



MINUTES of the PARISH COUNCIL MEETING held on Monday 03 February 2026 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllr D Clarke, Cllr D Hawes, Cllr G Mark, Cllr S Page (acting as Chair), Cllr B Plumbly and Cllr B Stennett

Also in attendance: District Councillor D. Potter, County Councillor S. Harley and 3 members of the public (2 of whom arrived at 7.31pm, during Item 3).

01 OPENING

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

02. APOLOGIES FOR ABSENCE

To note and approve apologies received – Cllrs noted and approved apologies received from Cllrs R Abbott, J Lee A Mendel (Chair) – **aif.**

03. DECLARATIONS OF INTEREST

- (a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct
Cllr Stennett declared an interest in Item 8c.
- (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
Cllr Stennett requested a dispensation to discuss Item 8c but abstain from voting. Cllr Page, as acting Chair, granted the dispensation.

04. MINUTES

To consider and approve the minutes of the previous Parish Council meeting held on 6th January 2025 –

NB: Minutes contain a spelling error of Cllr Plumbly's surname, which was corrected.

Cllr Clarke 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 Stennett - 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 the February report is available with the meeting papers. Cllr Harley highlighted some areas of his report, with no update on the Government's devolution decision, and the Council Tax request being set at 4.99%, and invited questions. There were no questions.



- (b) A written report had been circulated from Cllr Potter and a copy of his February report is available with the meeting papers. Cllr Potter read through his report, which included an update on the Joint Local Plan and the Councils' Home Repair programme, and invited questions – there were no questions.

06. CLERK'S REPORT

- (a) Actions were noted.
- (b) To note correspondence received in January 2025. All for information only.
- 1) geViews Landscaping offers
 - 2) Grant funding available for Suffolk & Essex Coast & Heaths National Landscape
 - 3) Roadworks information for A12 LED lighting works
 - 4) Suffolk County Council Press Release
 - 5) SALC Devolution update
 - 6) Suffolk Climate Change Partnership loft insulation offer (sent on to village FB page)
 - 7) Response from Anglian Water to location of works (Jan 2025 paper)
 - 8) Medequip request for poster in village
 - 9) SALC Devolution White Paper Update / SALC Devolution activities update
- (c) One further quote is needed for hedge cutting.
The village sign needs re-mounting on a new post. Quotes are to be sought for the work.

07. PUBLIC FORUM

- (a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted –
- A member of the public noted that Bentley's Historic Core was a good idea to protect historic areas and could potentially be applied to Tattingstone, in particular to note the former workhouse, churchyard with its workhouse graves and the church itself.
- (b) To receive comments or questions relating to Tattingstone in particular –
- A member of the public noted that there are no signs directing to the village school from any of the main entry points into the village. Enquiries are to be made for the installation of signs.
 - The Domain name for Tattingstone Parish Council's website is due for renewal. Management is to be passed to the Clerk.
 - The light on the south side of Lemons Hill Bridge is not working. This is a longstanding issue and requires notifying SCC Highways, having already been reported. Cllr Harley volunteered to follow this up if a timely response is not received.
 - A member of the public enquired why the SID on Lemons Hill Bridge is not working. Cllr Page explained that the Speed Watch group will rotate the location of the device and it is currently in a different location.
 - An enquiry was made about the expected finish date of repairs to the A137. No date has been given so Highways are to be contacted about an expected date for the works to be completed.
 - There was a problem with parking for the football club when the playing field was too boggy to be used as parking, which resulted in Green Lane becoming clogged with parked cars. This has also been raised by the Playing Field Committee and the football club has been asked to marshal their event parking more effectively.
- (c) To receive questions and comments submitted in writing/email for future consideration by the Council – nothing raised



08. FINANCE REPORT

- (a) To note the balance of accounts as at 27th January 2025.

The balances were as follows:

- Lloyds Account: £45,777.89
- Lloyds Savings Account: £5005.80
- Barclays Current account: CLOSED
- Barclays Deposit Account: CLOSED

Cllr Mark requested that an item be added to the next Agenda to discuss transferring more funds to the savings account.

- (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 Stennett 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 –
- The request from the Playing Field Committee for financial support towards the fete's children's entertainer was discussed. It was noted that the Parish Council provides no other support to the fete and this payment was approved last year. The request was approved for payment from this year's grant fund.

Cllr Mark proposed, seconded by Cllr Clarke and aif (Cllr Stennett abstained)

9. PLANNING MATTERS

- (a) To consider and agree a response to the following planning matters related to Tattingstone
None received
- (b) To note the following decision notices received:
None received

10. VILLAGE MATTERS

- (a) To receive an update from the Playing Field Representative
Cllr Page reported that the Playing Field Committee met on the 24th January 2025, where they received an update from the Treasurer and worked on plans for the summer fete, which is on the 5th July 2025. A request from the cricket club for extra storage facilities was denied. The Committee were asked to prepare their grass cutting invoices to send to the Clerk before the end of April.

11. BENTLEY HISTORIC CORE CONSERVATION EXTENSION

Councillors discussed Bentley's Historic Core document, which was passed to neighbouring parishes for comment. It was noted that Tattingstone has previously supported neighbouring parishes with similar projects.

Councillors voted to support the application.

Cllr Page proposed, seconded by Cllr Mark and aif

12. DATES OF FORTHCOMING MEETINGS at Tattingstone Village Hall:

- (a) The next Parish Council Meeting will be on Monday 3rd March 2025.



Under the Public Bodies (Admission to Meetings) Act 1960, the public were excluded from the meeting due to the confidential nature of the business to be discussed:

13. CONFIDENTIAL ITEM

A confidential item of correspondence was read to Councillors, who noted its content. It was agreed that the Clerk should acknowledge receipt only of the email at this stage.

The meeting closed at 8.27 pm.

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

ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
Feb	4	Spelling correction	RBN
Feb	6(c)	Arrange further quote for hedge cutting	RBN
Feb	6(c)	Enquiries regarding repair of village sign	RBN
Feb	7(b)	Enquire about school sign	RBN
Feb	7(b)	Update management of Tattingstone website	RBN/DH
Feb	7(b)	Re-report broken light on Lemons Hill bridge, follow up if needed	SP/SH
Feb	7(b)	Contact Highways for expected date to complete A137 repairs	RBN
Feb	8(a)	Add item to March Agenda for discussion of savings transfer	RBN
Feb	11	Comment on Bentley Conservation detailing SP support	RBN



APPENDIX A – List of common abbreviations used.

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

Date: 1st March 2025

Email: simon.harley@suffolk.gov.uk

Devolution and Local Government Reorganization Update

The government has now confirmed that Suffolk and Norfolk are included in the Devolution Priority Programme, and have agreed to the request from the Suffolk County Council administration to cancel this year's local elections in May. This means that councils in Suffolk now need to work on proposals for reorganisation to submit to the government by the autumn, with a view to one or more unitary councils serving the county instead of the current two tier system – a county council and several districts/borough councils performing different functions.

Suffolk County Council has announced that it will be proposing one single unitary council for Suffolk, although district and borough councils have been clear that they would prefer two or three. All the councils need to submit their proposals to the government by 21 March 2025.

The plan is for a mayor for Norfolk and Suffolk to be elected in May 2026, along with councillors for new authorities, so the timeline for these changes is very tight. The government has launched a public consultation on proposals to create a Mayoral Combined County Authority for Norfolk and Suffolk, and you can give your views on the proposals by using this link: <https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution>

Suffolk Fire and Rescue Inspection Report

On Monday 10 February, The Home Office published a report of its recent inspection of Suffolk's Fire and Rescue Service. Although the inspection found that the service was good at preventing fires, protecting the public and that it met requirements for responding to major incidents, the report was also concerning as it several areas where the service needed to improve, including improving culture and morale, senior leaders to act as role models and show they are committed to the values of the service through their behaviour, improving communication between staff and senior leaders and making sure employees are confident raising concerns. You may have read in the press recently that the Fire Brigades Union is alleging that Suffolk County Council has made mistakes processing firefighter pay and pensions for years and has not addressed them or listened to employee concerns about the errors.

Suffolk County Council has subsequently announced additional investment of an extra £1.6 million over two years to improve the service, and this proposal will be decided at Cabinet in March. You can read the inspection report in full here: <https://s3-eu-west-2.amazonaws.com/assets-hmicfrs.justiceinspectorates.gov.uk/uploads/frs-assessment-2023-25-suffolk.pdf>

Active Travel Fund Award

Suffolk County Council has been awarded £3.7 million from the government to encourage cycling, walking and active travel across the county, and to make journeys more accessible. This comprises £0.9 million from the Round 5 of the Active Travel Fund, and £2.8 million from the Consolidated Active Travel Fund. The money can be spent on the following schemes: footpaths and crossing points, maintaining existing walking and cycling infrastructure, improving cycle routes and Public Rights of Way, traffic calming, and rail station access improvements. The council is currently considering projects, in accordance with existing identified schemes and priorities.

Changes to Suffolk's Library Service: Moving Back In-House

Suffolk County Council has announced that from 1 June 2025, its libraries service will be moved back in-house. Currently the libraries are run by a local charity, Suffolk Libraries, but negotiations on the new contract have now broken down. The council made the decision to divest its libraries in 2012 and they have been run by Suffolk Libraries ever since then. The council is reassuring residents and library employees and volunteers that no front-line jobs will be cut, that libraries will remain open and there will be no reduction to opening hours. Running the library service had been financially challenging in recent years, especially as there had been no inflationary or other uplifts in funding since 2012 except the council agreeing to provide an extra £720k in May 2023 for that financial year. The council is also keen to reassure Friends groups that money raised for local libraries will still be used for those libraries.

Open letter to Suffolk residents about changes to the library

service: <https://www.suffolk.gov.uk/asset-library/an-open-letter-to-suffolk-residents.pdf>

Open letter to libraries staff and volunteers on changes to the library

service: <https://www.suffolk.gov.uk/asset-library/an-open-letter-to-libraries-staff.pdf>

Local Transport Plan and Area Transport Plans

At Cabinet on Tuesday 25 February, a Local Transport Plan for the county from 2025-2040. The plan is needed by law to access funding from the government for active travel and major transport schemes, and details how the council plans to prioritise walking, cycling and wheeling in town centres to reduce congestion and air pollution. It also describes the projects that will be needed to improve transport links for Suffolk, such as works at Ely and Haughley railway junctions, better public transport, and how to manage the transition from fossil fuels. Also agreed were 15 Area Transport Plans detailing the council's transport ambitions for towns around Suffolk.

You can read the Local Transport Plan 2025-2040 and the fifteen Area Transport Plans

here: <https://www.suffolk.gov.uk/roads-and-transport/transport-planning/suffolks-local-transport-plan>

Follow us on:

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

Instagram - https://www.instagram.com/suffolkqli_group/

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

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

Cost of Living help and advice:

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

Benefits advice and support:

<https://infoink.suffolk.gov.uk/kb5/suffolk/infoink/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>

Simon Harley Suffolk County Councillor for Peninsula Division



TATTINGSTONE

Parish Council

Laburnham Cottage
Stowupland Road
Stowmarket IP14 5AW

Rachel Belcher-Nairn
Clerk to the Council

07713 864505
clerk@tattingstoneparishcouncil.gov.uk

Paper submitted by the Clerk to the Council in advance of the Parish Council meeting on 03 March 2025

Parish Clerk's Report – March 2025

a) To review actions from the previous meeting

MONTH	MINUTE NO.	ACTION	WHO
Feb	4	Spelling correction <i>Completed</i>	RBN
Feb	6(c)	Arrange further quote for hedge cutting <i>Ongoing, 3rd quote in progress</i>	RBN
Feb	6(c)	Enquiries regarding repair of village sign <i>Ongoing</i>	RBN
Feb	7(b)	Enquire about school sign <i>Enquiry sent, awaiting a response. Ref no 509558</i>	RBN
Feb	7(b)	Update management of Tattingstone website <i>Ongoing</i>	RBN/DH
Feb	7(b)	Re-report broken light on Lemons Hill bridge, follow up if needed <i>Completed</i>	SP/SH
Feb	7(b)	Contact Highways for expected date to complete A137 repairs <i>Enquiry sent, awaiting a response</i>	RBN
Feb	8(a)	Add item to March Agenda for discussion of savings transfer <i>Completed</i>	RBN
Feb	11	Comment on Bentley Conservation detailing SP support <i>Completed</i>	RBN

b) To receive items of correspondence

Please see Papers 6b.1 & 6b.2

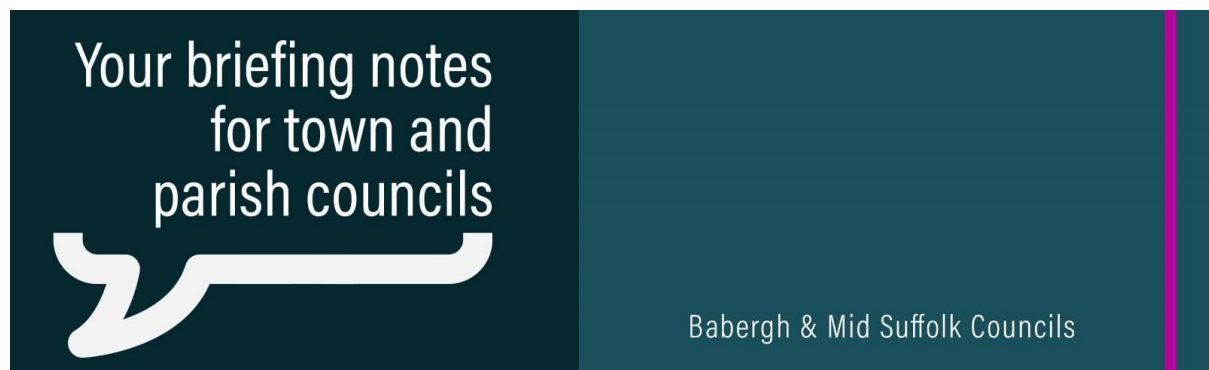
c) To receive an update from the Clerk on any other Council issues

- Please note the revised opening to the agenda re. recording, which was approved by BMSDC's Deputy Monitoring Officer.
- Quotes for hedge cutting are in the process of being obtained, with the following obtained already:
 - o Quote A: £560+VAT (to include tractor, operator etc w/ no waste removal)
 - o Quote B: £1500 (hedge cutter, chainsaw & removal of waste – also includes some tree maintenance)
 - o Additional quote is being sought
- The village sign has been removed until quotes for repair can be compared
 - o Details of repairman have been requested
 - o Social media has been updated with plans for repair
- There is an exploratory SCC meeting on the 17th March to discuss a possible cycle path on the A137

CORRESPONDENCE

- 1) BMSDC Briefing Notes
- 2) BMSDC Spring Clean
- 3) SALC Devolution Update
- 4) Letter from Simon Harley re. Devolution
- 5) SALC Devolution Update
- 6) Email from Daniel potter re. Joint Local Plan
- 7) Email about 12th Man (leaflet available if PC are interested in holding an event)
- 8) SALC Devolution update
- 9) SCC briefing note on Devolution
- 10) Email from Simon Harley with link to Government's latest Devolution document
- 11) Email from SCC re. SCC/0105/22B at Brockley Wood Land off A12 Belstead Suffolk IP8 3JS
- 12) Email from SALC, NALC Award Winners

1.



Councils have ‘no option’ but to review Joint Local Plan after Government’s huge housebuilding hike

Babergh and Mid Suffolk District Councils say a huge rise in housebuilding requirements set by the Government has left no option but to review their Joint Local Plan.

Community groups receive funding to help people ‘live well’ this winter

A total of 25 community projects across Babergh and Mid Suffolk have each received a share of more than £31,000 to keep residents warm, active and connected over winter.

International relations blossom as Tokyo looks to learn from Babergh and Mid Suffolk

Babergh and Mid Suffolk District Councils have hosted a delegation from the Tokyo Metropolitan Government – showcasing their pioneering tree canopy survey.

Funding from Babergh District Council

Various grant windows are currently open, giving community organisations the chance to secure crucial funding to support community projects. For more details, [visit the website](#).

Fuel support information on our website

A fuel support flyer has been published on our website, signposting local resources that could help those struggling to heat their homes. Find it on the [energy, fuel and utilities](#) section of the website.

Babergh’s independent living service

Babergh and Mid Suffolk’s Independent Living Service (ILS) aims to encourage independence at home, by providing a supportive network across the county. We would appreciate any support in [sharing our poster](#) and raising awareness of the scheme.

Half term activities for children

Children across the districts have a wide range of activities to choose from this half term thanks to a programme of events put together by Babergh and Mid Suffolk District Councils.

2.

Dear Sir / Madam

Are you getting ready for this year's Great British Spring Clean?

Every year volunteers across Suffolk, including hundreds in Babergh and Mid Suffolk, go out litter picking to give an area they love a well-deserved 'spring clean'.

If that already includes you, thank you!

We wish people didn't litter, but what you do really does make a difference in keeping our districts clean and tidy.

If your parish or group haven't yet, do you fancy giving it a go?

There are plenty of benefits to litter picking, including:

- staying active
- enjoying the outdoors
- the chance to socialise with neighbours
- the satisfaction of instant results
- giving back to your local community

You can litter pick any time of year. Whenever suits you best, and whether on your own or as part of a group.

Why not do one during the national 'Great British Spring Clean' (21 March – 6 April). You can find lots more information and resources on the Keep Britain Tidy website. <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean/>

We can:

- provide litter picking kits to parish councils and groups taking part for the first time
- put you in touch with your nearest group
- provide rubbish bags
- collect the rubbish after a pick
- or arrange for you to take the rubbish to your nearest recycling centre

All you need to do is let us know how we can support you best.

Simply email us on public.realm@baberghmidsuffolk.gov.uk with the date of your litter pick(s).

Thank you to everyone who has already sent us their litter picking dates for this year.

We love to hear about your events; please do send us some photos that you'd be happy for us to use for promotion, including on social media, to encourage others to take part.

We look forward to hearing all about your litter picks.

Kind regards,

The Public Realm team

Babergh and Mid Suffolk District Councils

3.

- [All Blogs](#)
- [SALC NEWS and BLOGS](#)
- Devolution - Suffolk on the fast track

- Ministers wants Suffolk at the front of the queue
- Suffolk's county, borough and district councils to be abolished
- Work starts on reorganisation plan for new unitary council or councils
- Government proposes postponing county elections to facilitate rapid change
- Mayor set to be elected in May 2026

Suffolk's 50-year-old two-tier council structure is set to change with the government proposing to abolish county, borough and district councils and replace them with a new unitary council arrangement and a directly elected mayor.

Under the proposals, all six of Suffolk's district, borough and county councils would be disbanded and just one authority would provide all councils services in an area. The government argues that unitary councils can deliver better outcomes for residents and save money that can be reinvested into public services.

[Read the full news story here on Suffolk County Council's website](#)

4.

Your Last County Councillor writes:

Council Reorganization confirmed for Suffolk and Norfolk!

The Government have just confirmed cancellation of the County Council elections due in May this year in preparation for Unitary authorities replacing the current structure of County and District Councils. It is not an exaggeration to say I will be your last County Councillor!

Your District Councillors will also be replaced (probably by one Unitary Councillor covering the area and roles currently covered by myself and 4 District Councillors).

While there are obvious benefits to having a 'one stop shop' for all things local government, the flexibility at local level will be lost and decisions made from afar by the Strategic Authority of Norfolk and Suffolk. Instead of flexible, locally based District Councils there will likely be only one Council covering the whole of Suffolk.

There are also concerns about local Democracy:

Green Party Co-Leader Adrian Ramsay MP has responded saying: "It's hard to think of anything more anti-democratic than cancelling elections ahead of a significant change in local democracy. It's straight out of an authoritarian playbook.

"How can the Government claim an electoral mandate for these major changes if those most impacted see their elections cancelled?

"The Green Party is urging the Government to protect democracy, allow these long-planned elections to take place and get around the table with elected representatives of all parties to discuss how to make devolution work for people in local areas across the country.

"We want decisions closest to where they have the greatest impact with significant devolution of powers and funding from Westminster. That is the way to keep the vital connection between the politicians making decisions and those affected by them and avoid further alienation from the political process. The imposition of huge, remote councils against the will of local people would fly in the face of local democracy."

I am happy to continue to represent the people of Peninsula at County level and will continue to ensure that local voices are heard and local concerns dealt with appropriately.

I have had some emails asking me to resign in protest and trigger a by-election, but it is not clear who are orchestrating these.

While there would undoubtedly be some satisfaction in doing so, I don't believe this would best serve my constituents who will also note that I have been vocal in protesting about this assault on local democracy and spoke about this in the debate in Council on 9th January.

As a member of the Opposition who are greatly outnumbered my resignation at this stage would, I believe, be counterproductive and I will continue to do my best to work for the best interests of my residents as a member inside the Council.

Simon Harley

County Councillor for Peninsula Division

5.

Devolution

last updated 13th February 202

WELCOME to the SALC information page designed as a reference point that allows town and parish councils and parish meetings in Suffolk remain connected with devolution / local government re-organisation.

On 5th February 2025 it was announced that Suffolk is on the new fast-track Devolution Priority Programme (DPP) resulting in an election of a Mayor (covering Suffolk and Norfolk) in May 2026.

Timeline

25th March is the deadline for submission of "interim" plans - see full details in letter to Suffolk below.

Business as usual

Is to continue across the public sector

Elections

2025 County Council elections have been postponed

Engagement

The letter to Suffolk sets out expectations including proactive collaboration and wide engagement with local partners, stakeholders, and residents

A letter from Government (see below) to Suffolk contains more details on developing plans for re-organisation, supporting places through change, timelines and next steps for interim plans and full proposals. We encourage our members to familiarise themselves with this framework.

Consultation

Government is consulting on proposals to create a **Mayoral Combined County Authority**

[LINK TO CONSULTATION PAGE](#)

Letter to Suffolk

Read the letter from Government dated 6th February to Leaders of two-tier councils in Suffolk.

[LINK TO THE LETTER](#)

Suffolk CC

Access their dedicated page containing information and press releases.

[LINK TO SUFFOLK DEVO PAGE](#)

FAQs

Visit the LGA devolution and local government re-organisation hub which includes FAQs

[LINK TO THE LGA HUB](#)

White Paper

Access the Government White Paper - Power and Partnerships : Foundations for Growth

[LINK TO THE PUBLICATION](#)

SALC - representative role

Working closely with the SALC Board, we have undertaken a stakeholder mapping exercise to help us identify who we need to engage with on your behalf to effectively influence decisions impacting the sector. We have categorised these stakeholders into groups to help us foster collaboration, gather insights and advocate the needs of local councils.

The resulting communication strategy has already commenced - we will **inform** to raise awareness and ensure information is cascaded, we will **consult** to ensure we have a wide range of perspectives and explore collaborative opportunities, we will use that insight to **influence** change and engage and inform **decision-makers** to help shape policies affecting local councils.

[Sharing approach and experience - Chippenham Town Council](#)

[transfer of assets and services](#)

[SALC meetings with local MPs](#)

6.

Good afternoon Parishes,

From my latest Parish Report I included the necessity for the Joint Local Plan parts 1 and 2 to be altered in accordance with national government housing targets. I can now update since the report how this has been tweaked and what the timetable is for review of the JLP.

- Scoping and participation stage, including minimum four-month notification of Plan commencement – March 2026 to July 2026 (minimum four months).
- Plan visioning and strategy development including first public consultation – August 2026 to March 2027.
- Evidence gathering and draft the Plan – April 2027 to December 2027.
- Second public consultation, proposing changes and submission of the Plan – January 2028 to June 2028.
- Examination of Plan including additional three months for Main Modifications (no more than 24 months after commencing the Plan) – July 2028 to March 2029.
- Adoption – April 2029

There is due to be a full report which will become available for the full Babergh Council meeting next Tuesday.

Best wishes,

Cllr Daniel Potter

District Councillor for Orwell - Green

7.

Good afternoon,

I am getting in touch with you as a parish council to share the details of a project that has been funded by Ipswich & East Suffolk Alliance to support discussions and raise awareness about mental health.

The 12th Man, has been engaged to deliver mental health conversations to local groups, organisations, clubs and employers and we would like to offer your parish council the opportunity (at no cost to the parish council or attendees) to or host one. If this is something that is of interest to you and you would be keen to start the conversation, please either come back to myself via return email or make contact direct with Tim Guy of The 12th Man (he has been Cc'd into this email).

Attached are details about 12th Man and the offer.

I am happy to take any questions or queries you may have.

Regards,

Gareth

Gareth Moir

Integration & Partnership Manager (Babergh & Mid-Suffolk)

Ipswich & East Suffolk Alliance

8.

Dear all

Consultation - details have just been published today of the government consultation on proposals to create a Mayoral Combined County Authority across Norfolk and Suffolk. The deadline is 13th April 2025. [Use this link to find out more.](#)

We have also been busy over the last couple of weeks including hosting a larger town council session this morning where we heard from the leader of Chippenham Town Council, Cllr. Desna Allen, on the town's experience in 2019 in relation to the transfer of assets and services.

The session included larger town representatives from across the UK and it was extremely interesting with many sharing similar thoughts. [A copy of the recording, slides and summary headlines is available here.](#)

We have decided to utilise our area forums coming up to focus on the topic of devolution generally. We want to use the opportunity to listen to our members and add these thoughts to data we are capturing. We encourage councillors / clerks to attend - [details available here.](#)

I have managed to meet with a few MPs as planned over the last couple of weeks and more in the diary. Details of my approach to those conversations is [summarised here.](#)

Working closely with the SALC Board we have undertaken a stakeholder mapping exercise to help us identify who we need to engage with on your behalf to effectively influence decisions impacting the sector. Communications with those groups and organisations has now commenced to ensure our sector is on the radar now and throughout this process.

Finally, we are consolidating information onto our dedicated devo page which has been re-designed to ensure it remains a useful resource. [Access the page using this link.](#)

Sally Longmate,

SALC CEO

**Briefing on the English Devolution White Paper
for Town and Parish Councils in Suffolk, following Deputy Prime Minister and
Secretary statements to UK Parliament on 5 February 2025**

Useful links

[Devolution revolution: six areas to elect Mayors for first time - GOV.UK](#)

[Written statements - Written questions, answers and statements - UK Parliament](#)

Introduction

This briefing updates the previous note (shared on 20 January 2025) on two key central government policies in relation to local government in Suffolk: devolution and local government reorganisation (referred to together in this briefing as 'D&LGR').

On 5 February 2025, the Deputy Prime Minister and Secretary of State for Communities, Housing and Local Government made a verbal statement to the House of Commons announcing Suffolk as one of the areas to be fast-tracked for D&LGR and outlining the next steps in implementing the government's ambitions.

As one of six areas across England included in the government's Devolution Priority Programme (DPP), Suffolk is on course to implement the biggest change to local government arrangements for over 50 years.

What is the Devolution Priority Programme (DPP) and what does inclusion on it mean for Suffolk?

Many areas expressed interest in being included on the DPP. The Deputy Prime Minister announced that six were successful. These are:

- Cumbria (Cumberland Council, Westmorland and Furness Council)
- Cheshire and Warrington (Cheshire East Council, Cheshire West and Chester Council, Warrington Borough Council)
- Greater Essex (Essex County Council, Thurrock Council, Southend-on-Sea City Council)
- Hampshire and Solent (Hampshire County Council, Portsmouth City Council, Isle of Wight Council, Southampton City Council)
- **Suffolk and Norfolk (Suffolk County Council, Norfolk County Council)**
- Sussex and Brighton (East Sussex County Council, West Sussex County Council, Brighton and Hove City Council).

Being part of the DPP means that Suffolk is on a fast-track timeline to securing D&LGR. This means preparing for inaugural elections for a mayor (covering Suffolk and Norfolk) in May 2026 and submission of business cases for LGR to the minister by 26 September 2025.

How will devolution happen in Suffolk?

The White Paper was clear on the government's preference for devolution to mayors and the written ministerial statement reiterated that:

"The government sees devolution as a new way of governing, rooted in the principle that people who have a stake in a place should be the ones shaping it. It will be crucial to delivering our commitment to bring growth and opportunity to communities across the country. This is the first step on delivering on our promise to move power out of Westminster and putting power where it belongs – into the hands of local people.

Every place has something to benefit from devolution, whether it is more regular bus services, more affordable housing, or the simple fact that local people will have a local champion with regional influence. Mayors, regardless of political stripe, have a proven track record of delivering growth."

The first step in the devolution process is the [government launching a consultation across Suffolk and Norfolk](#) to enable local residents, businesses and partners to have their say on the government's approach to devolution and its proposed benefits.

Why is the government pursuing LGR?

The Deputy Prime Minister addressed the government's reasoning for LGR in her statement to the House of Commons:

"The government is also focused on fixing the foundations of local government, with simpler and more effective structures and a reduction in unnecessary layers of bureaucracy. Through a national programme of ambitious local government reform, the government will cut waste and improve accountability, ensuring taxpayers get value for money from their services."

Where county and district/borough councils provide local government functions between them, unitary councils remove that arrangement and create a single council that provides all local government functions in an area. Sometimes this is a single council across a county area (e.g., North Yorkshire), sometimes this is more than one council within a county area (e.g., Cheshire). At this stage, no decision has been made about whether Suffolk would have one, two or even three unitary councils. There is no change to existing parish and town councils' boundaries or structures.

What changes are proposed for local government in Suffolk?

The proposals are in two parts. The first is devolution, where a mayor for Suffolk and Norfolk would be directly elected in May 2026 and have powers and funding given to them by the government to improve lives in the two counties. They would head up what is called a Mayoral Combined County Authority. They would only be responsible for strategic policy areas like transport infrastructure, economic development, health improvement and blue light services – along with devolved government funding to deliver positive change. This would be separate from any unitary council(s) and the mayor would not be in charge of delivering public services that are the responsibility of local authorities – like waste collection, repairing potholes and care services.

The second change is the complete reorganisation of Suffolk's 50-year-old two-tier council structure into a more streamlined system with one, two or maybe even three unitary councils which deliver all public services in their defined areas.

What does the announcement mean for the elections scheduled for Suffolk County Council in May 2025?

The Deputy Prime Minister and minister stated that for some areas, scheduled elections would be postponed. The minister's written statement highlights:

"The government agrees that for eight council areas, postponement is essential for the delivery of the Devolution Priority Programme and complementary reorganisation

(Norfolk and Suffolk; Essex and Thurrock; Hampshire and the Isle of Wight; East Sussex and West Sussex).

The Minister wrote to all of Suffolk's council leaders, stating:

"As your area has been successful in joining the Devolution Priority Programme, we will be working with you toward an election for the Mayor of the Strategic Authority in May 2026. To help manage these demands, I have decided to make legislation to postpone the local elections in your area from May 2025 to May 2026. My department will work with your area to take forward both devolution and reorganisation to the most ambitious timeline possible."

This follows long standing precedent in areas that have transitioned from 'two tier' to unitary local government where elections have been postponed to facilitate that transition, for example, North Yorkshire, Cumbria and Somerset.

How might Town and Parish Councils be affected?

The structural changes arising from LGR will change county and district/borough councils; however, they will not impact town and parish councils.

Town and parish councils will be important stakeholders, particularly as a voice for local communities. Although the government will lead on consultation for the devolution and LGR processes, there will be engagement with town and parish councils to help develop councils' LGR proposals.

What happens next?

[The government has now launched a consultation on the potential benefits of devolution and a mayor in Suffolk and Norfolk.](#) This consultation will last until 13 April 2025 at 23:59.

At the same time, the county, districts and borough councils in Suffolk will begin preparing proposals for LGR that will also include engagement with town and parish councils and other key local partners.

Interim plans for LGR must be submitted to government by 21 March 2025. Final LGR business cases by 26 September 2025.

10.

Dear Parish Councils,

Please see the link below to the Government's latest document on Devolution.

<https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution/norfolk-and-suffolk-devolution-consultation>

You will note that the local elections are only planned to be postponed for 1 year to May 2026 but clearly there is a lot to do before then!

I will keep you updated as I hear more.

Yours,

Simon Harley

Suffolk County Councillor Simon Harley

Green, Liberal Democrat, and Independent Group Spokesperson for Public Health & Biodiversity simon.harley@suffolk.gov.uk

11.

Good Morning

You were consulted by Suffolk County Council on 19 September 2024 for Planning Application Ref: SCC/0105/22B at Brockley Wood Land off A12 Belstead Suffolk IP8 3JS

For: Extraction, processing and sale of sand and gravel, processing of inert waste materials with associated plant and related sales, access works, phased restoration using inert recovered materials and aftercare plan

The application will be presented to Suffolk County Council Development & Regulation Committee on Tuesday March 2025 starting at 10.00 am, at Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

You are invited to attend and/or if you wish to do so, to speak at the Committee.

The committee report on the Planning Application is available to view at:
<https://committeeminutes.suffolk.gov.uk/HomePage.aspx>

Information on the Committee including dates and start times is available through the following link:
<https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/committees/development-and-regulation-committee>

If you wish to speak at the Committee please use the link below and follow the instructions:
<https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/apply-to-speak-at-a-public-meeting>

Many thanks

Planning Section

Growth, Highways & Infrastructure

Suffolk County Council | Endeavour House | 8 Russell Road | Ipswich | IP1 2BX

12.

Dear all

I am delighted to announce that SALC were announced as the County Association of the Year yesterday at the NALC Star Council Awards, held in London.

The team and the SALC Board very much welcome this recognition which was as a result of working collaboratively with Suffolk County Council to co-produce our publication "Getting to Grips with NSIPs" launched in November 2023. Our extended thanks to those councillors and officers who contributed to this piece of work back in 2023, when accepting the award I made reference to the challenges these projects bring.

We also recognise that this work is a small step towards what our sector needs in relation to these major projects, but it highlights in particular key messaging around the role of communities and we will continue to advocate that more professional support is needed in this regard.

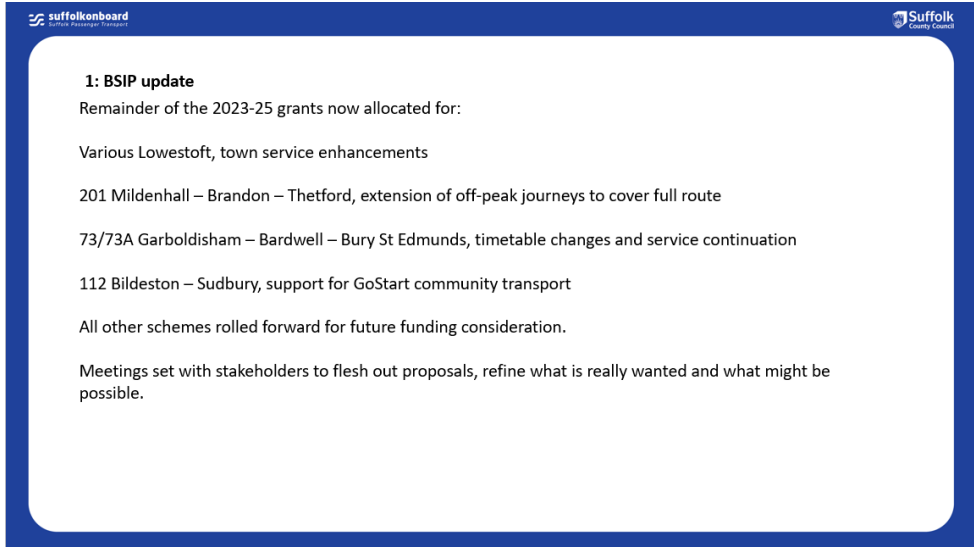
We weren't the only ones in Suffolk recognised for their outstanding contribution to the sector, Odile Wladon from Stradbroke Parish Council was also a finalist for Clerk of the Year. It was a great feeling to have Suffolk firmly on the map at the event yesterday, and a great achievement to be a finalist in these national awards.





[VIEW OUR NEWS STORY HERE](#)

Sally Longmate,

SALC CEO

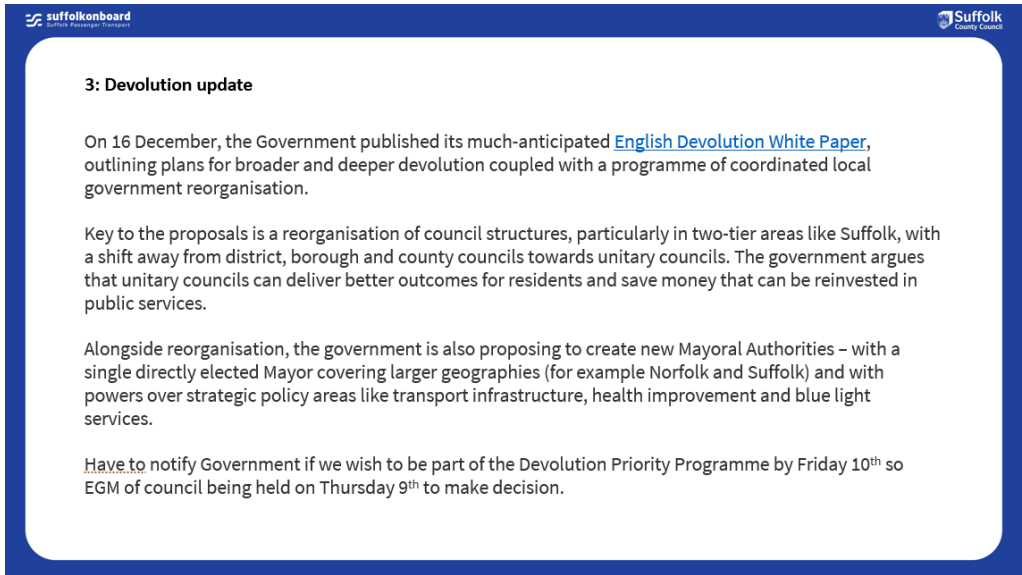
Title of Meeting:	Suffolk Enhanced Partnership Passenger Group Meeting
Purpose or Mandate:	A collaborative approach to improving passenger transport
Date:	8 th January 2025
Place:	Teams Meeting
Time:	1400 - 1500
Attendees:	Simon Barnett (SB) – SCC Passenger Transport Stuart Northcott Vivienne Klimowicz (VK) – Stoke by Nayland Parish Council Andrew Turner (AT) – Westleton Parish Council Tom Hatrick Elmswell Parish Council Alison Cackett (AC) – Halesworth Town Council George Wall – DWP Partnership, Coastal Cluster Graeme Mateer (GM) – SCC Transport Strategy Toni Wisby (TW) – Stradbroke Parish Council Pauline Smith – Bardwell Parish Council Bryan Frost (BF) – Trimley St Mary Parish Council Richard Walker (RW) – Kersey Parish Council Virginia Tuck – Bildeston Parish Council Toby Warren John Harvey Peter Hulbert (PH) - Newmarket Town Council Sue Perry – West Suffolk District Council Alan Braithwaite (AB) – Monks Eleigh Parish Council Jeremy Muller – Lidgate Parish Council Hadleigh Town Council
Apologies:	Cllr James Finch – SCC John Dawson – Clopton Parish Council Gerry Shrimpton – Shimpling Parish Council Chris Carter – Kentford Parish Council Lewis Boudville – SCC Transport Strategy
Minute taker:	Robert Kemp

Agenda item	Description	Information/Reports/Comments
1.	BSIP funding – final route enhancements and general progress	<p>SB – the remaining amount of BSIP funding has now been scored and allocated. We have money coming forward for next year so am in the process of setting up meetings with everyone that's put a bid in, in order to refine those bids. We want to make sure we represent what people really want and getting the best out of what we're doing.</p> <p>ACTION – if anyone that has put a bid in and hasn't been contacted please get in touch.</p> <div data-bbox="491 645 1469 1189">  <p>The screenshot shows an email from Suffolk County Council. The subject is '1: BSIP update'. The body text states: 'Remainder of the 2023-25 grants now allocated for: Various Lowestoft, town service enhancements. 201 Mildenhall – Brandon – Thetford, extension of off-peak journeys to cover full route. 73/73A Garboldisham – Bardwell – Bury St Edmunds, timetable changes and service continuation. 112 Bildeston – Sudbury, support for GoStart community transport. All other schemes rolled forward for future funding consideration. Meetings set with stakeholders to flesh out proposals, refine what is really wanted and what might be possible.'</p> </div> <p>VK – you said bids would be carried forward. Has ours been carried forward or extended?</p> <p>SB – anything that hasn't been funded so far will be carried forward and rescored with a view to it being considered with the new funding.</p> <p>AT – we had a bid that was rejected and have seen some communication with our clerk about a meeting. Have they responded?</p> <p>SB – not as yet.</p> <p>TW (via Teams chat) - Is it too late to ask High Suffolk to continue with application for BSIP2? Thank you.</p> <p>SB – no, it's not too late.</p>

2.	Funding for 2025/26	<p data-bbox="491 194 544 226">SB -</p> <div data-bbox="491 264 1469 804">   <p data-bbox="571 331 703 353">2: Future funding</p> <p data-bbox="571 387 1342 432">2025/26 Local Authority Bus Grant allocation now announced, payments per county based on a formula rather than competitive bidding:</p> <p data-bbox="571 454 1353 477">Revenue: £2,805,076 (have been told this is higher than formula calculated because of the SOAP process)</p> <p data-bbox="571 499 715 521">Capital: £5,229,805</p> <p data-bbox="571 544 715 566">Capacity: £125,000</p> <p data-bbox="571 589 1382 656">DfT have stated we will have to submit an update to the Overview Table from the 2024 BSIP update by the end of March, but no other detail on how we can spend the money yet. Intention is that there will be annual or multi-year allocations based on a formula rather than competition between LTAs for funds.</p> <p data-bbox="571 678 1342 723">All current unfunded schemes will be carried forward for consideration with the new funding, but SOAP portal remains open for new ideas.</p> <p data-bbox="571 745 1302 768">Scoring matrix to be updated over the next couple of months to reflect the revised BSIP ambitions.</p> </div> <div data-bbox="491 875 1469 1417">   <p data-bbox="571 943 842 965">2: Future funding – Capital schemes</p> <p data-bbox="571 999 1257 1021">It has been around 10 years since we last had a capital budget for bus-related infrastructure.</p> <p data-bbox="571 1043 1106 1066">Pipeline of Ipswich schemes being finalised, but what else could we do?</p> <p data-bbox="571 1088 1265 1111">SOAP-style process for parishes to request stop improvements – kerbs, shelters, RTPI screens.</p> <p data-bbox="571 1133 810 1155">Refresh of current RTPI screens.</p> <p data-bbox="571 1178 1334 1200">Travel data – roll-out of Tap-on, Tap-off readers and back office system to make use of the information.</p> <p data-bbox="571 1223 659 1245">Travel Hubs</p> <p data-bbox="571 1267 914 1290">Bury St Edmunds, Lowestoft – what's needed?</p> <p data-bbox="571 1312 746 1335">Passenger Information?</p> </div> <p data-bbox="491 1462 1501 1709"> SB – have now had the T&C's from DfT as to what we can actually spend the money on. It's much the same as the current funding in that we can do what we like with it as long as it's bus related, and that includes Community Transport. We can contribute some of the money to wider schemes such as, for example a bypass, so long as it can show it benefits the bus. The portal is still open for new ideas for capital spend, such as new bus stops, shelters etc. </p> <div data-bbox="491 1749 1517 1783" style="background-color: #f0f0f0; padding: 5px;"> <p>ACTION – submit any capital spend ideas to the portal.</p> </div> <p data-bbox="491 1821 1457 1888"> RW – we have the demand responsive project being set up in the area. Is the previous funding going to flow through or is there a supplementary bid needed? </p> <p data-bbox="491 1928 1501 2098"> SB – everything that we've already announced has been given funding for 2 years. The fact it hasn't been spent yet isn't a problem. The new services that have been mentioned, we've only been able to give 1 year funding as that was how much was left in the remaining budget. The intention is to give them some of the new money to effectively give them 2 years funding. </p>
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	<p>Everything that has been funded by BSIP will be given the same two years funding and equal chance to get up and running and become viable.</p> <p>RW – if we want to put something else in for infrastructure improvements as there's not much in terms of bus stops along that route, is that a new bid or something to talk about separately?</p> <p>SB – if it's to support the existing bid then it can be an addition to it. If it has wider implications for the parish, ie a new stop for multiple services then a new bid would be needed.</p> <p>AC – with new bids, if Halesworth Community Transport wanted to bid, does that have to be for a new project or to support what they're already doing?</p> <p>SB – there has to be an element of newness about it. We are allowed to use it to support existing services that would be at risk but the DfT will still want to see an improvement rather than maintaining the status quo. Prime example of this is the Bardwell Parish Council bid. Basically keeping things as they are but changing the timetable to get a better end of the day service for people to use to get to work. It counts as both existing and improvement.</p> <p>AC – I was thinking of a possible Sunday service to Southwold. I'm assuming we'd need support from the town council?</p> <p>SB – yes ideally the town council and county councillor.</p> <p>SB – we will be revising the scoring matrix slightly as the current one used was based on the original BSIP categories that aren't in the new BSIP.</p> <p>BF – our scheme was rejected even though had support from nine county councillors. Are there arrangements for feedback to those rejected so we can learn the lessons for next time.</p> <p>SB – Yes, and yours isn't necessarily rejected at the moment, just waiting on involvement from the operator as you hadn't discussed this with them before putting in the bid. We're going through that process now before we make the final decision.</p> <p>TW (via Teams chat) - The problem with timed funding is people just start taking advantage of a bus (eg get a job, join a charity shop, become a care on a regular basis, go to a club etc, when the funding stops and possibly the service. People build up what they do on the services available, and this takes time.</p> <p>SB – fully appreciate that. We've only got a certain amount at the moment although DfT have indicated that they're looking to give us similar amounts in the future.</p> <p>TW (via Teams chat) - New people, considering coming to an area, especially with families, are not going to choose to move to places without transport so their children can go places apart from school.</p> <p>SB – totally agree, you need services to be in place before you make a decision to go and live somewhere.</p>
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		<p>SB – on the funding point, DfT have indicated that they’re looking to give similar amounts in the future with payments based on a formula rather than competing against other LA’s. We’ll be making the point that giving money to people that already have lots of services isn’t necessarily the right way to get more people on buses. Is it much better to have a service where there isn’t one at the moment then doubling the frequency on one that already exists? We’re looking at both options. We’ve been told that the amount of money we received is larger than we should have based on the formula because of the way we’ve engaged with you and the operators.</p> <p>VK – you mentioned new criteria, any clue what that will be?</p> <p>SB – best to read the current BSIP update but once we’ve refined what we want we’ll let you know but don’t let that put you off putting a bid in.</p> <p>TW (via Teams chat) - The transport plan for Suffolk was mainly focused on Ipswich and town areas, plus Copdock.....there was nothing for High Suffolk and less populated areas.</p> <p>SB – it’s been a long time since we’ve had capital money for stops and shelters etc. We’ve been working on ideas for Ipswich but looking to widen that out. The main problem areas for congestion however is in the towns as that’s where there’s more traffic.</p> <p>If there are things that can be done in rural areas then they can go on the list, so put your requests in for infrastructure on the same forms.</p> <p>ACTION – submit bids for new/updated infrastructure</p> <p>SB – we’ll also be considering a refresh of our real time screens; are they in the best locations, should there be more rurally? Tap on/off card readers for every bus so passengers can pay by card and we’ll get better data on where people are actually travelling.</p> <p>We’ll also be looking at travel hubs so if anyone has anywhere, such as a village hall that could be used as an interchange with some RTPI/shelter then let us know.</p> <p>PH – can anything be considered for Sunday’s and Bank Holidays.</p> <p>SB – we’d be willing to consider them but in the past these services have been put on but no one has used them so they’ve been pulled.</p> <p>PH – wouldn’t be looking at a full service, just something.</p> <p>TW (via Teams chat) - How does the criteria link to village size, facility for the area, etc? For example Stradbroke offers a library, WI with dance class, book clubs, etc, cheap cafe on 2 days a week inc a dementia cafe once a month, Leisure Centre and swimming pool plus pilates and exercise classes, Yet people can't get here and back by bus compared to nearby tiny villages that have more bus services and to more places</p> <p>But the operator wants to do more but can't afford to train more volunteers over 70 in order to have enough drivers for a mini bus, even though they have applied in the past. (I will send details)</p>
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		<p>SB – at the moment it's based on the number of places a new or improved service would cover, so if there are 3 – 4 parishes working together it would score higher than just one. Looking at expanding the criteria to include different types of facilities as they're the key drivers for people to use the bus.</p> <p>SB (via Teams chat) - That sort of local knowledge is exactly what I'm trying to capture.</p> <p>AB – thanks to the funding we've been working towards demand responsive transport. About to run a pilot with a software provider to see what the demand would actually be in the area. That includes engaging with the local community transport operator. This process is also being done in Surrey and Hampshire.</p> <p>SB – one of the officers from Hertfordshire is up in front of Parliament giving evidence on how they've set this up.</p>
3.	Devolution update	 <p>SB – an extraordinary meeting of the Council is happening to decide whether Suffolk wants to be included in the early stages of this programme. We're not intending this to get in the way of what we're doing.</p> <p><i>Post meeting information: SCC voted in favour of being included on the priority list for devolution.</i></p> <p>VK – I understand that if areas are put together and some have debts then areas that don't have debts will have pay off those area debts. The risk is if we have bus money then it will get used up to pay off debts.</p> <p>SB – I'm afraid I don't know the detail.</p> <p>AC – the extraordinary meeting is for the councillors but cabinet will be making the decision, I fear they'll take no notice of councillors. The issue is being made too quickly.</p>

		<p>SB – the decision this week is only if we want to be included on the priority list for devolution, not that we’re actually going forward with it. Gives us the chance to help steer what the process will be rather than having to go with what it ends up being.</p> <p>AC – have they consulted with the district councils?</p> <p>RW (via Teams chat) - FYI: Districts in Essex are aware of LGR.</p> <p>SB – I don’t know but if Essex Districts are aware I suspect ours are too.</p> <p>RW (via Teams chat) - The sharing of finances is part of the reason for LGR...!</p> <p>TW (via Teams chat) - This is enormously expensive in process alone. Huge expenses on untested devolution. Works for a town, but not a rural area with widespread local needs. Our local council is the best tier for instant response, plus deals with specific things that the unitary council will then have to deal with, with a new group focusing on it. What is gained? The unitary council will be further away in knowledge than our local council.</p> <p>GM – (via Teams chat) - The Bus Funding is ring fenced, so not for supporting debt (either for current or other authorities)</p> <p>RW (via Teams chat) - Don't forget that LGR is the gateway to Combined Authority - and therefore more investment via devolution.</p> <p>TW (via Teams chat) - Rural areas need people near to the problems...they are wide spread, so need district councils to oversee.</p>
4.	AOB	<p>AC – Borderbus have announced they’re keeping the £2 fare cap and not going up to £3 because they’ve had an increase in passengers and don’t want to loose them.</p> <p>SB – haven’t heard if anyone else is sticking with the £2 but they’ll only get recompense from the Government on £3 so will see if they can continue to afford to keep it at £2.</p>
5.	Date of next meeting	12 March 2025 at 1400

PAPER 8.b**PAYMENTS AGREED/RATIFIED AT THE MEETING HELD ON 3rd FEBRUARY 2025****PAYMENTS MADE**

Payee	Detail	Method	NETT	VAT	TOTAL
R. Belcher-Nairn	Clerk salary Jan 2025 (-4 overpaid hours Dec 24)	BACs	858.44		858.44
Andy Proctor	Case for defibrillator	BACs	65.00	15.34	92.04
HMRC/Moorcroft	Overdue PAYE payments from 2024 PLEASE NOTE – paid smaller amt to debt collector Moorcroft as requested	BACs	409.92		409.92
BMSDC	Outstanding balance for dog bin emptying 24-25	BACs	414.00	82.80	496.80
Places4People	Neighbourhood Plan	BACs	1575.00	315.00	1890.00
Microsoft	MS365 Subscription	Direct Debit	8.60	1.72	10.32
Tesco Mobile	Phone package	Direct Debit	0.37		15.99
ICO	Data protection	Direct Debit	35.00		35.00

INCOME RECEIVED

Payee	Detail	Method	NETT	VAT	TOTAL
R Beeston	Allotment plot 9 (23-25)	BACs	52.32		52.32
R Sharp	Allotment plots 2 & 16	BACs	10.24		10.24
Lloyds savings account	Interest - Feb	BACs	4.39		4.39

PAYMENTS TO BE MADE

SALC	Invoice 29447	BACs	34.00	6.80	40.80
R. Belcher-Nairn	Clerk salary Feb 2025	BACs	797.16		797.16
SLCC	Clerk membership (shared with other PCs)	BACs	88.80		88.80
Microsoft	MS365 Subscription	Direct Debit	8.60	1.72	10.32
Tesco Mobile	Phone package	Direct Debit	13.33	2.66	15.99

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.

***St. Mary's Church
Tattingstone***

Highfield House
School Road
Tattingstone
Ipswich
IP9 2NJ
31st January 2025

Dear Rachel,

I am writing on behalf of St. Mary's Church, Tattingstone PCC.

I did request the yearly donation we have from the parish council in 2024 to Sarah Keys but unfortunately had no reply.

I am now asking if it is please possible for the yearly donation from Parish Council to go towards the maintenance of the churchyard.

This is a great help to us and as you are aware the costs have increased substantially.

Without the Parish Council's donation we would not be able to upkeep the churchyard as we do at present.

Kind Regards

Linda Smalley
Churchwarden / Treasurer



SALC INTERNAL AUDIT SERVICE – LETTER OF ENGAGEMENT

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

This letter of engagement sets the terms of the agreement between SALC and the council which includes details such as the scope, responsibilities and fees. This will need to be approved at the next council meeting and recorded in your minutes of the decision to appoint SALC as the internal auditor for the period 1st April 2024 - 31st March 2025.

Internal audit objectives and responsibilities

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

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

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

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

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

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

The scope of the internal audit activity

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

Independence

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

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

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

Rights of access

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

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

The council's responsibilities

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

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

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

Reporting

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

Data protection

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

Audit fees for 2025

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

Up to £5,000	£124.00
£5,001 - £15,000	£183.00
£15,001 - £25,000	£230.00
£25,001 - £50,000	£282.00
£50,001 - £100,000	£332.00
£100,001 - £200,000	£407.00
£200,001 - £300,000	£490.00
£300,001 - £400,000	£542.00
£400,001 - £500,000	£600.00
£500,001 +	£692.00
£28 hourly rate for meetings/ad-hoc training/development of materials	

AUDIT PROCEDURE

The internal audit service will remain electronic and commence on 1st April 2025.

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

When allocated the internal auditor shall:

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

On receipt of the report admin@suffolk-alc.gov.uk will provide a link to an electronic copy together with a signed copy of the AIAR (page 4 of the AGAR) which can be downloaded. This will be sent to both the chairperson and clerk/RFO/lead officer.



BRANTHAM Parish Council

Sarah Keys
Clerk to the Council

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Essex
CO11 2QW

01206 645111

Clerk@branthamparishcouncil.gov.uk

Parish Council

20/02/2025

Dear Councillors,

Re: Request for funding to support Brantham Skate Park

As you may know Brantham Parish Council are currently working on a project to build a Skate Park at the Lower Playing Field in Brantham which sits between Brantham Leisure Centre and Factory Lane.

The Council has consulted with Brantham Residents about what they think the village needs and the overwhelming response was that our area needs more for young people, particularly teenagers, to do. The Council has held a mobile skate park event at Brooklands Primary School to gauge actual interest and attendance at this event was overwhelming with well over 300 young people and their families visiting the event to skate or scooter. The Parish Council used this event to gather views of those attending and the unanimous response was that a skate park would be welcomed.

Of those who attended on the day almost a third were from neighbouring villages and towns demonstrating that this need is not just felt in Brantham.

Brantham Parish Councillor Abi Edevane is leading this project and she has been sourcing quotes for a skate park. The majority of estimates for this project are around £180,000. This would provide a facility that could be used for skateboarding and scootering and would meet the needs and desires of a wide range of ages. Clearly, this amount is not possible for the Council to fund alone. Brantham Parish Council has committed £40,000 from its CIL funds for this project which leaves a shortfall of £140,000. The Council will be writing bids (including CIL to Babergh District Council) for the remaining funds.

As one of our neighbouring villages whose young people are likely to use and enjoy the facilities that will be provided in Brantham I am writing to you today to ask you to consider donating some funding, perhaps from your own CIL funds, towards this project. I am sure that any commitment from neighbouring areas would positively impact on any bids that we will be writing going forward.

I would appreciate it if you could formally consider this request at your next Parish Council meeting. If you would like representatives from Brantham Parish Council to attend the meeting please let me know and I will arrange this.

If you have any questions about any of this or if you would like to discuss this with me further please do not hesitate to get in touch with me.

I look forward to hearing from you in the near future.

Yours Sincerely,

A handwritten signature in black ink on a light blue background. The signature is written in a cursive style and reads "S Keys".

Sarah Keys

Brantham Parish Clerk