

Minutes 21st May 2026

7.00pm at Bawdsey Village Hall

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

Cllr James Mallinder (JaMa) East Suffolk District Council

Tina Hughes (Parish Clerk)

Public; None

1.	To elect Chair of council and signing of the ‘Declaration of Acceptance of Office’ Councillors had been advised ahead of the meeting that Cllr Andy Rouse was formally resigning as chair and would be standing down from this role, all councillors would like to acknowledge and thank Cllr Andy Rouse for all his hard work as chair for the last four years. Cllr Sue Tappenden advised she would be willing to chair meetings, no one else stepped forward, Cllr AnRo proposed, seconded by Cllr CIWa all in agreement and everyone was supportive of this nomination.
2.	Welcome by Chair and receive apologies for absence Cllr SuTa welcomed everyone to the meeting. Newley elected County Councillor Jonathan Ramsay had not responded to emails, Melton Clerk has emailed suggesting he meets all clerks and/or a councillor in his area, still waiting for a response to this request.
3.	To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary) Cllr Mike Locke – School Governor and Trustee of CAS Cllr’s Tod Heyda, Andy Rouse and Cllr Clare Walker – DMC Cllr Tod Heyda – VHRGC Cllr Stevie Timms - Parochial Church Council
4.	Public Participation (10 minutes) – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors a. Reports or comments from public No member of public present

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chairs Initials.....

	b. Reports from County and District Councillors Cllr JaMa first apologised for not doing enough to get elected as County Councillor, he advised he is still District Councillor for our area for next two years. Discussed Reform's manifesto and promises, Reform leader of SCC's priority is to change National Politics, have launched a legal action and judicial review against government's Local Government Re-Organisation, cannot change anything, as time has lapsed for changes to be made and will waste taxpayers' money. SCC has now ground to a halt for the last two weeks. Will be pushing hard on County Council as much as can. Aware of Melton crossing closing overnight and not making exception for emergency services to cross, unsure if ambulance will be placed on peninsular, have asked what if a fire happens? Have also contacted local MP Jenny Riddell-Carpenter to ask if could highlight issue, has responded, but nothing has happened yet, has been picked up by local BBC, Cllr JaMa advised will be picking up after meeting too, is a highways issue and comes down to SCC. Enabling Community budget has been reset for the year and has £7500 to distribute across parishes, do let any local groups know funding is available, like to focus on community side, maybe supporting lunches or subsidising food and drinks, paying for clubs and outings. Cllr SaMa thanked Cllr JaMa for all hard work he is doing, follow on Instagram and can see everything he is doing to support the community. All in agreement Cllr JaMa advised if need funding for anything, then willing to support with this – suggested funding needed for path to the beach at Bawdsey Quay and keeping it accessible. Cllr JaMa advised ESC Coastal branch is aware, have been focussed on Thorpeness, no other funding available, but County have access to different grants, so need to be made aware and ask for funding. Cllr JaMa requested that if the bins at the quay and East Lane Car Park are not being emptied enough to let him know and he will make sure this happens, need to check to make sure that over the summer months they will be doing it twice a week as previously arranged. Clerk advised that the missing restricted parking signs at the quay had been reported, SCC highways advised that they were not a priority, clerk replied stating ESC will not be able to enforce the parking if signs are not in place, still waiting to hear, is Cllr JaMa able to do anything? Plus people are parking on the bend on entrance to the quay, Cllr JaMa advised will speak with parking department and see if there is anything they can do.
5.	To agree & sign Minutes of meetings dated 26th March 2026 as true record. Minutes agreed, proposed by Cllr ToHe and seconded by Cllr MiLo, all in agreement.

6.	To elect a vice chair and signing of the ‘Declaration of Acceptance of Office’ No vice chair elected and agreed to carry on with previous arrangement, to be elected on a rotating basis
7.	To review and adopt the following: - - Code of Conduct - See Finance item 12 section 3 Code of Conduct sent prior to meeting and reviewed by councillors, all in agreement to adopt, proposed by Cllr SaMa and seconded by Cllr AnRo.
8.	Planning: To receive updates on current applications and consider applications received a. Consider the following application(s) DC/26/1149/TPO Proposal: 1no. Sycamore (T001 on plan) – Fell Address: 3 Martello Close, Bawdsey, IP12 3FE No Objection, proposed by AnRo, seconded by Cllr StTi, majority in agreement b. To consider any applications received after the publication of the agenda. None
9.	To confirm following roles and advisory groups for 2026- 2027: a) Finance Councillors (Currently Cllrs Andy Rouse; Clare Walker & Jackie Ferguson) b) Village Hall Representative (Currently Cllr Tod Heyda) c) Emergency Committee representative (Cllr Sue Tappenden) d) Tree Warden (Currently Cllr Andy Rouse and Richard Tricker) e) Internal Auditor (Currently Trevor Brown) f) Responsible Finance Office (Currently the Clerk) g) Defibrillator caretaker (Currently Cllr Clare Walker)

	All in agreement to continue in roles and group, the exception being Richard Tricker, Cllr Stevie Timms agreed to become a Tree Warden along with Cllr Andy Rouse, Proposed by MiLo, seconded by SaMa and all in agreement
10.	To Discuss Village Sign and Comments Received from Residents Clerk circulated comments received prior to meeting for councillors to consider, Councillor agreed to have a sign. It was agreed that councillors would approach local school, Farlingaye, to see if they would agree for students to design a sign, thinking about the history and local environment of Bawdsey, if agreeable a prize could be offered to the winning design, which would be chosen by the residents and would include Mark Dovey's design. Cllr SaMa to get in touch with a local teacher to establish who would be the best person to approach at the school.
11.	To Discuss a Support Letter to Crown Estates re Permission to Dredge by the Ferry landing at Bawdsey Quay This has now been resolved a letter from Crown Estates should be received within 2 weeks agreeing to dredging of the area by the Ferry landing and should start shortly after receipt.
12.	Progress Reports a. Clerks Correspondence update Follow-up from PGL re Questions asked at Annual Parish Meeting - Have PGL considered what the effect will be downstream, how the works they are doing to protect the manor will prevent the shingle from moving? - This is being considered by the coastal consultants when planning work. - The original planning was granted in 2022 which said that works should commence within 3 years. It was started but not completed in 2025 so will that suffice or will the original planning permission lapse and have to be reapplied for? - Now that work has started within the 3-year limit of planning permission approval, the work can carry on in phases, with no restrictions of when it must be completed by. - What is the plan and does it involve putting in groins? - The work will be carried out in phases and before the start of each phase, work will be prioritised based off the condition of the sea walls and any lessons learnt from the previous works. For the next phase, as discussed at the meeting, the focus will be reinforcing the existing sea walls that are in the worst condition.

PGL and Boathouse

PGL have confirmed it does not plan to use the Boathouse building and are open to a similar arrangement as before.

Website accessibility - Raised on audit

All smaller authorities must meet legal requirements for existing websites to make them accessible to people with disabilities under Assertion 10, clerk checked our website using a tool recommended by NALC and our website is showing 9.9 out of 10 compliant with Web Content Accessibility Guidelines version 2.2 AA standard.

Our website provider manager has advised that it is virtually impossible to achieve perfection in these, they could offer a full accessibility audit which will get us as close as possible at a cost is £108 inc VAT for a full audit, fix and summary report.

Decided that as we are 9.9 out 10 compliant, an extra review was not needed at this time, proposed by Cllr SuTa and seconded by Cllr SaMa, all in agreement.

Website

CAS moving websites onto a new server platform

Should provide number of benefits to council: -

- Website will be hosted on brand new, state of the art servers.
- Websites should get a speed boost, providing faster processing power from new supplier's servers.
- Improved backup and restore function with expanded amounts of backup space available

Will see a small increase of £4.00 per year, all agreed to continue with current website provider

Thank you received from East Anglian Air Ambulance for donation.

b. CIL – Receive an update.

Bawdsey Gateway Sign

Agreed Birthplace of Radar on new gateway sign, waiting for ESC to advise on cost of installing and clerk to obtain street licence.

Cllr AnRo advised waiting for Suffolk Council Highways to come back to us with final figure for design and work to be undertaken on highway signs and markings, Cllr AnRo to chase.

Following these works being agreed the CIL funds will be greatly reduced, but council still need to decide on where the remaining funds are to be spent

	Cllr JaFe raised funding for a third groin at Bawdsey Quay, will need a formal proposal for work to consider any funding, suggested PGL should be contributing too, Cllr's AnRo and SaMa to draft a letter to PGL and circulate to councillors – to be put on agenda for July 2026 meeting
	c. Village Hall and Recreation Ground Committee update (Cllr. T. Heyda) Concentrating on fete at moment, PGL have given more staff to volunteer this year and other organisations are coming along, good feel about it at moment, although not allowed to use back entrance this year, road was very busy, so will need to see how it goes, hoping to match money received from last year. Football nets have been purchased for the recreation ground
	d. Coastal Matters: Updates on i. Deben Marine Centre (Cllr. T. Heyda) Going very well, DMC and Beach measurements, which are fed back to Prof. Helene Burningham, discussed shingle and weather having effects, which will continue to happen, will continue to monitor and report. Simon Reid will be coming down Saturday 23rd May 2026 and will walk group down to the beach via Buckanay Farm, looking at the coast from this area, anyone is welcome, starts at 10am from Alderton Village Hall, finishes at 4pm Number of visitors last year was not significantly different from previous year, so effect of café being shut did not impact on visitors to DMC
	e. Speedwatch Cllr AnRo and clerk need to book on to the SID training to be able to pull off reports and bring to council. SIDs have been very well received
	f. Melton, Woodbridge and Deben Peninsula Community Partnership (Cllr C Walker) Cllr ClWa advised was unable to attend the last meeting due to clash with APM, advised that partnership have £25,000 this year 2026-27, grants are for voluntary and community groups within the Partnership area. Money could be used for the proposed pump track in Alderton, clerk to write to Alderton clerk and make them aware of grant
	g. Update from School (Cllr M Locke) Discussions currently happening regarding budgets, getting together a campaign to attract more pupils, school is going well, have an attractive curriculum. Parents were told just before half-term that there will be a re-structure of classes, lost teacher and are unable to find funds to replace, managing to hold out for four classes at present,

	Q rumours have been going around stating the school is closing? School is definitely not closing, numbers are steady. If anything, Parish Council can do? Cllr MiLo to look into and advise if there is anything, h. Emergency Committee (Cllr. S Tappenden) Cllr SuTa and Clerk are trying to pull together the Bawdsey element of the plan, have drafted a letter to go out to residents to establish resources within village, people who can volunteer and offer support and skills. Next step a letter to encourage residents to create own emergency plan, including a suggestion to anyone who is vulnerable to register with all utility companies. Issue around keeping a list of vulnerable people, not permitted, so more a case of neighbours keeping an eye on neighbours and having a group of volunteers to knock on doors, volunteers will be given areas and maybe a WhatsApp group will be set up, just to be used in an emergency to trigger the volunteers into action VHRGC have agreed for Village Hall to be Rest Centre i. Green Agenda – Trees and Hedges No matters raised j. Highway Matters No matters raised
13.	End of Year Accounts: i. To Receive and accept accounts as of 31st March 2026 End of Year account summary received and accepted, proposed by Cllr ARo and Seconded by Cllr ToHe, all in agreement, signed by Cllr Sue Tappenden (Chair) and Tina Hughes (Clerk and RFO) ii. To accept Internal Auditors reports for year end March 2026 Internal Auditors report and Annual Internal Audit Report accepted, proposed by Cllr ToHe and seconded by Cllr ARo, all in agreement. iii. To accept Internal Control Statement for year ending March 2026 Internal Control accepted, couple of issues - See below 12 - 3b iv. To complete sections 1 of part 3 of the Annual Governance and Accountability Return (AGAR) 2025-2026

	Section 1 of part 3 of AGAR accepted, proposed by Cllr ARo and seconded by Cllr MiLo, all in agreement, signed by Cllr Sue Tappenden (Chair) and Tina Hughes (Clerk and RFO) v. To complete sections 2 of part 3 of the Annual Governance and Accountability Return (AGAR) 2025-2026 Section 2 of part 3 of AGAR accepted, proposed by Cllr ARo and seconded by Cllr ToHe, all in agreement, signed by Cllr Sue Tappenden (Chair) and Tina Hughes (Clerk and RFO) vi. To set a date for exercise of public rights. Dates set for public right to access accounts: - Tuesday 3rd June 2026 to Monday 14th July 2026, proposed by Cllr ARo and Seconded by Cllr ToHe, all in agreement. vii. To agree CIL report for 2025 – 2026 CIL return completed, proposed by Cllr ARo and seconded by Cllr ToHe, all in agreement, clerk to send off to ESC. viii. Council asked to approve Certificate of Exemption from Limited Assurance Review from PKF Littlejohn Exemption proposed by Cllr AnRo, seconded by Cllr ToHe all in agreement, signed by Cllr Sue Tappenden as chair and Tina Hughes (Clerk and RFO)
14.	Finance 1. To note Bank Balances as of 30th April 2026: a) Current Account - £17123.50 b) Reserve Savings Account - £6983.60 c) CIL Funds Savings Account - £15347.45 d) Projects Savings Account - £7470.08 Noted 2. To authorise the following Invoices for Payment: a. New payments since last meeting: £214.09 – SALC Membership £22.80 – SALC Payroll £250.00 – Trevor Brown (Audit) £77.66 – Tina Hughes (Refreshments – APM) £18.47 – Bulletin April 26 £600.00 – Village Hall Hire

£7.00 – Unity Bank Charge (April)
 £9.45 – Tina Hughes (Mileage)
 £7.00 – Unity Bank Charge (May)
 £264.00 – Zurich Insurance
 £13.50 – CAS Additional Mailbox
 £139.17 – Clerk – Locksmith and Locks
 £180.00 – Clerk Street Licence

b. Any new invoices since publication of agenda:

£43.15 – Andy Rouse Locks

All payments agreed, proposed by Cllr ToHe and seconded by Cllr ClWa, all in agreement

c. Any new payments received since last meeting:

£8480.00 – Precept

Noted

d. Any new payments received since publication of agenda

3. To receive minutes from finance meeting held on 16th May 2026 and accept recommendations for: -

Minutes, Financial Regulations, Risk Assessment (Financial) and Council Standing Orders were all circulated prior to the meeting

a. Transfer of funds to reserve

Agreed for funds to be transferred to reserve – proposed by Cllr ToHe, seconded by Cllr SaMa, all in agreement

b. Note issues raised from Internal Control

Noted Clerks Contract still needs to be completed, Clerk reported Contract and 20 policies are available from SALC and she will download these and adapt for council, making a staff handbook for the policies, Cllr SuTa will guide and overview, these will be brought to meeting in July.

c. Review and adopt Financial Regulations

Reviewed and agreed to adopt with no changes, all in agreement

d. Review and adopt Risk Assessment (Financial)

Reviewed and agreed to adopt with the one change - Financial Services Compensation Scheme has been increased from £85,000 to £120,000

	e. Review and adopt Council Standing Orders Reviewed and agreed to adopt with no changes, all in agreement
15.	Any matters to be brought to the attention of the Council and to agree date for next meetings. Cllr ToHe advised DMC would like council to consider purchasing flags for outside the centre, clerk to liaise with them and ask for more details so can bring to next meeting in July Next Meeting 30th July 2026

Chairs Signature.....

Dated.....