



MINUTES of the PARISH COUNCIL MEETING held on Monday 02 February 2026 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllr R Abbott, Cllr B Plumbly, D Clarke, S Gipps, Cllr J Lee, Cllr A Mendel (Chair), Cllr S Page and Cllr B Stennett and Cllr Simon Harley (until 20.09).

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. Cllr Stennett recorded the meeting, which he agreed to share with the Clerk.

02. APOLOGIES FOR ABSENCE

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

03. DECLARATIONS OF INTEREST

- (a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – Cllr Abbott declared an interest under Item 6c, discussion of hedge cutting. Cllr Abbott will participate in the discussion but will not vote on the matter.
- (b) To receive notifications of gifts of hospitality exceeding £50 – none submitted.
- (c) To note the determination of requests for dispensations for items on the agenda under discussion – None.

04. MINUTES

To consider and approve the minutes of the previous Parish Council meeting held on 5th January 2026 –

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

05. 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) A written report had been circulated from Cllr. Potter and a copy of this report is available with the meeting papers.

06. CLERK'S REPORT

- (a) Actions were noted.



TATTINGSTONE

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- (b) To note correspondence received.
- 1) BMSDC Briefing
For Information Only
 - 2) SALC LGR Update
FIO
 - 3) SALC email re. Buckingham Palace Garden Party
No nomination to be made
 - 4) Email chain re. condition of A137 (part of ongoing correspondence with Cllr Harley)
Clerk to contact Highways in support of resident
 - 5) Anglian Water Response
Clerk to respond to AW confirming previously raised issues
- (c) - A gardening company contacted the PC offering verge and hedge cutting. Councillors agreed to seek a 3rd quote for cutting hedges on Lemons Hill.
- Hedge & verge cutting on Church Road was also discussed and it was noted that these have already been voluntarily cut by Cllr Abbott. **It was agreed in principle that Cllr Abbott will continue to do this pending a quote to be received in July – aif**
- As part of hedge cutting discussion, it was noted that the broken 30mph sign is on Highways land (within 1m of road edge) and has been reported for removal. The Give Way sign at the A137 junction is also now broken and is to be reported.
- The dog waste bin on School Road is to be fixed as part of the village sign work.

07. PUBLIC FORUM

- (a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted –
- None
- (b) To receive comments or questions relating to Tattingstone in particular –
- A resident reported on the poor state of the playing field following recent rainfall. Cllr Stennett responded that football games have been suspended for two weeks to allow the pitch to recover. The resident is concerned football games are too frequent but was informed the Playing Field Committee closely monitor field conditions and was advised to attend their next meeting.
- (c) To receive questions and comments submitted in writing/email for future consideration by the Council – nothing raised.

08. FINANCE REPORT

- (a) To note the balance of accounts as at 28 January 2026.
The balances were as follows:
- Lloyds Account: £5,873.12
 - Lloyds Savings Account: £40,227
- (b) To approve the accounts paid since the last meeting and accounts awaiting payment including forthcoming payments together with the receipts received since the last meeting.
Cllr Page proposed and Cllr Lee 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 –
- It was agreed not to donate to the East of England Air Ambulance but Cllr Stennett advised they would be offered a stall at the fete free of charge.
- (d) Councillors noted a VAT return has been filed for the period 01.10.2025-31.12.2025 at £150.31, which was received on the 14th January 2026.
- (e) The accounting spot check is to be undertaken by Cllr Page for March's meeting.

09. PLANNING MATTERS

- (a) To consider and agree a response to the following planning matters related to Tattingstone:

None

- (b) To note the following decision notices received:

DC/25/05487

Southfields, Park Lane, Tattingstone, Ipswich, IP9 2NE

Application for Works to Trees Subject to Tree Preservation Order BT19/A1 - T001 - Yew Tree This tree is of poor form with deadwood and some dieback. It leans towards the property- Fell. T002 - Yew Tree Lift the crown to approximately 2m height. G001 - Group of small Laurels, understory beneath larger trees. Cut to stump level.

Consent has been **GRANTED**

DC/25/04764

Walnut Tree Cottage, Tattingstone Park, Tattingstone, Ipswich Suffolk IP9 2NF

Householder Application - Raising the roof on existing extension, replacing with flat parapet roof and glazed lantern with minor internal alterations

Planning permission has been **GRANTED**

DC/25/04765

Walnut Tree Cottage, Tattingstone Park, Tattingstone, Ipswich Suffolk IP9 2NF

Application for listed Building Consent - Raising the roof on existing extension, replacing with flat parapet roof and glazed lantern with minor internal alterations.

Listed building consent has been **GRANTED**

- (c) Planning Inquiry APP/D3505/W/25/3370515 was attended by Cllrs Lee and Mendel and remains ongoing.

10. NEIGHBOURHOOD PLAN

- (a) Councillors noted receipt of the guidance from Suffolk County Council for designating green spaces in Neighbourhood Plans.
- (b) Councillors noted receipt of the Independent Examiner's report, which has been published on Babergh District Council's and Tattingstone Parish Council's websites.
- (c) Councillors accepted the independent Examiner's recommendations as per the report - **aif**



- (d) Councillors noted the Regulation 18 Statement from Babergh District Council, which has been published on Babergh District Council’s and Tattingstone Parish Council’s websites.

11. GOVERNANCE

- (a) The Grant and Donation Policy was adopted.
- (b) The Co-Option Policy was adopted.

12. INTERNAL AUDIT

- (a) It was noted that SALC have confirmed availability for their Internal Audit service for 2026.
- (b) It was agreed that SALC would be appointed as Internal Auditor for the financial year 2026-26, with the appointment to be reviewed next year.

13. VILLAGE MATTERS

- (a) To receive an update from the Playing Field Representative
Cllr Page provided an update from the Playing Field Committee meeting held on the 23rd January 2026. Maintenance of hedges, light and the pavilion has been carried out and planning for the fete is well underway. Parking for football matches has been addressed, with marshals advising attendees where not to park.

An update was also provided on the village hall EV chargers, which are awaiting a SIM card delivery. They are slow chargers and will be priced at 55p/kWh.

- (b) Councillors received an update from the Neighbourhood Plan Representative in item 10.
- (c) Councillor Gipps reported that a resident had expressed concerns about Jimmy’s Farm, which has expanded to a wildlife destination with no local consultation. This is to be added to March’s agenda for discussion.

Councillor Mendel noted that a letter for the Parish Council had been taped to the village hall door, which will be added to Correspondence for the next meeting.

14. DATES OF FORTHCOMING MEETINGS

- (a) Parish Council meeting – Monday 02 March 2026, 7.30pm

The meeting closed at 8.46 pm.

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



ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
Feb	1	Share meeting recording	BS
Feb	6b4	Contact Highways in support of resident	RBN
Feb	6b5	Respond to Anglian Water	RBN
Feb	6c	Obtain quote for hedge cutting	RBN
Feb	6c	Report Give Way sign	RBN
Feb	6c	Repair dog waste bin	BP
Feb	8c	Respond to EAAA	RBN
Feb	8d	Bring payments & bank statements for Cllr Page to check	RBN
Feb	10c	Implement recommended NP changes	AM
Feb	11a	Adopt & implement Grants and Donations Policy	RBN
Feb	11b	Adopt & implement Co-Option Policy	RBN
Feb	12b	Confirm SALC as Internal Auditor	RBN
Feb	13c	Add Jimmy's Farm to March agenda	RBN
Feb	13c	Add letter to March Correspondence	RBN



APPENDIX A – List of common abbreviations used.

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

March 2026

County Councillor's Parish Report

Cllr Simon Harley, Peninsula Division

simon.harley@suffolk.gov.uk

07955 434409

Local elections in May 2026 reinstated

At the end of January, the government announced that local elections around the country would be postponed, where councils had written to them saying it would be helpful for delivery of Local Government Reorganization (LGR). This included Suffolk County Council's elections, which were due to be held on Thursday 7 May 2026. Green, Lib Dem and Independent Councillors were against this undemocratic decision but were voted down. However, the government has now reversed its plans and council elections will take place as originally planned. New councillors elected in May will hold office until the new unitary authority/ies are vested in 2028, with councillors for the new unitary authority/ies elected in 2027 and 'shadowing' the existing councillors for a year.

The government is due to make an announcement by the end of March on how many unitary councils will be set up in Suffolk.

It has been an honour, and interesting and enjoyable, to serve the Peninsula as County Councillor since 2021. I feel it is now time for me to pass on the baton, so I will not be standing for re-election. I will be supporting our excellent new Green candidate and you will no doubt hear from him soon.....

Energy and Climate Adaptive Infrastructure Policy

At Cabinet on Tuesday 24 February, revisions to the council's Energy and Climate Adaptive Infrastructure Policy were approved, including a change in the name of the policy to the Energy, Water, Transport, Commercial and Adaptive Infrastructure Policy. This policy details how the council will respond to large developments such as Nationally Significant Infrastructure Projects (NSIPs), solar farms and data centres that may be attached to them, and changes to road systems in the county that may be needed following the projects. Suffolk County Council is a consultee on NSIP proposals, but it is not the decision-maker. The policy sets out how the council will respond to such consultations, such as protecting best and most versatile agricultural land for food production, wellbeing of local communities where projects are disruptive and especially where there is cumulative impact of multiple projects, such as the coastal area around Sizewell C. The policy notes that solar farms may soon have data centres attached, so the council needs to have an agreed approach for developments that are large scale and energy-intensive. Where energy intensive projects need cooling this heat could be used for community heating systems. Opposition Councillors have pointed out that removing the word 'Climate' from the policy title was unnecessary and de-emphasises the risks and major impacts of Climate Change.

Vehicle Removal Trial for Resurfacing Works

Because of repeated incidents where resources have been wasted, Suffolk Highways have announced that they will trial removing vehicles (that have not been removed by their owners already) for planned resurfacing works. The council plans to make sure that residents are made aware at least two weeks in advance of any works, with cards placed under windscreens and put through residents' doors. Two days before the works are due to begin, cones will be put out along with signage to say when the works are due to be begin. If there are still cars parked on the road on the day works are due to start, officers will

knock on doors to try to find the owner, but as a last resort, vehicles will be moved, ideally nearby where they are still in sight, but if this is not possible, they may be moved to a facility in Bury St Edmunds with a £70 fine issued. As with other Penalty Charge Notices, the amount payable is halved if the fine is paid promptly. Although it has long had the power to remove vehicles for planned works, until now Suffolk County Council has not exercised it – compared to Essex County Council, for example, who have been doing this for about a decade. This approach will be adopted by the council for a period between March to June 2026 initially, with a report prepared on the trial and making recommendations for the future.

Changes at the Top

On 13 February, it was announced that Nicola Beach, the Chief Executive of Suffolk County Council, would be leaving. Nicola has been Chief Executive since 2018 when she replaced Deborah Cadman, and will be stepping down at the end of March 2026. The council proposes to appoint two existing directors – Andrew Cook and Mark Ash – into new joint chief executive roles for the remaining two years of the council's existence. As these directors' existing posts would not be recruited into, the number of senior staff at the council will reduce by one, saving up to £92k a year. This decision must be ratified by councillors at the next meeting of full council on 19 March 2026.

Suffolk Sustainability Initiatives Nominated for Awards

Suffolk County Council has been nominated for a national award for its work on energy and sustainability. Only 24 local authorities in the UK have been shortlisted for the first APSE Energy Awards, which are held in partnership with the Department for Energy Security and Net Zero. The awards celebrate innovation and the role local authorities play in responding to the challenges of energy transition, climate change and long-term sustainability. The 'Accessing & Managing Finance' category recognises Suffolk County Council's Warm Homes Suffolk Loan Scheme (administered by Lendology CIC), and the Suffolk Public Sector Leaders group's Home Energy Efficiency Assessment Scheme (administered by Reed In Partnership). The loan scheme offers an interest-free loan to make energy efficient improvements, such as insulation, solar panels or heat pumps. Through countywide Sustainable Suffolk initiatives, the county is also up for a second award, in the 'Working in Collaboration' category which involves a range of projects such as a study into supporting taxi drivers to move to electric vehicles, and launching the Suffolk Sustainable Schools Network.

You can find out more about these initiatives here: <https://sustainablesuffolk.org.uk/>

Social Media and Helpful Links

Follow us on:

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

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

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

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

Cost of Living help and advice:

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

Benefits advice

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

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

<https://suffolkprepared.co.uk/get-prepared/risk-advice/flooding/>

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

District Councillor's Report for March

Firstly, an update on my procedure which should take place in late April or early May, the reason for the visit to the clinic on the 9th February was for a consultation first before the actual procedure itself so what took place was a broad discussion on the pros and cons of the procedure the cons being risks of side effects so awareness of these was very important to the overall discussion.

Overall however, I feel pleased to be able to go ahead and have the opportunity to have the procedure in the next few weeks and will spend two days in a specialised ward unit to undertake this process in Sheffield.

This month on the 24th of February, the budget was discussed in full council requiring the most key services we provide to be protected, Cllrs agreed a 2.99% increase in council tax which equates to an increase of £3.84 per week to ensure residents have rubbish and recycling collections, the upkeep of parks and green spaces, leisure, planning and regeneration programmes to protect the homeless and the risk of homelessness.

There was widespread acknowledgement that this is the most challenging and difficult budget to pass for many years, the funding that is received by government has failed to keep in line the demand in our district for services and what this means in increasing costs.

Just days before the actual budget it was announced that the government had changed the provisional financial settlement

The budget however will mean that services and commitments made with respect to capital provision for the Belle Vue Café to be built finally for example and also to carry out urgent work to Kingfisher Leisure Centre in Sudbury.

The budget is a combination of using financial reserves and full cost recovery and not to kick projects further down the road, there is also the need to ensure that when Unitary Authorities take root that there is as balanced a budget as possible in Babergh to ensure that there is as smoothest transition taken as possible.

Babergh keeps 9% of the total council tax bill, with Suffolk County Council, the Police and Crime Commissioner and Town and Parish Councils taking the rest.

Biodiversity and Babergh's own action plan on this was also on the agenda at the full council meeting, after approval by cabinet two weeks prior to the meeting, the Biodiversity Action Plan for 2026-2030 was given the green light and developed by a cross party working group.

The plan reaffirms its commitment to long-term to protect, restore and enhance the district's commitment to natural environment for generations to come. This includes as discussed in previous reports Call For Land sites helping communities, landowners and partnerships be supported in the future to create habitats to become healthier and to reverse habitat loss. Enhance tree, hedgerow and wildflower planting, to expand the corridor of networking, support nature recovery and helping the district adapt to climate change.

Increasing engagement and awareness of biodiversity and it's importance by encouraging residents and businesses to take action.

New national requirements to ensure biodiversity net gain and Suffolk's own local nature recovery strategy are also reflected in the plan.

This is building on the previous successes achieved which have included wildlife corridors and helping future habitats to become more greatly enhanced.

Examples are a rural canopy tree survey, wildflower management on existing council land, community landowner planting scheme which includes town and parish councils. This has already seen 314 trees and 5,295 hedgerows planted so far to date as well as 1,470m² of wildflower seed spread in the Babergh district.

Additionally, landowners are provided with advice on available grants and have gifted nearly 3000 trees in a joint venture with Mid Suffolk District Council through the Tree For Life scheme itself.

EEZY bikes can be booked and used at Lavenham, and local residents have given positive reviews to their availability and usage, more information can be discovered and also booked at the EEZY bike website at www.eezybike.co.uk.

Sudbury in our district is also included, and in Mid Suffolk these electric bikes can be rented at Needham Lake as well.

Upgrades to the Calais Street play area in Hadleigh are presently sought for, in order to make the area even more greatly inclusive so Babergh is looking to hear from local families and residents who want to use this space. A drop in session in the play area itself to help share ideas will be run on the 4th March from 2.30-4pm with the primary focus being on what new play activities you would like to see included. Views are also encouraged online and this will run until the 20th March.

National Grid's plans for 159km of new overhead power lines between Norwich & Tilbury (this does include 21km of underground cabling at Dedham Vale which is at the very least welcome) would devastate Suffolk Landscapes for all time and should be halted, that was the opinion of myself and other Cllrs during a public hearing in Ipswich this month.

Local businesses, communities and the environment itself would all be affected and the cabling itself as has always been maintained, could all be underground or out to sea instead.

It is my own opinion that the public consultation is merely paying lip service to affected residents, this is also true of the present substation in Twinstead currently under construction as well. The full discussion can be visited here via www.babergh.gov.uk/w/pylons-project-would-devastate-special-suffolk-landscapes-councils-warn.

While energy demand must always be met I do not believe other alternatives have been fully examined and explored by National Grid, and therefore amongst other Cllrs in our district I cannot support the plan as it currently stands.

The discussions of course are still ongoing and those interested can contact myself for a latest update.

Finally, thank you for the locality budget applications, I am pleased to report for the second financial year all funding was spent within the ward on various projects.

Daniel Potter

Councillor for Orwell Ward

Babergh District Council



TATTINGSTONE

Parish Council

Windmill Lodge, Mill Road

Buxhall, Stowmarket

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Rachel Belcher-Nairn
Clerk to the Council

Paper submitted by the Clerk to the Council in advance of the Parish Council meeting on 02 March 2026

Parish Clerk's Report

a) To review actions from the previous meeting

MONTH	MINUTE NO.	ACTION	WHO
Feb	1	Share meeting recording <i>Completed</i>	BS
Feb	6b4	Contact Highways in support of resident <i>Completed</i>	RBN
Feb	6b5	Respond to Anglian Water <i>Completed</i>	RBN
Feb	6c	Obtain quote for hedge cutting <i>Requested</i>	RBN
Feb	6c	Report Give Way sign <i>Completed, works carried out</i>	RBN
Feb	6c	Repair dog waste bin <i>Ongoing</i>	BP
Feb	8c	Respond to EAAA <i>Completed, fete stand offer rejected</i>	RBN
Feb	8d	Bring payments & bank statements for Cllr Page to check <i>Completed</i>	RBN
Feb	10c	Implement recommended NP changes <i>Requested</i>	AM/IP
Feb	11a	Adopt & implement Grants and Donations Policy <i>Completed</i>	RBN
Feb	11b	Adopt & implement Co-Option Policy <i>Completed</i>	RBN
Feb	12b	Confirm SALC as Internal Auditor <i>Ongoing (letter of engagement in agenda)</i>	RBN
Feb	13c	Add Jimmy's Farm to March agenda <i>Completed</i>	RBN
Feb	13c	Add letter to March Correspondence <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

- Quote for hedge cutting has been requested but not yet received

Please note I am on leave on the 13th March (working 12th March instead)

CORRESPONDENCE MARCH 2026

- 1) Anonymous letter from resident regarding verge cutting
To decide response
- 2) Invitation to SNWA event
To decide attendance
- 3) SCC Highways response to Cllrs Simon Harley and Georgia Hall re. A137
FIO
- 4) BMSDC Feb Briefing
FIO
- 5) SALC News Bulletin (see Highways update)
FIO
- 6) SALC Planning Blog link
FIO
- 7) SALC NSIP guidance link
FIO
- 8) SALC Survey
To decide a response
- 9) BMSDC Meadow Management
To decide any suitable areas

1.

29 January 2026

FAO The Chairman of Tattingstone Parish Council

I was very disappointed to see that our friendly farmer was cutting the verges opposite the Wheatsheaf Public House. I am a little bit confused as to why he chose to wait to cut those particular banks at a time when the beautiful bulbs are coming through, being a farmer I would think he'd fully understand seasons and when certain crops/plants begin to grow.

It has certainly spoilt the flower display leading into the village for this year and please could he be reminded to cut all of the banks in a more timely manner next year, especially as this has been discussed that the farmer in question does NOT own the verge along there.

Why was this one left right to the last minute when the other verges were cut much sooner but this one seems to me to have been purposefully left? I look forward to reading your responses in the meeting minutes published on the village website.

Yours sincerely,

A Tattingstone Resident

2.

The Suffolk Neighbourhood Watch Association would welcome your council's attendance at our forthcoming Southern Area Command meeting to help make an impact and share our goal to support stronger and safer communities.

Joining us will help build synergies between Neighbourhood Watch volunteers, the Police, and Councillors and representatives from local Town and Parish Councils.

Our speakers will include Inspector Colin Clack, South Command Policing Area; Trading Standards, and an Executive member of the Suffolk Neighbourhood Watch Association.

FREE refreshments will be provided

When: Tuesday 10th March 2pm

Where: Kesgrave All Saints Church Hall, All Saints Roundabout, Main Road, Kesgrave. IP5 1AA

To register for this event please visit our website - <https://suffolknwa.co.uk/southern-event.php>

Best wishes

www.suffolknwa.co.uk

3.

Dear Cllr,

We have cross referenced the A137 on our carriageway priority list for surfacing treatments and have identified that the A137 on the south side of the junction with Station Road up to its junction ranks 17,157 out of 19,337 roads. Additionally, Church Road to the east of this junction is currently ranked at 16,429 and Station Road to the west at 12,961.

At this time, these roads are not on our immediate program for surfacing treatments and defects will continue to be monitored and responded to from our reactive works team. We regularly receive feedback from our highway assessment officers on areas suitable for surface treatments which we collate with condition data to identify suitable schemes, therefore should any significant changes be identified, the rankings may be subject to change.

4.



Councils call for urgent reform of sewage sludge regulations

Babergh and Mid Suffolk District Councils are calling for urgent action by the Government to tighten regulations governing the spreading of sewage sludge on agricultural land, citing serious concerns for public health, farming and the environment.

'We back the bid' – Councils support Ipswich ambition to be City of Culture

Babergh and Mid Suffolk District Councils are backing Ipswich's bid to become City of Culture 2029 – saying it deserves Suffolk-wide support.

Inspiring the next generation to explore their future in creative careers

Babergh and Mid Suffolk District Councils, in collaboration with East Suffolk District Council and MENTA, have launched a brand-new initiative designed to ignite curiosity, confidence, and ambition in young people

Helping households to save money, eat well and reduce food waste

Households across Suffolk can now get free access to Five Dinners – an award-winning meal planner which helps them eat healthily, save money and reduce food waste.

Find out how much heat your home is losing – by borrowing a thermal camera for free

Suffolk residents can now borrow a thermal camera from their local library for free to detect where heat is escaping their homes and take action to stop the leaks.

Last chance for free net zero support

Babergh-based businesses don't have long left to receive their free net zero support from Groundwork East. This fully-funded, expert advice can help businesses to save energy, cut costs and share their sustainability story with loyal customers. Find all the details on the [Carbon Charter website](#).

5.



Weekly news e-bulletin

week commencing 9th February 2026

NEW - Procurement Advice Note

NALC have published a new Procurement Advice Note produced by finance advisor, Parkinson Partnership LLP. The advice note provides a clear explanation of the procurement framework under the Procurement Act 2023, helping parish and town councils understand their obligations and apply the legislation with confidence.

[Click here to view the advice note.](#)

Suffolk County Council - Highways Update and Social Media Campaign

Paul West from Suffolk County Council has asked us to share the following highways update with you:

You will be aware of the significant focus on road maintenance across Suffolk, particularly in relation to potholes. Following prolonged wet and cold weather, and at a time of year when road surfaces are under the most strain, this remains an issue residents care deeply about and one that continues to be a top priority.

There is already a substantial amount of work underway. A major operational effort is taking place across the county, with additional pothole gangs on the ground and a clear focus on completing repairs as quickly and effectively as possible. I am in regular contact with Suffolk Highways to ensure potholes remain at the very top of the agenda and that resources continue to be directed where they are most needed.

Alongside this operational focus, we also need to be open and straightforward about the work being carried out, how decisions are made, and what is realistically achievable, particularly at this time of year when road conditions can deteriorate quickly. Just as importantly, we need to make it easier for people to contact us and to be confident that their concerns are being heard and taken seriously.

Over the coming weeks, colleagues will see increased activity on our social media channels. This will focus on sharing regular updates on the work taking place, including the number of potholes repaired and before-and-after photos from across the county, as well as practical information about how potholes are assessed and repaired.

This will be done in a clear and accessible way, where we listen as well as share updates. Communications officers will be engaging directly with residents via social media, responding to questions, correcting any inaccuracies, and helping people to use the appropriate routes to report issues. The aim is not simply to share information, but to listen and respond.

We will also be engaging more closely with town and parish councils so they are well informed and better equipped to respond to the concerns they hear from residents. This approach is about showing the scale of the work being delivered, being honest about the challenges we face, and improving trust by being visible, responsive and clear. Thank you for your continued support as we keep potholes and road condition firmly at the top of our priorities.

In addition to that I will update everyone soon on the Council's capital programme for 2026/27.

Pothole-focussed social media campaign

Suffolk County Council have also asked us to share their Facebook page where they will be issuing this info. They have pushed out their first post which asks people to come forward with their questions – which will help inform content for the coming weeks.

[Click here to view the Facebook post.](#)

Local Council Award Scheme - Silver Award - Saxmundham Town Council

We are delighted to congratulate Saxmundham Town Council on achieving the LCAS Silver Award, a significant milestone under the Local Council Award Scheme.

The attainment of the Silver Award signifies that a council excels in governance, community engagement, and continuous improvement. Distinguished by going beyond mere legal obligations, quality councils emerge as leaders within their communities, consistently seeking opportunities to enhance and develop further.

We commend them for the hard work and dedication and we hope this success inspires other town and parish councils to engage with the LCAS framework and celebrate excellence across the sector.

Martyn's Law - New products

Home Office have asked us to share the new products to raise awareness of Martyn's Law (the Terrorism [Protection of Premises] Act) which legally commences from April 2027.

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

[Click here to watch the animation.](#)

Suffolk Connected

Suffolk Constabularies have launched a new messaging system, Suffolk Connected, replacing Police Connect. A few parish and town councils have already registered for this new system.

[Click here for more information.](#)

[Click here for a video promoting Suffolk Connected can be found via Suffolk Police's Facebook page.](#)

Anglia in Bloom 2026 Campaign

As one of the UK's largest regional "In Bloom" campaigns, passionate about supporting communities in enhancing their local environments, strengthening civic pride, and creating greener, healthier places to live.

Why Promote Anglia in Bloom?

Anglia in Bloom is open to all communities within the six counties of our region: Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Suffolk, and Norfolk. With categories for villages, towns, cities, community groups, neighbourhood projects, and virtual entries, there is truly an opportunity for everyone to get involved—from small volunteer groups to large, multi-award-winning councils.

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

Reservoir Safety Reform Consultation

The consultation will focus on proposed changes to reservoir safety regulation arising from the [Independent Reservoir Safety Review Report](#) following the Toddbrook reservoir incident in 2019. Further details are available here: [Reservoir Safety Reform Programme | Engage Environment Agency](#)

Communities and businesses downstream of reservoirs are encouraged to register their interest by visiting [Reservoir Safety Reform Programme | Engage Environment Agency](#) and submitting their email address. This ensures they receive the most up to date information as the programme progresses.

Devolution Case Studies

NALC have published a new collection of devolution case studies, highlighting parish and town councils that have already engaged with devolution in practice. The resource supports councils that are considering, negotiating or delivering devolved responsibilities, providing real-world insight into what works, what to watch for and how others have approached similar decisions.

[Click here to view the case study.](#)

REMINDER - New Road Safety Strategy and Consultations

The Department for Transport have launched outlines of their strategic plans to improve road safety.

Alongside the strategy, 5 consultations have been launched in relation to Motoring Offences, Introducing a minimum learning period for learner drivers (CAT B), Introducing mandatory eyesight testing for older drivers, Improving moped and motorcycle training, testing and licensing (CAT AM, A1, A2 and A) and Mandating vehicle safety technologies in GB type approval. **All consultations are open until 31st March 2026.**

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

Sharing Information

Bedfield Parish Council lease their local recreation ground and community facilities from a local educational trust (who are registered as a charity with the Charities Commission). The lease is up for renewal and the council would like to find some comparable evidence for rent for similar sites. If you can assist please contact them direct
– clerk@bedfieldparishcouncil.gov.uk



NALC 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](#)

Our weekly newsletters are now tailored so they focus on news, training and vacancies to help clerks manage information and updates to pass onto councillors. Previous copies of our newsletters are available to view through the SALC member portal.

To unsubscribe, please click here to [email](#) us



Monday
News



Tuesday
Training



Wednesday
Vacancies

[Contact](#)

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[Privacy Notice](#)

6.



We recently shared a summary of the Government's proposed planning reforms. We have now published a short blog bringing together the key points, outlining the current consultation, and explaining how parish and town councils, and parish meetings, can engage if they wish.

The consultation presents an opportunity to help shape changes that may have significant local implications.

You can read the full blog here:

[Planning Reforms Consultation](#)

[What This Means for Parish and Town Councils and Parish Meetings](#)

We hope you find it helpful.

7.



POS Enterprises

PLANNING REFORM AND WHAT IT MEANS FOR LOCAL COUNCILS

Major planning reforms are reshaping how decisions are made, how fast development happens, and how much flexibility local councils have. From faster Local Plans and stronger national policies to changes in decision-making, enforcement and fees, the reforms aim to speed up housebuilding and infrastructure delivery — while putting new pressures on councils to adapt.

SALC has partnered with the experts at POS Enterprises to create a clear, easy-to-follow fact sheet. This document sets out the key changes, the practical impacts for local authorities, and the opportunities and challenges ahead.

SALC has revised its dedicated guidance on NSIPs, this resource can be accessed via this link -

[Getting to Grips with NSIPs](#)

As always, should you have any question please feel free to submit an enquiry on the portal under the category Planning and we will respond to you.

Kind regards,

Claire Pizzey – Sophie Brouillet

8.



Suffolk Highways – Town, Parish Council & Parish Meeting Survey

Suffolk Highways and SALC invite you to take part in the Town, Parish Council & Parish Meeting Survey, which has been developed to help us better understand how we can improve communication, support, and service delivery for your council.

The online survey link is included below, and we would be very grateful for your participation.

[Town, Parish Council & Parish Meeting Survey – Fill In Form](#)

To assist you, we have also attached a PDF version of the survey. This allows you to review the questions in advance and may be helpful

where your council wishes to collate responses internally before completing the online form.

[Town, Parish Council & Parish Meeting Survey - PDF Form](#)

Your feedback is extremely important and will play a key role in shaping future service improvements across Suffolk.

Please complete the online survey by **30th April 2026**.

If you have any questions or require further information, please feel free to get in touch.

9.

Dear Clerk,

Since 2022, Babergh has been managing some areas of grass as meadows, letting the grass and native wildflowers grow to support wildlife, in particular pollinating insects such as bees and butterflies. We call this approach meadow management. This involves altering the mowing regime, switching from regular monthly visits to an initial cut at the start of the season (March or April), then leaving the grass uncut until September or October, at which point the areas are cut and the material removed.

The area under meadow management has gradually increased, but we want to have more areas managed in this way, where it is both suitable to do so and there is broad public support.

Not everywhere is suitable. We avoid small areas, those where long grass may affect road visibility, play spaces and those clearly valued by local people for meeting, dog walking, etc.

Not everyone likes the change. Many feel that all grass in our towns and villages should be kept short. However, increasingly we are getting more calls for us to stop mowing so often, frequently when people notice wildflowers appearing in between cuts.

I am contacting you to ask for help in identifying areas within your town or village that could both be suitable and supported by those that live close to and use them. You may know of areas already, or environmental groups in your area that are asking for such a change. Alternatively, perhaps you could ask for suggestions and gauge opinion via a parish newsletter or website.

If you have areas that may be suitable, we first assess them before making any decision. We also want to be confident that any change from regular mowing is what local people want. We can carry out local consultation, if needed, and will instal signs on new areas to ensure people know what we are doing and why. We are keen that any expansion in our meadow management areas is driven by our residents

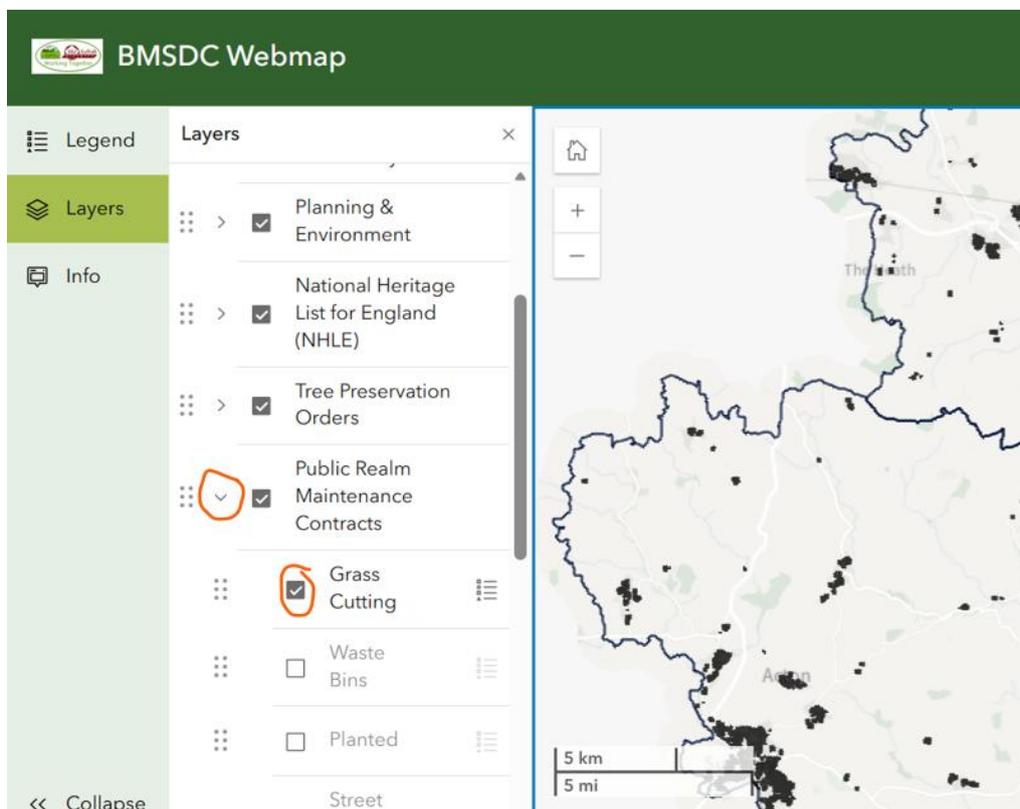
Any new area would be trialled for one year – no change would be made permanent until we know it works and is locally supported. Sometimes, when we leave a site unmown it can uncover problem plants or tree suckers, which would mean the area is best mown regularly again. Perhaps the result is disappointing to local people, with little but grass. We can either go back to mowing or can enrich such areas with wildflower seed. Sometimes, we find a wealth of wildflowers that have been hidden by regular mowing.

We can only change to meadow management on areas we mow. Sometimes, areas of grass may belong to others and we can't make any changes to them – though we are happy to advise others if they are interested in taking the same approach.

All the areas of grass we mow, along with those already in meadow management, can be found on our online mapping page:

[BMSDC Webmap](#)

You can easily find them by clicking on the layers to the left of the map, looking for Public Realm Maintenance Contracts, clicking on the little arrow to the left of this to expand layers beneath, then checking the Grass Cutting box:



Increasing the meadow management area is a key focus for us in our Biodiversity Action Plan. We would be very grateful for any local help you can provide on this.

Please don't hesitate to get in touch if you have any questions or would like to help.

PAYMENTS TO BE MADE

Payee	Internal Ref	Detail	Method	NETT	VAT	TOTAL
R. Belcher-Nairn	Mar 2	Clerk salary Feb 2026	BACs	556.97		556.97
R. Belcher-Nairn	Mar 3	Working from Home Allowance	BACs	26.00		26.00
R. Belcher-Nairn	Mar 4	MS365 Subscription (paid by personal card due to debit card being cancelled)	BACs	8.51	1.70	10.21
NEST	Mar 5	RBN Pension Contribution	Direct Debit	48.92		48.92
Tesco Mobile	Mar 6	Phone	Direct Debit	15.99		15.99
SALC	Mar 7	INV 30725, Councillor Training	BACs	66.00	13.20	79.20
SLCC	Mar 8	BK224179-2, New Clerk 1 of 4	BACs	9.90	1.88	11.88
SLCC	Mar 9	BK224180-2, New Clerk 2 of 4	BACs	9.90	1.88	11.88
						£761.05

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

DETAILS OF YOUR ORGANISATION

Name of Organisation Tattingstone Good Neighbour's Scheme (TGNS)

Address:

C/O 1 Holly Cottages, Church Road, Tattingstone, IP9 2LZ

Contact Telephone No. 07545897315.

Email: Jan.Lee8890@icloud.com

Registered Charity No.: N/A

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

.....

Principal aims and objectives: TGNS is a local group of volunteers, who live within Tattingstone parish, whose principal aim is to offer practical support to residents through a manned helpline which is held by different volunteers each month throughout the year, a weekly drop coffee morning open to all residents, help with collection of prescriptions, urgent shopping , taking people to appointments at the hospital or other medical centres, other appointments on request, help with small household jobs if needed and one that we can provide, help with IT and organising outings if a group of residents wish to us to. The objective is to primarily support residents and signpost to other organisations. All the activities are carried out by volunteers, and all drivers are DBS checked. We also produce a booklet to welcome new residents to Tattingstone which is hand delivered to all new residents once they have moved into the village. This was started towards the end of COVID to enable residents to be aware of all the activities that take place in the village as well as give contact details for activities such as toddler group, the school, the church, the 2 local pubs and local doctor's surgeries that residents from Tattingstone are patients of, amongst other things.

DETAILS OF GRANT REQUESTED

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

We need to print 250 copies of the “Welcome to Tattlingstone “booklet as we have run out of copies. The last print run was in 2021. A copy is personally delivered to all new residents by a volunteer as part of supporting new residents to settle into the village. It is difficult to specify the likely number of beneficiaries as there have been several new builds in the village as well as houses sold in the last 12 months, an approximate guess would be 15 households with people ranging from small babies to retirement age. The booklet also benefits the wide village community by informing new residents of all that is available within the village supporting both local businesses, as well as clubs and societies. If the grant is not supported, we do not have the funds to pay for any new booklets ourselves as we have a very limited income that just covers our regular cost of hiring the village hall once a week and providing for the drop in. All our income currently comes from the drop in weekly fee.

Grant requested: £300.00

Note this is based on a quote we have received from the same company that print the Tattler.

DETAILS OF OTHER GRANTS

Received in the last two years £50.00 from Tattlingstone Events committee in 2024

Currently applied for none as this is a very Tattlingstone specific request.

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

In 2025 TGNS was awarded the Kings award for services to its community, the awarding committee was particularly impressed with the support given by TGNS to the parish of Tattlingstone and noted the quality and presentation of the ‘Welcome to Tattlingstone ‘ booklet that had been personally delivered to households within the village. They commented on how impressed they had been and that TGNS was the only Good Neighbours scheme that had been award the Kings Award, the equivalent of an MBE within the charity sector. We would like to continue supporting our community by personally providing a welcome booklet to all new residents for the foreseeable future with the support of the parish council.

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

Signature of applicant Janice Lee

Date 27th February 2026

PLANNING REFORM AND WHAT IT MEANS FOR LOCAL COUNCILS

The Government is reforming the planning process to speed up the development process and to make it easier to build and deliver housing and major infrastructure. Three areas of change will impact local councils:

❖ PLANNING APPLICATIONS

Decisions on planning applications must follow national policy. National policy is set out in the National Planning Policy Framework (NPPF) and related guidance.

The Government is consulting about a major overhaul of the NPPF. The new Framework will, for the first time, include policies for determining planning applications. Up until now it has been for local planning councils to set out these policies.

In addition, the Government in the future will restrict what can be considered by committee and instead more planning applications will be decided by officers in accordance with the NPPF and local plans.

❖ LOCAL PLANS

Later this year new regulations will require local plans to be prepared more quickly. Currently the process is slow, typically taking seven years and Government has set a target of 30 months for plan preparation. This will be achieved by reducing the content of the plans (as planning application policies will be in the new NPPF) and cutting down on supporting evidence each Council must prepare.

In addition, there will be a requirement for a new level of plan known as a Spatial Development Strategy (SDS). The Strategy will be prepared at regional, or county level and will set out broad locations for growth.

❖ National Strategic Infrastructure Projects (NSIPs) (e.g. reservoirs, solar farms and energy pylons)

The changes include removing or reducing the amount of consultation, especially before a planning application is prepared. National guidance will also be reviewed and updated every 5 years and the opportunity for legal challenge will be limited.

❖ SUPPORT

All Parish and Town Councils will be affected by these changes. SALC aims to arrange online briefings with expert planners so that all our members are equipped to engage effectively.

Please look out for the invitations to attend the briefings and consider any questions you may have.

Dear Consultee,

Consultation on the Sustainability Appraisal Scoping Report for the Babergh and Mid Suffolk Joint Local Plan Review

You are receiving this e-mail because you have previously asked to be kept informed about the new Babergh and Mid Suffolk Joint Local Plan. This plan will set out how development in the two districts should be managed up to the mid-2040s. Although local government boundaries may change in the future, councils across Suffolk have commenced preparations for their Local Plans based on the current boundaries and in line with government guidance.

The Councils are now gathering the evidence needed to prepare the new Joint Local Plan. We recently asked landowners and others to put forward sites that could be considered for future development. Thank you to everyone who submitted sites this time or during the earlier call for sites in 2024. We are now assessing all the submitted sites and will publish the first stage of this work - the Strategic Housing and Economic Land Availability Assessment—in spring 2026. As we did in 2024, we'll also be publishing a map showing all the sites submitted. You will soon be able to find this information at:

www.babergh.gov.uk/jointlocalplan

www.midsuffolk.gov.uk/jointlocalplan

As part of the evidence-gathering for the Joint Local Plan, the Councils have published a Sustainability Appraisal Scoping Report. Sustainability Appraisal helps us understand the social, environmental and economic impacts of the plan and the different options we could take. This Scoping Report explains how we propose to carry out that assessment.

We are now asking for your views on the Scoping Report. We would like to know:

- Are there any other plans, policies or programmes that you think should be included in the Sustainability Appraisal?

- Is the baseline information complete and robust enough for this stage of the assessment?
- Are there any key sustainability issues affecting the area that we have missed?
- Is the proposed Sustainability Appraisal framework in Chapter 11 appropriate?

The consultation runs for five weeks from **Thursday 5th February 2026 until 4pm on Monday 16th March 2026**. Please make sure any comments are submitted by the deadline, either via the consultation portal on our websites or to localplan@baberghmidsuffolk.gov.uk.

More details about the consultation are available on the websites listed above.

Yours faithfully,

Robert Hobbs

SALC INTERNAL AUDIT SERVICE – LETTER OF ENGAGEMENT

SALC is committed to providing a high-quality internal audit service which aims to assist local councils to maintain and improve internal controls in accordance with proper practices as set out in the Accounts and Audit Regulations.

This letter of engagement sets the terms of the agreement between SALC and the council which includes details such as the scope, responsibilities and fees. This will need to be approved at the next council meeting and recorded in your minutes of the decision to appoint SALC as the internal auditor for the period 1st April 2025 - 31st March 2026.

Internal audit objectives and responsibilities

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- the integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits internal audit may:

- carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete the Annual Internal Audit Report (AIAR) section of the Annual Governance and Accountability Return (AGAR).

- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The scope of the internal audit activity

There are no limitations on internal audit's scope of activities. The scope of internal audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

Independence

The main determinant of the effectiveness of internal audit is that it is seen to be independent in its planning and operation. To ensure this, internal audit will operate within a framework that allows:

- unrestricted access to the officers of the council
- reporting in its own name
- segregation from the day to day operations of the council

Every effort will be made to preserve objectivity by ensuring that all internal auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of access

There are no limitations on internal audit's access to records. Internal auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee to the council to account for cash, stores or any other council asset under his/her control
- access records belonging to third parties, such as contractors when required

The council's responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for risk management, internal control, internal audit and preventing fraud and corruption.

The existence of internal audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner. **Please be aware that if the council is late reporting for the present year, the council will fail the public rights test on the AGAR for the following year.**

When booking the internal audit through the SALC member portal, please ensure that you are confident that the required information to carry out the internal audit will be uploaded by that booking date. We kindly ask that this is uploaded a week prior to that date. **If the supporting documents are not uploaded in time, there is a risk that SALC is not able to deliver the service at that time as the date may potentially be pushed back.**

The auditor will request additional information which forms part of the spot-checking process as well as any information that has not been supplied. If the clerk does not respond to the auditor's request for additional information, the following steps will be taken:

- **The auditor will follow up within the first 7 working days.**
- **If no response is received after 7 working days, the auditor will inform SALC.**
- **SALC will then follow up and include the council chair in the correspondence.**

If the requested information is still not provided after these steps, the council must be aware that delays may result in additional charges.

Reporting

The internal auditor will formally report the results of audits and the recommendations made to the council and will follow up at subsequent internal audits to make sure that corrective actions are taken.

Data protection

This internal audit offer is an additional service provided by SALC as described in our published privacy notice (section 6) [available on our website here](#). When booking this service you are providing consent to proceed. The delivery of the internal audit service involves the handling of some personal data supplied by the member council. For the purposes of data protection legislation SALC is the data controller and the internal auditor is the data processor. SALC and internal auditors, whilst separate entities, work in partnership to deliver a service that seeks to support and improve local councils. SALC and the internal auditor have entered into a data sharing agreement as part of their terms of engagement.

AUDIT PROCEDURE

The internal audit service will remain electronic and commence on 7th April 2026.

The clerk of the council will be able to book the audit for a specific week, if available, through the SALC member portal, by clicking on the view button on the 'booking page' card. Select 'BOOK internal audit' drop down box to reveal the weekly booking slots. Upon booking, SALC will provide the clerk with a link to a dedicated folder on our shared secure Office 365 OneDrive. Council papers and the completed customer information and guidance sheet must be uploaded to the dedicated folder. You can upload the information in an electronic format or be available to view on the council's website – **it is therefore important that you complete the customer information and guidance sheet provided and add any hyperlinks to information available on the council's website**. Electronic documents supplied shall be stored securely for six months following completion of the audit on SALC's secure Office 365 OneDrive. SALC will inform you of the internal auditor that will carry out the internal audit.

When allocated the internal auditor shall:

- process the documents in line with SALC's policies and procedures
- raise queries or points of clarification as soon as possible direct with you
- aim to complete the audit and upload the report to the allocated council folder on SALC's secure Office 365 OneDrive within 7-10 working days.

On receipt of the report admin@suffolk-alc.gov.uk will provide a link to an electronic copy together with a signed copy of the AIAR, which forms part of the AGAR, which can be downloaded. This will be sent to both the chairperson and clerk/RFO/lead officer.

Audit fees for 2026

Income/expenditure, whichever is higher (excl. VAT)

Up to £5,000	£128.00
£5,001 - £15,000	£189.00
£15,001 - £25,000	£237.00
£25,001 - £50,000	£290.00
£50,001 - £100,000	£342.00
£100,001 - £200,000	£419.00
£200,001 - £300,000	£505.00
£300,001 - £400,000	£558.00
£400,001 - £500,000	£618.00
£500,001 +	£713.00
£29 hourly rate for meetings/ad-hoc training/development of materials	