



MINUTES of the PARISH COUNCIL MEETING held on Monday 07 July 2025 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

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

Also in attendance: County Councillor Simon Harley and 2 members of the public.

01 OPENING

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

02. APOLOGIES FOR ABSENCE

To note and approve apologies received – Cllrs noted and approved apology received from 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 – Councillor Abbott declared an interest in the public discussion of land transfer between the church and the Abbott family.
- (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 – Councillor Abbott will participate in the land discussion to provide information only.

04. MINUTES

To consider and approve the minutes of the previous Parish Council meeting held on 2nd June 2025 –

Cllr Stennett 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 Lee - 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. Cllr Harley advised everyone to respond to Local Government Reorganisation Surveys from both BMSDC and SCC.
- (b) No report is available from Cllr. Potter due to absence

06. CLERK'S REPORT

- (a) Actions were noted.



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- (b) To note correspondence received in March 2025.
- 1) BMSDC Email re. Community Governance Review
No response
 - 2) Email from BMSDC re. Licensing changes
No response
 - 3) BMSDC June Update
For Information Only
 - 4) NSIP Update
FIO (spreadsheet available on request)
 - 5) SALC Climate Survey
No response
 - 6) BMSDC Changes to Online Mapping
FIO
 - 7) Suffolk Community Awards
FIO (individuals can make nominations)
 - 8) EB Passenger Group Minutes
FIO
 - 9) Suffolk County Council LGR Survey
No response
 - 10) Highways Orwell Bridge Update
FIO
 - 11) SALC News Bulletin
FIO (note remote meetings info)
 - 12) Invitation to SCC Briefing
Cllr Lee would like to attend and will check availability
 - 13) Highways Orwell Bridge Update
FIO
 - 14) SALC AGM Livestream link
FIO
 - 15) Highways notification re. A137
FIO
- (c) Quote for repair to dog waste bin – Councillor Plumbly will seek another quote as Councillors felt this quote was too expensive.
- Village sign – awaiting two further quotes. Councillor Plumbly will advise on the verbal quote he received.
- Playing field registration – Clerk to get another solicitor quote, Councillor Page to provide Clerk with Deeds and other relevant documents.
- School sign – Enquiries have been made with SCC but no response received. Councillor Harley offered to follow up with Highways. Clerk to email Cll Harley progress so far.

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 –



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- A member of St Mary's PCC provided the Parish Council with information on plans to extend the church's burial capacity. An agreement was in place to extend into land on Church Road owned by Councillor Abbott's family; however the family has instead suggested Bridge Field, which overlooks Alton Water. This is a larger area and would provide significant extra burial space as well as a memorial area. The PCC requested Council support, which Councillors agreed would be provided as a letter from the Clerk.
 - The PCC also noted that access to the playing field from the church will be restricted from the 21st July for renovation works.
 - A resident asked for progress on the school sign, expressing concern for dwindling pupil numbers. Actions are as above.
 - Councillor Abbott enquired about the possibility of repairing 30mph limit signs in the village. Councillor Harley stated that Suffolk Highways will not repair/clean repeater signs but the Parish Council can fund these works if they wish to.
- (c) To receive questions and comments submitted in writing/email for future consideration by the Council – nothing raised

Councillor Stennet left the meeting at 8.36pm

County Councillor Harley left the meeting at 8.37pm

08. FINANCE REPORT

- (a) To note the balance of accounts as at 30th June 2025.
The balances were as follows:
- Lloyds Account: £11,609.52
 - Lloyds Savings Account: £35,089.34
- (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 Page 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 –
- None
- (d) To receive the Bank Reconciliation for the period ending 30.06.25.
Considered and approved, aif
- (e) To receive and adopt the Annual Internal Audit Report for the year ending 31st March 2025 as produced by the Council's appointed Internal Auditor
Received and approved, aif
- (f) To approve the amended CIL report for 2024/25
Approved, aif

09. STATUTORY MATTERS

- (a) To receive the updated Finance Regulations & Model Standing Orders ready for adaptation for Tattingstone Parish Council
Councillor Page noted that the Standing Orders section on recording meetings does not match advice provided by Babergh District Council.
Financial Regulations should be adapted with existing financial limits and delegated authority reinstated for the Clerk.
- (b) To review/update/approve the following policies; Data Protection and Information Management Policy, Complaints Policy, General Reserves Policy, Grant Awarding Policy, Health and Safety Policy, Online Banking Policy, Social Media Policy, Staff Appraisal Policy



It was noted that the previous Clerk's details need to be removed from the Grant Awarding Policy.

Cllr Page proposed to approve the policies, with Cllr Mark seconding and aif.

- (c) To review/update/approve the following statutory documents: Internal Control Policy & Risk Register

Cllr Mark proposed to approve the documents, with Cllr Lee seconding and aif.

09. PLANNING MATTERS

- (a) To consider and agree a response to the following planning matters related to Tattingstone DC/25/02480
Walnut Tree Cottage Tattingstone Park Tattingstone Ipswich Suffolk IP9 2NF
Application for Listed Building Consent - The replacement of windows with timber framed double glazed heritage flush casement units.
Councillor Lee proposed supporting the application, with Councillor Abbott seconding and aif.
PROPOSED BASE STATION UPGRADE AT NEW ROOKERY FARM, TATTINGSTONE,
IPSWICH, SUFFOLK IP9 2LU
Aif to support this application.
- (b) To note the following decision notices received:
None made

11. VILLAGE MATTERS

- (a) To receive an update from the Playing Field Representative
Cllr Page reported that the Village Hall & Playing Field Committee met on the 4th July, where they discussed quotes for play equipment replacement. The PFC will be seeking a financial contribution from the Council and would like to discuss the Council placing the planning application for the play equipment, as well as paying the supplier directly rather than as a grant to the PFC. Clerk to check details.
The Cricket Club are having a good summer and the Football Club will be starting their season at the end of August.
PFC finances stand at £4555.81 after the receipt of some grants.
- (b) Councillor Mendel provided an urgent update on the Neighbourhood Plan (usually a standing agenda item) and requested permission to make changes to the submission based on feedback from another parish's application regarding AONB. Provision should be made for Tattingstone bordering an AONB in the plan.
Cllr Mark proposed, with Cllr Lee seconding and the majority in favour, altering the plan to reflect AONB proximity

12. CONFIDENTIAL ITEM

Councillors approved the end of the Clerk's probationary period, making the position permanent. Agreements were also made on salary and pension.



13. DATES OF FORTHCOMING MEETINGS

(a) Parish Council meeting – Monday 01 September 2025, 7.30pm

The meeting closed at 9.16 pm.

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

ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
Jul	5(a)	Councillors to complete LGR surveys	All
Jul	6(b).12	Attend SCC LGR briefing	JL
Jul	6(c)	Obtain further quote for dog waste bin repair	BP
Jul	6(c)	Provide Clerk with verbal quote for village sign repair	BP
Jul	6(c)	Chase two outstanding sign repair quotes	RBN
Jul	6(c)	Obtain solicitor quote for playing field registration	RBN
Jul	6(c)	Send Clerk deeds for playing field	SP
Jul	6(c)	Email Cllr Harley SCC sign email chain	RBN
Jul	7(b)	Write letter of support for PCC churchyard plans	RBN
Jul	8(f)	Email amended CIL report and post it on PC website	RBN
Jul	9(a)	Adapt model SOs and Fin Regs for Tattingstone	RBN
Jul	9(b)	Implement policies with changes as discussed	RBN
Jul	9(c)	Adopt both documents	RBN
Jul	9(a)	Register PC support for DC/25/02480	RBN
Jul	9(a)	Register PC support for proposed base station upgrade	RBN
Jul	11(a)	Check CIL payment process	RBN
Jul	11(b)	Amend NP to reflect proximity to AONB	AM



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
ClIr	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

September 2025

County Councillor's Parish Report

Cllr Simon Harley, Peninsula Division

simon.harley@suffolk.gov.uk
07955 434409

Guidance and information on 20mph speed limits

As you may remember from last month's report, my group tabled a motion at July's council meeting to make it easier for communities to obtain a 20mph limit where there is clear local support for it. We argued that the currently process with SCC Highways is lengthy and unnecessarily complex at a time when 20mph limits have increasing public support. This motion was rejected by the Conservative administration on the grounds that they were already planning a review of this process. 20's Plenty, a UK organisation that promotes lower speed limits, has some helpful guidance and a draft motion for parish and town councils who are considering a 20mph speed limit, with lots of supporting information including data from the 20mph trial in Wales which showed that lower speed limits significantly reduced accidents, deaths and serious injuries with no impact on journey times. Please see link below if this is something you may be interested in pursuing: https://www.20splenty.org/parish_council_motion

Review of Suffolk Transport Infrastructure

Following the passing of a motion at July's council meeting which acknowledged that intervention was necessary to reduce the reliance on the Orwell Bridge, the council's administration have announced a review of transport infrastructure for Suffolk and requested funding from the government to make improvements. The review will examine what is needed and where, examining areas such as the Orwell Bridge and the A14 corridor, Port of Felixstowe, the Sizewell power stations, and the need to upgrade the Ely/Haughley rail junction, which the government recently announced there would be no money for. The review will also take into account housing needs and the role of the future Mayor for Norfolk and Suffolk, who will have responsibility for strategic transport. The council has sent an open letter to the Transport Secretary, Heidi Alexander MP, calling for talks about the need for strategic investment in Suffolk's transport infrastructure, which you can read here:

<https://www.suffolk.gov.uk/asset-library/SCC-response-to-Heidi-Alexander-MP-1.pdf>

New Environmental Charity for Suffolk

A new environmental charity jointly established by Sizewell C, East Suffolk Council and Suffolk County Council has pledged to spend at least £78m on boosting biodiversity in Suffolk. The charity, named East Suffolk Trust (EaST), will distribute funds to local organizations through a grants scheme to improve biodiversity and protect natural landscapes. Governed by a Board of independent Trustees, the new charity could help to set out how future major infrastructure projects can help deliver local nature recovery across the country. Sizewell C has pledged at least £78m over the next 70 years, and in addition, the charity will seek funding from other local businesses and organisations to invest in nature. Trustees of the charity include Julian Roughton, former CEO of Suffolk Wildlife Trust, Heather Broughton MBE, former trustee of the National Lottery Heritage Fund and James Alexander MBE, former trustee of RSPB and former Chair of trustees at Suffolk Wildlife Trust.

All Suffolk Food Waste to be Processed in the County

As part of the new 'Simpler Recycling' laws brought in by the previous Conservative government, councils will have to collect and deal with food waste from all Suffolk households from 2026. The council has set up a four-year contract with Bio Capital to process this food waste locally at a recently approved anaerobic digestion plant at the Adnams Distribution Centre in Reydon near Southwold. Around 31,000 tonnes of household food waste could be sent to the new facility each year, which will be processed to generate green fuel (biomethane), and turned into soil fertiliser, which means Suffolk's food waste will be put to good use.

Awards for Suffolk's Junior Road Safety Officers

The council recently played host to pupils and school staff at the first in-person Junior Road Safety Officer (JRSO) Awards event since before the COVID-19 pandemic. The awards ceremony is to recognise the dedication and creativity shown by schools and pupils in promoting road safety and encouraging active travel within their communities. The Junior Road Safety Officer (JRSO) scheme has been running for more than 20 years and gives pupils in Years 4 to 6 (ages 9–11) the opportunity to get involved in road safety work at their schools, delivering sessions to peers and taking on initiatives in their wider communities. The scheme is an excellent way to engage with children, parents and carers and expand the reach of the council's road safety education team, with 61 participating schools over the last 12 months.

For more information about the Junior Road Safety Officer scheme, see the Suffolk County Council website: <https://suffolkroadsafe.com/education-home/junior-road-safety-officer/>

Update on Homes for Ukraine Scheme

As of 31 March 2025, Suffolk has welcomed 1,747 Ukrainian refugees under the government's Homes for Ukraine scheme, supported by a special team in the Public Health & Communities directorate. The government has introduced the Ukraine Permission Extension Scheme (UPES), which allows people currently living in the UK under an existing Ukraine Visa scheme to apply to extend their stay in the UK for a further 18 months when their valid Ukrainian visa expires. There is guidance from the County Council and Government about how to do this.

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> Bene

fits advice and

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

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

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

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



TATTINGSTONE

Parish Council

Rachel Belcher-Nairn
Clerk to the Council

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Paper submitted by the Clerk to the Council in advance of the Parish Council meeting on 01 Sept 2025

Parish Clerk's Report – September 2025

a) To review actions from the previous meeting

MONTH	MINUTE NO.	ACTION	WHO
Jul	5(a)	Councillors to complete LGR surveys <i>Ongoing</i>	All
Jul	6(b).12	Attend SCC LGR briefing <i>Completed</i>	JL
Jul	6(c)	Obtain further quote for dog waste bin repair <i>Ongoing</i>	BP
Jul	6(c)	Provide Clerk with verbal quote for village sign repair <i>Outstanding</i>	BP
Jul	6(c)	Chase two outstanding sign repair quotes <i>Completed</i>	RBN
Jul	6(c)	Obtain solicitor quote for playing field registration <i>Completed</i>	RBN
Jul	6(c)	Send Clerk deeds for playing field <i>Completed</i>	SP
Jul	6(c)	Email Cllr Harley SCC sign email chain <i>Completed</i>	RBN
Jul	7(b)	Write letter of support for PCC churchyard plans <i>Completed</i>	RBN
Jul	8(f)	Email amended CIL report and post it on PC website <i>Completed</i>	RBN
Jul	9(a)	Adapt model SOs and Fin Regs for Tattingstone <i>Completed</i>	RBN
Jul	9(b)	Implement policies with changes as discussed <i>Ongoing</i>	RBN
Jul	9(c)	Adopt both documents <i>Ongoing</i>	RBN
Jul	9(a)	Register PC support for DC/25/02480 <i>Completed</i>	RBN
Jul	9(a)	Register PC support for proposed base station upgrade <i>Completed</i>	RBN
Jul	11(a)	Check CIL payment process	RBN
Jul	11(b)	Amend NP to reflect proximity to AONB	AM

b) To receive items of correspondence

Please see Paper 6b.1

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

- Repair to Church Road dog bin:
 - o Second quote requested, waiting to hear back (viewing sign & plinth w/b 1/9)
 - o Existing quote of £70
- Village sign
 - o Another contractor contacted, waiting for quote (viewing sign & plinth w/b 1/9)
 - o Waiting for quote from Cllr Plumbly
 - o Existing quote of £1725
- School sign A137
 - o Email sent to SCC requesting price for sign and installation
 - o Licence cost is £170
 - o Correspondence sent to Cllr Harley for follow up
- Registration of Playing Field
 - o Quote from Bendall & Sons (Newmarket) registering the playing field = £420
 - o Birketts estimate was £1000-2000 depending on documents held
- Several Councils met with reps from Ipswich, Babergh & MSDC to cover LGR and the implications of being in the same Unitary Authority as Ipswich. Notes available for those interested.
- Bus route 94 has been cut by Suffolk County Council due to perceived lack of use. The Parishes are welcome to bid for its re-instatement – or a new route – but this cannot be implemented until 2026/27.
- I passed the ILCA qualification and have started work on FILCA.

CORRESPONDENCE SEPTEMBER 2025

- 1) Email from resident with playground safety concern
For Information Only, already forwarded to PFC
- 2) SALC Update on LGR
FIO
- 3) SALC notification of Payroll Service increase
FIO
- 4) Correspondence regarding waterway, Church Road
FIO (matter being dealt with by landowner and SCC)
- 5) SALC News Bulletin
FIO (note pay scale and updated Traveller info)
- 6) Suffolk Police & Crime Panel Report 2024/25
FIO
- 7) BSMDC August Briefing
FIO
- 8) NSIP Update (spreadsheet available on request)
FIO
- 9) SALC News Bulletin
FIO (note Martyn's Law)
- 10) BMSDC offer of trees, etc
FIO / consideration of any future projects
- 11) Notification of Brantham Neighbourhood Plan area designation
FIO (further information available on request)
- 12) SALC News Bulletin
Decide Councillor attendance for Assertion 10 training
Note information regarding email addresses
- 13) New SALC page for NSIP news
FIO
- 14) Notification from Highways of grit bin maintenance
Make sure bins are as requested
- 15) Notification of interest rate change
FIO
- 16) Invitation to Sudbury/South Citizens Advice AGM
To decide attendance
- 17) BMSDC LGR update
FIO
- 18) Invitation to attend LGR discussion with MP
To decide attendance

1.

Good evening,

I'd like to report a concern in the play area in the village green.

Underneath the monkey grips, there's a partially sawn off post in the ground with a section sticking above the ground. I would suggest this is a significant hazard in this location.



I have attached a photo.

Many thanks,

2.

Dear all

It seems a good time to provide an update as to where we are in relation to both local government re-organisation and devolution and our work on your behalf.

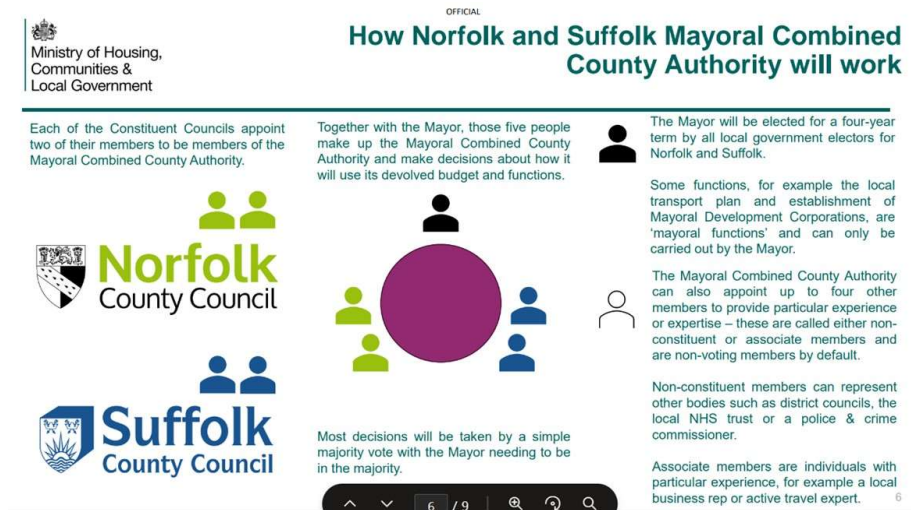
Devolution

On 10th July the government published the **English Devolution and Community Empowerment Bill**, legislation which will take forward aspects of the English Devolution White Paper from December 2024. It aims to establish a more consistent and simpler model of devolution than current legislation allows, establishing a standardised framework of devolved powers, duties and functions, reforming the local government sector and empowering communities.

NALC have produced an initial summary which you can view **using this link on to their website**.

Devolution is where a mayor for Suffolk and Norfolk would be directly elected in May 2026 and have powers and funding given to them by Government. They would head up what is called a Mayoral Combined County Authority (MCCA) Suffolk CC and Norfolk CC will work with Government on processes for May 2026 inaugural mayoral election.

SALC's ambition is to have a seat at the top table in relation to MCCA and have approached the Norfolk Association of Local Councils so we can work on this together. If it is useful you can download a copy of the image below which was part of the information briefing we hosted on behalf of the Ministry of Housing, Communities and Local Government. **Use this link to access** (*please note this link expires on 31st August 2025*).



Local Government Re-organisation

So in my last update I shared with you details of our area forums taking place in June where we invited CEO, Chris Bally, East Suffolk Council and CEO, Arthur Charvonia, Babergh/Mid Suffolk Councils to give us updates. It helped again to consolidate the position and was in response to the live feedback we were monitoring from our survey we circulated in April.

Below are links to the recording if you couldn't make it. Both were very informative and I would encourage you to watch them - it is even worth looking at both!

East Suffolk Area Forum - [link to recording and notes](#)

JOINT Babergh/Mid Suffolk Area Forum - [link to recording and notes](#)

West Suffolk held a parish liaison meeting on 17th June and a SALC Board representative attended. [Here is a link to the slides and a summary of the event.](#)

Thank you to those who have informed us of what your council or parish meeting have been doing in relation to engagement with district, borough and county councils. *I took the opportunity to attend one last week to help keep us up to date with information being shared with you.*

Haverhill Town Council are planning a public meeting at the end of July for West Suffolk District and Suffolk County Councils to come along and explain both Devolution and LGR.

Kesgrave Town Council met last week with Suffolk County Council, East Suffolk Council and Ipswich Borough Council to discuss proposals on LGR. *This is the one I went to as an observer.* There were some great questions from councillors and officers. It was good to pick up a number of important points - including a reminder that LGR is an opportunity to re-build the current structure of district, borough and county in Suffolk which is being replaced with something new.

Sproughton Parish Council informed us of a network of parishes designed to help inform them collectively of proposals for a Greater Ipswich model - a plan was shared with us and a link to further information. This is available within the meeting notes - **use this link to view**. *(Please note this is not an official plan it has been produced locally using Parish Online mapping software for possible illustrative purposes only)*

We are also aware of local events across our towns through a campaign from Suffolk County Council "Local Matters - we are listening" - details of the visits still to come are on their website along with a form where your council could ask a direct question. **Use this link to access details on their website.**

CONSULTATION and ENGAGEMENT - district/borough county councils

There is still time to engage with consultations that are out but the deadlines are coming up. See below.

Deadline 25th July - **<https://www.babergh.gov.uk/devolution-and-lgr>**

Deadline 4th August - **<https://onesuffolkcouncil.co.uk/>**

SALC activities and opportunities for members

Claire Pizzey, our Advice and Development Manager attended the **NALC Power Shift 2025 conference** held on 23rd June and also caught up with a few Suffolk delegates too.

The conference featured five focused sessions covering the new devolution bill, bespoke devolution deals, financial challenges, examples of devolution in action, and strategies for engaging with metro mayors. **You can read a summary on the NALC website using [this link](#).** The learning and insight from this is being utilised in our support and engagement activities.

Following our AGM on 1st July I briefly **attended the LGA conference in Liverpool** the next day, taking part in a fringe event sitting alongside Alex Norris MP, LGA Chair Cllr Louise Gittins and deputy editor of The Municipal Journal Paul Marinko. It was a great opportunity to highlight our experience so far of LGR and devolution alongside questions from the floor on some of the challenges our sector is experiencing such as lack of qualified clerks, recruitment and retention of councillors and officers and code of conduct issues. It gave us an opportunity to again highlight the need for reform of the standards regime. I also promoted our plans for a campaign to encourage more councillors to step up and interest in the professional clerk role including our new film. **Read the news item on the NALC website using [this link](#).**

We have also had the opportunity to look at the headlines coming out of **our LGR/Devo survey** which closed recently. In the end we had 72 responses which represents under 20% of our members which is a bit disappointing but also shows that not all our members are connected with this topic and that is reflected across the UK. **A more comprehensive summary is now available [here](#).** It should be no surprise to learn that we have been actively using this data for a number of weeks now in various ways.

One clear message from that survey was a request for more information sessions - which is the reason why we asked for speakers from the districts to our June round of area forums - recordings above.

To build on that and, following what some of our members have already been doing, we have **invited representatives from each district and the borough and the county council to come to our next round of area forums in September**. The plan is to hear from one after the other with a limited amount of time for questions to

enable our members to gain more insight and knowledge about these major changes and, in particular, the detailed proposals that will be submitted to Government by the deadline of 26th September. This is obviously very timely as what we are lacking so far is the detail and I am hoping this will help.

Please put these dates in your diary and ask your clerk to book you a place.

- West Suffolk Area Forum - 18th September, 7pm
- East Suffolk Area Forum - 25th September, 7pm
- Babergh/Mid Suffolk JOINT Area Forum - 30th September - 7pm

The forums will have to include at the start elections of our Chairs and Vice Chairs who make up the SALC Board. We will try and keep this aspect of the forum brief and efficient.

Another point to note is that **final detailed business cases** will be debated and hopefully approved by each district, borough and county council in September. We recommend our members either attend or watch the live stream of the relevant meetings. It will help give you further insight into the final proposals and see other opinions that form the debate before a formal vote. Details below (you will note we are waiting for some more information) and we will keep you updated through your clerk.

Suffolk County Council - final business case approval full council debate - Tuesday 16th September. [Use this link to their committee page for more details on how to watch.](#)

East Suffolk Council plan to take a report to full council on 24th September. [Use this link to their committee page for more details on how to watch.](#)

West Suffolk Council are intending to have a special meeting in September (date to be fixed). It is anticipated to be a full council meeting. [Use this link to their council meetings live stream page.](#)

Babergh / Mid Suffolk - we are waiting for details of their governance

mechanisms to sign off - [here is a link to their democratic services page with details of up and coming meetings for information.](#)

Ipswich Borough Council - the decision about submitting proposals to government will be taken on the evening of 24th September at Ipswich Town Hall. There will be a debate which starts at 6 pm and then a formal decision made by the Executive which will meet after Council finishes. The meeting is open to the public and audio recordings taken and published on their website. If any representatives from town and parish councils and parish meetings wish to attend please email ainsley.gilbert@ipswich.gov.uk so that they can ensure there is sufficient seating available.

Finally I have now written to Government and copied in numerous stakeholders focussing on areas of good practice in terms of engagement with our sector and some mechanisms that have worked well in other areas. [Here is a link to the letter for your information.](#)

I hope, for now, the above is a useful update but if you have any questions please do not hesitate to contact me. *Well done for reading to the end and have a good summer break!*

Sally Longmate, CEO Suffolk Association of Local Councils

3.

Important update: Payroll service price increase

We would like to inform you that, due to recent changes and increased administrative requirements introduced by HMRC, we will be adjusting our payroll service pricing.

These changes have significantly increased the volume of compliance tasks, reporting obligations, and correspondence we are required to manage. As a result, additional time and resources are needed to ensure your payroll remains accurate, compliant, and delivered to the high standard you expect.

To reflect this, the following pricing will take effect from 1st April 2026:

- **First employee (without pension):** £8.50
- **Additional employees (without pension):** £5.00 each
- **First employee (with pension):** £9.00
- **Additional employees (with pension):** £5.50 each

Our **minimum charge** (affecting quarterly, half-yearly, and yearly payroll clients) will also increase from **£38 + VAT** to **£45 + VAT**.

We appreciate your understanding and continued trust in our service.

Please remember to submit payroll enquiries via your **SALC member portal** to ensure timely responses.

Thank you in advance for your cooperation.

Kind regards,
Charlotte Haines
Payroll Officer

4.

Good afternoon all

I submitted a blocked ditch report to the SCC Highways portal regarding the stretch of Church Road from Glebe Close towards the big dog bin opposite the old chapel after the last heavy rain. Below is the text from the response received from SCC. I leave you to digest the contents.

Reply from SCC starts here:

Good afternoon,

Thank you for contacting us regarding Church Road, Tattingstone reported under reference number **527862**.

Please quote this reference number in any future correspondence that relates to this issue.

We can now provide you with the following update:

Thank you for your report regarding an unmaintained watercourse at Church Road, Tattingstone, Ipswich (IP9 2NA)

Management and maintenance of watercourses is the responsibility of the Riparian Owner. A Riparian Owner is someone who's land is next to, or is crossed by a river, stream, ditch, or any other kind of watercourse.

Suffolk Highways most commonly own up to the 'brow of the ditch' and have the right to discharge surface water from the highway into said ditch. The adjacent 'riparian owner- Robert Clifford Abbott' of New House, Crag Pit Farm, Tattingstone, Ipswich IP9 2NX would be responsible for maintenance of the ditch. Suffolk highways are not responsible for maintaining land outside of their ownership. The watercourse at the location would be the responsibility of the riparian landowner to manage and maintain.

Further details can be found in our guidance booklet as well as clarification of highway ownership over roadside channels - <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/maintenance-of-ditches-and-other-watercourses/riparian-ownership-in-suffolk/>.

Often, the best ways to resolve such issues is through direct dialogue with those responsible and affected. We advise customers to speak directly to landowners (details can be found at Land Registry). Your Parish Council may be able to assist with such matters.

Information about how Suffolk's highways are managed can be found on our website here: www.suffolk.gov.uk/roads-and-transport/.

If you wish to track progress of your report, please use the following link: [Suffolk County Council - ReportIT](#)

If you did not report this problem online, please be aware that you can make payments, report problems and find information about Council services by visiting our website www.suffolk.gov.uk

We'd love to hear about your experience contacting us, let us know how we did by completing our [survey](#)

You can find out more about how we use your personal data by accessing [our privacy notice](#) which is available on our website.

Please do not use the reply function of this message. This mailbox is not monitored and therefore your email will not be seen.

If you'd like to contact us then you can do so in a number of ways - full details are available on our website at the link below:

<https://www.suffolk.gov.uk/about/contact-us/>

Kind regards,
Customer Service
Suffolk County Council

5.



Weekly news e-bulletin

week commencing 28th July 2025

NJC salary agreement 2025-2026

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible. [Click on this link to view the information on the SLCC website](#) A downloadable version of the salary scales are available, [click on this link to download the 2025-2026 salary scales.](#)

Norfolk & Suffolk Gypsy, Roma and Traveller Service - Update

We would like to share the following message from Suffolk County Council;

Please keep Suffolk Constabulary informed of all ASB, criminality, community tension and any intelligence to support their response and decision making. Policing can only support and advise and if needed consider their enforcement powers if they are aware of the full-picture.

Unauthorised encampments

An unauthorised encampment is where any person camps on land they do not own. The owner of the land, whether a public body or private individual is responsible for taking action to remove the encampment.

The Norfolk and Suffolk Gypsy, Roma and Traveller Service can work on behalf of public and private landowners to:

- Manage unauthorised encampments, coordinating site visits and assessments, inter-agency involvement, case conferences and court appearances
- Make sure you comply with all due process and evidence gathering throughout the duration of the unauthorised encampment
 - Negotiate positively between all the different parties involved
 - Advise on media issues

- Advise you on how to deter future incursions

[Click here to report an unauthorised encampment](#)

[Click here to view guidance on legal powers available to private landowners](#)

For detailed advice or support dealing with an unauthorised encampment on private or public land, contact us on 01603 989779 or NSGRTS@norfolk.gov.uk.

Please note that due to the operational nature of this service it may not always be possible to answer your call immediately, therefore please leave your contact details and an officer will respond as soon as possible.

PCC Update - July 2025

Please find a link below to the PCC's July update which includes the hot-off-the press news that Suffolk Constabulary has maintained its position as one of the safest counties in England and Wales, an update on the most recent Accountability and Performance Panel, information about the Safer Streets Summer Campaign and an invitation to become an independent custody visitor.

[Click here to view the update.](#)

NHS Suffolk & North East Essex ICB Stakeholder Briefing - August 2025

Please see below a link to August's stakeholder briefing from NHS Suffolk and North East Essex ICB. Included within this edition:

- The system's annual 'Can Do' Health & Care Awards has recognised and celebrated excellence and achievement
- Some of Suffolk's anchor institutions, together with the ICB, have visited the House of Lords to highlight work taking place to bolster employment opportunities in and around Felixstowe
 - Ed Garratt has said the outgoing chief executive of a local hospice has provided an enormous contribution to the SNEE system over the years.

[Click here to view the briefing.](#)

ACRE/NALC flooding survey

NALC has partnered with Action with Communities in Rural England (ACRE) to launch a new survey designed to help parish and town councils enhance their flood resilience. The short survey will capture what information and support parish and town councils need to better plan for flooding.

The results will directly shape the development of practical resources tailored to local needs, ensuring that any future resources are genuinely helpful and relevant.

Survey closes on 29th August 2025.

[Click here for more details and to complete the survey.](#)

NALC Star Council Awards 2025/26 - Nominations are now open!

The prestigious awards spotlight the remarkable people and councils making a real difference in their communities. Whether you're a parish or town council, councillor, county association or clerk, this is your chance to be recognised for your dedication, innovation, and impact.

For 2025/26, we're inviting entries across six inspiring categories:

Council of the Year
Councillor of the Year
Young Councillor of the Year
Climate Response of the Year
County Association of the Year
Clerk of the Year

Closing date - 5th September 2025

[Click here to submit a nomination](#)

6.

Dear Town/Parish Clerk

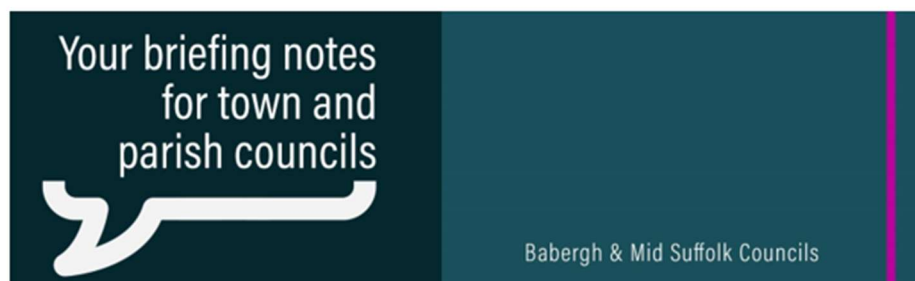
The 2024/25 Annual Report of the Suffolk Police and Crime Panel has now been published, and is available on the County Council's website at the following link: [Suffolk-PCP-Annual-Report-2024-2025](#). The report gives an overview of the work of the Panel over the previous year.

I would be grateful if you could forward this link to your Councillors, and if possible, include a link to it from the appropriate page of your Council's website.

If you need any further information, do let me know.

Many thanks

Senior Democratic Services Officer
Governance, Legal and Assurance Services
Suffolk County Council



Babergh agrees to progress plans for three new unitary councils

Councillors at a meeting of Babergh District Council gave the green light to progress plans for three new unitary councils as part of the biggest shake-up of local government in 50 years.

Tributes paid to Babergh District Council deputy leader

Tributes have been paid to Babergh District Council's deputy leader Cllr David Busby, who died on Sunday 27 July after a long illness.

Suffolk's Big Weekend announced, with attractions encouraged to sign up

Tourism, leisure and hospitality businesses across Suffolk are being invited to showcase what they offer by taking part in the newly expanded Suffolk Big Weekend.

£415k pot for improving rural businesses

From cowshed conversions to solar power transformations, rural businesses are receiving a helping hand to grow and diversify, thanks to a new grant from Babergh and Mid Suffolk District Councils.

Babergh and Mid Suffolk to host second stage of the Lloyds Tour of Britain Men

Britain's biggest professional cycle race and the UK's largest free-to-spectate live sporting event will return to Suffolk this September, as the opening stages of the race take place in the region on Tuesday 2 and Wednesday 3 September.

Pioneering partnership helps Suffolk residents 'Feel Good Vibes' this summer

Feel Good Suffolk is launching a new campaign to promote the free support available to help the county's residents enjoy a healthier summer.

8.

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:

- Notification of submission of the Norwich to Tilbury project has been received from the Planning Inspectorate. Submission is expected on 29th August.
- The Bramford to Twinstead project is now under construction
- The North Falls examination has closed and a decision is expected by January.
- A new solar application for a development at Botesdale has been received
- The EDF solar development is nearing completion
- Discharge of condition applications for the ENSO / Verdant solar development are expected this / next month

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.

Kind regards,

Principal Planning Officer, Strategic Projects and Delivery - Development Management



Weekly news e-bulletin

week commencing 4th August 2025

Did you know that loft insulation helps homes to stay cool?

The Suffolk Climate Change Partnership has asked us to share this information on loft insulation. They are trying to help Suffolk residents keep their homes cooler in their summer with loft insulation, and are calling on the parish and town councils to help spread the word.

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

Martyn's Law: New Guidance for Local Councils

The Martyn's Law Steering Group has published a detailed advice note for parish and town councils. It outlines key aspects of the upcoming legislation, including terrorism awareness, emergency planning, publicly accessible locations, and community resilience.

The note also highlights the role of clerks, council responsibilities, and available support, helping councils prepare for the law's implementation.

[Click here to view the advice note on the NALC website - Preparing for the Terrorism \(Protection of Premises\)](#)

ACRE/NALC flooding survey

NALC has partnered with Action with Communities in Rural England (ACRE) to launch a new survey designed to help parish and town councils enhance their flood resilience. The short survey will capture what information and support parish and town councils need to better

plan for flooding.

The results will directly shape the development of practical resources tailored to local needs, ensuring that any future resources are genuinely helpful and relevant.

Survey closes on 29th August 2025.

[Click here for more details and to complete the survey.](#)

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County Association of the Year
Clerk of the Year

Closing date - 5th September 2025

[Click here to submit a nomination](#)

10.

Dear Parish / Town Clerk,

Since 2021, Babergh District Council has provided free trees, hedging and wildflower seed to applicants with projects that benefit both biodiversity and the public. To date, we have given away:

- Nearly 800 trees
- Over 16,000 small trees and hedgerow plants
- Enough wildflower seed to cover over 16,000m²

The scheme remains open to applications, for landowners such as town and parish councils, community groups and charities.

Details on the scheme, including the application form and guidance notes, can be found here: <https://www.babergh.gov.uk/w/trees-and-wildflowers-scheme>

We are open to applications at any time and there is no deadline. However, the main planting season for trees and hedging is between November and March, and the ideal times for sowing wildflower seed are in the autumn and spring, so if you have possible projects in mind, now is a good time to think about applying.

Possible schemes could include:

- Woodland creation
- Trees in open spaces
- Hedge planting
- Wildflower meadow creation and enrichment
- Orchard planting

If you have a scheme, you are welcome to contact us ahead of applying to discuss. We are happy to work with you to help make your application successful.

If for any reason we are unable to support your scheme, we may well be able to find other sources of trees and hedging for which you may be eligible. We can also provide advice on managing your new planting to help ensure it establishes.

Please don't hesitate to get in touch if you have any questions, want to check eligibility or need advice.

Kind regards,

Richard Parmee
Biodiversity Manager

11.

Dear Sir / Madam,

Designation of the Brantham Neighbourhood Plan Area (11 Aug 2025)

We are contacting you because you are a statutory consultee or because you have previously indicated to us that you/your client has an interest in planning matters in the parish of Brantham, Suffolk.

The Parish Council have begun the formal process of preparing a Neighbourhood Plan and, as the qualifying body, submitted an application to designate their parish as the plan area in June 2025.

The Neighbourhood Planning (General) Regulations 2012 (as amended) state - in summary - that where an application is made that seeks to designate the whole parish area, the local planning authority must designate it without unnecessary delay. That has now been done.

Copies of our Area Designation Notice and a Map of the NP Area are attached. The same can be found on our dedicated webpage at: <https://www.babergh.gov.uk/w/brantham-neighbourhood-plan>

Yours faithfully,

Neighbourhood Planning Officer | Planning & Building Control



Weekly news e-bulletin

week commencing 11th August 2025

2025 SAPPP Guide: What Assertion 10 Means for Your Council

Join SALC for a **FREE** webinar on **Monday 8 September, 12–1pm**, led by Mark Tomkins, Director of Aubergine and a Parish Councillor.

Mark will walk you through key updates to the 2025 Smaller Authorities Practitioners' Guide, with a focus on Assertion 10 of the Annual Governance Statement.

This is a must-attend session to help your council stay compliant for 2025.

[Click here to book your place now!](#)

NALC Updated Advice Note: Council Email Addresses

NALC have published updated guidance on council email addresses, following the introduction of Assertion 10 in the Annual Governance and Accountability Return (AGAR).

The note explains why using official email addresses is important and outlines the benefits of a gov.uk domain. It also covers how to set one up, expected costs, and where to get help.

This is the first in a series of free resources to help members comply with Assertion 10.

[Click here to view the guidance on the NALC website.](#)

Please note you will need to be logged into the NALC website.

Suffolk InfoLink need your help in keeping up to date!

To help them ensure that they are providing the best service for their Suffolk community, could you please update your information on Suffolk InfoLink, your community directory with thousands of activities, services and events across Suffolk.

If you are no longer the contact, let them know who is.

How to update your record

- Go to Sign in (at the top of the screen)
 - Sign in using the email address you registered with, (use the "Forgotten password" link if necessary)
 - Once signed in, choose "Your Directory Listings" and click on "Update"
 - Update the details of your organisation by clicking on the arrows to open up each section
 - When finished, click on the tick box "I confirm that this information is correct and up to date" and choose "Save"
 - Your record has been updated and the changes will go live within a few minutes.
- NB Even if you don't make any changes please click on 'Save' to show your record has been updated for another year.

Many thanks for your help in keeping Suffolk InfoLink up to date.

Suffolk InfoLink: Phone: 01473 265265, Email: infolink@suffolk.gov.uk

Suffolk Family Information Service: suffolkfis@suffolk.gov.uk

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Clerk of the Year

Closing date - 5th September 2025

[Click here to submit a nomination](#)

13.



Nationally Significant Infrastructure Projects

Bulletin - AUGUST 2025

[Access issue 8 of the newsletter using this link](#)

Suffolk already has a high number of nationally significant infrastructure projects (often referred to as NSIPs) and it is anticipated there are many more coming down the line.

Community representation is at the heart of what local councils do and it is essential that through town and parish councils local voices are heard. The NSIP process is complicated, lengthy and impacts on both officer and councillor time.

We have set up a dedicated page on our website to present links and information designed to help guide parish and town councils and parish meetings find out more about the county-wide picture and guidance to help them engage.

[Please click here to view this page.](#)

Where we are notified about updates and deadlines for parishes we will contact those affected direct with any further guidance and information we are gathering from past experience.

14.

Hello All,

Just to let you know that Suffolk Highways will begin filling the highway grit bins in Suffolk from next week onwards and plan to have all the highway grit bins filled by the beginning of October 2025 ready for the winter season.

Can you make sure that all the highway grit bins in your parish are in the approved locations and that they are free from litter, water etc so are gangs are able to refill them as they go round the various parishes. All approved highway grit bins with their approved locations are recorded and plotted on our system. Our Gangs will be recording when they fill the highway grit bins (using tablets) as they go round as well record their condition (i.e., whether they are damaged, filled with water or litter/debris etc) or whether they are missing at the time of filling.

Just a reminder that it is the Parish Council responsibility to manage and maintain approved highway grit bins within their parish.

If any approved highway grit bin is damaged then the Parish Council is responsible for removing the damaged grit bin, purchasing a replacement Grit Bin, and placing it in the agreed location and then letting Suffolk Highways know when it is in position.

Suffolk Highways is only responsible for filling / refilling the Grit Bins once they are in position.

Kind Regards,

15.



BUSINESS &
COMMERCIAL

The interest
rates on your
business
account are
coming down
on 9
September
2025



We often review the interest rates on our variable business accounts, so they can change at any time.

We've made the decision to lower the interest rates on your account on 9 September 2025, which means you may earn less interest.

You can see which account is changing and how much your rates will go down by, later in this email.



Take a rate check – you’ve got options

You still have time to explore other options including accounts offered by other providers. If you’d like to look at different accounts with us, see [here](#). Or if you’re happy with your new rates, there’s nothing for you to do – they’ll change automatically.

We hope you stay with us, but if you decide to close your account, tell us before 9 September 2025 and we’ll help you do that without charge.

If you have any questions please call us on **0345 072 5555**. Our lines are open Monday to Friday 7am to 8pm and Saturday 9am to 2pm excluding UK public holidays. We’ll be happy to help.

Yours faithfully,

John Ramage

Head of Accounts & Deposits

Here’s your current and new rates from 9 September 2025

Commercial Instant Access Account

Balance	Current AER %	Current Gross %	New AER %	New Gross %
£20,000,000+	1.61%	1.60%	1.41%	1.40%
£10,000,000+	1.51%	1.50%	1.31%	1.30%

£1,000,000+	1.26%	1.25%	1.06%	1.05%
£500,000+	0.90%	0.90%	0.80%	0.80%
£100,000+	0.80%	0.80%	0.70%	0.70%
£1+	0.70%	0.70%	0.60%	0.60%

The interest rates shown are variable, which means they can go up or down at any time. Interest rates aren't linked to the Bank of England Bank Rate, so if they change we'll let you know.

Understanding the terms we've used

AER – The AER stands for Annual Equivalent Rate and is the notional rate which illustrates the gross rate as if paid and compounded on an annual basis. As every advert for a savings product will contain an AER you will be able to compare more easily what return you can expect from your savings over time.

Gross Rate – Gross Rate means that no tax will be automatically deducted from interest on your behalf. You are responsible for paying any tax due to HM Revenue and Customs. Whilst the Gross Rate quoted is the annual rate of interest, please note that the duration of your deposit will affect the amount of interest that you are paid.

Your account affected by this change

Product name	Sort code	Account number ending
Commercial Instant Access Account	30-99-50	****8063

16.

Dear Sir/Madam

Sudbury & South Suffolk Citizens Advice AGM, Wednesday, 1 October 2025 @ 2.00 pm

We are writing on behalf of the Co-Chairs of the Board and Trustees of Sudbury & South Suffolk Citizens

Advice to invite you and/or your representative to our AGM.

The AGM will take place on Wednesday, 01 October 2025 at 2.00 pm and will be held at Sudbury Town

Hall, entering through Gaol Lane. The meeting room is located on the 1st Floor. There is a lift to the 1st floor

located to the right of the staircase.

We attach a copy of the formal AGM Notice, Agenda and Impact Report for your attention.

The Co-Chairs and Trustees are looking forward to welcoming you along with elected representatives, members of the public, and the press to our annual AGM.

Following the formal business of the meeting and an opportunity for a cup of tea and biscuit, a Guest Speaker

will make a short presentation on a topic to be advised nearer to the AGM.

If you are unable to attend in person and would like to attend via Teams, please email karen.pinnock@sudburycab.org.uk and we will send you a copy of the link to the meeting.

The Co-Chairs and Trustees very much appreciate your support of Sudbury & South Suffolk Citizens Advice

and hope that this will continue in the future. To help us maintain our records could you please confirm

the following information for our records:

1. Full name of contact
2. Work Address
3. Email address you would like us to use regarding Sudbury & South Suffolk Citizens Advice information.

This information is completely confidential and will not be shared outside of Sudbury & South Suffolk Citizens

Advice.

If you have any queries or require any further information, please do not hesitate to email.

Kind Regards

17.

Dear clerk,

As you know, our five district and borough councils have so far been united in the opinion that either two or three unitary authorities will be required under Local Government Reorganisation, in order for the new councils to be big enough to deliver, but still local enough to care.

Further public engagement has made it clear that our residents want the new councils to be 'local and community-focused' and emerging evidence now shows that **three unitary councils across Suffolk** could provide high quality, value for money services for our communities, while also being affordable and financially sustainable.

Motions to this effect have now been submitted for debate at our full council meetings later this month; with similar motions also being debated by West Suffolk Council, East Suffolk Council and Ipswich Borough Council at their meetings this week. This will allow us all to determine our preferred option to meet the needs of our communities – in contrast to Suffolk County Council's proposal for a single unitary council.

We appreciate that you will be keen to know the geographic area which each council will cover, but this will form part of the further work required to develop the plans, pending the outcome of July's meetings.

The final proposal will then go to council meetings in September. If approved, it would then be submitted to the Government, which will make a final decision.

Council papers for July's meetings, including the motions for three unitary councils for Suffolk, are due to be published this week and you will be able to see them in full, [for Babergh here](#) and [Mid Suffolk here](#).

We also take this opportunity to let you know the government has now published the [English Devolution and Community Empowerment Bill](#), along with some [guidance notes](#).

Kind regards,

18.

Good afternoon,
I hope you are well.

As you may know, in December 2024 the Government published its 'English Devolution White Paper', confirming its intentions to reorganise local government. As a result, it was confirmed that Suffolk and Norfolk would become a combined mayoral authority, and that, as a county, we would have a unitary council.

I am pleased to confirm that I will be holding a debate on the proposals for Local Government Reorganisation, with strong speakers from both sides attending to set out their arguments and answer questions.

Speaking in favour of a One Suffolk unitary council will be:

- Cllr Matthew Hicks – Leader, Suffolk County Council
- Cllr Richard Rout - Cabinet Member for Devolution, Local Government Reform and NSIPs, Suffolk County Council

Speaking in favour of a three-council unitary model will be:

- Cllr John Ward – Leader, Babergh District Council
- Cllr Deborah Saw – Deputy Leader, Babergh District Council
- Arthur Charvonia – Chief Executive, Babergh District Council

On 26th September, Suffolk will present its proposal to the Government for the structure of our unitary authority – although the Government will have the final say on the decision. Given that there are two options on the table, the future organisation of local government in our county is still undecided and open for debate.

Regardless of the format, both scenarios would have significant implications for key local services and the level of Council Tax paid by Suffolk households. This is why I want to hear your opinions on what you and your parishioners would like to see for Suffolk.

The details of the debate are as follows: **Friday 12th September, 14:00 - 15:15**, in the **Guildroom at Hadleigh Town Hall, IP7 5DN**

Please let me know the names of the representatives from your parish that will be attending the debate by return by **Friday 5th September**. Due to capacity at Hadleigh Town Hall, we are limited to two representatives per parish.

I have also launched a feedback form on my website on the topic of Local Government Reorganisation. Please do share the following link with your parishioners so that they can provide their feedback too - <https://www.jamescartlidge.com/LGR>

If you have any questions, please do not hesitate to ask.

Thank you.

Regards,
James

James Cartlidge MP

Member of Parliament for South Suffolk

PAPER 8.b

PAYMENTS AGREED/RATIFIED AT THE MEETING HELD ON 7th July 2025

PAYMENTS MADE

Payee	Detail	Method	NETT	VAT	TOTAL
R. Belcher-Nairn	Clerk salary June 2025	BACs	663.56		663.56
Microsoft	MS365 Subscription	RBN Card	8.51	1.70	10.21
Tesco Mobile	Phone	Direct Debit			15.99
HMRC	P30 Q1	BACs	363.83		363.83
SLCC	New Clerk training – Session 3 (Tatt PC share)	BACs	7.40	1.48	8.88
SLCC	New Clerk training – Session 4 (Tatt PC share)	BACs	7.40	1.48	8.88
Lloyds	Service charge	Direct Debit	4.25		4.25
SALC*	Internal Audit	BACs	282.00	56.40	338.40
R. Belcher-Nairn*	Clerk salary Jul 2025	BACs	641.55		641.55
NEST	RBN Pension Contribution	Direct Debit	56.72		56.72
Lloyds	Service charge	Direct Debit	4.25		4.25
Tesco Mobile	Phone	Direct Debit			15.99
* Paid between meetings with Chair's approval					
					£2132.51

INCOME RECEIVED

Payee	Detail	Method	NETT	VAT	TOTAL
HMRC	VAT return 2024-25	BACs		540.81	540.81
					£540.81

PAYMENTS TO BE MADE

Payee	Detail	Method	NETT	VAT	TOTAL
R. Belcher-Nairn	Clerk salary Aug 2025	BACs	641.55		641.55
R. Belcher-Nairn	MS365 Subscription (paid by personal card due to debit card being cancelled)	BACs	8.51	1.70	10.21
R. Belcher-Nairn	Reimbursement for Tatt PC share of FILCA (paid directly to SLCC by RBN)	BACs	44.40	8.88	53.28
NEST	RBN Pension Contribution	Direct Debit	56.72		56.72
Tesco Mobile	Phone	Direct Debit			15.99
SLCC	Training – Virtual Conference (Tatt PC share)	24.05	4.81		28.86
Lighthouse	Donation as agreed in May	BACs	150.00		150.00
BMSDC	Dog bin emptying	BACs	498	99.60	597.60
					£1554.21

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.

CIL BID CONSULTATION LETTER

Infrastructure Team

Tattingstone Parish Clerk
Tattingstone Parish Council

T 01449 724563
E CILexpenditure@babberghmidsuffolk.gov.uk
REF - CIL BID B24-07

21 July 2025

Dear Parish Clerk

Consultation - Community Infrastructure Levy (CIL) Bid - Project Reference B24-07 Ipswich Recycling Centre Redevelopment Phase 2

The Council has received a CIL bid for funding from the CIL Infrastructure Fund for the Ipswich Recycling Centre Redevelopment Phase 2. This bid has been made by Suffolk County Council and the amount being applied for is £123,266.00.

We would welcome your views in writing via email by the 4th August 2025 (which is 14 days from the date of this letter).

If you have any questions, please do not hesitate to contact the Infrastructure Team.

Yours Sincerely

Mrs Jo Moya

Senior Infrastructure and Finance Officer

Infrastructure Team

Babergh and Mid Suffolk District Councils - Working Together

Community Infrastructure Levy expenditure project

**BUSINESS PLAN (to be attached to CIL
applications to both Babergh and Mid
Suffolk District Councils**

IPSWICH RECYCLING CENTRE IMPROVEMENT PROJECT

1. Overview of the project

- 1.1 The County Council, as Waste Disposal Authority, has statutory responsibilities as prescribed in s51 of the Environmental Protection Act 1990 as follows:

It shall be the duty of each waste disposal authority to arrange:

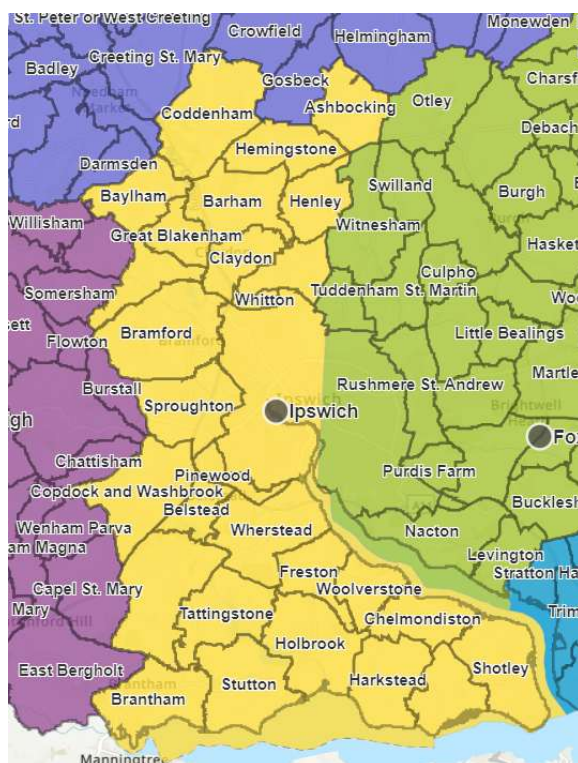
(a) for the disposal of the controlled waste collected in its area by the waste collection authorities, and

(b) for places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited.

The above legislation renders Suffolk County Council responsible for the treatment and disposal of waste from all households and some businesses across the county and for the provision of household waste Recycling Centres (RC).

SCC provides a network of 11 Recycling Centres where residents and small businesses may take a wide variety of items for reuse, recycling and disposal.

- 1.2 Since 2017 a project has been in place to establish a replacement recycling centre in Ipswich. Several locations were considered within the catchment area shown below:



<https://arcg.is/0uXy0S>

See this link for catchment map with District Council boundaries

- 1.3 This project concerns re-development of the Gipping House site to replace the Portman's Walk RC. The current site is small and has to be closed for bin changes and crushing, which can result in queuing on the highway; the footprint is too small to accommodate future population growth.

Building a new RC at the Gipping House site will allow SCC to provide a split level, much improved RC to cope with growth in this area for the next 20+ years. The new site is well located on the fringe of Ipswich town centre to the west of the A1241. Whittle road is privately owned and serves as a circulation route around the industrial units.

1.4 **Overview of Existing Site:**

The site comprises a large open plan warehouse and office space and is currently leased to Ipswich Borough Council, who are currently building a new depot to relocate to. To the south of the warehouse there is a tunnel which provides access to the rear of the building. To the western elevations there is a canopy and dock level loading bays. To the eastern aspect of the site there are further buildings which currently provide workshop space for the Borough Council. The site has approximately 57 parking spaces and 18 HGV parking spaces located to three sides of the building.

Gipping House was constructed in the 1970s. An extension to form the office section of the building was added in the mid-1970s. The building was divided into separate industrial units in the 1990s.

Scheme Proposals:

It is proposed to demolish the existing single story framed building to open up the site. The intention is to separate and retain the 2-storey office block.

The open site will be used to provide a split-level Recycling Centre. The high level will allow access to 18no household recycling skips (green waste, wood, metal, cardboard etc). The lower area will provide access to smaller recycling containers (bottles, clothes, and book recycling etc.). Skips for rubble and plate glass will be provided at the lower level. Containers for reuse items will be provided at both levels.

Ramps will be provided to allow vehicles to access the raised dock level and raised walkway between skips will be provided to allow recycled material to be dropped off without any need to use stairways. Vehicles will access via the existing route into site and take a one-way route around the HWRC and egress to the north. Operational vehicles will access the site via a different entrance and so will be kept separate from public vehicles.

The site will be secured with a 2.4m high fence and gates. During opening hours, access will be controlled using an ANPR access system monitoring vehicles entering and leaving the site. Full CCTV camera coverage will be provided and flood lighting to comply with WRAP (Waste & Resources Action Programme) guidelines.

To ensure security, the CCTV system will be able to record on a 24 hour basis and an intruder alarm system will be included to the perimeter and gates to the site.

A new 2 story modular type build will be provided on site to provide offices, CCTV monitoring room and welfare for RC employees.

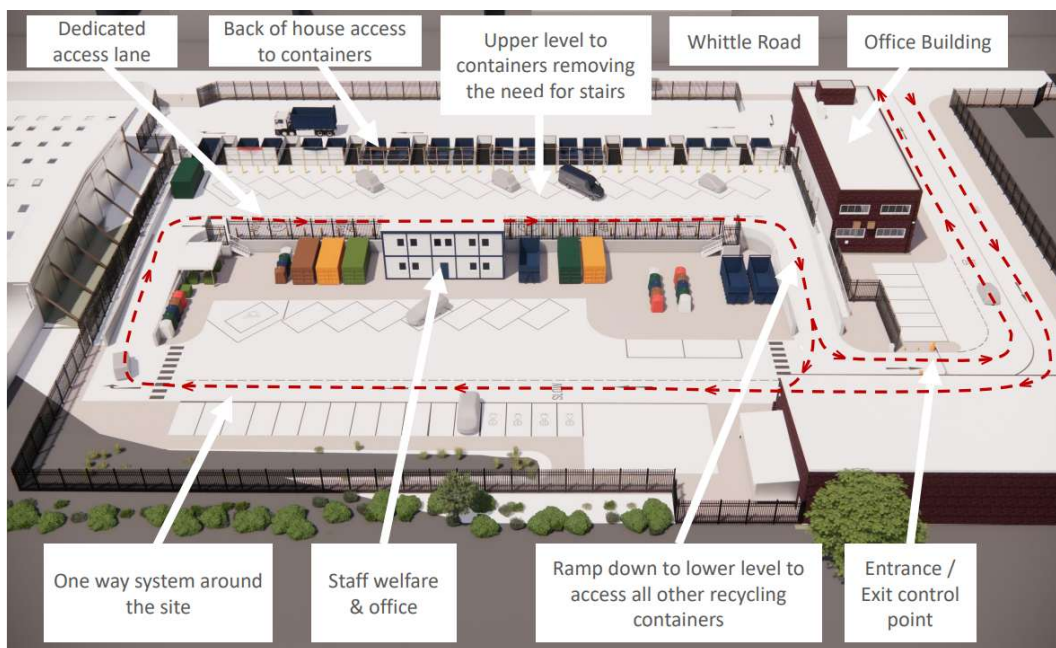
Future options for developing the existing workshops in order to provide a reuse workshop and store, are under review.

2. Financial Plan

2.1 Purchase of Gipping House site – SCC currently has a conditional contract of purchase with the current owner. Planning approval for the project has been gained. The planning approval is subject to meeting conditions relating to possible contamination at the site. The process to discharge these conditions is underway.

Following successful discharge of conditions, SCC would continue to complete the purchase of the Gipping House site.

2.2 Redevelopment of the site – this would involve a major construction project to establish the new split-level RC, the design of which is shown in the visualisation below:



Estimated cost of construction work is £4.5m.

3. Projected Timescales

There is currently no set timeline for the re-development but once planning conditions have been discharged, SCC will secure control of the site and then seek to progress the development with finalised detailed designs and procurement process. It is estimated that construction may take 12-18 months to complete.

3.3 Project Management:

The appointment of contractors will be via SCC procurement process. Project management of the build is yet to be agreed.

Contract payments would be made on the submission of interim payment requests from the contractor, which will have been certified by the project QS.

4. Funding Sources

The total cost of is £6.5m (£4.5m for the construction works) and SCC is making application to both Babergh and Mid Suffolk Authorities for CIL funding towards this total.

Below is the method used to calculate the CIL bid total.

CIL liable approved development within Recycling Centre catchment

Dwellings	Authority	Development Location	Total dwellings per authority
130	Mid Suffolk	Great Blakenham, land west of Stowmarket Rd (Gipping Mill) IP1 0LU (2022/16 – DC/18/01487/RM)	
269	Mid Suffolk	Barham (adjoining Claydon), land off Norwich Rd – north-west of Church Lane IP6 OPS (1856/17 – DC/22/03231/RES - DC/23/01834/DOC Churchfields	
190	Mid Suffolk	Bramford, land east of The Street and Lorraine Way IP8 4JS (DC/18/00233/OUT -DC/21/01220/RM – DC/23/05335 (FP refused) - DC/24/00785/FUL footpath- Lockwood Place	
115	Mid Suffolk	Bramford, land to the south of Fiitzgerald Rd IP8 4AD (DC/19/01401/OUT – DC/21/05669/RM) Church View	704
75	Babergh	Wherstead, Klondyke Field west of Bourne Hill (Bourne View) IP2 8NG (DC/18/00706/HYB–DC/20/00701/RM–DC/22/03404/FUW – withdrawn)	
15	Babergh	Brantham, Brantham Place, Church Lane (Bailye Court) CO11 1QA (DC/18/05177/FUL – DC/20/04099/VAR)	
750	Babergh	Sproughton, land north of A1071, Chantry Vale – Wolsey Grane phase 2 – IP8 3AT (DC/21/02671/OUT)	
22	Babergh	Woolverstone, Main Rd IP9 2FN (DC/20/03247/FUL)FIG210197/2	862
1566		Total both authorities	1566

Expected CIL bids are, therefore:

Mid Suffolk – 704 dwellings multiplied by £143 (current per household rate) = £100,672

Babergh – 862 dwellings multiplied by £140 (current per household rate) = £123,266

Other Funding

Dwellings	Development Location	Contribution
13	Pinewood (Ipswich), Belstead, Sprites Lane, Belstead House - conversion (full) IP8 3NA (B/14/01375/FUL)	£1,020.00
815	Ipswich, land to south of Railway Line & west of Westerfield Road (Ipswich Garden Suburb) Fonnereau IP1 4NP (IP/14/00638/OUTFL - IP/22/00036/REM- IP/22/00459/FULBridge(linkedmatter)- IP/22/00463/REM-IP/23/00977/REM) DOC consultations on notes tab	£70,677.00
135	Pinewood (Ipswich), Belstead House Sprites Lane (outline) IP8 3NA (B/14/01377/OUT - DC/19/01703/DOC - DC/19/01666/RM)	£0.00
135	Pinewood (Ipswich), Belstead House Sprites Lane (outline) IP8 3NA (B/14/01377/OUT - DC/19/01703/DOC - DC/19/01666/RM)	£6,987.00
19	Whitton, Thurleston Lane, Whitton Park IP1 6TJ (2982/15) - Woodland Manor	£969.00
1100	Ipswich, land north of Railway and east of Henley Road (Henley Gate - Ipswich Garden Suburb) IP6 9AU (IP/16/00608/OUT, 20/00306, 16/2592/OUT, 20/1802/ARM, 22/00932/REM, 22/00904/REM - other applications on notes tab)	£95,392.00
15	Ipswich, 57 - 61 Prince of Wales Drive IP2 8RH (IP/20/00367/FUL)	£511.06
173	Ipswich, Grafton Way IP1 1AX (IP/19/00148/OUT - IP/22/00633/REM - IP/22/00523/VC)	£0.00
72	Ipswich, Bibb Way - former BT offices IP1 2EQ (IP/21/00456/FUL)	£4,464.00
72	Ipswich, Bibb Way - former BT offices IP1 2EQ (IP/21/00456/FUL)	£4,464.00
30	Ipswich, 114 Fore Hamlet, Orwell Centre - Hope Church IP3 8AF (IP/22/00482/FUL)	£3,720.00
26	Ipswich, land at Hawke Road, Diesco Ltd site IP3 0JD (IP/22/01014/FUL)	£3,380.00
2797		£191,584

Expected contribution £191,584 of which £0 has been received and £166,069 is subject to viability of Henley Gate and Fonnereau so unlikely to ever be received, leaving total of £21,051.06.

Funding Summary

Source to fund project	Amount
SCC capital funding secured (for land purchase)	£2,000,000
SCC capital funding still required	£4,255,989
CIL Bid to Mid Suffolk Council	£100,672

CIL Bid to Babergh Council	£123,266
Other funding	£21,051
Total Funding required for both Phases	£6,500,000

5. Operating Plan

5.1 Ipswich and all of the other ten recycling centres in Suffolk are currently managed by FCC Waste Management, the contractor operating these facilities on behalf of SCC.

The tender process for the Recycling Centre Contract was a 2 stage Negotiated Procedure, carried out in 2018, with contract commencement in May 2019. The contract period is 8 years, with an optional 8 year extension. The estimated value of the whole RC contract is £3.5m per year, but is variable depending on recyclable material values/costs.

The general upkeep and maintenance of the site is covered within the service requirements of this contractor. In addition to this Suffolk County Council has a small annual revenue budget to cover very minor improvements on an ongoing basis.

5.2 The construction of a new Ipswich RC will provide:

- A brand new, purpose designed facility created with site users in mind
- A raised mezzanine platform to provide residents with an elevated position from which to safely dispose of waste and recyclables
- An easy-to-use layout allowing residents to access clearly marked recycling bays
- Eliminate any need for queuing on the highway
- Removing the need to close the facility to service the containers
- Improving accessibility and increasing capacity
- Introducing greater separation between public vehicles and larger vehicles
- Meet the needs of the growing population it serves for 20+ years.

CIL Expenditure Application Form

Bids over £10,000

1. Organisation(s) proposing the project

If this is a joint project, who will be leading on delivery?

Suffolk County Council

2. Project name

Ipswich Recycling Centre Development – CIL Bid to Babergh DC

3. Project location

Address:

Gipping House, Whittle Road, Hadleigh Rd Ind Estate, Ipswich IP2 0UH

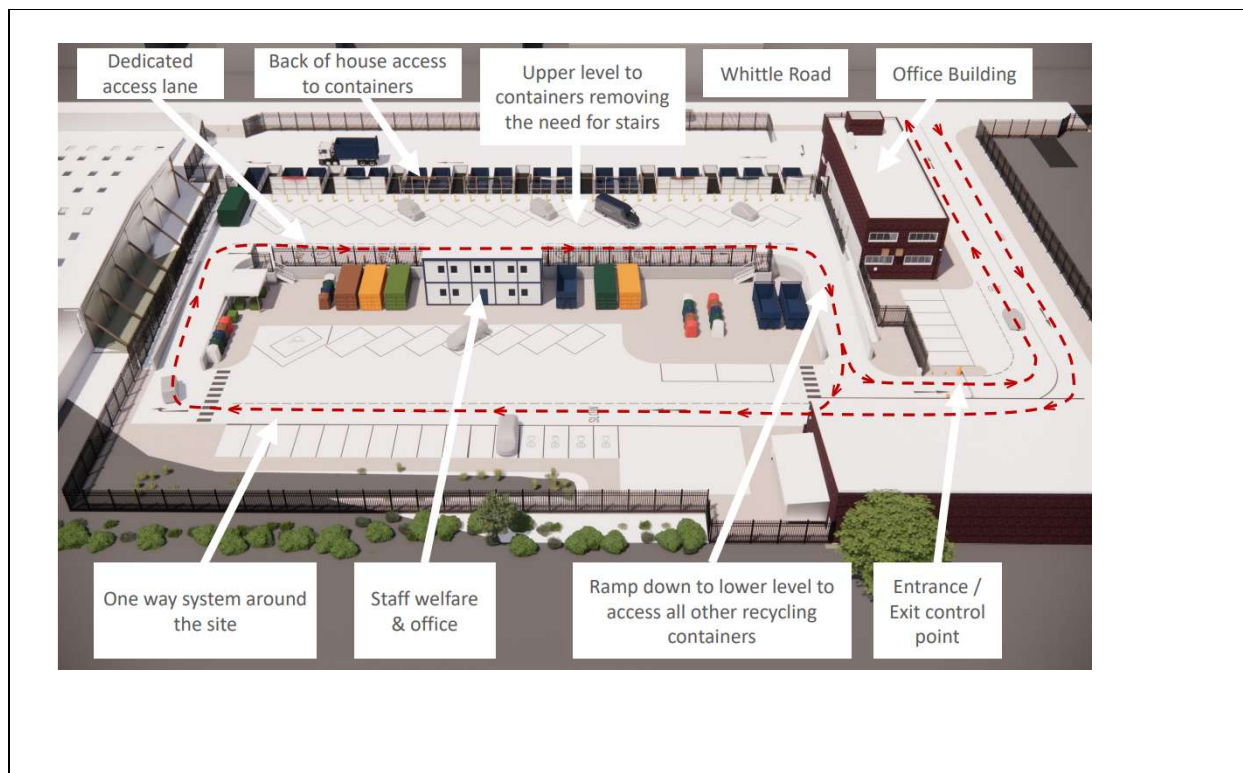
4. Description of proposed Infrastructure

What do you want to provide for the community?

This project is to construct a new Ipswich RC to replace the current site in Portman's Walk, Ipswich.

Redevelopment of the site – this would involve a major construction project to establish the new split-level RC, the design of which is shown in the visualisation below.

More detailed information is contained in the attached Business Case.



5. Project Aims

What is the purpose of the project? What are the community benefits that you want to provide?

To provide a new split level Ipswich Recycling Centre which will:

- Eliminate issues at the current site
- Improve and increase recycling and reuse facilities
- Future proof the recycling service in this catchment area for the next 20+ years

See business case for more information on this project

6. The type of proposed Infrastructure (please tick):

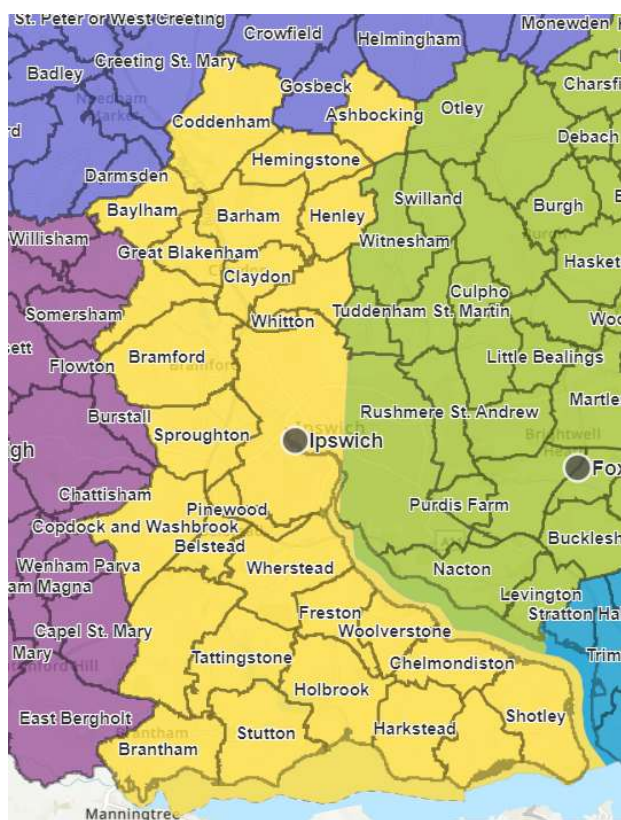
Provision of health facilities	
Provision of leisure and community facilities -	
Provision of 'off-site' open space	
Strategic Green Infrastructure (Bids for EV charging points will be declined, as these will be provided by the District Council)	

CIL Expenditure Application Form

Maintenance of new and existing open space/strategic green infrastructure	
Strategic flooding	
Provision of waste infrastructure	X
Public transport improvements	
Provision of library facilities	
Provision of additional pre-school places at existing establishments	
Provision of primary school places at existing schools	
Provision of secondary, sixth form and further education places	
Church Bids – Will only be considered if evidence is provided detailing need in regards to community use.	

7. Who will benefit from the proposed Infrastructure?

All residents within the catchment area of Ipswich Recycling Centre shown here:



<https://arcg.is/0uXy0S>

See this link for catchment map with District Council boundaries

8. How have you identified need and support?

Please provide details of any community consultation that has taken place and any additional documentation that supports the project e.g. Village / Parish/ Neighbourhood Plan, letters of support from the Parish Council and/or Ward Member. Does the project support growth and/or mitigate existing infrastructure inadequacies?

In March 2024, as part of the pre-consultation engagement process, an exercise took place to show plans for the new recycling centre for Ipswich, proposed on the current Gipping House site.

The consultation ran for 2 weeks, with a dedicated webpage with artist impressions and FAQs.

An information stand was also in Endeavour House Reception area on 5 & 6 March which was manned by officers over the lunch time period.

A briefing session to SCC Councillors was undertaken by Cllr Richard Smith. All relevant District Councillors have been informed of the CIL Bid application.

9. Existing Infrastructure

Ownership - If your application is successful you may need to be able to provide a copy of the land ownership documents.

How do you hold the land or buildings at present?

Freehold ☐ Leasehold ☐ Do not own the land ☒

If you have a leasehold or do not own the land please state the name and address of the owner and the date of expiry of the lease (if applicable).

SCC currently holds a conditional contract of purchase on the Gipping House site. The planning application has been approved conditional to fulfilling the conditions covering any possible contamination at the site.

If you do not own the land, do you have permission from the landowner to implement your project? If so, please provide evidence.

See above

CIL Expenditure Application Form

What is the area (size in square meters (m²) or hectares (Ha)) of the land?

9,363 square metres

What is the existing Infrastructure constructed from and what is the approximate age?

The site comprises a large open plan warehouse and office space which is currently used by Ipswich Borough Council refuse collection, street cleaning, housing maintenance and highways operations. To the south of the warehouse there is a tunnel which provides access to the rear of the building. To the western elevations there is a canopy and dock level loading bays. To the eastern aspect of the site there are further buildings which currently provide workshop space for the Borough Council. The site has approximately 57 parking spaces and 18 HGV parking spaces located to three sides of the building.

The proposal at this site is to remove the warehouse building and construct a split-level recycling and disposal area.

10. Usage of the existing Infrastructure

please give details of the current use (if applicable)

Group/Organisation Name	Number of users per year
The current RC at Portman's Walk, Ipswich is used as per next column:	2022/2023: 86,944 visits 2023/2024: 85,172

(Please continue on a separate sheet if necessary)

What will be the expected increase in users/ new usage after the scheme has been completed?

Group/Organisation Name	Number of users per year
When this project is completed the number of slots available on the booking system will increase and this site will then have the capacity to take the growth expected in the Ipswich RC catchment area which is approximately 18% by 2036.	105,898 visits available a year by 2036

11. General Information

Have you liaised with Building Control and Planning regarding this project?

Please state the name of the officer dealing with this: Andrew Rutter, SCC

If you have Planning Permission please give the reference number – SCC/0056/24IP

If you have Building Regulations please give the Council Building Control reference number or Approved Inspector Details

Please ensure you seek independent advice as to whether planning permission is required before embarking on your project.

Have quotations been sought in respect of the proposed works/equipment? Please note it is recommended that a minimum of three quotes using a common specification should be obtained.

Please submit your Business Plan with this application detailing your tender process and financial information, including three quotes for each element of the project. Please note application forms not accompanied by a business plan will be deemed invalid until one is supplied.

Quotes within the business plan should be provided on the basis of the quote being held static for a 6-month period.

☐ The Business Plan for the total project is attached

12. Please provide a summary of the project costs

(including quotes to substantiate your figures where possible)

Type of cost	£
Construction of new RC at Gipping House site	£ 4,500,000.00
	£
Net Cost	£ 4,500,000.00
VAT	£
Total Cost:	£ 4,500,000.00

13. Funding for this project

(it is very important that you can demonstrate that the funding you are seeking covers the total cost of the project)

Funding Source	Secured Yes/No	If not secured – when will you know	Amount £
Please see funding detail in Business Plan para 4 and summary below			
Amount being applied for from CIL Fund – Babergh DC			£123,266
Total Funding required:			£4,500,000

CIL Expenditure Application Form

Funding Summary from Business Case

Source to fund project	Amount
SCC capital funding secured (for purchase of land)	£2,000,000
SCC capital funding still required	£4,255,011
CIL Bid to Mid Suffolk Council	£100,672
CIL Bid to Babergh Council	£123,266
Other funding	£21,051
Total Funding required	£6,500,000

Has any State Aid been received or offered to your organisation from other Government organisations or other BMSDC funding sources in the last three years? If so, how much? E.g. Local Authority Grants, SCC Locality funds

No

Are you receiving any Voluntary or free services and/or labour to support this project? If so, please provide details:

No

14. Predicted timescale for commencement and completion

When do you expect the project to start and finish? Are there any key milestones or payment stages in which the work will be completed?

Start:

End:

There is currently no set timeline for the construction works, but once SCC secure control of the site and a construction contractor is procured, it may take 12-18 months to complete the work on site.

15. How do you expect the proposed Infrastructure to be maintained/funded in the years following completion of the project?

Ipswich and all the other ten recycling centres in Suffolk are managed currently by FCC Waste Management, the contractor operating the RCs on behalf of SCC.

The tender process for the Recycling Centre Contract was a 2 stage Negotiated Procedure, carried out in 2018, with contract commencement in May 2019. The contract period is 8 years, with an optional 8 year extension. The estimated value of the whole RC contract is £3.5m per year, but is variable depending on recyclable material values/costs.

The general upkeep and maintenance of the site is covered within the service requirements of the contractor who operates all 11 RCs in Suffolk. In addition to this Suffolk County Council has a small annual revenue budget to cover minor maintenance and improvements at these sites.

16. Prioritisation Criteria – Please indicate how your project meets the following criteria

Criteria	Comments
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable	
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	To meet current recycling centre provision objectives set out in Waste Infrastructure Strategy. Supports BMSDC, SCC and Suffolk Waste Partnership recycling and reuse targets and objectives
It represents key infrastructure (essential)	Essential – see para 1.1 of business case attached.
Value for money	This project will be subject to SCC procurement process.
Clear benefits	The project will allow the Ipswich RC to provide improved recycling and reuse

CIL Expenditure Application Form

	services to all residents within the catchment area
Community support	The project will better enable the local community to recycle and reuse their waste more effectively
Deliverability	There is currently no set timeline for construction.
Affordability (from CIL funds)	
Timeliness	There is currently no set timeline for construction.
By releasing CIL money can you achieve infrastructure provision through collaborative spend? (i.e Infrastructure providers PC/TCs BMSDC infrastructure provision or LEP/Government funding)	
Supports housing and employment growth	This project is designed to provide capacity for the growth in the recycling centre's catchment area for the next 20+ years.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	See response to question 15 above.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	This project is in the current IDP
Does the provision of this infrastructure address a current inadequacy in infrastructure terms	Yes – see above information and Business Case

CIL Expenditure Application Form

By releasing CIL funds, it would allow infrastructure to be realised such that CIL funds are like the last piece of the jigsaw puzzle	Yes – funding not currently available for total project
Will the infrastructure be capable of being used by the wider community	Yes
By provision of infrastructure it would unlock further opportunities within the District for housing and employment growth	No
How does this project address green principles (natural/ biodiversity considerations)	The new location of the site is well suited for easy access by site users including those visiting site on foot
How does this project address sustainability principles(sustainable modes of transport including connectivity to cycle paths footpaths)	The new site is on an industrial estate just off Hadleigh Rd and is accessible to cyclists and pedestrians
How does the project address issues of community safety	This project is designed to improve the safe operation of this recycling centre by separating cars from operational vehicles and eliminating the need for using stairways to access containers.
What funding measures are necessary with this project to address state aid implications	None


17. Declaration

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I will ensure any funds not spent once the project is complete or if the project fails to be completed will be repaid to the District Councils.

I declare that I am authorised to make this application and that the information given in this application is correct.

CIL Expenditure Application Form

Signed 	Name Debbie Reeve
Position Service Development Officer	Date 26 March 2025
Telephone 01473260631	Email Debbie.reeve@suffolk.gov.uk

Have you remembered to include the following:

- Application Form ☒
- Copies of any consultation documents (relating to Question 8) ☐
- Estimates/quotes ☒
- Letter of support from Parish/Town Council and/or Ward Member ☐
- Site or Location Plan ☒
- Business Plan ☒

NOTE: Dependent on the proposal, some applications may require additional information to support the application

Submitting your application

Please return the completed forms and supporting documents to:-

CILExpenditure@baberghmidsuffolk.gov.uk

The Infrastructure Team
Babergh and Mid Suffolk District Councils
Endeavour House
8 Russell Road
Ipswich
Suffolk

IP1 2BX

Data Protection Notice

Babergh District Council and Mid Suffolk District Council are Data Controllers for the purposes of the General Data Protection Regulations. Any personal information supplied on this form will be processed in accordance with the principles of the Regulations.

The information may be sent to other Council Departments and other local and government authorities in order to check the information and assess and determine your application.

We may also need to check the information with private sector organisations at a later stage of the application process.

We may also use the information to notify you of relevant council initiatives.

Please see our Privacy Policy for further information www.babergh.gov.uk and www.midsuffolk.gov.uk

Tattingstone Parish Council

SEXUAL AND GENERAL HARASSMENT POLICY

Version 1.0

SEXUAL AND GENERAL HARASSMENT

1 ABOUT THIS POLICY

1.1 This policy outlines the standards Tattingstone Parish Council ('the Council') intends to observe in relation to its compliance with the Equality Act 2010.

1.2 The policy is applicable to all councillors and any employees, partners, voluntary groups, third parties and agents authorised by them.

1.3 The Council shall ensure that all users fully understand its obligations and have undertaken the necessary training to demonstrate compliance with this policy.

2 POLICY

2.1 We recognise that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.

2.2 Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.

2.3 Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

2.4 Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

2.5 We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

2.6 We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

2.7 This policy covers all areas of the Organisation. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Organisation.

2.8 We recognise that we have a duty to implement this policy and all employees are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

3 EXAMPLES OF PERSONAL HARASSMENT

3.1 Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- abusive, threatening or insulting words or behaviour
- name-calling
- picking on someone or setting them up to fail
- exclusion or victimisation
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

3.2 These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

4 EXAMPLES OF SEXUAL HARASSMENT

4.1 Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:

- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
- unwelcome touching of a sexual nature
- displaying sexually suggestive or sexually offensive writing or material
- asking questions of a sexual nature
- sexual propositions or advances, whether made in writing or verbally.

4.2 Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

5 EXAMPLES OF VICTIMISATION

5.1 Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

6 THIRD PARTY HARASSMENT

6.1 The Organisation operates a zero tolerance policy in relation to harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor to the Organisation. All employees are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.

6.2 If we find that the allegation is well-founded, we will take steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:

- warning the individual about the inappropriate nature of their behaviour
- banning the individual from Organisation premises
- reporting the individual's actions to the police.

6.3 In addition to this, the Organisation will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

7 RESPONSIBILITIES

7.1 Employee responsibilities

7.1.2 The Organisation requires its employees to behave appropriately and professionally at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

7.1.3 Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

7.1.4 A breach of this policy by will be treated as a disciplinary manner

7.2 Organisation responsibilities

7.2.1 The Organisation will be responsible for ensuring all members of staff, including seniors and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

7.2.2 We will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.

7.2.3 Where an incident is witness, or a complaint is made under this policy, the Organisation will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner.

8 COMPLAINING ABOUT HARASSMENT AND/OR BULLYING

8.1 Informal method

8.1.2 We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

8.1.3 If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

8.2 Formal method

8.2.1 Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of [insert name] as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses
- any action already taken by you to stop the alleged harassment.

8.2.2 Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to [insert details of alternative person eg the HR manager or confidential reporting details].

8.2.3 On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

8.2.4 On conclusion of the investigation, which will normally be within [insert number] days of the meeting with you, a report of the findings will be submitted to the manager who will hold the grievance meeting.

8.2.5 You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the person hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague [optional, insert where union is recognised – or a union representative] and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

8.2.6 You will be able to put your case forward at the meeting and the manager will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to [insert name] within [insert number] days of receiving the outcome.

8.2.7 If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.

8.2.8 The Organisation is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.

Tattingstone Parish Council

Finance Regulations

Version 1

Tattingstone Parish Council
01 Sept 2025

TATTINGSTONE PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 1st September 2025

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £500;

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.

- 4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council for any items below £2,000 excluding VAT.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds

are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.

- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk/RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council. Any signatures obtained away from council meetings shall be reported to the council the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 15.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Tattingstone Parish Council

Standing Orders

Version 4.0

Date approved	01 Sept 2025
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Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chair of the

meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
-

- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
-

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
-

- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
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 -
- x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.**
- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;

- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one

person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting

of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the

requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's Clerk shall notify the Chair or, if they are not available, the Vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chair or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Council
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's Clerk shall contact the chair or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair or vice-chair, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- H. *If gross annual income or expenditure (whichever is higher) does not exceed £25,000, The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.*

OR

If gross annual income or expenditure (whichever is the higher) does not exceed £200,000, The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area

of the Council.

- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

From: BMSDC Planning Area Team Yellow <planningyellow@baberghmidsuffolk.gov.uk>
Sent: 19 Aug 2025 10:18:26
To:
Cc:
Subject: FW: Base Station Upgrade at Rookery Farm, Ipswich Road Tattingstone DC/25/03204/113027
Attachments:

From: Grace Waspe <Grace.Waspe@baberghmidsuffolk.gov.uk>
Sent: 19 August 2025 09:49
Cc: BMSDC Planning Area Team Yellow <planningyellow@baberghmidsuffolk.gov.uk>
Subject: Base Station Upgrade at Rookery Farm, Ipswich Road Tattingstone DC/25/03204/113027

Good Morning,

Permitted development rights appear to be intact for the sites described and no article 4 directions are in place.

On the basis of the information provided it is the informal view of Planning Officers that the replacement mast proposed at the site listed above, meets the criteria for ‘permitted development’ under Schedule 2, Part 16, Class A of the Town and Country Planning (General Permitted Development) Order 2015, subject to compliance with the conditions of that part of the Order.

The proposed antennae however appear to exceed the limitations set out at Part 16, Class B of the GPDO. Namely, their height exceeds 1.3 metres. Planning permission will therefore be required for these antennae; we welcome your thoughts in this regard.

<https://www.legislation.gov.uk/ukxi/2015/596/schedule/2/part/16/crossheading/class-b-other-telecommunications-development>

Please note this response represents an informal officer opinion, on the basis of the information provided, and does not represent a formal decision, made by Mid Suffolk District Council, as Local Planning Authority. Should such a formal decision be required, the applicant is advised to submit an application for a lawful development certificate.

Kind Regards,

Grace Waspe
She/Her (Miss) ([Why is this here](#))
01449 724528

Planning Officer
Sustainable Communities

Babergh and Mid Suffolk District Councils – Working Together
Endeavour House, 8 Russell Road, Ipswich IP1 2BX

IMPORTANT PLEASE READ

Planning fees are increasing from the 1st April 2025 – please [CLICK HERE](#) to review the new fees.

Our Ref: Tattingstone NP
Your ref: E-mail dated 24 July 2025
Dated: 28 August 2025

By e-mail to: Andrea Mendel (Tattingstone PC), Ian Poole (NP Consultant)

Dear Andrea, Ian

1. Town and Country Planning Act 1990
2. Submission draft Tattingstone Neighbourhood Plan 2024 - 2037

This letter has being sent for and on behalf of Robert Hobbs (Head of Strategic Planning - Planning Policy & Infrastructure). Your email received on 24 July 2025, and subsequent correspondence refers.

Babergh District Council hereby confirm formal receipt of the submission draft Tattingstone Neighbourhood Plan 2024 - 2037 (the 'Plan') and other required documents.

Background

Under paragraphs 5 and 6 of Schedule 4B of the Town & Country Planning Act 1990, the District Council are required to check the compliance of a submitted Plan and the processes undertaken to date with the provisions of the Act and the relevant sections of the Planning & Compulsory Purchase Act 2004. Having undertaken those checks, the Council is also obliged to issue a written statement clarifying compliance or otherwise of the Plan with those provisions. This letter fulfils that purpose.

It should also be noted that it is not the duty of the of the District Council to consider the Plan against the 'basic conditions' set out under Paragraph 8(2) of the Town & Country Planning Act, 1990. That task will fall to the Independent Examiner who we will appoint to consider this Plan.

Our detailed consideration of this Plan against the Town & Country Planning Act, 1990 and the Planning & Compulsory Purchase Act, 2004 is appended to this letter but, in summary, we confirm that:

- This Plan **does** accord with all the provisions of the Planning & Compulsory Purchase Act, 2004 in that; it specifies a plan period; it does not include any provision for excluded development; and it does not relate to more than one neighbourhood area,
- This Plan **does not** comprise a 'repeat proposal' as defined under Paragraph 5 of the Town & Country Planning Act, 1990,
- This Plan **has** been prepared by a Qualifying Body (Tattingstone Parish Council) who are authorised to deliver a neighbourhood development plan,

Cont./...



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

- The submission **does** comprise the relevant documentation required under Schedule 4B of the Town & Country Planning Act, 1990 and as prescribed by Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended), *and*,
- The statutory consultation undertaken to date **does** comply with the requirements prescribed by Regulation 14 of those regulations.

The Tattingstone Neighbourhood Plan can therefore be publicised for consultation under Regulation 16 with a view to subsequently making it available for independent examination.

Proposed consultation start date etc.

The regulations state that we must consult on this draft Plan for a minimum period of six weeks (i.e., 42 days, excluding public holidays). Final preparations for this are in hand and it is our intention to **officially start this exercise on Wednesday 3 September 2025, and to end it at 4:00pm on Friday 17 October 2025**. This will give interested parties 45 whole days to respond and includes a small allowance for what remains of the summer holiday period.

With your help, it has been agreed that we can use the two local public houses - The White Horse, and the Wheatsheaf - as deposit points for printed copies of the submission draft Plan. It was also agreed to have a copy of the Plan available for viewing at the Village Hall.

Andrea, assuming this is OK, the above will be posted to you to arrive in good time. In the same package we will include some copies of our Reg 16 Consultation Notice (for display on any village noticeboards) and some blank copies of our Consultation Response Form. We are also finalising a letter to be sent to the statutory consultees, etc. to bring this matter to their attention. All being well, we also intend to 'soft launch' our consultation on the Tuesday (2 September).

A final thought for now. Have the Parish Council given any thought yet as to whom they might want us to appoint as independent examiner to this Plan. You may wish to be guided by Ian Poole in this matter but, with few exceptions, we have tended to share this work between Ann Skippers and Janet Cheesley. Both are a suitably qualified persons, with a good understanding of both our planning framework and also the style and nature of neighbourhood plans across our two districts.

We trust that the above is clear and helpful but do please ask if there are any questions.

Yours sincerely,

Paul Bryant

Neighbourhood Planning Officer | Planning Policy

Babergh & Mid Suffolk District Councils – Working Together

T: 01449 724771 / 07860 829547

E: paul.bryant@baberghmidsuffolk.gov.uk or communityplanning@baberghmidsuffolk.gov.uk

(Attached: Legal Compliance Checklist)

BABERGH and MID SUFFOLK DISTRICT COUNCILS
NEIGHBOURHOOD DEVELOPMENT PLANS: LEGAL COMPLIANCE CHECKLIST



TATTINGSTONE NEIGHBOURHOOD PLAN 2024 – 2037

	Reference	Test	Comments	Legally Compliant?
1	Town and Country Planning Act, 1990 Schedule 4B, Paragraph 5	Is the plan proposal a 'repeat' submission? (i.e., has the District Council refused a submission under Paragraph 12 or Section 61E or has it failed at Referendum?)	The Tattingstone Neighbourhood Plan (NP) is not a repeat submission.	Yes
2	Town and Country Planning Act, 1990 Schedule 4B, Paragraph 6 (2)(a) and Section 61F	Is the body who submitted the Plan a qualifying body for the purposes of making a neighbourhood development plan?	The qualifying body is Tattingstone Parish Council.	Yes
3	Town and Country Planning Act, 1990 Schedule 4B, Paragraph 6 (2)(b) and Section 61F	Does the plan proposal comply with other relevant provisions made under Section 61F?	The Tattingstone NP complies with other relevant provisions made under Section 61F.	Yes
4	Town and Country Planning Act, 1990 Schedule 4B, Paragraph 6(2)(c) and the Neighbourhood Planning (General) Reg' (as amended) – Regulation 15	Have the qualifying body submitted the following in a satisfactory form: (i) A Map or statement identifying the area to which the Plan relates; (ii) A Consultation Statement setting out who was consulted; how they were consulted; the main issues which arose and how these have been considered and where relevant addressed in the proposed N'hood development plan under Reg 15 (2)(a);	The qualifying body has submitted: (a) A Map identifying the area to which the Plan relates (b) A Consultation Statement which summarises the main issues and concerns raised and how these have been considered and addressed in the proposed neighbourhood development plan.	Yes Yes

	<p>The Conservation of Habitats and Species Regulations 2010 as amended by Schedule 2 of the Neighbourhood Planning (General) Regulations, 2012; and the Conservation of Habitats and Species Regulations 2017</p>	<p>(iii) The proposed neighbourhood development plan;</p> <p>(iv) A statement explaining how the neighbourhood development plan meets the 'Basic Conditions' (i.e., the Town and Country Planning Act, 1990 Schedule 4B, Paragraph 8(2)); and</p> <p>(v) EITHER an environmental report prepared in accordance with Paragraph (2) & (3) of Regulation 12 of the Environmental Assessment of Plans & Programmes Regulations 2004, OR a Statement of Reasons for determination under Regulation 9(1) of the Environmental Assessment of Plans and Programmes Regulations 2004 that the Plan is unlikely to have significant environmental effects.</p> <p>(vi) Where required, information to enable an Appropriate Assessment under the Conservation of Habitats and Species Regulations, 2017.</p>	<p>(c) The proposed Neighbourhood Development Plan</p> <p>(d) A 'Basic Conditions' Statement (<i>NB: It is the Independent Examiners role to determine whether the Plan meets the 'Basic Conditions,' not the District Council</i>)</p> <p>(e) The statutory bodies were consulted on the content of an SEA Screening Opinion and concurred with the finding that the Tattingstone NP is unlikely to have significant environmental effects. Babergh District Council issued a Determination Notice to this effect in April 2024</p> <p>(f) HRA Screening was undertaken and the statutory bodies agreed with the conclusion that no likely significant effects are predicted on European sites, either alone or in-combination with other policies and proposals as a result of the Tattingstone NP. Babergh District Council issued a Determination Notice agreeing with this conclusion in April 2024.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
5	<p>Town and Country Planning Act, 1990 Schedule 4B, Paragraph 6(2)(d) and the Neighbourhood Planning (General) Regulations, 2012 – Regulation 15 (2)(a).</p>	<p>Has the qualifying body complied with the requirements of the Town and Country Planning Act, 1990, Schedule 4B and the Regulations regarding the scope of pre-submission consultation?</p>	<p>The qualifying body has complied with the requirements of the regulations as evidenced within its submitted consultation statement.</p>	<p>Yes</p>

6	Planning and Compulsory Purchase Act, 2004 Section 38A (2)	Does the Plan meet the definition of a 'Neighbourhood Development Plan' in that it sets out policies in relation to the development and use of land in the neighbourhood area?	The Tattingstone NP meets the definition of a 'Neighbourhood Development Plan.'	Yes
7	Planning and Compulsory Purchase Act, 2004 Section 38B (1)(a)	Does the 'Neighbourhood Development Plan' (as defined under Section 38A) specify the time period for which it is to have effect?	The Plan period is given as 2024 to 2037.	Yes
8	Planning and Compulsory Purchase Act, 2004 Section 38B (1)(b)	Does the 'Neighbourhood Development Plan' (as defined under Section 38A) include any provisions relating to 'excluded development' as defined by Section 61K of the Town and Country Planning Act, 1990?	The Tattingstone NP does not contain any policies or proposals relating to 'excluded development.'	Yes
9	Planning and Compulsory Purchase Act, 2004 Section 38B (1)(c)	Does the 'Neighbourhood Development Plan' (as defined under Section 38A) relate to more than one neighbourhood area?	The Tattingstone NP does not relate to more than one neighbourhood area.	Yes

Dated: 28 August 2025

Afternoon Simon,

I hope you had an enjoyable weekend, as promised I have attached the digital version of the accounts.

With regard to the play equipment the preferred provider is action play and leisure (they were also used for phase 1).

This is to provide the following:

Timber Ariel Runway
Swing with 2 flat seats
2 seat toddler swing
59SQM Safergrass matt
removal and disposal of old metal swings, installation etc.

Cost £15257 plus Vat £3051.40 total £18,308.40.

The PF committee would be looking for 25% of the total from the PC with a view of sourcing the rest from Babergh, a letter agreeing in principle for the PC would be helpful.

As discussed there are benefits from this being fronted by the PC in terms of avoiding the need for planning permission and the possibility of claiming back the VAT. However, if having the PC "front" the application is too onerous, the PF committee will as, was the case for phase 1 seek planning permission etc.

Thanks in advance for raising this matter on behalf of the PF committee with the PC.

Regards

Brian