 6am, including the weekend.

- **From Monday 23 June**, the eastbound carriageway towards Felixstowe will be reduced to one lane. Westbound will be unaffected.
- **From 26 June until August 2025**, both carriageways will have one lane open in each direction through contraflow roadworks.

From 26 June, the westbound entry slip road at junction 57 (Nacton Interchange) will be closed for the duration of the works. This aims to reduce congestion caused by joining traffic merging onto the A14 as all traffic approaches the contraflow. Drivers wishing to join the A14 westbound will be diverted east to join the A14 westbound at junction 58 (Seven Hills Interchange).

We will be working 24/7, including weekends, to complete this work as quickly as possible and minimise disruption.

Diversions

The bridge will remain open for traffic during much of the repair work and we will encourage drivers to stay on the A14, rather than divert onto less suitable routes through Ipswich, but more time should be allowed for journeys.

While the A14 is closed overnight, drivers will be diverted using a clearly signed route between junction 58 (Seven Hills Interchange) and junction 55 (Copdock Interchange) via the A12 and A1214.

Please be aware that these dates may be subject to change due to unforeseen circumstances, such as poor weather, but we will keep you updated.

Meet the team

As part of our ongoing engagement with residents, businesses and stakeholders, we'll be holding a series of public information events, as well as attending the Suffolk Show, where the public can meet the project team, ask questions and learn more about the upcoming construction work.

Details of these events, including dates, times and locations, can be found attached to this email. We look forward to meeting you.

We've produced a poster containing information about our upcoming work, a copy of which is also attached to this email. We'd be happy for you to share this with your wider network of contacts and can be printed and displayed. Printed copies can be made available upon request.

Stay updated

For the latest information, please visit our dedicated webpage at <https://www.nationalhighways.co.uk/OrwellBridge>.

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

4.

Good morning,

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 White Elm solar non-statutory consultation starts on 19th May. Relevant parish councils and ward members should receive communication from White Elm today.
- The EcoPower non-statutory consultation has now closed. Please find the BMSDC response attached for information,
- The Aura solar application was granted permission by Mid Suffolk Planning Committee last month and a decision will be issued shortly.
- The Field BESS application was considered by Mid Suffolk Planning Committee last month and was deferred for more information before a decision is made. The application is likely to return to Committee in July or August.
- The Low Carbon solar application will be considered by Mid Suffolk Planning Committee tomorrow.

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.



Date: April 2025

EcoPower Suffolk by email

Planning Act 2008: EcoPower Suffolk solar NSIP

RESPONSE OF BABERGH AND MID SUFFOLK DISTRICT COUNCILS

This is the response of Babergh and Mid Suffolk District Councils to the non-statutory public consultation, between 10 March and 22 April 2025, undertaken by Eenergy for the proposed EcoPower Suffolk solar NSIP.

Although they remain two separate sovereign councils, since 2013 Babergh and Mid Suffolk District Councils have been working together to deliver services and they share a Chief Executive, management team and joint workforce who work across both authorities. The comments below are submitted on behalf of both councils except where they are specifically attributed to a single council.

Introduction

Babergh and Mid Suffolk District Councils consider their role of protecting and promoting the interests of the districts' communities, businesses, heritage, environment and tourism to be of utmost importance and recognise the contribution Babergh and Mid Suffolk make to the unique character and quality of Suffolk and the wider eastern region.

The councils acknowledge the government's net zero and Clean Power 30 objectives, and are mindful of related energy security, carbon reduction and energy poverty issues. However, the considerable and potentially devastating impacts of large-scale energy development are of significant concern. The comments in this response are offered in context with how these impacts may affect the districts.

Babergh and Mid Suffolk District Councils continue to engage with Eenergy to represent the interests of the districts.

Principle of development



Babergh and Mid Suffolk District Councils
Endeavour House, 8 Russell Road, Ipswich IP1 2BX
Telephone: (0300) 1234 000
www.babergh.gov.uk www.midsuffolk.gov.uk

Good afternoon,

Further to this month's update, I am happy to share a link to a new interactive map of Suffolk NSIPs on the Suffolk County Council website here: [Nationally Significant Infrastructure Projects \(NSIPs\) in Suffolk - Suffolk County Council](#)

We are continuing to work with SCC colleagues to help maintain the data for this resource and hope to add non-NSIP battery developments to the map in the future.

I hope this is helpful to understand the potential for cumulative impacts.

Please do not hesitate to contact me if you have any queries.

Kind regards,

5.

Dear Parish Clerk,

I'm reaching out to let you know about Suffolk Wildlife Trust's 2025 **Wilder Communities Events Programme**, which the Parish Council or any wildlife group in your parish might find helpful as you work to fulfil on the Government's [Local Nature Recovery Strategy](#).

As part of the [Wilder Communities Partnership](#) and supported by [Suffolk Public Sector Leaders Group](#), Suffolk Wildlife Trust has scheduled three in-person courses on wildlife topics to support you with your habitat plans and a live Webinar on how to engage with the wider community. In addition, there is an exciting new Wilder Communities Day taking place on Saturday, October 11th at the Food Museum in Stowmarket. Designed to celebrate all things wildlife and community action, the Wilder Communities Day will give an opportunity for wildlife-minded groups to get-together, share experiences and learn from experts.

To find out more about the events & book your places, visit our [Wilder Communities](#) webpage.

If anyone would like to receive the Trust's new [Wilder Communities eNewsletter](#) in future, then please do let me know by return and I'll add you to our database.

I hope to hear from you soon and, in the meantime, wish you all the best with any wildlife plans in your villages. Please feel free to forward this email to any wildlife-minded individuals and groups you are in touch with! Thank you.

Together we can make a difference!

6.

Dear all,

Please see email below that I have sent today to all applicants who submitted an LBC application since 01 Apr 2024. This contains details of a Local Listed Building Consent Order consultation that the Councils will be running until 11 July 2025. Contained within the links below are background documents and the link to the consultation survey itself. If you have any further questions, please let us know, thank you.

Hello,

Babergh and Mid Suffolk District Councils are jointly proposing to introduce changes designed to make it faster and easier for residents to improve the thermal efficiency of windows in Grade II Listed Buildings (but not Grade I or Grade II* Listed Buildings).

The proposed changes, if introduced, will allow certain prescribed works to windows to proceed without the need to apply to the Council for Listed Building Consent - such works having the benefit of consent granted under a Local Listed Building Consent Order (LLBCO).

These works include:

- Installation of secondary glazing to historic windows
- Installation of double glazing or energy saving glass to windows which have previously been consented and introduced after listing, or which are already installed within a consented modern/post-listing extension

As part of the Councils' public consultation on this matter, we are contacting people who according to our records have submitted an application to the Councils for Listed Building Consent since 1 April 2024.

For further information, including how to respond to this consultation, please use the following links:

<https://www.babergh.gov.uk/llbco>
<https://www.midsuffolk.gov.uk/llbco>

You are invited to send us your comments to us via the on-line survey provided through the links above.

Please note that comments received may be published but with personal details redacted by the Council. By responding you are agreeing to this.

All responses will be taken into account by the Councils when they consider whether or not to introduce the described changes. Each Council will make its own separate decision.

The **consultation period** runs from **16 MAY 2025** until **11 JULY 2025 (23.59hrs)**.

Kind regards

Phil Isbell
Acting Director of Planning

7.



Weekly news e-bulletin

week commencing 19th May 2025

Reminder: Updated version of model standing orders now available

An updated version of the Standing Orders are now available following changes mentioned in the NALC CEO Bulletin. NALC have updated Model Standing Order (England) section 18 to comply with new procurement legislation and ensure consistency with our Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f. NALC have also updated Model Standing Order (England) section 14 to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. NALC have also changed the language in the document to gender-neutral terms to align with their policy and the Civility and Respect Project.

The updated version is available for clerks to download from the templates section in our portal.

Suffolk Police & Crime Commissioner's Update May 2025

The office of the Police & Crime Commissioner for Suffolk have asked us to share this information with you. This PCC update features details of the online public meeting taking place next week and face-to-face events over the coming weeks; a recently published report which places Suffolk as one of the safest places in the country and an update on the allocation of the Suffolk PCC's Fund. There is also a link to two vacancies in the office of the PCC.

[Click here to view the update](#)

Suffolk Community Awards 2025 - Nominations now open!

The search for Suffolk's most inspirational individuals, groups, councils and communities, has officially launched today. The Suffolk Community Awards 2025 will recognise and celebrate all those who have improved the quality of life for communities across Suffolk.

[Click on this link to view our blog post to find out more and to nominate.](#)

Consultation launched on contributions from local developers

A consultation has been launched by Suffolk County Council, to consider the contributions which can be sought from developers proposing major planning applications.

[Click here to find out more.](#)

The consultation runs from 28th April 2025 to 9th June 2025.

Have your say on Suffolk's nature recovery

A toolkit for recovering nature in Suffolk has been created - mapping places and actions that would help to link up and restore our/the county's isolated wildlife. It's time to have your say. Take part in the public consultation to ensure the strategy works for everyone. The consultation is open until 11th June 2025.

[Click here to complete the consultation.](#)

Request for examples of Parish and Town councils work in Suffolk

As Suffolk County Day approaches on 21 June, NALC would like to use their social media pages to spotlight the great work happening in town and parish councils. They are looking for 3 examples of impressive work carried out by Parish and Town councils in Suffolk.

If you have something you wish to share please provide a brief summary with a link to any relevant webpages to admin@suffolk-alc.gov.uk by Monday 26th May 2025.

Sharing Information

Shimpling Parish Council would like recommendations of cloud based systems whereby all councillors can log in and have their own folder to store council related documents. They

have already enquired with Dropbox and they are looking for any other recommendations. [Please click here to contact the clerk, Natasha Byford, directly.](#)

FREE TO A GOOD HOME! - Layham Parish Council has a pole mounted solar panel and the mounting brackets to fit the solar panel to a pole, supplied in error by ElanCity. These items allow a SID to be operated on solar power and will save any PC the cost of purchasing a set. All you need to do is specify that your SID is to be run on solar power and then just buy the SID and fit these spares. [Please click here to contact the clerk, Jane Cryer, directly if you're interested.](#)

NALC have a new website!



To receive NALC information you will now have to create your own log in to their website.

[Click on this link to view our blog post for more information.](#)

SALC offices

Units 1 and 2 Hill View Business Park, Claydon, IP6 0AJ - just a short distance from our previous office.





Citizens Advice monthly column

[Use this link to read
and share the
monthly articles with
your residents](#)



Ukraine

[Use this link to view
the Suffolk Ukraine e-
bulletins](#)



Member portal

[Use this link \(clerks
only\) to access the
SALC member portal](#)

8.



Local Nature Recovery Strategy Consultation Engagement with Parish Councils

Have your say on Suffolk's nature recovery

A toolkit for recovering nature in Suffolk has been created - mapping places and actions that would help to link up and restore our/the county's isolated wildlife. It's time to have your say. Take part in the public consultation to ensure the strategy works for everyone.

The consultation is open until 11th June 2025.

[Click here to complete the consultation.](#)

9.

Sent on behalf of Cllr John Ward, Babergh District Council leader

Dear Town and Parish Councillors

Suffolk's district and borough councils have just [launched a wide-reaching survey](#) inviting residents, businesses and communities to help shape the future of our county.

We want to hear people's views on Local Government Reorganisation in Suffolk – the most dramatic change to local government in 50 years.

The county's five district and borough councils believe this is a fantastic opportunity to transform public services, so they work for all our citizens and communities; and we need you to help us shape them.

We want to work with you to design together how any future unitary councils work most effectively with all our towns and parishes.

We will therefore be asking you all what you think; and we want to bring a number of you together in workshops with us to specifically design the best future relationship between parish, town and unitary councils.

If you would like to be involved in these workshops, [please register using this link](#). If you have any other questions about the survey or workshops, email: engagement@baberghmidsuffolk.gov.uk.

We understand Suffolk County Council is inviting you to a series of sessions "to learn more about our response to the government's proposal for local government reorganisation in Suffolk, and why we believe that replacing Suffolk's district, borough and county councils with one new unitary authority is the best option for our county."

We have not been invited to these sessions, and so we would be grateful if you could let us know when you receive such invitations so we can ensure they do not clash with our own plans to engage with you, our towns and parishes, and other stakeholders.

As you will be aware, your district councils hold the view that a single new unitary council for Suffolk would not be the best approach.

We have not formally decided our proposal as to the 'right' number, size and any boundaries of unitary councils but believe they need to be big enough to deliver and local enough to care. We will not be making a final decision until September 2025 when we need to submit our proposal to Government.

So, rather than telling you what we think, we are instead launching this wide-reaching engagement asking people what *they* think.

Finally, attached are copies of the posters, leaflets and postcards that we would like to invite you to share as widely as you possibly can within your area in order to ensure as many people as possible are involved in influencing the future of local government where they live.

We will be sending you each copies of these shortly and please let us know if you would like additional copies by contacting Brad Jones, our Head of Communications and Engagement – brad.jones@baberghmidsuffolk.gov.uk

You can also take part in our Shaping Suffolk Together survey by [clicking on this link](#).

Kind regards

Cllr John Ward
Babergh District Council leader

10.

Email sent on behalf of Arthur Charvonia and Cllr John Ward

Dear Parish Clerks and Chairs

I'm writing to arrange a meeting to come and discuss Local Government Reorganisation ('LGR') with you. We will be holding Town and Parish Liaison meetings in the usual way, but we specifically would like to come and have a direct conversation with you. Our colleague Debbie Ling will make contact with your Clerk to agree a date and time. It is entirely up to you whether you wish to invite all your Councillors or a smaller group, and we would also like to invite your District Ward Councillor(s) to the meeting. LGR will bring the biggest change in local government across Suffolk in over 50 years and so it's really important that we get it right. With this in mind we recently launched a survey <https://midsuffolk.govocal.com/projects/have-your-say-suffolk> to understand people's views as to what is most important to them; and we would like to come and meet you to be able to have a more detailed and rich conversation about what is most important to you.

Thank you

Arthur

Dear Parish Clerks,

Babergh District Council would like to invite you to our next Town and Parish Liaison Meeting on Thursday 5th June from 2:00pm – 4:00pm in the Guildroom at The Guildhall, Hadleigh, Suffolk, IP7 5DN. A calendar invite will follow shortly after receipt of this email. Please respond to the invite to indicate you are planning to attend.

This meeting is intended to provide Parish and Town Councils with an update on **local government reorganisation** (LGR) and **devolution**. Any materials shared at this meeting will be circulated to all Town and Parish Councils afterwards.

Car parking is available for this venue at the following locations:

- Toppesfield Hall Car Park, 6 Market Pl, Hadleigh, Ipswich IP7 5DR (1 minute walk)
- Short Stay Car Park, Magdalen Rd, Hadleigh, Ipswich IP7 5EF (3 minute walk)
- Long Stay Car Park, Magdalen Rd, Hadleigh, Ipswich IP7 5BB (5 minute walk)

Many thanks,

Alicia Norman

(On behalf of the Chief Executive)

11.

Good afternoon,

We are pleased to announce that Transport East's Travel Behaviour Survey Report for Suffolk has now been published.

You can find the full report attached, and on our website: <https://www.transporteast.gov.uk/travel-survey/suffolk>

This comprehensive document offers invaluable insights into how residents across Suffolk travel, their reasons for transport choices, and the barriers they face in adopting more sustainable methods. The findings can play a critical role in guiding transport planning and policy development across the area.

The regional Travel Behaviour Report, published in January, is also available and provides a broader view of travel patterns and behaviours across the East. [Click here to view the report](#).

If you have any questions, please contact comms@transporteast.gov.uk.

[www.transporteast.org.uk]www.transporteast.gov.uk

X: [@transporteast](#) | LinkedIn: [Transport East](#)

The logo for Transport East, featuring the word "TRANSPORTEAST" in a bold, sans-serif font. Above the text are three horizontal bars in blue, green, and red. Below the text are three horizontal bars in blue, green, and red, mirroring the ones above.



BABERGH AREA FORUM 24th June, 7 pm online BOOK YOUR PLACE NOW

We would like to invite councillors and clerks to this next area forum taking place on Tuesday 24th June, 7 pm. We are delighted to confirm that Arthur Charvonia, Babergh District CEO, will be joining us as guest speaker.

Area forum starts 7 pm - 8.30 pm virtually through zoom. Booking is through the SALC member portal. Councillors, please ask your clerk to book your place if you do not have access to the SALC member portal. The SALC area forums are free to attend.

You can view the summary notes of the previous area forum held in April along with watching the recordings of the speakers. [Click on this link to view the summary notes.](#)

[CLICK ON THIS LINK TO VIEW THE DEDICATED BABERGH
AREA FORUM WEBPAGE](#)

Does your council have a good news story or successful initiative you would be willing to share? Our area forums provide a great arena to share details of what has worked well so other town and parish councils can consider replicating without reinventing the wheel and in turn save money and time. If you wish to share a good news story, please get in touch and we will give you a slot at a future forum, [please click on this link to email us.](#)

13.

Dear Consultee,

Proposed Revised Community Infrastructure Levy (CIL) Charging Schedules – Babergh and Mid Suffolk District Councils – six-week consultation 28th May to 9th July 2025

The Community Infrastructure (CIL) is a fixed rate payment that Councils can charge on new buildings in their area, to fund future infrastructure delivery. The current amounts charged and the types of development which incur the charge are set out in the Babergh District Council and Mid Suffolk District Council CIL Charging Schedules adopted in April 2016. These amounts are index-linked.

Babergh and Mid Suffolk District Councils are writing to invite you to make representations in response to a six-week consultation being undertaken on revisions to the Councils' Community Infrastructure Levy (CIL) Charging Schedules between 28th May and 9th July 2025.

Details on how to respond to this consultation are contained in the attached notice.

Given the need to provide infrastructure to support new development within both Districts and rising infrastructure costs, both Councils have agreed to undertake a formal consultation for a period of six weeks on the proposed increases in the rate of CIL to be charged on certain developments, following viability testing which was completed in November 2024.

All responses to the consultation will be considered, analysed by the Councils' viability consultants, and submitted into an Examination to be held by an independent Examiner, before the Councils can adopt any revised CIL rates.

Yours faithfully

Philip Isbell
Acting Director of Planning



NOTICE OF PUBLIC CONSULTATION
Babergh and Mid Suffolk Proposed Revised Community Infrastructure Levy
Charging Schedules under the Community Infrastructure Levy Regulations 2010 (as amended)

Notice is hereby given that Babergh and Mid Suffolk District Councils are carrying out a consultation in relation to proposed revised Community Infrastructure Levy (CIL) Charging Schedules, which amend the amounts charged on developments for CIL. The consultation is being carried out under the CIL Regulations 2010 (as amended). The six-week consultation period will begin on **Wednesday 28th May 2025** and will end at **5pm on Wednesday 9th July 2025**. Comments must be received by this time.

What are the Proposed Revised CIL Charging Schedules?

The Community Infrastructure Levy was brought in by Government to allow local authorities the opportunity to charge a levy on all eligible chargeable development so as to provide infrastructure to support new development taking place within Council administrative areas. Babergh and Mid Suffolk District Councils became CIL charging authorities and implemented their scheme of CIL charging on 11th April 2016. At that time, both Councils agreed they would not be revising these CIL charging rates within a three year period from that date. This period expired on 11th April 2019. In order to meet infrastructure needs and address rising infrastructure costs, both Councils have proposed revised CIL charges in accordance with the CIL Regulations and are undertaking a public consultation on these. Any person, group or organisation may comment including residents, developers, businesses, voluntary organisations and other interested parties.

The revised CIL Charging Schedules and associated documentation along with this notice are available for public inspection:

- on the Councils' websites at www.babergh.gov.uk/community-infrastructure-levy and www.midsuffolk.gov.uk/community-infrastructure-levy.
- at the Councils' office at Endeavour House, 8 Russell Road, Ipswich, IP1 2BX (weekdays 8am to 5pm), and at the Customer Access Points at Sudbury Library, Market Hill, Sudbury, CO10 2EN (Mondays and Thursdays 9am to 5pm) and 54 Ipswich Street, Stowmarket, IP14 1AD (Mondays, Wednesdays and Thursdays 9am to 5pm, Tuesdays 10am to 5pm and Fridays 9am to 4.30pm).

Comments must be made in writing and can be made electronically by e-mail to infrastructure@baberghmidsuffolk.gov.uk or in writing to the Infrastructure Team, Babergh and Mid Suffolk District Councils, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

If you have any questions regarding the consultation, please contact the Infrastructure Team via the e-mail address above.

All information collected and processed by the District Councils at this stage is by virtue of our requirement under the CIL Regulations 2010 (as amended). All comments received will be made publicly available and may be identifiable by name / organisation. All other personal information provided will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights with regards to your personal information, and how to access it, please visit our website or call Customer Services on 0300 123 4000 and ask to speak to the Information Governance Officer.

Philip Isbell
Acting Director of Planning
May 2025

NSIPs and large-scale energy projects progress

Last update 06/05/2025

Project name	Type	Location	BMSDC reference*	Status
EA1	Sub station for underground cable from offshore wind farm	Bramford	0116/14 and 2315/11	Operational.
EA3	Converter station for underground cables from offshore wind farm	Bramford	3490/12	Under construction
Progress Power	Gas-fired power station	Eye	DC/21/03894	Under construction.
Sizewell C	Nuclear power station	Sizewell	DC/21/02517	Under construction.
RNA Energy	Solar farm	Rickingham	DC/21/06825	Appeal determined
ENSO (now Verdant)	Solar farm	Burstall / Flowton / Somersham	DC/20/05895 and DC/21/00060	Applications determined
ENSO (now Verdant)	Solar farm	Bramford / Burstall	DC/23/02118	Application determined
Conrad Energy	Synchronous condenser	Yaxley	DC/22/04021	Application determined
Conrad Energy	Synchronous condenser	Yaxley	DC/23/01494	Under construction.
Anglian Water strategic pipeline	Water pipeline	Bury St Edmunds to Ipswich to Colchester	DC/22/06352 and DC/22/06309	Under construction.
PACE	Solar Farm	Palgrave	DC/22/02667	Application determined
Elgin Energy	Solar farm	Badley	DC/22/01530	Application determined
EDF	Solar farm	Bramford	DC/21/04711	Application determined
Statkraft	Solar Farm	Burstall / Flowton / Somersham	DC/22/00683 and DC/22/01243	Applications pending determination
Bramford to Twinstead	NSIP: Overhead / underground power lines	Bramford to Twinstead	DC/21/01605	Consented 12/9/24

Grove Farm Solar	Solar farm	Bentley	DC/23/05656	Application pending determination
Clearstone	BESS	Bramford	DC/24/05090	Application pending determination

***Pre-app discussions are confidential and the associated references wi**

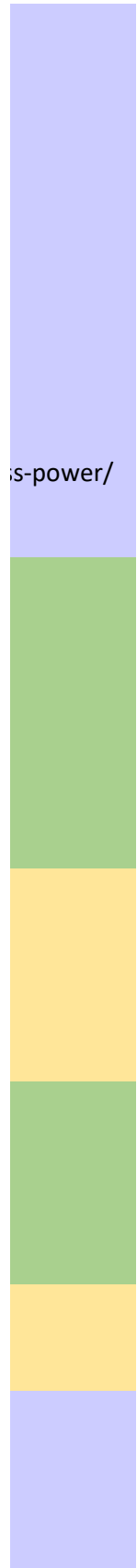
KEY

Pre-app / pre-submission stage
Submitted and pending determination
Granted / consented but not yet implemented
Under construction / built and operational
Refused

Last action	Project website
Completed and operational. Ongoing monitoring and meetings.	https://www.scottishpowerrenewables.com/pages/east_anglia_one.aspx
Under construction. Additional out of hours working approved. Ongoing meetings.	https://www.scottishpowerrenewables.com/pages/east_anglia_three_background.aspx
Under construction. Additional out of hours working approved. Preparing for commissioning. Ongoing meetings.	https://www.drax.com/about-us/our-projects/progress
Ongoing discussion about B1078 road safety improvements.	
Refused at Committee 3rd August 2022. Appeal determined, permission granted	https://www.rna-energy.com/
Babergh Granted, Mid Suffolk Refused - appeal allowed (permission granted).	
Granted	
Granted	https://conradenergy.co.uk/
Granted. Under construction.	https://conradenergy.co.uk/
Granted. Under construction. Reserved matters applications expected 2025	https://www.anglianwater.co.uk/about-us/our-strategies-and-plans/new-water-pipelines/bury-st-edmunds-to-colchester/
Granted	http://www.pathfinderce.com/
Refused. Appeal allowed. Developer preparing discharge of conditions.	https://www.elgin-energy.com/
Granted. Under construction.	https://www.edf-re.uk/our-sites/tye-lane
Withdrawn by applicant	https://www.statkraft.co.uk/about-statkraft-uk/where-we-operate/Locations/greybarnsolar/
Pre-construction activities including discharge of requirement. Ongoing engagement regarding delivery. Work on main construction compound started.	https://bramford-twinstead.nationalgrid.com/consultation/our-proposals/ and https://infrastructure.planninginspectorate.gov.uk/projects/eastern/bramford-to-twinstead/

Refused. Awaiting possible appeal	
Granted.	https://www.clearstoneenergy.com/project/bramford/

II not show on the public website



Let's shape the future of Suffolk together

Shaping
Suffolk
Together

How could public services work better for you?

Local government in Suffolk is changing. All county, district and borough councils are being replaced with 'unitary' councils responsible for delivering all services.

Suffolk's district and borough councils are working together on an ambitious proposal for two or three unitary councils delivering services to different parts of the county. We believe these will meet the differing needs of our diverse communities - councils that are big enough to deliver, local enough to care.

But what do **YOU** think?

We want to hear the views of residents, businesses, organisations and communities. These major changes will be shaped by your needs.

Please provide your feedback by scanning the QR code, visit: www.midsuffolk.govocal.com/en-GB/projects/have-your-say-suffolk, or call your local district or borough council if you need a paper copy of the survey. We will carefully consider all your responses before putting forward a final proposal to the Government in September.



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Contact numbers for your local district or borough councils

**Shaping
Suffolk
Together**

Babergh District Council 0300 1234000

East Suffolk Council 0333 0162000

Ipswich Borough Council 01473 432000

Mid Suffolk District Council 0300 1234000

West Suffolk Council 01284 763233





**Shaping
Suffolk
Together**

Let's shape the future of Suffolk together



The Government is replacing all six county, district and borough councils in Suffolk with unitary councils responsible for delivering all services.

This is a significant change that will impact on every resident, community and business. It is a golden opportunity to reshape and improve how we do things in the county.

We want to transform public services so they work for and with YOU - and want you to help us shape them.

How do things work now?

Currently, services are split between Suffolk County Council and one of the five district or borough councils in a 'two-tier' arrangement.

So, for example, the county council manages roads, social care for adults, and children's services. District and borough councils are responsible for things like collecting your bins and recycling, planning decisions, managing council housing and preventing homelessness.

How will things work in the future?

The government's vision is for simpler and more efficient council structures, which make it clearer to residents who is responsible for services in each area.

This means that in future all services where you live will be managed by the same council - known as a 'unitary' council.

There will also continue to be some local services provided by town and parish councils, such as some parks, allotments, cemeteries, community centres and markets.



How many new unitary councils will be created in Suffolk?

This will be decided by the Government. Councils have been invited to put forward proposals for each area before 26 September 2025, ahead of a final decision being made.

All five of Suffolk's district and borough councils - Babergh, East Suffolk, Ipswich, Mid Suffolk and West Suffolk - are working together on an ambitious joint proposal with a shared goal of revitalising our public services.

What are Suffolk's district and borough councils proposing?

We believe two or three unitary councils, each delivering services to different, recognisable parts of Suffolk, are vital to meet the differing needs and aspirations of our diverse communities.

They can ensure strong local leadership, democratic representation, empower communities, and be more responsive. They will also provide efficient and streamlined services.

These councils will be big enough to deliver but local enough to care - rather than the alternative option of a single 'mega-council' covering all of Suffolk, which we believe would be too large to work effectively and too remote for local residents to be heard.

How could things be done differently?

This is a fantastic opportunity to do things differently, building on our local connections, working with local people, businesses and organisations to rewire how services are delivered.

Crucially, this would help to better safeguard local community services, protect the vulnerable and concentrate on preventing problems before they arise, improving quality of life and offering value of money for taxpayers.



**Shaping
Suffolk
Together**



**Shaping
Suffolk
Together**

But what do **YOU** think?

We want to hear the views of residents, businesses, organisations and communities. These major changes will be shaped by your needs.

Please provide your feedback by scanning the QR code, visit: www.midsuffolk.govocal.com/en-GB/projects/have-your-say-suffolk, or call your local district or borough council if you need a paper copy of the survey.

We will carefully consider all your responses before putting forward a final proposal to the Government in September.

Thank you for taking the time to read and respond.



MINUTES

Meeting: Alton User Group Meeting

Time: 1.00pm

Date: 19.03.2025

Attendees:

Andy Woolnough	Anglian Water
Beth Eaton	Anglian Water
Chris Leach	Stutton Parish Council
Pippa Viles	Royal Hospital School
Karl Rolfe	Bike Active
Rob Butcher	parkrun
Pete Gentry	parkrun
Simon Page	Tattingstone Parish Council

PURPOSE: To discuss and inform operational monthly performance updates.

AGENDA ITEMS

1. Introductions

Group introduced and welcomed to the meeting.

2. Alton Water Park Report/Presentation

Introductions:

- Andy Woolnough is the Visitor Operations Manager at Alton.
- New team members introduced: Ian – Activities Manager, Tara – Aquapark Manager, Gary – Head Ranger, Aria – Catering Assistant, Colin – Park Ranger and Molly – Catering Assistant.

Our Ambitions – Why are we here:

- Our role – A duty to provide access and maintain the site.
- However, the bigger ambition is to create a destination in Suffolk which provides wellbeing, fitness and lifestyle opportunities for all.
- Offering a range of opportunities – Cycling, Walking, Running, Fishing, Watersports, Wildlife Watching, Events, Food/Drink, Picnic & BBQ points, Lifeguarded Beach, Open Water Swimming, Clubs.

Review of the last year:

- Activities growing in popularity:
 - Cycling, Walking, Watersports, Fishing, Wildlife Watching and Crazy Golf.
- Visitors utilising free facilities:
 - Cycle/Running Track, Children's play park, Lifeguarded beach, Toddler sandpit, Picnic areas and BBQ points, parkrun, visit highland cattle and COMING SOON....bouncy pillow.
- Cafes:
 - Cafes increasing in popularity.

- Late-night opening for locals and campers in the summer.
- Glamping:
 - More bell tents giving accessible accommodation for those without camping equipment.
 - Campsite bringing in visitors from further afield benefiting the local economy.
- Highland Cattle:
 - Conservation and Grazing – improving meadowland
 - Customers enjoyment.
 - We have added to the herd.
 - More calves coming this year.
 - New feeding stations.
- Alton Beach:
 - A big hit last summer.
 - Weekend beach with lifeguards.
 - Access to the beach is free.
 - Extended opening hours to include weekdays last year.
 - Water quality monitored in line with the World Health Organisation.
- Open Water Swims:
 - Weekly open water swims.
 - Giving wild swimmers access to the lake.
 - Endorsed by Beyond Swim
 - Summer Only.
- New Events were successful - Stand Up Paddleboard Sunrise Tour.
- New bird screens and increased fish stock.
- Saturday parkrun – every Saturday, all year round.
- Digital Booking System:
 - Most activities at the park now available to book online – campsite, watersports, bike hire, courses, angling - season tickets and day tickets, event tickets.
- Seasonal Family Events were popular.
- Accreditations:
 - Green Flag – rectified again for 24/25.
 - Visit England Accreditation.
 - AALA
 - RYA
 - Beyond Swim

Future Plans:

- New events:
 - Sunrise Stand Up Paddleboard Tour – 19th April 2025
 - Sunset Stand Up Paddleboard Tour – 24th April 2025
 - Swim Alton – 8th June 2025
 - Open Air Theatre – Wind in the Willows – 28th June 2025
 - Open Air Theatre – Shakespeare the Tempest – 3rd August 2025
- Aquapark opening in May Half Term.
- New Rowing Club:
 - Introducing rowing.

- In association with a rowing club.
- All year-round access.
- British Rowing affiliated.
- Volunteer Programme:
 - Introduce a volunteer programme.
 - Regular work parties once a month.
 - Covering conservation and fishing.
- Corporate Events & Meeting Room Hire – Watersports meeting room now available to book.
- Another new free facility coming soon...Bouncy Pillow.

3. Questions/Feedback

- **Royal Hospital School**
 - Asked about the impact of the new rowing club location. This shouldn't impact any current users and progress in getting this started is slow going at the moment.
 - Volunteer programme – look at options for students from RHS.
 - New wash down points will be in use very soon.
- **Parkrun**
 - Tree marking spray – can this be used to plan out route. Should be fine to use.
 - Cafe clean station – AW to look into moving.
- **Bikeactive:**
 - Happy with current Keyholder arrangements.
 - Code was sent through to Beth Eaton last year – BE to check.
- **Tattingstone PC:**
 - Raised the cleaning of Lemons Hill Bridge - AW to raise with Anglian Water again.
 - Parking machines – QR codes to be added to machines to pay online.
 - Can there be consistent gate locking at close time.
 - Fences – AW aware raised last year.
 - Bird hides – any plans to renovate? Now Anglian Water is entering a new AMP, we can look into putting money into getting these renovated.
- **Stutton PC:**
 - Raised the Horn noise echoing round village from Royal Hospital School – RHS to look into and pass on feedback.

SHOTLEY PENINSULA PARISH COUNCIL ALLIANCE

Comprising: Brantham PC, Chelmondiston PC, Freston PC, Harkstead PC, Holbrook PC, Shotley PC, Stutton PC, Tattingstone PC, Wherstead PC, & Woolverstone PC.

Meeting held at Chelmondiston Village Hall on Thursday 15th May 2025

Present: John Ambrose - Holbrook PC (JA), Andy Beacon - Chelmondiston PC (AB), Rachel Belcher-Nairn - Tattingstone PC (RB), Robin Coates - Wherstead PC (RC), Mike Crouch - Harkstead PC (MC), Mike Hems - Stutton PC (MH), Rosie Kirkup - Chelmondiston PC (RK), Simon Page - Tattingstone PC (SPa), Simon Pearce - Woolverstone PC (SPe).

NOTES OF MEETING

1. Welcome & Introductions:

John Ambrose took the Chair and welcomed everyone.

2. Review of Meeting with Babergh DC on 4th April:

Those attending this meeting felt it had gone well and that BDC had listened to and understood our concerns. RC reported that internal emails had apparently already been circulated around the appropriate planning staff drawing their attention to our concerns. Other than this, however, we noted that BDC had not yet replied to any of the action points coming out of that meeting.

3. Actions Arising from the Meeting (on 4/4/25):

We discussed our response to the seven action points coming out of this meeting:

AP1 (Peninsula wide Neighbourhood Plan)

Whilst acknowledging that this was an interesting potential approach, we concluded that this would be unrealistic and, probably, undeliverable in our situation. We felt that we did not have the capacity, funding or expertise to deliver this within a reasonable time frame. There was also a genuine possibility that some councils would end up withdrawing from this process due to these challenges.

AP2 & 3 (Policies in JLP & interim/supplementary policy document)

We felt that both these approaches had considerable merit and were worth pursuing with BDC. Any interim/supplementary policies could, in due course, be incorporated into the new JLP (or its successor following local government reorganisation in Suffolk). We thought the best way to progress these actions would be to ask BDC to set up a small Alliance/BDC working party.

AP4 (Immediate solutions)

We need to ask BDC how they are progressing with this action point.

AP5 (How to engage Suffolk Highways)

As above.

AP6 (Data Collection)

As above.

AP7 (Single Point of Contact at BDC)

As above.

ACTION: RC to draft reply to BDC setting out our response to the seven action points above. Once this letter has been agreed, Jo Hazelwood will be asked to send this to the CEX at BDC.

4. Response from PH Paul West (SCC):

We concluded that the response received from the Portfolio Holder in response to our letter sent in January concerning Freston Crossroads and flooding on the Strand (B1456) was unsatisfactory and needed chasing up. We were also concerned about the traffic impact a temporary closure anywhere on the B1456 could have on the rest of the peninsula's road network.

ACTION: Jo Hazelwood to write to the Portfolio Holder (Paul West) saying the Alliance would still like to have a meeting with him.

5. Ganges Planning Committee Decision:

SPE had attended and spoken at the recent BDC Planning Committee meeting when the S73 application to increase the level of development on the former HMS Ganges site in Shotley was considered and approved. SPE was particularly concerned about the way the inaccuracies in the accompanying Traffic Report had been handled by the planning officers and then dismissed by the Committee. The Committee showed no interest in the evidence which SPE had presented both before and at the meeting and which clearly demonstrated the report's failings. Woolverstone PC might consider making a complaint to the Local Government Ombudsman.

6. Any Other Business & Members Updates:

SPa asked for advice about how best to deal with instances of anti-social behaviour. In Tattingstone youngsters were using Lemons Hill Bridge as a race track. Others made the following suggestions: 1) Raise at next Area Police Forum (Capel St. Mary on 25/5); 2) Speak to our Community Police Officer Katie Jarrett; 3) Raise with BDC's Anti-Social Behaviour Officer.

SPE advised that he had recently found out that road safety issues could be reported to Suffolk Highways using their online Reporting Tool.

Meeting Closed at 9.30

Dear Arthur,

Shotley Peninsula Alliance of Parish Councils

The Peninsula Parishes would like to thank you and the Babergh team for attending the meeting on the 4th of April to discuss concerns regarding the lack of consideration of the interdependency of Planning decisions across the Peninsula.

The meeting agreed in principle that the topology of the Shotley Peninsula does create an environment with some unique characteristics, justifying the consideration of peninsula wide planning policies.

The meeting identified a number of possible options to document these policies and incorporate them in the planning system hierarchy. Specifically:

- A Peninsula wide Neighbourhood Plan (AP1 ~ Parishes)
- Inclusion of policies in the next JLP (AP2 ~ BMSDC)
- Introduction of an intermediate Planning Policies document (AP3 ~ BMSDC)

As the above are medium to long term options, Babergh also undertook to investigate what can be done in the short term whilst the longer-term options are established (AP4 ~ BMSDC). The Alliance also awaits a response to Action Points 5, 6 and 7.

In addition to exploring the appropriate route to documenting the policies, the Parishes believe it is important to start work on the actual policies and would like to propose establishing a working group to commence this task immediately.

A Peninsula wide Neighbourhood Plan (AP1).

The proposal for a working group has emerged from the Parishes investigation of the implications of creating a new Peninsula wide NP, as it was quickly recognised that the task of creating one unified plan for the entire Peninsula would be very challenging, due to:

- Expertise requirement:
The experience gained from creating the Neighbourhood Plans that have been 'Made' for single parishes requires a level of expertise which is not inherent at a Parish level. And whilst funding is available for consultants, this approach has limitations as shown by the level of duplication (cut and paste policies) that have appeared in many Parish plans.
- Co-Ordination:
The eleven Parishes on the Peninsula are at different stages in the NP process, with some having 'Made' plans, others still in the process of creating plans and some that are unable to commence the activity due to resource issues.
It is important that the Parish Alliance realistically recognises the challenge of collating the diverse requirements covering this wide area into one document.

- **Workload:**
It has to be recognised the substantial workload that this activity would place on organisations which, with the exception of their Clerks, are volunteer based.

We have therefore concluded that introducing one new Neighbourhood Plan for the entire peninsula is not a viable approach.

Intermediate approach

The issues identified relate specifically to the creation of a new Peninsula wide Plan and do not alter the need for the actual policies, just the best way to implement them effectively in the planning system.

Our proposal is therefore that, whilst Babergh complete their investigation into the options to document the policies within the planning system, as defined in AP2, 3 and 4, that a joint working group is established to start drafting policies. The group to consist of members from the Parishes led by an expert from Babergh's Planning team who will provide guidance and ensure that the structure, format and content of the policies aligns with the requirements of Babergh, whilst also meeting the needs of the Parishes.

This joint approach will ensure:

- The policies would be suitable for incorporation into Babergh's planning documentation structure.
- Provide appropriate access to other experts within the council to ensure the policies meet their criteria and requirements
- Ensure that council standards for 'evidence based decisions' is achieved.

Can you please confirm when you expect to be able to provide responses to the actions from the meeting, copy attached as Appendix 1?

We look forward to your response to the proposal to establish a working group as we would like to move forward with the overall project as quickly as possible.

Thank you for your assistance.

Peninsula Parish Alliances

21st May 2025

Appendix 1: Action Points from 4th April meeting:

AP1: The Alliance to consider the implications of creating a peninsula wide Neighbourhood Plan and report back. ~ Discharged in this correspondence.

AP2: PI & JW to investigate the possibility of introducing Peninsula wide policies into the next JLP.

AP3: PI and JW to advise if it would be possible to create an intermediate / alternative planning policy document that could address the Peninsula concerns and sit within the current JLP / NP structure and be effective?

AP4: As the above approaches are all mid to long term, PI and JW took an action to see what could be done to address this concern whilst the longer-term solutions are implemented.

AP5: PI will engage with Highways to identify how this aspect (ensuring that expert data is received and appropriately challenged) could be addressed.

AP6: Babergh to advise the Alliance what assistance in data collection would be of assistance in producing policies for the peninsula.

AP 7: PI and JW to propose an approach which could be adopted to provide the single point of contact and consistency requested.

< End >

PAPER 8.b**PAYMENTS AGREED/RATIFIED AT THE MEETING HELD ON 6th MAY 2025****PAYMENTS MADE**

Payee	Detail	Method	NETT	VAT	TOTAL
R. Belcher-Nairn	Clerk salary Apr 2025	BACs	663.56		663.56
Microsoft	MS365 Subscription	Direct Debit	8.60	1.72	10.32
CAS	Domain name renewal	BACs	25.00		25.00
Playing Field Committee	Grass cutting contribution for 2025/26	BACs	1680.00		1680.00
*Playing Field Committee	Contribution to pavilion roof repair	BACs	500.00		500.00
*Return requested due to cost being covered by another party					
Lloyds bank	Service charge	Direct Debit	4.25		4.25
*SALC	Payroll Oct24-Mar25	BACs	32.00	6.40	38.40
*SALC	Membership 25-26	BACs	278.23		278.23
* Paid between meetings to meet invoice due date					
					£3,199.76

INCOME RECEIVED

Payee	Detail	Method	NETT	VAT	TOTAL
Andrew Quarton	Allotment Plot	BACs	9.88		9.88
Lloyds bank	Instant Saver interest (gross)	BACs	24.00		24.00
					£33.88

PAYMENTS TO BE MADE

R. Belcher-Nairn	Clerk salary May 2025	BACs	663.56		663.56
Microsoft	MS365 Subscription	Direct Debit	8.60	1.72	10.32
Tesco Mobile	Phone	Direct Debit	10.75	3.21	13.96
Birketts	Legal assistance with complaint	BACs	2281.50	456.30	2737.80
Tattingstone Village Hall	Village hall hire 2024-25	BACs	210.00		210.00
					£3,635.64

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.



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, 18 Birch Drive, Brantham, CO11 1TF. Email: clerk@tattingstoneparishcouncil.gov.uk

DETAILS OF YOUR ORGANISATION

Name of Organisation: Lighthouse Women's Aid

Address: 238 Felixstowe Road, Ipswich, IP3 9AD

Contact Telephone No.: 01473 220770

Email: mel.finch@lighthousewa.org.uk

Registered Charity No.: 1069296

If you are part of a larger organisation, enter its name:.....N/A.....

.....

Principal aims and objectives:

To support women and young people that have or are experiencing domestic abuse.

Working closely with local communities to ensure that services are accessible remotely and, also for Neuro Diverse clients.

DETAILS OF GRANT REQUESTED

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

Women from all over Suffolk of all ages come to Lighthouse for support be it crisis intervention due to high risk, general advice or to attend one of our many courses and programmes. We know there is a need as we support around 1000 women and children a year through our services. We support around 80 women a year from the Babergh area. Please see below for more detail

Grant requested: £ 300.00

DETAILS OF OTHER GRANTS

Received in the last two years.....

PCC	£75,000	per	year
-----	---------	-----	------

IBC £17,000 last year £11,800 this year

Babergh DC £5000 this year

Mid Suffolk DC £5000 this year

Currently applied for.....

In the process of applying to Sizewell C for £10,000 and we are continuously sourcing further funding to meet our core costs

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

Demand for our services whether from our Centre or in the community remains constant with more women with complex needs turning to us for support. We have a very supportive community who recognise the life changing work we do however we are always seeking to source further funding to meet our ever increasing costs and therefore we would really appreciate any funding Tattingstone is prepared to grant us.....

I certify that the foregoing replies are accurate to the best of my knowledge

Signature of applicant: Melina Finch

Office Held: Course Facilitator

Date: 22.05.2025

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 31/03/2025		
	Cash in Hand 01/04/2024		39,579.21
	ADD Receipts 01/04/2024 - 31/03/2025		31,586.61
	SUBTRACT Payments 01/04/2024 - 31/03/2025		71,165.82
	Cash in Hand 31/03/2025 (per Cash Book)		25,303.30
B			45,862.52
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Current Account 31/03/2025	0.00	
	Deposit Account 31/03/2025	0.00	
	Lloyds Account 31/03/2025	10,848.49	
	Lloyds Commercial Instant Access 31/03/2025	35,014.03	
			45,862.52
	Less unrepresented payments		
			45,862.52
	Plus unrepresented receipts		
B	Adjusted Bank Balance		45,862.52
	A = B Checks out OK		

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Tattingstone Parish Council

STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	39,579.21	
Cash in Hand		
Precept	16,196.00	
Bank interest	55.68	
Allotments	143.76	
Tattingstone Tattler Income		
CIL income	13,817.81	
Clerk/RFO Salary		5,595.74
Clerk/RFO expenses		1,174.30
Payroll costs		69.75
Audit		484.00
Hall Hire		279.50
Website/email		262.22
Insurance		555.57
Training		186.00
GDPR Costs		35.00
Miscellaneous		115.03
Staff recruitment		
Election costs		
SALC Subscription		280.69
SLCC Subscription		88.80
Donations		550.00
Church Support		
Tattingstone Tattler Expenditure		
Bin emptying		414.00
Litter bin purchases		
Playground inspection		53.15
General Village Maintenance		318.72
Play area grass cutting		1,570.00
Street lighting		307.67
Purchases/assets		714.02
Miscellaneous/project support		10.00
CIL expenditure		6,490.37
Neighbourhood Plan Income		
Neighbourhood Plan expenditure		2,558.50
VAT reclaim		
Tax & NI		409.92
Accounting Package		228.00
Tax & NI		1,301.12
Stationary		
Postage		

Tattingstone Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS		PAYMENTS	
Mobile Phone			71.64	
Microsoft 365			77.40	
Tattler income	200.00			
Misc. income	50.00			
VAT	1,123.36		1,102.19	
		31,586.61		25,303.30
Closing Balances:				
Balances in Bank Account				45,862.52
Cash in Hand				
TOTAL		71,165.82		71,165.82

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed _____
Responsible Financial Officer

Date _____

TATTINGSTONE PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement: Friday 6th June 2025

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

Rachel Belcher-Nairn
Parish Clerk & Responsible Financial Officer
07713 864505 / clerk@tattlingstoneparishcouncil.gov.uk

commencing on Tuesday 10 June 2025

and ending on Monday 21 July 2025

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-l.com)

5. This announcement is made by Rachel Belcher-Nairn, Clerk & RFO

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



Neighbourhood CIL Expenditure Report

**Town or Parish Council: Tattingstone
1 April 2024 to 31 March 2025**

A	Total CIL income balance carried over from previous year	£ 15,877.56
B	Total CIL income received in reporting year (receipts received in April and October)	£ 13,817.81
C	Total CIL spent within reporting year (expenditure, net amount if VAT recoverable)	£ 6,406.00
D	Total CIL retained at year end (A+B-C)	£ 23,289.37

Neighbourhood CIL Expenditure – Details of Spent Funds

Items to which CIL funds have been spent:	(Net amount if VAT recoverable)
Donation to to Playing Field Committee to upgrade play equipment	£6,406.00
Total spent	£ 6,406.00

Neighbourhood CIL – Details of Allocated Funds (not yet spent)

Items to which CIL funds have been allocated but not yet spent:	(Net amount if VAT recoverable)
Total Allocated	£0.00

Has the expenditure report been uploaded onto the Parish's website: (Y/N)

**This form needs to be signed by two representatives of the Parish/Town Council
(electronic signatures are not acceptable)**

Signed: Position:

Verified: Position:

Please scan and email this form to the following email address

infrastructure@baberghmidsuffolk.gov.uk

Tattingstone Parish Council

Form 126 Schedule - VAT between 01/04/2024 to 31/03/2025

Invoice Date	Organisation on Invoice	Supplier VAT Reg No	Supplier	Desc	VAT
01/04/2024	Tattingstone Parish Council	GB376922166	MB Marktek	Purchases	16.88
01/04/2024	Tattingstone Parish Council	104 1787 91	Suffolk County Council	Street lighting	61.54
03/04/2024	Tattingstone Parish Council	825 0232 65	SALC	SALC membership	9.00
01/05/2024	Tattingstone Parish Council	941745120	Starboard Systems Ltd	Accounting Package	45.60
01/06/2024	Tattingstone Parish Council	778603785	GiffGaff	Mobile Phone contract	1.66
03/06/2024	Tattingstone Parish Council	104 2090 28	Babergh District Council	Play area inspection	10.63
13/06/2024	Tattingstone Parish Council	GB639237322	Microsoft	Microsoft package	1.72
13/06/2024	Tattingstone Parish Council	232457280	John Lewis	Clerk equipment	116.67
28/06/2024	Tattingstone Parish Council	825 0232 65	SALC	External Audit	54.80
28/06/2024	Tattingstone Parish Council	104 2090 28	Babergh District Council	Litter & Dog bin emptying	82.80
01/07/2024	Tattingstone Parish Council	778603785	GiffGaff	Mobile Phone contract	1.67
01/07/2024	Tattingstone Parish Council	825 0232 65	SALC	Councillor Training	28.00
03/07/2024	Tattingstone Parish Council	GB159058487	Business Services at CAS	Email/Website costs	2.45
11/07/2024	Tattingstone Parish Council	825 0232 65	SALC	Councillor Training	6.40
31/07/2024	Tattingstone Parish Council	GB639237322	Microsoft	Microsoft package	1.72
31/07/2024	Tattingstone Parish Council	778603785	GiffGaff	Mobile Phone contract	1.67
31/08/2024	Tattingstone Parish Council	GB639237322	Microsoft	Microsoft package	1.72
31/08/2024	Tattingstone Parish Council	778603785	GiffGaff	Mobile Phone contract	1.67
02/09/2024	Tattingstone Parish Council	825023265	Places for People Ltd	Neighbourhood Plan suppo	162.40
02/09/2024	Tattingstone Parish Council	825023265	Places for People Ltd	Neighbourhood Plan suppo	34.30
24/09/2024	Tattingstone Parish Council	GB440498250	PKF Littlejohn LLP	External Audit	42.00
30/09/2024	Tattingstone Parish Council	GB639237322	Microsoft	Microsoft package	1.72
30/09/2024	Tattingstone Parish Council	778603785	GiffGaff	Mobile Phone contract	1.67
30/09/2024	Tattingstone Parish Council	825 0232 65	SALC	Payroll Costs	4.95
01/10/2024	Tattingstone Parish Council	159058487	Community Action Suffolk	Email/Website costs	10.00
02/10/2024	Tattingstone Parish Council	159058487	Community Action Suffolk	Email/Website costs	40.00
31/10/2024	Tattingstone Parish Council	GB639237322	Microsoft	Microsoft package	1.72
01/11/2024	Tattingstone Parish Council	778603785	GiffGaff	Mobile Phone contract	1.67
15/11/2024	Tattingstone Parish Council	GB296312096	Geosphere Ltd (Parish Online)	Purchases	10.80
01/12/2024	Tattingstone Parish Council	GB639237322	Microsoft	Microsoft package	1.72
01/12/2024	Tattingstone Parish Council	778603785	GiffGaff	Mobile Phone contract	1.67
01/01/2025	Tattingstone Parish Council	GB639237322	Microsoft	Microsoft package	1.72
13/01/2025	Tattingstone Parish Council	825 0232 65	SALC	Councillor Training	-4.00
22/01/2025	Tattingstone Parish Council	GB564553916	St John Ambulance	Miscellaneous	15.34
31/01/2025	Tattingstone Parish Council	825023265	Places for People Ltd	Neighbourhood Plan suppo	315.00
31/01/2025	Tattingstone Parish Council	GB639237322	Microsoft	Microsoft package	1.72
05/02/2025	Tattingstone Parish Council	825 0232 65	SALC	Councillor Training	6.80
01/03/2025	Tattingstone Parish Council	815384524	Tesco Mobile	Mobile Phone contract	2.67
01/03/2025	Tattingstone Parish Council	GB639237322	Microsoft	Microsoft package	1.72

Amount of VAT you can claim for this period is

£1,102.19

Our Ref: SCC/0105/22B
Date: 8 May 2025
Enquiries to: Andrew Sierakowski
Tel: 01473 260598
Email: Andrew.Sierakowski@suffolk.gov.uk



Sent via Email

Dear Owner/Occupier,

RE-CONSULTATION OF REGULATION 25 PLANNING APPLICATION

The County Council is considering a planning application for development at **Brockley Wood Land off A12 Belstead Suffolk IP8 3JS** for **Extraction, processing and sale of sand and gravel, processing of inert waste materials with associated plant and related sales, access works, phased restoration using inert recovered materials and aftercare plan.**

Additional information has been provided in response to the County Council's Regulation 25 request dated 2 May 2025. This includes information on Heritage, Landscape, Air Quality, Noise, Traffic and Transport, Access Design, Location of processing plant and supporting plans and drawings.

Should your address be a **tenanted property**, you may need to inform the property owner. This letter should be passed to him/her.

If you wish to know more about the application, it please view on-line at:
<http://suffolk.planning-register.co.uk/Disclaimer?returnUrl=%2F>

If you wish to make any representations, the consultation end date is 8 June 2025, you can:

- a) Write to: -The Head of Planning, Growth, Highways & Infrastructure, Endeavour House, 8 Russell Road' Ipswich. IP1 2BX
- b) Email to: planning@suffolk.gov.uk or;
- c) Submit an on-line representation at: <http://suffolk.planning-register.co.uk/Planning/Display?applicationNumber=SCC/0105/22B>

Please ensure the Planning Reference (see Our Ref above) is in your reply.

All correspondence received regarding this application will be placed on the public case file and be viewable on the Council's website. Under the provision of the Local Government (Access to Information) Act 1985, you should be aware that any comments you make are not confidential and may be read by any person who so wishes.

However, we are committed to protecting your privacy and we have a range of security controls in place to safeguard the personal data we process. We do not pass any personal information on to a third party. For more information, and to read our Privacy Notice please go to <https://www.suffolk.gov.uk/about/privacy-notice/>

You should bear in mind that your representation and your comments will be reported to the Development and Regulation Committee when there will be an opportunity for you to make your views known. Please find the details on-line at <https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/apply-to-speak-at-a-public-meeting/> in all cases objectors will be informed of the decision in writing

The Case Officer dealing with this application is **Andrew Sierakowski** and contact details can be found at the top of this letter.

Yours sincerely,

Andrew Sierakowski
Consultant Planner
Growth, Highways & Infrastructure

1. Procedure for making a representation

All representations must be made in writing, whether in support or against a proposal, to the Head of Planning, Strategic Development to be received within the period stated on the public advertisement. Although the Council is not obliged to take account of correspondence received outside this period it will normally do so up to the day of Committee. However, delaying your representation means that your comments might not be incorporated into the written report.

Some representations are often made direct to the appropriate District Council in order for those comments to be made known before a recommendation is made from that district to the County Council. If this is done, then a copy should always be forwarded to the County Council at the same time.

If you would like to discuss any aspect of a proposal before commenting, you should contact the Case Officer whose telephone number appears on the public notice.

Letters of objection are publicly available and cannot be treated as confidential.

2. What to include in your letter

Keep your letter as clear and concise as possible avoiding personal comments. By way of example, the following matters **are** relevant planning considerations:

- planning policies
- environmental and residential impact of a proposal
- highway considerations
- opportunity for mitigation impact

And the following **are not** relevant planning considerations:

- effect on property values
- loss of personal view
- personalities and ownership

Please scan QR Code for application details



Tattingstone Parish Council

Vexatious & Persistent Correspondence Policy

Version 1.0

ADOPTION DATE:	
MINUTE NO:	
VERSION NO.	1
REVIEW DATE:	

VEXATIOUS & PERSISTENT CORRESPONDENCE POLICY

ABOUT THIS POLICY

This policy aims to help protect individual Council employees and elected representatives (Councillors) from the impact of receiving excessive amounts of persistent and vexatious correspondence in the course of their duties. Such correspondence might come from a single source or multiple sources but the negative effect on the recipients can become a matter of real concern to those individuals personally, as well as consuming disproportionate amounts of Council time in trying to politely respond to such. For these reasons the policy is one of protection. It is to be used as a last resort to attempt to quell correspondence at source if the Council considered that the correspondence was having a serious and detrimental impact on either the individual recipient or the workings of the Council. It is not intended to deter anyone engaging in reasonable correspondence with the Council, its employees and Councillors on any council matter.

INTRODUCTION

Tattingstone Parish Council does not tolerate bullying, harassment or intimidation, in any form, of any of its employees or Councillors. This applies to such behaviour from members of the public and Parish Council employees/Councillors alike. A small percentage of people may correspond with, or complain to the Parish Council in a way that could reasonably be described as obsessive, harassing, bullying, intimidating or abusive.

HARASSMENT

Under the Protection from Harassment Act 1977 Section 1(1) a person must not pursue a course of conduct (a) which amounts to harassment of another, and (b) which they know or ought to know amounts to harassment of the other. Such action can be physical conduct, verbal conduct or non-verbal conduct.

BULLYING

The Council defines bullying as a pattern of offensive, intimidating, malicious, insulting, or humiliating behaviour intended to undermine an individual or group, gradually and as a consequence eroding their confidence and capability possibly with the intention to force them to resign and this will not be tolerated. Such behaviour may also be designed to annoy and/or to create an extreme workload for a Parish Council which meets monthly and has limited staff resources. Such behaviour might be designed to cause extreme distress and it might also be repetitious. Such behaviour from a minority of individuals can take up a disproportionate amount of limited Council resources and can affect the Parish Council's ability to do its work and provide a service to the community. It can result in unacceptable stress for the Clerk and for Councillors.

DEFINITION OF PERSISTENT OR VEXATIOUS CORRESPONDENCE

Persistent or vexatious correspondence/complaints can be characterised in the following ways:

- Behaviour which is obsessive, persistent, harassing, prolific, repetitious, and/or
- Behaviour be it by e-mail, telephone or personal encounter (ie in the street) which is designed to cause extreme distress, bully, humiliate and intimidate specific individuals and/or the corporate body will not be tolerated and/or
- Frequent correspondence timed to cause the council maximum disruption and workload, and/or

- Unannounced visits to Councillors' private homes to discuss Parish Council matters without an appointment will not be tolerated and/or
- Behaviour which displays an insistence on pursuing unmeritorious issues, trivial points and/or unrealistic outcomes beyond all reason, and/or
- Displays an insistence upon pursuing complaints or issues in an unreasonable and abusive manner, and/or
- Repeated and/or frequent and/or simultaneous requests for information, whether or not those requests are made under the access to information legislation, and/or
- Behaviour where former employees/Councillors are contacted to try to undermine the Council or Councillors, and/or
- Behaviour which has the effect of hindering the council's ability to go about its democratic business due to the extreme workload generated, and/or
- Behaviour where the aim is character assassination, and/or
- Behaviour characterised by a refusal to accept that issues raised are not within the power of the council to investigate, change or influence.
- Use of social media to repeatedly contact/tag or discuss Tattingstone Parish Council or its actions in a defamatory manner.

USE OF THIS POLICY

In the first instance, the Clerk (or a Councillor) will consult with the full Council via e-mail. With the Council's agreement, the correspondent/complainant will be contacted in writing (also providing a copy of this policy), to explain why the behaviour is a concern and request they change their behaviour.

If the behaviour persists, and the Clerk or Councillors identify behaviour which they think exhibits these characteristics, and which they believe may be persistent or vexatious, they should refer it to full Council under Closed Session (so as not to disclose personal data publicly).

If the Council agrees with the assessment, it should prepare a brief statement of why it considers the correspondence and/or the complaint(s) to be persistent or vexatious, including its effect upon the Council, the Clerk, Councillors and/or the village. This should be accompanied by a report for the Council showing the workload effects and resource impact, and if resources allow, information about the related correspondence via email, telephone and letter including information about to whom the correspondence/complaint(s) were addressed, to whom it was copied, and a brief description of each piece of correspondence/complaint.

The Council may impose sanctions which may include:

- Allowing the correspondent/complainant to communicate with only one Councillor/employee;
- Allowing the correspondent/complainant to communicate only in a specific way, for example by letter rather than by email or telephone.
- Not responding to the correspondent/complainant's further enquiries and communications on the same matter if no substantive new issue is raised;
- Not responding to all the correspondent/complainant's enquiries and communications to the Council for 6 months if no substantive new issue is raised.

HANDLING CORRESPONDENCE DEEMED TO BE VEXATIOUS/PERSISTENT

The Clerk/Council will write to the correspondent/complainant advising them that their correspondence/complaint has been determined to be persistent or vexatious and giving the reason for that decision.

RESIDENTS OF THE PARISH

If the correspondent/complainant is a local resident of the Parish, the notification should state which sanction has been imposed. They should be advised that the decision will be reviewed in six months from the date of the letter advising them that their correspondence/complaint has been determined to be persistent or vexatious. There is no appeal against a decision that correspondence or a complaint is persistent or vexatious. The County and District Councillors will be informed that a constituent has been designated as a persistent or vexatious correspondent/complainant.

REVIEW OF ACTION

At the following Parish Council meeting which occurs six months after the correspondent/complainant has been advised that their correspondence/complaint is persistent or vexatious, that decision should be reviewed. The Council should consider whether there has been any improvement in the persistent or vexatious behaviour over that time. The Clerk should write to the correspondent/complainant advising them of the outcome of the review. If the behaviour has improved, future communications can be treated in the normal way. If there has not been a significant improvement, the correspondence/complaint(s) will continue to be treated as persistent or vexatious and will be reviewed at six monthly intervals.

NON-RESIDENTS

If the correspondent/complainant does not reside in the parish, they will be advised that all future correspondence/complaints will be ignored and left unread. There is no appeal against a decision that correspondence or a complaint is persistent or vexatious.

MULTIPLE CORRESPONDENTS/COMPLAINANTS

When persistent or vexatious correspondence on one single matter comes from more than one source/complainant, the Clerk will send a standard response to each of the group involved to explain the Parish Council's concerns and highlight its policies. If sanctions are not in place, this action does not require the specific approval of Council.

As a local government body, Tattingstone Parish Council holds the right to ensure that all Councillors, employees and volunteers are protected from persistent harassment from members of the public. Tattingstone Parish Council recognises that not all members of the community will agree with actions taken or decisions made and the Council welcomes constructive feedback. In the unlikely event this feedback becomes un-constructive and personal the Council has the right to act accordingly.