

Ilketshall St. Andrew Parish Council

Minutes of the Meeting of 1 September 2025, 7.30 pm.

1. Welcome.

The Chair of the Parish Council (Gerald Godfrey) welcomed those present at the meeting, which included all 5 Parish Councillors (Gerald Godfrey (GG), Ian Braid (IB), Colin Ward (CW), Penny Ward (PW) and Rod Apps (RA). There were 4 members of the public present.

2. Apologies for absence.

Apologies were received from Judy Cloke (County Councillor), and from Anthony Specca & Toby Hammond (District Councillors).

3. Declarations – Pecuniary and Other.

There were no declarations of pecuniary or other interest in the items on the agenda.

4. Minutes of previous meetings

The Minutes of the meeting of 7th July 2025 were unanimously approved by the Parish Council, and signed by the Vice-Chair.

5. Matters arising from the Minutes of 7th July 2025, and Parish Clerk's update.

[Item 5 of the Minutes of 7 July 2025 refers]: Standing Orders. RA noted that no material progress had been made on these, but emphasised that the Parish Council **did have** Standing Orders, but these were rather standardised and would benefit from being made more specific to the Ilketshall St. Andrew Parish Council.

Action: RA

[Item 5 of the Minutes of 7 July 2025 refers]: Village Hall car park adverse possession claim. RA reported that a further hurdle had been identified in relation to this; as the representative of the Parish Council submitting the claim, there is a requirement for RA to prove his identity, which has to be undertaken by a solicitor or a conveyancer. However, one cannot make an appointment to see a solicitor without first becoming a client, for which one has to . . . prove one's identity. So one need to prove one's identify in order to prove one's identity. Solicitors are not prepared to do that due to the risk involved, and will only prove the identify of an existing client. RA noted that he may need to consult a solicitor about a private issue **anyway** in the foreseeable future, so the Land Registry identity-proving may be tagged onto that.

Action: RA

[Item 5 of the Minutes of 7 July 2025 refers]: .gov domain for the Parish Council website. RA reported that he had undertaken some investigation of this issue, and noted that:

1. It is not a **requirement** to have a .gov domain name, merely a recommendation. Within Suffolk, 67 of the 372 (hence less than 20%) currently have .gov domain names.
2. It would not be possible for the existing website manager to complete the necessary work, with other organisations being required to undertake some work, given their status as approved .gov domain providers. It **might** then be possible to transfer the management of the website back to the existing manager, but it is not clear. The costs of obtaining a .gov domain are not inconsiderable – several hundred pounds being mentioned.

3. The benefits of adopting a .gov domain quoted by SALC and by the government website are not particularly convincing in relation to Ilketshall St. Andrew Parish Council. The benefits of having a “trusted and professional .gov.uk brand”, along with other perceived benefits associated with email accounts and higher levels of security did not appear to materially apply to the Parish Council. In addition, the benefits needed to be balanced against the costs involved.

The Parish Council agreed that RA should continue to investigate the possibilities and the costs involved, and come back to the Parish Council with more detail and perhaps a proposal for shifting to a .gov domain.

Action: RA

[Item 5 of Minutes of 7 July refers]: RA confirmed that he had contacted Judy Cloke regarding how to proceed in relation to the bus stop at the bottom of Top Road, and would continue to try to progress the issue.

Action: RA

[Item 8 of Minutes of 7 July meeting refers]: RA confirmed that he had submitted the Parish Council's response to the Redisham Hall Farm solar farm planning proposal, and thanked IB for his drafting of that response. It was noted that the 'determination date' for the proposal is Tuesday 9 September.

[Item 9 of Minutes of 7 July refers]: RA noted that he had not taken forward the Rural Exception Site initiative yet, but would endeavour to do so.

Action: RA

OTHER ITEMS/UPDATES:

1. The 'adverse possession' claim for a piece of Great Common submitted by a resident. RA reported that the resident had withdrawn the claim, and had agreed to the removal of the gates, fencing and posts positioned on Great Common that were associated with the claim. Given that the negotiations had been undertaken via the resident's solicitor and the Land Registry, it was agreed that the Parish Council should formally write to the resident to note the position, and to confirm that the LMC would be in touch with the resident to arrange a mutually convenient date for the removal of the material from Great Common.

Action: RA

6. Adjournment for public participation.

No members of the public present wished to say anything at this stage of the meeting.

7. Opportunity for District Councillors and County Councillor to speak.

RA noted that Judy Cloke's end-June 2025 report had been previously circulated to Councillors, which had arrived after the 7 July meeting. The Parish Council agreed that there was nothing of particular note for the village within that report.

No additional reports, from either the County Councillor or the District Councillors, had been received due to the summer holidays.

8. Planning Applications

No planning applications had been received since the 7 July 2025 meeting of the Parish Council.

9. To discuss and agree the finances:

a. Confirmation of payments made since last meeting of the Parish Council, and of payments due.

RA circulated copies of the sheet detailing the payments made since the meeting of the Parish Council on 7 July 2025. These comprised:

Website maintenance (TiaGrace) August 2025 onwards	£180.00
Phil Greener, installation of gates and fencing at Play Area	£940.00
Insurance premium for the Village Hall (reimbursement of VHMC)	£952.56
Andrew Ward - £150 for one-off clearing and tidying of the Play Area and the surrounds, in addition to 2 sessions of grass cutting at £30.00 per session	£210.00
Suffolk County Council, for Traffic Survey of Top Road Aug/Sept 2025	£558.00
TOTAL:	£2,840.56.

The Parish Council unanimously confirmed (with RA not voting) the 5 payments.

The Parish Council noted that, as a consequence of the resignation of Jacqui Harrison it had not been possible for payments to be made from either the Barclays or Unit Bank accounts, and that RA had been funding these payments. The Parish Council further noted that IB had recently been approved as an 'authoriser' to the Unity Bank account. The Parish Council therefore unanimously agreed (with RA not voting) to approve the reimbursement of a total of £3,380.94 to RA, comprising the £2,840.56 detailed above and the £540.38 agreed at the May 2025 Parish Council meeting. RA undertook to set up the payment for IB to authorise.

Action: RA

The Parish Council additionally confirmed two payments, each of £6.00, one at the end of July 2025 and one at the end of August 2025, constituting the service charge levied by Unity Bank on that bank account.

The Parish Council noted the quote received for the insurance of the Parish Council of £413.06, and unanimously approved the payment (with RA not voting). RA reported that the quote was based on having an employee (the previous Parish Clerk) and a higher income, which would need to be corrected, and that this *might* lead to a lower quote.

Action: RA

The Parish Council noted that it was still not possible to make any payments from the Barclays accounts, and noted that the intention (initiated by the previous Parish Clerk) was that the Barclays accounts would be closed once the Unity Bank account was operational and the balances transferred to Unity Bank. The Parish Council unanimously agreed (with RA not voting) to continue with this plan. RA undertook to investigate how this could be achieved, given that there were insufficient signatories to authorise payments, and to execute the transfer when possible.

Action: RA

b. Update on Parish Council finances for 2025-2026.

RA circulated a sheet to Councillors summarising the Parish Council finances for the financial year to date. It was noted that the total balance, across all bank accounts as at 1 September 2025, was £11,433.97.

It was further noted that, after the reimbursement of RA and the payment the insurance premium for the Parish Council, the total funds of the Parish Council would constitute approx.. £7,640, and that £940.00 should be received from S106 funds as reimbursement for the cost of the gates and associated work to the Play Area (see below).

CIL funds: RA reported that he had obtained clarification of these.. As at 1 the end of the 2024-25 financial year, the Parish Council held £2,035.49 in CIL funds, with £980.34 having been received during the 2024-2025 financial year. Unless CIL funds are spent within 5 years of receipt on approved infrastructure, they have to be returned to East Suffolk Council. The relevant deadlines for the funds held by the Parish Council are:

£572.30 to be spent by 28/10/2027

£482.85 to be spent by 28/10/2028

£482.85 to be spent by 28/04/2029

£497.49 to be spent by 28/10/2029

The Parish Council is required to complete and post on its website a "CIL Report" each year detailing its CIL expenditures, income and balance. RA had completed this Report, which the Parish Council unanimously confirmed (with RA not voting), and IB signing the form as the "verifier". RA undertook to arrange for the Report to be posted on the Parish Council website.

Action: RA

S106 funds: RA had reported to the July 2025 meeting that the Parish Council appears to have £1,331.71 and that this money is *not* within the Parish Council bank accounts – the Parish Council will have to apply for it to be released, and that there is an expiry date of the end of 2025. RA reported that since the July 2025 meeting, he had endeavoured to clarify the amount and the arrangements for gaining payments, but had not had any responses to emails. Judy Cloke had agreed to try to ascertain why and to move things forward. The Parish Council noted that the payment of £940 for the new gates and associated work on the Play Area should be eligible for repayment, which would still leave £391.71 to claim.

Action: RA

10. To discuss and agree any highways issues.

a. To receive an update on Speedwatch on Top Road.

For reference, it was noted that:

In June 2025, five 1-hour sessions had been held, with a total of 16 vehicles being recorded as over the 30mph speed limit, with the highest speed being 43 mph (two occasions).

In July 2025, six 1-hour sessions were held, with 2 vehicles being identified as above the speed limit (max 36 mph).

In August 2025, four 1-hour sessions were held, with 3 vehicles being identified as above the speed limit (max 37 mph).

The Parish Council noted that the sessions in July and August recorded significantly lower numbers of speeding vehicles and lower maximum speeds, and agreed that the project was resulting in deterring speeding.

b. To receive any data from the Speed Indicator Device.

No new data was available from the Speed Indicator Device for this meeting of the Parish Council.

c. To discuss and agree action relating to the siting of posts for the new Speed Indicator Device.

The Parish Councillors agreed to meet at 9.00am on Saturday 6 September on Top Road to discuss and agree the siting of the posts.

d. To discuss and agree action relating to the traffic survey on Top Road, 21 July – 3 August 2025.

The spreadsheet of data from the traffic survey had been made available to Parish Councillors prior to the meeting. RA undertook to make it available on the Parish Council website.

Key results:

The Latitude Festival did not appear to cause any significant increase in traffic on Top Road **before** or **during** the Festival, but did cause an increase in traffic **after**. The figures suggest an additional 75 vehicles using Top Road to get to the A144 on the Monday following the Festival. [367 vehicles on the Monday **before** the Festival, 440 on the Monday **after**.] These vehicles were mostly Group 1 or Group 2 – Group 2 includes campervans, which supports anecdotal evidence and correlates with the lack of signage at the Latitude Festival regarding how to get **away** from the site.

Incidence of Group 8 vehicles. These are 3- or 4-axle artics. Significant concentration on particular days.

Monday 21 July, eastbound: 22 Group 8.

Tuesday 22 July, westbound: 20 Group 8.

Wednesday 30 July, eastbound: 16 Group 8

Saturday 2 August, eastbound; 13 Group 8

Wednesday 30 July, westbound: 20 Group 8

Saturday 2 August, westbound: 13 Group 8.

To put those figures in context; on **no** other day, (either week, either direction) was there more than **3** Group 8 vehicles per day (average probably 1.5). Those days **also** saw higher-than-average numbers of Group 9 and Group 10 vehicles, which are most likely to be farm vehicles.

Comparison with Traffic Survey undertaken in January: significantly higher Group 8 numbers. Average of 37 Group 8 vehicles per week (both directions) in July/August, as against 12 in January. Average of 62 Group 9 & 10 vehicles in July/August, as against 32 in January.

Overall vehicle numbers higher in July/August by around 10-12%.

The Parish Council requested that RA write to the Latitude Festival, copied to Highways, urging the Festival organisers to do more to manage the traffic departing from the Festival in 2026.

Action: RA

11. To discuss and agree any action relating to the Play Area.

a. To note and discuss arrangements for the maintenance of grass etc.

The Parish Council noted that a contract had been created for some one-off clearing and tidying of the Play Area, along with routine grass-cutting. The Parish Council further noted that the one-off clearing and tidying of the Play Area and surrounds had been completed, except for grass seed to be laid when weather

conditions were appropriate. Grass cutting would take place on an “as and when needed” basis.

b. To note and discuss work undertaken on gates to the Play Area.

The Parish Council noted that Phil Greener had completed the installation of new wooden gates, posts, and infill to the fencing at the Play Area.

c. To discuss and agree action relating to play equipment.

The Parish Council noted that there was widespread support for a “low-level basket swing”, particularly given that there would be sufficient space now that the ‘train’ and ‘car’ had been removed.

RA undertook to contact David Bracey to get his advice regarding an appropriate supplier (and perhaps model) and to investigate possibilities.

Action: RA

The intention would be to utilise the remaining S106 funds, along with some of the remaining CIL funds for the purpose.

12. To discuss and agree action relating to the leaning tree on Tooks Common Lane, south of Peardyke Common.

Gerald Godfrey undertook to remove the tree.

Action: GG

13. To receive and discuss Minutes from other Village institutions.

a. Village Hall Committee

The Minutes of the meetings of the VHMC held on 8 July 2025 had been previously circulated to Councillors. The Parish Council noted those Minutes.

b. Land Management Company

The Minutes of the LMC Board meeting of 7 April 2025 had been previously circulated to Councillors, and the Parish Council noted those Minutes.

14. Any Other Business

1. The Parish Council had received a suggestion to move the notice board at the junction of School Road and Tooks Common Lane to the other side of School Road, in the light of a continuing problem with trees and brambles in the current location in conjunction with the need for the posts to be replaced.

The Parish Council agreed to request RA to approach Phil Greener to see if he would be interested in taking on the work, and if so to provide a quote.

Action: RA

2. RA suggested the possibility of creating an email circulation list for the Parish Council. Such a circulation list would not supplant the existing periodic circulation of paper Newsletters, but would supplement it and provide additional information to those who subscribed. This would, for example, provide for timely notification of Planning Applications, but in addition allow for other information that arrives in the Parish Council email inbox to be publicised. The Parish Council agreed to the initiative being taken forward.

Action: RA

15. To agree the date of the next meeting

The date of the next meeting of the Parish Council was confirmed as **Monday 3 November 2025, 7.30pm, Village Hall.**

The meeting closed at 9.25 pm.

Signed

Date