

**Bawdsey Parish Council
Minutes of Bawdsey Parish Council Meeting
Held Thursday 22nd January 2026 – 7.00pm
At Bawdsey Village Hall**

Present: Cllr Andy Rouse (AnRo); Cllr Clare Walker (ClWa); Cllr Mike Locke (MiLo); Cllr Sam Mann (SaMa) Cllr Sue Tappenden (SuTa); Cllr Tod Heyda (ToHe)

Tina Hughes (Parish Clerk)

1 Member of the public

1.	<p>Welcome by chair and to receive Apologies for absence Cllr Jackie Ferguson (JaFe);</p> <p>Cllr Andrew Reid (Suffolk County Council) Cllr James Mallinder (East Suffolk Council)</p> <p>Resignation received from Councillor Rob Thurkettle – Councillors expressed their gratitude to Cllr Rob Thurkettle for all his hard work as a councillor</p>
2.	<p>To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)</p> <p>Cllr Mike Locke – School Governor and Trustee of CAS Cllr's Tod Heyda, Andy Rouse and Clare Walker – DMC Cllr Clare Walker – Trustee CLT Cllr Tod Heyda – VHRGC Cllr Andrew Rouse – BHYC</p>
3.	<p>Public Participation (10 minutes) – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors</p> <p style="padding-left: 40px;">a. <u>Reports or comments from public</u></p> <p>An update on the path at Bawdsey Quay Beach was received: -</p> <p>BHYC (Bawdsey Haven Yacht Club) Have had 5 work parties with over 350 hours given by volunteers, £7,000 has been spent on materials, not all have been used yet, have applied for lottery funding for £10,000, will be advised by the end of January 2026 if been successful. Work completed is preventing any further erosion, have installed 20 gabions with, grit, hard core and stone to stop erosion under wall. Loss of shingle appears to be continuing, looking to do more permanent repairs in the summer, unsure of cost. Have a meeting with Professor Helene Burningham (HeBu), expert on coastal erosion, been studying area for 12 years, on Saturday 26th January 2026 to look at situation and how to mitigate the problem. May need a similar river wall scheme to that in place on the Felixstowe side. But needs designing and costing.</p>

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Chair Initial.....

	<p>Questions were raised: -</p> <p>(Q) Has any discussion been had with riparian landowner, PGL?</p> <p>Yes, PGL are aware and engaged, staff have volunteered</p> <p>(Q). What is happening in area regards to unfinished work, are public at risk, and who holds public liability insurance to cover these activities?</p> <p>BHYC have 3rd party insurance and PGL's insurance company are aware. Have notices up to warn public about work and dangers in area, equipment and materials are put away in boat yard at end of each day.</p> <p>An MMO (Marine Management Organisation) Licence has also been obtained for the work.</p> <p>(Q). Do you have an approved design engineer in mind to advise on a long term solution?</p> <p>Will consult with Prof. HeBu in the first instance.</p> <p>b. <u>Reports from County and District Councillors</u></p> <p>Cllrs Andrew Reid and James Mallinder were not in attendance; both had forwarded their apologies and newsletters prior to the meeting which have been circulated to councillors and added to the website</p>
4.	<p>To agree & sign Minutes of meetings dated 27th November 2025 as true record.</p> <p>Minutes signed and agreed, proposed by Cllr ToHe and seconded by Cllr CIWa, all in agreement</p>
5.	<p>To review actions from previous meeting(s)</p> <p>Deben Estuary Area Questionnaire Clerk has checked website, cannot see an updated plan, will continue to monitor and circulate once plan available</p> <p>Village Sign Cllr AnRo requested clerk to forward email re note for bulletin to him.</p> <p>Clerks Contract Cllr SuTa and clerk to organise a meeting to discuss further</p> <p>CIL – see under CIL updates agenda 9b</p>

6.	<p>Planning: To receive updates on current applications and consider applications received</p> <p>a. Consider the following application(s)</p> <p>DC/25/4904/VOC - Dunlin, The Street, Bawdsey, IP12 3AH</p> <p>Proposal: Variation of Condition No. 2 of DC/25/2032/FUL - Single storey rear extension and alterations including conversion of existing cart lodge to living accommodation, new pV panels and new front open porch – Change part pitched/flat roof of extension to flat roof only larger open porch with dwarf wall</p> <p>b. To consider any applications received after the publication of the agenda.</p> <p>DC/25/4361/LBC - Bawdsey Radar Trust Transmitter Block, Bawdsey Manor Estate, Bawdsey, IP12 3BA</p> <p>Proposal: Listed Building Consent - To install two handrails, each 2.1m in length, on either side of steep concrete steps that are situated opposite the main pedestrian entrance to the Bawdsey Radar museum.</p> <p>No objections were received to either of the above planning applications, proposed by Cllr CIWa, seconded by Cllr SaMa all in agreement</p>
7.	<p>Discuss path and erosion near the Yacht Club at Bawdsey Beach</p> <p>See above agenda item 3a</p>
8.	<p>Policies: -</p> <p>Internal Control - Agree councillor to review and complete</p> <p>Cllr MiLo agreed to complete the Internal Control for 2025-26, all in agreement</p>
9.	<p>Progress Reports</p> <p>a. Clerks Correspondence update</p> <p>PGL General manager on maternity leave as from 21st January 2026, will be getting a new general manager. Did say have identified two possible places for trees, can be either fruit or not, no limit, could make it into a community event to have them planted and supply drinks and cake.</p> <p>Bawdsey Quay Sign in first bay has been installed and have reported missing Parking Zone signs on SCC reporting tool</p> <p>SCC Highways Josh White has moved to a new area, have a new Highways engineer - Charlie Harrison</p> <p>Skirting work has been ordered, was a slight problem with ordering, has been rectified and is with contractors, hopefully will be done by spring</p>

	<p>Police Email</p> <p>Received and email from local police stating a number of burglaries and damage to allotments have happened in Wickham Market area and would like to do a Police Pop up Surgery at allotments or other suitable venue to speak to the holders about security and property marking, and to discuss any issues they may be having.</p> <p>Have passed email on to VHRGC, Cllr SuTa requested email and will discuss with VHRGC the aim of hosting a meeting for all in the village.</p> <p>New Benches at Quay</p> <p>Had two enquiries, one has decided to place bench elsewhere, the other wants to proceed with their request. have written to Environment Agency to confirm they are OK with position and style of bench, just waiting to hear, will need to then write to SCC for a Street Licence.</p>
	<p>b. CIL – Receive an update.</p> <p>Hedges</p> <p>Letter for landowners, whose hedges have been identified as needing attention, circulated prior to meeting, all in agreement for this to be posted, will look to do this week begin 26th January 2026, with landowners having the option to opt out and complete the works themselves, if work is not completed they will be reported to SCC for them to assess and complete work at a charge to landowner.</p> <p>Quotes have been obtained from 2 companies, one company has withdrawn and suggested 3 other companies which may be suitable, AnRo to contact and ascertain if they can complete the work and obtain a quote.</p> <p>SIDs</p> <p>SIDS are now in place, councillors now have the opportunity to attend online training by Westcote to understand how the data can be retrieved, Cllr AnRo and Clerk TiHu agreed to attend the training.</p> <p>Road Markings and Signs</p> <p>AnRo circulated list of road markings and signs to be costed, all in agreement these need to be done, no other suggestions were forwarded. AnRo to contact SCC highways engineer for costings</p> <p>Bawdsey gated entrance sign</p> <p>All in agreement existing sign needs replacing, Clerk to look at costing for this.</p>
	<p>c. Village Hall and Recreation Ground Committee update (Cllr. Tod Heyda)</p> <p>Cllr ToHe advised that he has had positive feedback from everyone in the village regarding the SIDS, has been asked if a camera could be fitted – Advised this is not possible, but the SIDS do collect data and if speeding is found to be an issue then we can ask SCC to attach an ANPR device, so people speeding would be notified by letter.</p>

<p>Fete – this year will be held at PGL Manor, a small group has been established to oversee this. Likely to be on spring Bank Holiday weekend, date TBC.</p> <p>Liz Mann has requested if she can set up her food van at the village hall once a week, this has been agreed by the committee.</p>
<p>d. Coastal Matters: Updates on</p> <p>i. Coastguard report (Cllr. R. Thurkettle)</p> <p>No report as Cllr RoTh had resigned, item to be taken off future agendas, Clerk to ask if Coastguard could attend Annual Parish Meeting</p> <p>ii. Deben Marine Centre (Cllr. Heyda)</p> <p>DMC is closed at the moment, meeting was held recently with Simon Read and Helene Burningham, meeting notes to be circulated to councillors by Cllr ToHe.</p>
<p>e. Speedwatch</p> <p>See CIL update, agenda item 9b</p>
<p>f. Melton, Woodbridge and Deben Peninsula Community Partnership (Cllr C Walker)</p> <p>Cllr CIWa advised the partnership had not met this year, money will be available in new financial year</p>
<p>g. Update from School (Cllr M Locke)</p> <p>Cllr MiLo advised school is in the process of appointing an office manager</p>
<p>h. Emergency Committee (Cllr. S Tappenden)</p> <p>Leaflet and questionnaire circulated prior to meeting, Cllr SuTa suggested more work needs to be done on this and asked if all councillors could forward any suggestions to her. All in agreement that we need to do this and get it round to residents as soon as possible and not wait for Alderton.</p> <p>Cllr SuTa and Clerk to meet and collate a list of all actions needed and start to move this forward.</p>
<p>i. Green Agenda – Trees and Hedges</p> <p>Several new trees have been planted along Manor Drive; these replaced the free trees that did not take. Clerk advised PGL would be interested in any free trees (Fruit trees would be accepted) we could obtain for them, Cllr AnRo to see if any are available, may have to wait until Autumn.</p> <p>Cllr SuTa asked if the Green Agenda could incorporate other aspects of greening the village, such as wildflowers, maybe around the edge of the recreation ground, Cllr ToHe to discuss with VHRGC to see if they would be open to discussing using parts of the recreation ground for different greening projects.</p>

	<p>j. Highway Matters</p> <p>Cllr SuTa advised the slope to the Sea Wall from East Lane Car Park and part of the sea wall has large potholes, which makes it difficult for wheelchair/scooter users to use and access, clerk requested Cllr SuTa to forward photos and clerk will report condition to Environmental Agency.</p>
10.	<p>Finance</p> <p>1. To note Bank Balances as of 31st December 2025:</p> <p>a) Current Account - £10,032.36 b) Reserve Savings Account - £6,947.77 c) CIL Funds Savings Account - £26,085.38 d) Projects Savings Account - £7,431.75</p> <p>Noted</p> <p>2. To authorise the following Invoices for Payment:</p> <p>£12578.40 – Westcotec (SIDS) £117.33 – Botanica Plant Nursery (Trees – Manor Drive) £54.93 – Street Solutions (Traffic Cones – SID Safety) £43.20 – SALC Training £18.59 – ESC Bulletin Oct £6.00 – Unity Trust Bank Charges (Nov) £6.00 – Unity Trust Bank Charges (Dec) £920.56 – Clerk Salary (quarter 3) £230.00 – HMRC (quarter 3)</p> <p>a. Any new invoices since publication of agenda:</p> <p>£18.50 – ESC Bulletin Dec</p> <p>All invoices agreed, proposed Cllr Cl Wa, seconded by Cllr ToHe, all in agreement</p> <p>b. New payments received since last meeting:</p> <p>c. Any new payments received since publication of agenda:</p> <p>None Received</p> <p>3. To receive minutes from finance meeting held on 10th January 2026 and accept recommendations of £8640.00 for precept 2026 – 2027</p> <p>Minutes received and accepted precept recommendation of £8640.00, proposed by ToHe, seconded by MiLo, all in agreement</p> <p>4. Agree payments to clerk and HMRC can be paid upon receipt to prevent charges being incurred from HMRC, and then for payments to be noted at next full council meeting.</p>

	Agreed payments to HMRC and Clerk can be paid directly before any full meeting, proposed by Cllr SaMa, seconded by Cllr ToHe, all in agreement
11.	<p>Any matters to be brought to the attention of the Council and to agree date for next meetings.</p> <p>PC March Meeting – 26th March 2026 Parish Annual Meeting – 23rd April 2026</p>

Chairs Signature..... Date.....