

**Minutes of Bawdsey Parish Council held
Thursday 22nd May 2025 -
7.00pm at Bawdsey Village Hall**

Present: Cllr Andrew Rouse (AnRo) (Chair); Cllr Jackie Ferguson (JaFe); Cllr Mike Locke (MiLo); Cllr Sue Tappenden (SuTa); Samuel Mann (SaMa); Cllr Tod Heyda (ToHe)

Cllr James Mallinder (JaMa) East Suffolk District Council

Tina Hughes (Parish Clerk)

1.	<p>To elect Chair of council and signing of the ‘Declaration of Acceptance of Office’</p> <p>Cllr Tod Heyda nominated Cllr Andy Rouse, who advised he was willing to be chair for another year, no one else stepped forward, Cllr Jackie Ferguson seconded, all in agreement, Cllr Andy Rouse duly signed the declaration of acceptance as witnessed by the clerk.</p>
2.	<p>Welcome by Chair and receive apologies for absence</p> <p>Cllr Rob Thurkettle; Cllr Clare Walker (CIWa); Cllr Andrew Reid (SCC)</p>
3.	<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 – DMC Cllr Tod Heyda - VHRGC</p>
4.	<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. Reports or comments from public</p> <p>No members of the public present</p> <p style="padding-left: 40px;">b. Reports from County and District Councillors</p> <p>Newsletter from Cllr James Mallinder received, circulated prior to meeting and added to the website</p> <p>Cllr JaMa – Reiterated have been working with ESC and Police to make sure the Quay is monitored, and residence are undisturbed. Have spoken with ESC and stated do not want any more new properties built on Peninsula, due to highways issues, at capacity at the roundabout by Bromswell, Eyke having 64 houses being built, another 150 houses are planned at Rendlesham. Q. Is it worth raising these issues at the moment or better after Devolution? Still need to shout now, helps set an agenda for new council. Jackie Abbot, community police officer, is worth contacting to come along to a meeting and perhaps discuss the issues within the parish, such as traffic issues, speed watch, contact in the newsletter, Cllr SuTa offered to contact to understand what Jackie could offer. Full ESC council last Monday, ESC has purchased 125,000 new wheelie bins for new waste collections, Cllr JaMa wanted to know carbon footprint, if new trucks will be electric, still waiting to hear.</p>

Bawdsey Parish Clerk: Tina Hughes, Crown Cottage,
The Street, Alderton, IP12 3BL
Tel: 01394 411092 Email: Bawdsey-pc@hotmail.co.uk

Chairs Initials.....

5.	<p>To agree & sign Minutes of meetings dated 20th March 2025 as true record.</p> <p>Minutes agreed, proposed by Cllr ToHe and seconded by Cllr MiLo, all in agreement.</p>
6.	<p>To elect a vice chair and signing of the ‘Declaration of Acceptance of Office’</p> <p>Deferred to next meeting.</p>
7.	<p>To review and adopt the following: -</p> <ul style="list-style-type: none"> • National Code of Conduct <p>Sent prior to meeting and reviewed by councillors, all in agreement to adopt, proposed by Cllr SaMa and seconded by Cllr AnRo.</p>
8.	<p>Planning: To receive updates on current applications and consider applications received</p> <p>a. Consider the following application(s)</p> <p>DC/25/1515/TPO</p> <p>SCDC/12/00248 - T2 1no. Walnut (T2 on plan) - Side/under prune to gain 3m clearance from High Voltage powerline.</p> <p>Address: 34 The Street, Bawdsey, IP12 3AH</p> <p>No objection, proposed Cllr AnRo and seconded by Cllr ToHe, all in agreement.</p> <p>b. To consider any applications received after the publication of the agenda.</p> <p>None Received</p>
9.	<p>To confirm following roles and advisory groups for 2025- 2026:</p> <p>a) Finance Councillors (Currently Cllrs Andy Rouse; Clare Walker & Jackie Ferguson)</p> <p>No one else stepped forward, all agreed to continue.</p> <p>b) Village Hall Representative (Currently Cllr Tod Heyda)</p> <p>Cllr ToHe agreed to continue, all in agreement.</p> <p>c) Emergency Committee representative (Cllr Rob Thurkettle)</p> <p>Clerk had been advised Cllr RoTh is no longer on the Emergency Committee – clerk liaised with chair of committee and more volunteers needed, especially in Bawdsey, discussed way forward, actions for clerk: -</p> <ul style="list-style-type: none"> - article to be put in bulletin requesting volunteers to join group. - Share previous leaflet - Share old emergency plan - Ask for terms of Reference (if any) - Link to be shared to Suffolk Prepared website

	<p>d) Tree Warden (Currently Cllr Andy Rouse and Richard Tricker)</p> <p>Cllr AnRo and Richard Tricker to remain as Tree Wardens, all in agreement</p> <p>e) Internal Auditor (Currently Trevor Brown)</p> <p>All in agreement to continue with Trevor Brown.</p> <p>f) Responsible Finance Office (Currently the Clerk)</p> <p>All in agreement for clerk to continue as RFO.</p> <p>g) Defibrillator caretaker (Currently Cllr Clare Walker)</p> <p>Deferred to next meeting</p> <p>h) Coastguard representative (Currently Cllr Robert Thurkettle)</p> <p>No one else stepped forward, Cllr RoTh not in attendance, to be deferred to next meeting</p>
10.	<p>Progress Reports</p> <p>a. Clerks Correspondence update</p> <p>PGL – Email received, had been a disturbance at Quay from people camping overnight, brick wall was damaged and police were called at 1am due to noise, Clerk emailed Cllr JaMa to ask for support, he arranged for patrols to start going to quay regularly, can see results in newsletter, Clerk also emailed SCC to see if could install 'No Overnight Parking Signs', was advised would need a Traffic Order and would cost about £7,000 to £10,000, to get this installed.</p> <p>Cllr JaFe also gave an update on the Quay, advised Easter saw lots of vans parked along the road illegally, did report, there is no sign in second bay, advised cannot do anything about people parking there as not on highway and no sign, Cllr AnRo advised will look at old paperwork to see where signs were placed. Late one night a man was trespassing in tCllr JaFe's back garden, police were telephoned arrived and talked to the man, could not move him on as he had been drinking, but now have a crime number.</p> <p>Grateful to police and ESC for attending quickly and speaking with van owners.</p> <p>Cllr AnRo mentioned that had stated in past could put planters to stop people parking on verge, may need to re-visit with Evangeline</p> <p>Ice Cream Van – Due to patrols coming on regular basis, have had a call from Ice Cream Man, advising he was not allowed to park in his regular place, as it was not within a parking bay, he advised he had spoken with ESC and SCC and both state not there responsibility, Clerk also emailed Evangeline to ask if there was anywhere she could think of where he could park, but did not hear back – Cllrs felt this is a private business and he would need to take it up with the district council direct.</p> <p>Ferry Discount Cards – Issue is, people are trying to get a discount on the Ferry with a card, and when the Ferryman asks do they live in Bawdsey, they are saying no, Cllr AnRo has</p>

advised that if Ferryman does not want to give the discount to people, then it is their decision – all in agreement.

Coastal Path – Have received notification from Secretary of State to advise the Coastal Path for our section had been approved, this does not come into effect at this stage. Natural England will be working with the local authority to establish any infrastructure works before an Order is made by the Secretary of State under the 2009 Act to bring the rights into effect, copy of letter was sent to councillors prior to the meeting, question if this can still be objected to? Have objected strongly in the past, letter to be forwarded to councillors, Parish Councils views were not taken into account when decision was made, do not think any further objection would be listened to, hopefully when local council look to put signage up, they will note the precariousness of the planned route.

Footpath between Alderton to Bawdsey – SCC have sent a plan to undertake the clearance of the path, just waiting to hear when they will start.

PGL – Requested them to be considered if council are offered free trees again, would like to build a natural barrier between play equipment and resident's homes – have advised will make a note and let them know if any become available.

Rural Network Newsletter – have received a shorter version, question to councillors, did they wish to join the network at a cost for the full version or happy to receive the shorter one? Unanimous that the shorter one is preferable.

First Responder – In the loft of village hall were two bags of CPR training equipment, no one in village is able to offer training, so has been gratefully accepted by the team and have offered to do some training in the village hall.

Bus Shelter for DMC – Have chased the licence agreement, have offered a two-year lease, just waiting for them to send through a Docusign document to Cllr AnRo for a signature, should be until 2027. All in agreement this can be signed by Cllr AnRo on behalf of council.

b. CIL – Receive an update.

Have had one person respond to the note in the bulletin re hedges, have until end of June to hear from people. Still need to do another walk-through village to identify hedges that must be tackled, Cllrs AnRo, MiLo and ToHe to undertake this.

After walk through need to get a quote from SCC to undertake work for 30 mile per hour signs on road and other additional signs needed

SIDS – Solar, need to get one more quote

c. Village Hall and Recreation Ground Committee update (Cllr. T. Heyda)

Mainly preparing for the Fete, have lot of people helping, have hired bus from CATS to ferry people to and from the Manor.

AGM – some constitutional and finance issues raised

Lot of newer people to village involved – main issues raised is the upkeep of the recreation ground and equipment and walking through the village

	<p>Metal shed is now in place and wooden shed will be removed</p>
	<p>d. Coastal Matters: Updates on</p> <p>i. Coastguard report (Cllr. R. Thurkettle)</p> <p>No report received</p> <p>ii. Deben Marine Centre (Cllr. T. Heyda)</p> <p>Nothing to report</p>
	<p>e. Speedwatch</p> <p>Nothing to report</p>
	<p>f. Melton, Woodbridge and Deben Peninsula Community Partnership (Cllr C Walker)</p> <p>Nothing to report</p>
	<p>g. Update from School (Cllr M Locke)</p> <p>Have now transitioned, went well, good sympathetic fit for school, currently have 70 children</p>
	<p>h. Emergency Committee (Cllr. R Thurkettle)</p> <p>See 9c</p>
	<p>i. Green Agenda – Trees and Hedges</p> <p>Cllr SaMa did go along to get free trees, but they had all gone within the first half an hour, details given for them to contact in future.</p> <p>Possible sites for trees, PGL area, farmland, private gardens</p>
	<p>j. Highway Matters</p> <p>White lines have now been done at end of School Lane/East Lane, makes a difference, can now see have to stop, was not very clear before.</p>
11.	<p>End of Year Accounts:</p> <p>i. To Receive and accept accounts as of 31st March 2025</p> <p>End of Year account summary received and accepted, proposed by Cllr ARo and Seconded by Cllr ToHe, all in agreement, signed by Cllr Andy Rouse (Chair) and Tina Hughes (Clerk and RFO)</p> <p>ii. To accept Internal Auditors reports for year end March 2025</p> <p>Internal Auditors report and Annual Internal Audit Report accepted, proposed by Cllr ToHe and seconded by Cllr ARo, all in agreement.</p>

	<p>iii. To accept Internal Control Statement March 2025</p> <p>Internal Control accepted, couple of issues - See below 12 - 3b</p> <p>iv. To complete sections 1 of part 3 of the Annual Governance and Accountability Return (AGAR) 2024-2025</p> <p>Section 1 of part 3 of AGAR accepted, proposed by Cllr ARo and seconded by Cllr MiLo, all in agreement, signed by Cllr Andy Rouse (Chair) and Tina Hughes (Clerk and RFO)</p> <p>v. To complete sections 2 of part 3 of the Annual Governance and Accountability Return (AGAR) 2024-2025</p> <p>Section 2 of part 3 of AGAR accepted, proposed by Cllr ARo and seconded by Cllr ToHe, all in agreement, signed by Cllr Andy Rouse (Chair) and Tina Hughes (Clerk and RFO)</p> <p>vi. To set a date for exercise of public rights.</p> <p>Dates set for public right to access accounts: - Tuesday 3rd June 2024 to Monday 14th July 2024, proposed by Cllr ARo and Seconded by Cllr ToHe, all in agreement.</p> <p>vii. To agree CIL report for 2024 – 2025</p> <p>CIL return completed, proposed by Cllr ARo and seconded by Cllr ToHe, all in agreement, clerk to send off to ESC.</p> <p>viii. Council asked to approve Certificate of Exemption from Limited Assurance Review from PKF Littlejohn</p> <p>Exemption proposed by Cllr AnRo, seconded by Cllr ToHe all in agreement, signed by Cllr Andy Rouse as chair and Tina Hughes (Clerk and RFO)</p>
12.	<p>Finance</p> <p>1. To note Bank Balances as of 30th April 2025:</p> <p>a) Current Account - £16766.98 b) Reserve Savings Account - £5379.62 c) CIL Funds Savings Account - £28364.53 d) Projects Savings Account - £7306.60</p> <p>Noted</p> <p>2. To authorise the following Invoices for Payment:</p> <p>a. New payments since last meeting: £210.20 - HMRC £841.00 – Clerks Salary Quarter 4 £12.50 – Domino (Emergency Phone) May 25 £163.19 – SALC Membership £22.80 – SALC Payroll £200.00 – Trevor Brown (Audit) £71.97 – Tina Hughes (Refreshments – APM)</p>

£34.71 – Bulletin April 25 + Ferry Passes
 £12.50 – Domino (Emergency phone) Mar 25
 £550.00 – Village Hall Hire
 £6.00 – Unity Bank Charge (April)
 £42.77 – Tina Hughes (Stationery and Mileage)
 £6.00 – Unity Bank Charge (May)
 £264.00 – Zurich Insurance

All payments agreed, proposed by Cllr AnRo, seconded by Cllr ToHe, all in agreement.

b. Any new invoices since publication of agenda:

None received

c. Any new payments received since last meeting:

£8480.00 – Precept
 £75.00 – Alderton Emergency Phone Share

Noted

d. Any new payments received since publication of agenda

None received

3. To receive minutes from finance meeting held on 11th May 2025 and accept recommendations for: -

a. Transfer of funds to reserve

All in agreement for underspend to be transferred to reserve – proposed by MiLo, seconded by ToHe, all in agreement

b. Note issues raised from Internal Control

Cllr SuTa, explained as clerk is employed by council, following review could not see in contract anything about sick pay, holiday allowance, performance review for example, so feel this needs to be addressed and new contract drawn up, have received from SALC a template with green book terms and conditions, so if all in agreement will go through and create a new contract, Cllr SuTa agreed to be point of contact for clerk to raise any issues and to arrange for contract to be updated – All in agreement

GDPR – need a couple of policies in place to come up to code, will ask SALC and NALC for any model templates, have liaised with website host and they have provided a template for website, will bring to next meeting for agreement.

c. Agree changes, review and adopt Financial Regulations

Clerk forwarded new Financial Regulations prior to meeting, all in agreement to adopt, proposed by Cllr MiLo and seconded by Cllr ToHe

	<p>d. Review and adopt Risk Assessment (Financial)</p> <p>Clerk forwarded new Risk assessment (Financial) documents prior to meeting, all in agreement to adopt, proposed by Cllr ToHe and seconded by Cllr MiLo</p> <p>e. Agree changes, review and adopt Council Standing Orders</p> <p>Council Standing Orders forwarded prior to meeting, all in agreement to adopt, proposed by Cllr ToHe and seconded by Cllr MiLo</p>
13.	<p>Any matters to be brought to the attention of the Council and to agree date for next meetings.</p> <p>Cllr ToHe advised attended an East Suffolk Council Funding meeting, thanked clerk for forwarding details of meetings and possible grants available for the VHRGC</p> <p>Proposed that meetings are booked as far in advance as possible, next meeting dates: -</p> <p>Wednesday 16th July 2025 Tuesday 30th September 2025 Thursday 27th November 2025</p>

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