

**Bawdsey Parish Council**  
**Minutes of Bawdsey Parish Council Meeting**  
**Held Wednesday 27<sup>th</sup> November 2025 – 7.00pm**  
**At Bawdsey Village Hall**

**Present:** Cllr Andy Rouse (AnRo); Cllr Clare Walker (ClWa); Cllr Mike Locke (MiLo);  
 Cllr Sue Tappenden (SuTa)

Tina Hughes (Parish Clerk)  
 1 Member of the public

<b>1.</b>	<p><b>Welcome by chair and to receive Apologies for absence</b></p> <p>Cllr Jackie Ferguson; Cllr Rob Thurkettle; Cllr Sam Mann; Cllr Tod Heyda          Cllr Andrew Reid (Suffolk County Council)          Cllr James Mallinder (East Suffolk Council)</p>
<b>2.</b>	<p><b>To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)</b></p> <p>Cllr Mike Locke – School Governor and Trustee of CAS          Cllr's Clare Walker and Andy Rouse – DMC          Cllr Andy Rouse – Member BHYC          Cllr Clare Walker – Bawdsey Martello Management Company</p>
<b>3.</b>	<p><b>Public Participation (10 minutes)</b> – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors</p> <p>Cllrs Andrew Reid and James Mallinder were unable to attend; newsletters had been circulated to councillors prior to the meeting and added to the website.</p> <p>Representative of Bawdsey Haven Yacht Club (BHYC) attended meeting explaining the problem with the path by BHYC, eroding, causing an issue for people accessing the beach and for the yacht club, have discussed with locals and have stated need to replace groyne. If path erodes, people may take a risk and try to access the beach along the low water line, which may be passable at low tide, but impassable at high tide, putting people in danger. Bawdsey Manor have supplied help, labour and materials, and will see if can raise some funds, is their land. Contacts have been made with Environment Agency and Council for funding and support, have a Go Fund Me Page, but do need more money, have repaired the first groyne with Green Oak and are now in process of getting quotes for pilings, have some gabions, unsure material to use to fill, everything will cost a significant sum of money to complete works and ensure access to the beach continues. A report has been sent to Professor Helene Burningham, who is doing a study of the river and beach in this area. Have obtained a licence for the MMO to repair structures that had already existed, have someone coming to inspect what has been done and plans, question if they will offer design advise, will probably only judge work completed and how it affects anything they oversee. Feel if BHYC had a grant from Bawdsey Parish Council, this would help with fundraising, as can say local parish council are behind the scheme.</p> <p>Cllr AnRo - Suggest speaking with PGL's consultant (Coastal Engineer) who designed their frontage work, especially as they are familiar with area. Concerns were expressed that the</p>

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

Chairs Initials.....

	<p>BHYC work currently being undertaken may only last a few years, and that any further works needed a more robust longer term solution with the structural integrity and confidence of a Professional Civils design to help when approaching other organisations for funding. AONB could be a possible resource for labour.</p> <p>Council agreed that in principal they would put money towards a consultant engineer to support with the design and ensure safe access to the beach continues. Cllr AnRo to speak with PGL consultant, finance committee to look at funding available and item to be added to agenda for the January meeting for consideration by all. Felt this would enable BHYC to access funding from other organisations, such as Sizewell and Anglian Water, who are offering grants up to £50,000.</p>
4.	<p><b>To agree &amp; sign Minutes of meeting dated 30<sup>th</sup> September 2025 as true record.</b></p> <p>Minutes agreed as a true record proposed by Cllr MiLo and seconded by Cllr SuTa all in agreement.</p>
5.	<p><b>To review actions from previous meeting</b></p> <p>Deben Estuary Partnership Plan – Clerk checked website, still not added, will continue to monitor</p> <p>Free trees for PGL – Cllr AnRo advised could get trees, has tried to contact Evangeline, not heard anything, Clerk will try and contact and ask if still would like to have.</p> <p>Police liaison meeting – decided this should be held separately from the main meeting, Cllr SuTa advised has now heard she would need to call 101 and has been given a name of who to ask for, so will follow this up.</p> <p>Village Sign – Clerk to re-send email to Cllr AnRo with details for note in bulletin</p> <p>Clerk's contract – Clerk to look on SALC website to see if there is an alternative to the one shared with Cllr SuTa.</p> <p>CIL</p> <p>Apologies from Clerk and Cllr AnRo, both assumed the other had organised for the SID's to be ordered, so this has only just been confirmed with company.</p> <p>Hedges – letter needs to be completed for hedges that were identified as needing to be cut back and who have not replied to clerk, clerk to re-share completed spreadsheet with Cllr AnRo</p> <p>Path – needs to be completed, has been organised, just waiting for SCC</p>
6.	<p><b>Planning: To receive updates on current applications and consider applications received</b></p> <p><b>a. Consider the following application(s)</b></p> <p><b>DC/25/3891/TPO</b>  <b>Proposal:</b> 1no. Holm Oak (T001 on plan) - Prune back over the building roof by</p>

	<p>approximately 3 metres 1no. Holm oak (T002 on plan) – Fell 1no. Sycamore (T003 on plan) - Pollard to union at 5 metres height</p> <p><b>Address:</b> Manor Cottage, 34 The Street, Bawdsey, IP12 3AH</p> <p>No objections, proposed by Cllr CIWa, seconded by Cllr AnRo, all in agreement</p> <p><b>b. To consider any applications received after the publication of the agenda.</b></p> <p>None</p>
<b>7.</b>	<p><b>Discuss the erosion and funding for the footpath track by the Yacht Club</b></p> <p>See above agenda item 3</p> <p>Clerk advised had received a phone call from BHYC asking if the GoFundMe page could be added to our website, councillors agreed this would be allowed</p>
<b>8.</b>	<p><b>Discuss the joint venture between Alderton, Shottisham and Bawdsey for a BMX track</b></p> <p>Deferred to next meeting as Cllr RoTh was unable to make the meeting</p>
<b>9.</b>	<p><b>Policies – Review and adopt: -</b></p> <p>a. Internal Control</p> <p>b. Data Protection and information management Policy</p> <p>Policies recommended and agreed, proposed Cllr CIWa, seconded Cllr MiLo, all in agreement. Clerk advised has booked self on training course re GDPR and to ensure understanding, especially around the new changes, 3 different courses, basic on 12<sup>th</sup> January 2026</p>
<b>10.</b>	<p><b>Progress Reports</b></p> <p>a. Clerks Correspondence update</p> <p>Benches at Quay: -</p> <p>Have identified a potential place for benches to be put, have written to people involved giving them details of where and costings, just waiting to hear if they wish to proceed.</p> <p>Sign at Bawdsey Beach warning of dangers digging at base of cliff: -</p> <p>Have been requested by Natural England if we can write to Crown Estate, email has been sent, waiting for reply, feel if council agree, money could come out of CIL funds as this is a safety issue.</p> <p>Australian Couple: -</p> <p>Received an email from Australian Farmers, he stayed at manor Farm in 1963, coming over in March 2026 and wanted to look round, Cllr MiLo has agreed can show them round the old buildings, clerk has emailed Chris Mann to see if he could show them the farmland.</p>

	<p>Food Truck: -</p> <p>Liz Mann has asked if she can set up a food truck, Rawdon VHRGC said they are welcome to give it a go at the village hall, clerk has left this with them to liaise with each other, so they do not clash with any events going on.</p> <p>Suffolk Accident Rescue Service: -</p> <p>SARS have advised they will collect Christmas trees, need to book for this, a poster will go up on noticeboard mid Dec, has a QR code, clerk has other contact details if people are unable to use the QR</p> <p>Parking signs at Bawdsey Quay: –</p> <p>Posts are still there, but signs have gone regarding parking zone, clerk has original plans and will visit quay and note each one and write to highways, would we be willing to cover the cost if they state we have to pay?</p>
	<p>b. CIL – Receive an update.</p> <p>See item 5 on agenda</p> <p>Need to get pricing for road markings – Cllr AnRo to liaise with SCC Highways</p> <p>If safety/danger sign is needed where cliff is eroding, may be able to use some of CIL money.</p>
	<p>c. Village Hall and Recreation Ground Committee update (Cllr. Tod Heyda)</p> <p>Cllr ToHe was unable to attend the meeting; an update was sent prior: -</p> <p>Monthly meetings: -</p> <ul style="list-style-type: none"> <li>• Highlight of the year was the fete at the Manor - hugely successful and hopefully will be repeated</li> <li>• Improved heating on VH has been undertaken</li> <li>• Plans for improving sporting facilities for young people under way</li> </ul>
	<p>d. Coastal Matters: Updates on</p> <p>i. Coastguard report (Cllr. R. Thurkettle)</p> <p>Cllr RoTh was unable to attend the meeting</p> <p>ii. Deben Marine Centre (Cllr. Heyda)</p> <p>Cllr ToHe was unable to attend; an update was sent prior to the meeting: -</p> <p>Year finished at the end of October and though concerns were voiced about cafe not being available, the numbers were not dramatically different to last year.</p> <p>Hopeful new volunteers will come forward; 2 local people attended recent meeting and hopefully will join next year on the rota or beach measuring.</p>

	<p>A dedicated number of volunteers undertake the beach measurement on Tuesday of each week. Please pass the word around and if anyone is interested and either Cllr ToHe, Chris, Jim or Andy will be happy to explain further</p> <p>A huge thanks to all who undertake this work and the community spirit</p>
	<p>e. Speedwatch</p> <p>Will be able to see data once SIDs in place</p>
	<p>f. Melton, Woodbridge and Deben Peninsula Community Partnership (Cllr C Walker)</p> <p>Cllr CIWa advised unable to attend last meeting, has a meeting this Monday, are talking about setting up 4 chair based privately run exercise classes, have received, circa £6000 from ESC, will discuss at meeting and find out more.</p> <p>Clerk mentioned, if funding is needed for BMX track, could this may be a source? Cllr CIWa confirmed this would be a good use of the grant money, children's mental health</p>
	<p>g. Update from School (Cllr M Locke)</p> <p>Working well in academy trust. More people are needed for the governing body, clerk suggested putting note in Bulletin and ask clerk at Alderton to put note in Village Voice. Head teacher will be sending out request in school newsletter asking for people to consider being a governor.</p>
	<p>h. Emergency Committee (Cllr. S Tappenden)</p> <p>Cllr SuTa advised she attended a webinar on an Emergency Preparedness. Plan that is currently in place is for Bawdsey Alderton and Shingle Street. There is a need to get it set up again, meeting is due to happen in January, need to think who would be Rest Centre Manager in an emergency – clerk to send old plan to Cllr SuTa. There are a number of things would need to consider - How would you warn and inform, high Viz vests, who is vulnerable, public liability insurance, ESC would not cover any incidents, need to make sure our insurance is sufficient.</p> <p>Clerk to update survey to include – think about your pet, who would be able to look after them if you had to evacuate your home</p> <p>Clerk asked how would people return survey, Cllr SuTa advised can be returned to her, may need to also think about people who are vulnerable so could consider collecting from people who are unable to post, maybe telephone clerk and advise, then do a review of all returns and see if can collect from anyone who has not returned.</p> <p>Clerk advised had been contacted by councillor from Hollesley who wanted to know about our plan, have forwarded our old plan and have advised are in the midst of completing a new one, discussion now about having a joint plan with Hollesley too.</p> <p>Plan is to look at everything that is needed and to start putting in place everything for Bawdsey, so we can get ahead.</p>
	<p>i. Green Agenda – Trees and Hedges</p>

	<p>Cllr AnRo to purchase 4 trees, plus stakes and ties for Manor Drive as original ones have failed, have a working party to help.</p> <p>j. Highway Matters</p> <p>See agenda item 10b</p> <p>Cllr CIWa mentioned road sweepers, were sweeping, but leaving sand behind, clerk advised would contact Cllr JaMa and ask if he could look into this.</p> <p>CllrMiLo advised Headteacher decided to let the children go early due to the rain and the condition of the roads, will keep a monitor of this and see if happens again.</p> <p>Cllr SuTa advised East Lane is still flooding, not reached gardens, but still an issue for children walking to school.</p> <p>Cllr SuTa advised leaves are bad in this area, will report to Cllr JaMa to see if he can arrange for the road and pavements to be swept.</p>
11.	<p><b>Finance</b></p> <p><b>1. To note Bank Balances as of 31<sup>st</sup> October 2025:</b></p> <p>a) Current Account - £11517.34  b) Reserve Savings Account - £6909.69  c) CIL Funds Savings Account - £25942.29  d) Projects Savings Account - £7391.02</p> <p>Noted</p> <p><b>2. To authorise the following Invoices for Payment:</b></p> <p><b>a. New payments since last meeting:</b></p> <p>£18.00 RBL Poppy Wreath  £18.59 ESC Bulletin Aug 25  £168.00 CAS Gov email accounts  £66.00 CAS Website Hosting  £26.83 ESC Bulletin Sept 25  £6.00 Bank Charge Sept 25  £6.00 Bank Charges Oct 25</p> <p>Payments Agreed proposed by Cllr AnRo, seconded by Cllr CIWa, all in agreement</p> <p><b>b. Any new invoices since publication of agenda:</b></p> <p>£43.20 SALC Clerk Data Protection Training</p> <p>Payment agreed, proposed by Cllr AnRo, seconded by Cllr CIWa, all in agreement</p> <p><b>c. Any new payments received since last meeting:</b></p> <p>None</p>

	<p><b>3. To receive minutes from finance meeting held on 24<sup>th</sup> October 2025 and accept recommendations</b></p> <p>Minutes accepted and recommendations agreed, proposed by Cllr MiLo, seconded by Cllr SuTa, all in agreement</p>
<b>12.</b>	<p><b>Any matters to be brought to the attention of the Council and to agree date for next meeting(s).</b></p> <p>Finance Meeting – 10<sup>th</sup> January 2026 10am</p> <p>Full Council Meeting – 22<sup>nd</sup> January 2026 7pm</p>

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