

## Ilketshall St. Andrew Parish Council

### Minutes of the Meeting of 2 March 2026, 7.30 pm.

#### **1. Welcome.**

The Chair of the Parish Council (Gerald Godfrey) welcomed those present at the meeting, which included 4 Parish Councillors (Gerald Godfrey (GG), Ian Braid (IB), Richard Hall (RH) and Rod Apps (RA). There was 1 member of the public present.

#### **2. Apologies for absence.**

Apologies were received from Penny Ward, Colin Ward and Andy Ward which were all accepted.

#### **3. Declarations – Pecuniary and Other.**

There were no declarations of interest.

#### **4. Adjournment – Public Participation.**

Given that there was only one member of the public present, the Parish Council unanimously agreed that the member of public would be encouraged to contribute to discussions on the agenda as appropriate

#### **5. Appointment of Parish Clerk.**

The Parish Council had previously undertaken interviews for the post of Parish Clerk, and had identified Michelle Salazar as the preferred candidate. RA nominated, IB seconded, and the Parish Council voted unanimously to appoint Michelle Salazar as Parish Clerk, to take effect from the end of this meeting. The Parish Council formally welcomed Michelle Salazar to the Parish Council.

The Parish Council unanimously agreed to fund the purchase of a laptop up to a cost of £300, and left it to Michelle Salazar to take it forward at this stage.

#### **6. Minutes.**

The Minutes of the meeting of the Parish Council of 5 January 2026 and of the Extraordinary Meeting of 2 March 2026 were unanimously agreed by the Parish Councillors and signed by the Chair. It was noted that there had been a number of minor changes to the draft Minutes that had been published on the website, and that the agreed version would replace these.

#### **7. Matters arising from the Minutes of 5 January 2026 and 23 February 2026, and Parish Clerk's update.**

##### ***Minutes for 6 January 2026:***

*[Item 9 of Minutes of 5 January 2026 refers:]* RA confirmed that he had written and submitted comments to East Suffolk Planning regarding the minor changes to the documentation submitted by OPD Energy with a deadline for responses of 9 January 2026.

*[Item 10 of Minutes of 5 January 2026 refers:]* RA confirmed that the solar panel and fitting kit for the new SID had been purchased. PW had previously notified RA of continuing problems with the software for downloading the data from the new SID, and Tony Brown volunteered to take over this aspect of the management of the new SID.

*[Item 14 of Minutes of 5 January 2026 refers:]* RA confirmed that the revised Standing Orders for the Parish Council had been posted on the Parish Council website.

### **Minutes for 23 February 2026:**

RA confirmed that he had submitted the comments, edited following the Parish Council meeting of 23 February 2026, to the East Suffolk Planning website.

### **Updates:**

The Parish Council website now has the “.gov” domain (rather than the .org domain). There is an automatic redirection from the old Parish Council website, so in practice the new address will probably go unnoticed. The previous website managers have been retained, so nothing really has changed – except that there will be annual bills to pay for the .gov provision. The new website address is: <http://ilketshallstandrew-pc.gov.uk>

Each of the Parish Councillors, and the Parish Clerk, now have .gov email addresses. These will be publicised (and also listed on the website) in a Newsletter to go out to villagers publicising the Annual Parish Meeting in May.

There was only a limited response from the Village Hall Management Committee regarding the usefulness of a projector and screen, but the Parish Council agreed to defer further discussion until the AGM of the Village Hall, at which a number of Parish Councillors would be hoping to attend.

RA noted that he had previously circulated an email concerning “bleed kits”, with the suggestions that one could be located within the defibrillator cabinet. The cost of such a kit would be £90 plus VAT. The major elements of the kit are a tourniquet, a chest seal, gauze, and bandages. The Parish Council unanimously agreed (with RA not voting) to purchase a kit. The Parish Council also agreed to raise the issue at the AGM of the Village Hall on 9 March, with a view to also arranging a first aid training session to include its use..

*[Action: RA]*

## **8. Opportunity for District Councillor and County Councillor to speak.**

The Parish Reports from County Councillor Judy Cloke for the end of December 2025 and for the end of January 2026 had been previously circulated to Parish Councillors.

Judy Cloke noted that Highways had started to reduce its expenditures on electricity as a consequence of the replacement of sodium street lights, that it was now possible for blockages in rivers to be reported on the County Council website, and that an increase in the Council Tax of 4.99% had been approved. Judy Cloke also noted that 2% of the 4.99% increase would be used for adult social care.

## **9. To discuss any Planning Applications.**

It had already been reported (Item 7 above) that comments regarding the “Cable Route” document relating to the Redisham Hall Farm solar farm proposal had been submitted to East Suffolk Planning.

RA reported that, following the Parish Council meeting on 23 February 2026, a letter had been written to Suffolk Highways asking for an explanation as to why it had withdrawn its recommendation for a “deferral” of the grant of Planning Permission, and was now recommending approval subject to a number of conditions. None of the conditions related to any aspect of the “Cable Route”, apart from a few very generic statements.

Suffolk Highways had responded as follows:

*Before the cable laying works can begin, the developer will need to apply for a Section 50 Licence. The need for any road closures and a review regarding the safety of the road*

*network will be addressed at this point and is separate from the planning process. There have been highway mitigations made on the haul route into the site to help with the construction stage and thereafter there is no further impact on the highway. The decision as to whether this application is acceptable remains with East Suffolk Council as the Local Planning Authority and therefore any concerns should be directed to them where they are able to further consult SCC when they consider it to be appropriate. Any representations and comments you wish to make need to be made directly to the LPA.*

RA further reported that the Parish Council had received an email from East Suffolk Planning on 2 March 2026 regarding the Redisham Hall Farm solar farm proposal, which read as follows:

*Thank you for taking the time to review the construction method statement and by calling an extraordinary meeting to deal with this matter.*

*I understand the concerns and will look to review this either with the highway authority and/or within my report.*

*As a bit of an update, the application has been delayed from March planning committee as I have requested some additional viewpoints to be included in the landscape assessment. It is most likely that it will also not make April's committee for this reason. However, you will be contacted by our democratic service team as the parish council to make you aware once a committee is scheduled.*

It was further reported that an issue of the Beccles & Bungay Journal, etc., had noted that OPD Energy had been unable to establish the ownership of certain bits of land across which they will need to install the connecting cable. The Parish Council noted that it was unclear what land was being referred to, but it could potentially refer to Common land (which, given that it has no known owner, would clearly present difficulties for establishing the owner thereof), and this might include the access track down to the sub-station.

**Regarding DC/26/0343/VOC Construction of house next to Hawthorn Farm, Great Common Lane:** RA noted that the Variation of Condition related to eaves height, windows, etc. Given that the deadline for responses was 2 March, consultations amongst the Parish Council had taken place via email, and it had been agreed that the Parish Council did not have any comments to make. RA had accordingly made the appropriate submission to the East Suffolk Planning website.

#### **10. Defining what part of the Parish Council's responsibility for custodianship of the commons have been delegated to the LMC under its remit of "day to day management", and what parts remain with the Parish Council.**

The Parish Council discussed the responsibilities of the Parish Council, and the Land Management Company, in relation to the Ilketshall St. Andrew & St. John Commons. RH said that he was not happy that the LMC was running independently of the Parish Council, given that the Parish Council had overall responsibility for the Commons. RA said that under the terms of Section 45 of the Commons Act (2006), the Parish Council (along with the District and County Council) to take action as if it was the owner of the Commons. RH said that it was unsatisfactory that Parishioner Directors of the LMC had voted contrary to the wishes of the Parish Council that there should be no discussions with RES; IB said that the Parish Council had only decided that the Parish Council should not engage in discussions with RES, for the reason that it needed to be seen to be impartial prior to the submission of any planning application. RH requested that the LMC should inform the

Parish Council if RES communicates with the LMC, in a timely manner. After further discussion, RH proposed and RA seconded the following motion:

The Land Management Company will keep the Parish Council updated in a timely manner regarding any communication from any external organisation regarding any possibility of damage to the Commons.

The Parish Council unanimously agreed to the motion.

Following further discussion, RA proposed and GG seconded the following motion:

The Parish Council endorses and confirms Items 5b and 5c of the Minutes of the Parish Council meeting of 9 December 2024 for the delegation of authority for the management of the Commons to the Land Management Company.

The Parish Council unanimously agreed the motion.

## **11. The responsibilities of the LMC board members nominated by the Parish Council.**

The Parish Council unanimously agreed that the issues raised under this item had been discussed and resolved, with corresponding motions agreed, under Item 10 of this meeting.

## **12. To discuss and agree the finances:**

### **a. Update on the financial position of the Parish Council, and to discuss and agree any payments due.**

The Parish Council noted the following payments made since last meeting of the Parish Council:

Approved, but made since:

£86.75	Rod Apps, reimbursement
£60.00	Andy Ward, grass cutting
£3,571.82	Action Play & Leisure – swing
£521.08	Elan City – solar panel for SID
£6.00	Unity Bank service charge, end-January 2026

Made since 6 January 2026: and need approval/confirmation:

£180.00	TiaGrace Web Design, 6-month invoice
£243.50	IT Services at CAS - .gov domain creation
£6.00	Unity Bank service charge, end-Feb 2026

The Parish Council unanimously agreed to approve and confirm these payments.

RA reported that he had made a payment of £336.00 to Ringsfield & Weston Parish Council, representing 4 years of the portion of the insurance premium for the shared VAS. He noted that he had made this payment by cheque due to problems with making a direct bank transfer. The Parish Council unanimously agreed (with RA not voting) to make the reimbursement of £336.00.

*[Action: RA]*

RA circulated copies of the summary financial accounts for the Parish Council for the financial year to date.

It was noted that all the Barclays accounts had now been closed, with the balances transferred to the Unity Trust Bank account. It was also noted that the Parish Council no longer held any CIL monies or was due any S106 payments at the current time.

The total bank balances as at 2 March 2026 were reported as constituting £4,457.95. Taking into account the reimbursement to RA for the insurance premium for the shared SID with Ringsfield & Weston Parish Council, the repayment anticipated for VAT, and donations to cover the cost of the solar panel and fitting kit for the new SID, and subject to any expenditures prior to the end of March 2026, the anticipated end-of-financial year balance was therefore £5,309.

### **13. To discuss and agree any Highways issues:**

#### **a. Flooding issues on School Road and Tooks Common Lane.**

The Parish Council noted that there had been a request for this item to be included on the agenda, but that no members of the public representing the affected household were present at the meeting. The Parish Council noted that the flooding issue on School Road had largely been solved as a consequence of work undertaken on Great Common. It further noted that the particular problem on Tooks Common Lane had been solved as a consequence of work undertaken by a resident on nearby land. The Parish Council noted that, due to the stance adopted by Highways, residents and landowners would largely have to take responsibility for such issues themselves.

#### **b. To receive an update on Speedwatch on Top Road.**

The Parish Council noted that several of the planned sessions had been cancelled due to weather and/or road conditions.

In January 2026, there had been five 30-minute sessions, with one speeder identified at 36mph, a 'first letter'.

In February 2026, there had been four 30-minute sessions, with no speeders recorded.

#### **c. To receive any data from the Speed Indicator Devices on Top Road.**

The Parish Council noted that due to the unanticipated inability of CW and PW to attend the meeting, no data from the old SID was available to the meeting. The issue of the data availability from the 'new' SID had been discussed under Item 7. above. The Parish Council unanimously agreed to allow Tony Brown to access whatever data was needed from the speed indicator devices.

*[Action: CW, PW]*

#### **d. To consider joining the Suffolk Parishes Road Safety Group.**

An email received by the Parish Council regarding this group had previously been circulated to Parish Councillors. The Parish Council unanimously agreed to join the group. There would be no cost involved.

*[Action: RA]*

#### **e. To discuss the option to apply for 20mph speed limits on specified rural roads.**

The Parish Council noted that this possibility only applied to Top Road, the only road in the parish with a 30mph limit. The Parish Council noted that there were a number of arguments both in favour of, and in opposition to, the creation of a 20mph limit on Top Road. The Parish Council also noted the substantial cost involved in applying for a 20mph limit. The Parish Council therefore unanimously agreed (with RA not voting) to not pursue the possibility at this time, but to keep the possibility under review.

**f. To discuss the continuing lack of repair to the road directions sign at the junction of Top Road and Ringsfield Road.**

The Parish Council noted that it was almost exactly 1 year since the damage and removal of this sign. IB reported that the damage had been reported on 1<sup>st</sup> March 2025, and that the website now states that the action is “closed” – but without any action having been taken. The Parish Council agreed to ask IB to reopen the action, and Judy Cloke also undertook to follow up the issue with Highways, but noted that the explanation would likely to be a shortage of funds.

*[Action: IB]*

It was also noted that the road name-sign at the same location had been demolished at the same time. RA undertook to contact the District Council (whose responsibility it is) to try to secure the installation of a replacement.

*[Action: RA]*

**14. To discuss and agree any actions relating to the Play Area.**

The Parish Council noted that the basket-type swing had been installed shortly after the 6 January 2026 meeting of the Parish Council.

David Bracey, the individual who has undertaken the annual safety inspections in previous years, had been in touch regarding the inspection for this year. The cost would be £110 plus VAT, and he suggested mid-late April for the inspection. The Parish Council unanimously confirmed this expenditure, and requested RA to confirm with David Bracey.

*[Action: RA]*

**15. To receive and discuss the Minutes from other Village institutions.**

**a. Land Management Company.**

The Parish Council noted the Minutes for the October 2025 meeting of the LMC that had been circulated to Councillors previously.

**b. Village Hall Management Committee.**

The Parish Council noted the Minutes for the January 2026 meeting of the Village Hall Management Committee that had been circulated to Councillors previously.

The Parish Council noted that, in the light of the fact that the Parish Council owned the Village Hall building, it would be appropriate for the Village Hall Management Committee to inform the Parish Council of any intentions to make repairs or alterations to the structure of the building. The Parish Council unanimously agreed (with RA not voting) to ask RA to write to the Village Hall Management Committee to that effect.

*[Action: RA]*

**16. To discuss and agree the arrangements for the Annual Parish Meeting (scheduled for Monday 11 May 2026).**

The Parish Council noted that Michelle Salazar had previously suggested that it would be appropriate to have annual reports not only from the Parish Council at the Annual Parish Meeting, but also from the other Village institutions – and hence the Village Hall Management Committee, the LMC, the Town Trust, the Commoners’ Association and the Parochial Church Council. The Parish Council unanimously agreed to this proposal, and requested RA to contact the institutions involved.

[Action: RA]

The Parish Council noted that attendance at Annual Parish Meetings in previous years had been very low (an average of 1.8 people, with some coming due to the Parish Council meeting occurring later in the evening), and that various suggestions had been made to bolster attendance and participation. Following discussion, the Parish Council unanimously agree to:

Hold the Annual Parish Meeting on Monday 11 May, as scheduled, separately to the Parish Council meeting as long as the Village Hall was available for the Parish Council meeting on 27<sup>th</sup> April;

[Action: RA]

Following the formal business of the Annual Parish Meeting, to have the Village Hall bar open;

[Action: RA]

To investigate the possibility of an external speaker and food, regarding which GG mentioned a number of possibilities that he undertook to investigate.

[Action: GG]

**17. To agree the date of the next meeting of the Parish Council.**

The Parish Council noted that, given the discussion under Item 16 above and subject to the availability of the Village Hall, the next meeting of the Parish Council would be on Monday 27<sup>th</sup> April 2026 at 7.30pm.

Subject to the investigations into possibilities regarding external speakers and food, the date for the Annual Parish Meeting would be Monday 11<sup>th</sup> May 2026, at 7.30pm

The meeting closed at 9.40pm.

Signed .....

Date .....