

# Ilketshall St. Andrew Parish Council

Minutes of the Meeting of 12 May 2025, 7.30 pm.

## 1. Welcome.

The Vice-Chair of the Parish Council (Ian Braid) welcomed those present at the meeting, which included 4 Parish Councillors (Ian Braid (IB), Colin Ward (CW), Penny Ward (PW) and Rod Apps (RA)). There were 3 members of the public present, along with one District Councillor (Toby Hammond).

## 2. Election of Chair and Vice-Chair

Gerald Godfrey was nominated as Chair by RA, seconded by IB, and unanimously agreed by all Councillors. Gerald Godfrey had given his consent to acting as Chair for 2025-2026 prior to the meeting of the Parish Council.

Ian Braid was nominated as Vice-Chair by RA, seconded by PW, and unanimously agreed by all Councillors.

## 3. Apologies for absence.

There was an apology for absence from Gerald Godfrey, which was accepted. Apologies were received from Judy Cloke (County Councillor) and Anthony Speca (District Councillor).

## 4. Declarations – Pecuniary and Other.

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

## 5. Minutes of previous meetings

The Minutes of the meeting of 3<sup>rd</sup> March 2025 were unanimously approved by the Parish Council, and signed by the Vice-Chair.

## 6. Matters arising from the Minutes of 3<sup>rd</sup> March 2025, and Parish Clerk's update.

*[Item 5 of the Minutes of 3<sup>rd</sup> March 2025 refers]:* Shipmeadow Solar Farm. RA noted that at the meeting of the Parish Council on 3<sup>rd</sup> March 2025 the Parish Council had agreed to not take up the offer from Pauric McCloskey (the lead at RES for the Shipmeadow Solar Farm) for discussions with the Parish Council regarding the possible development. RA confirmed that this decision had been communicated to Pauric McCloskey. RA reported that he had contacted Pauric McCloskey subsequently at the request of the Board of the Land Management Company to seek some clarification of some aspects of the possible development, and that Pauric McCloskey had provided the clarification. Details of that clarification included the statement around 60% of the construction materials for both sections of the solar farm would be transported to the sections from the B1062, with the remaining 40% being transported from the A144/Top Road/Tooks Common Lane. All construction workforce access (LGVs, vans, 4x4s, etc) would be from the B1062 and not from the A144/Top Road/Tooks Common Lane. The vehicles using the A144/Top Road/Tooks Common Lane route would therefore be limited to HGVs serving the eastern section, constituting 40% of the HGV movements. Correspondingly, the anticipation is that this would

involve 8 HGVs per day (i.e. 1 vehicle per hour during the working week) during the construction phase.

The Parish Council noted this information, but unanimously agreed (with RA not voting) to confirm its decision to not engage in discussions with RES.

IB noted that, on the basis of information on the Open Spaces Society website, it was very unlikely that RES would be successful in gaining approval for the creation of passing places on Common land.

The Parish Council noted the presentation that had taken place at the Village Hall in March relating to the possibility of a further solar farm to the south of Ringsfield Road. This proposed development would comprise a small area (perhaps 5 acres) within the parish boundary, and therefore any planning application would come to the Parish Council for comment. The Parish Council also noted that, at the presentation, that the company intended to submit a Planning Application before the end of June.

*[Item 5 of the Minutes of 3<sup>rd</sup> March 2025 refers]:* RA reported that he had not managed to make any progress on the updating of the Standing Orders for the Parish Council.

Action: RA

*[Item 14 of the Minutes of 3<sup>rd</sup> March 2025 refers]:* RA reported that he had made a start on the application for “adverse possession” of the Village Hall car park, and noted that he would probably need to seek advice regarding the value of the land given that it is Common land with no known owner.

Action: RA

*[Item 15 of the Minutes of 3<sup>rd</sup> March 2025 refers]:* RA reported that he had raised the issue of the maintenance of the pond at the north end of the Village Hall site at the last meeting of the Land Management Company in April, and that the LMC had agreed to add it to the cycle of pond maintenance.

*[Item 15 of the Minutes of 3<sup>rd</sup> March 2025 refers]:* RA reported that the proximity of the Village Hall pond to the Play Area was not identified as a concern by David Bracey, the individual responsible for the Safety Inspection of the Play Area, at the inspection in April 2025 and that he regarded the fencing as providing sufficient security.

*[Item 17 of the Minutes of 3<sup>rd</sup> March 2025 refers]:* RA confirmed that he has notified Electoral Services at East Suffolk District Council of the resignation of Jacqui Harrison, that the relevant Notice had been published, that there had been no call for an election, and therefore that a further vacancy for a Councillor on the Parish Council had been created which could – along with the other vacancy – now be filled by co-option. The Parish Council unanimously agreed to request RA to write and send a letter to Jacqui Harrison thanking her for her contribution as Parish Councillor.

Action: RA

## **7. Adjournment for public participation.**

There were no specific contributions from the members of the public present under this heading of the Agenda.

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

The Parish Council noted the reports from the County Councillor, the District Councillors, and the Leader of East Suffolk Council that had been circulated to Councillors previously.

The Parish Council welcomed the possibility that Kinda Education would be taking over Ringsfield Hall, and intended to retain it as an educational facility for vulnerable children excluded from mainstream education.

## **9. Planning Applications**

No planning applications had been received following the publication of the Agenda for the meeting.

## **10. To discuss and agree the finances.**

A quantity of documents had been circulated to the Parish Councillors by RA prior to the meeting relating to the Annual Governance and Review (AGAR) requirements. The Parish Council considered these, and unanimously agreed (with RA not voting)

- a. The Exemption Certificate for 2024-2025.**
- b. The Internal Audit Report for 2024-2025.**
- c. The Annual Governance Statement for 2024-2025.**
- d. The Accounting Statements for 2024-2025.**

Following the agreement of these documents, RA undertook to send the appropriate documents to the external auditor, and arrange for appropriate documents to be posted on the Parish Council website, in due course.

[Action: RA](#)

The Parish Council noted the significant work involved in the auditing of the Parish Council finances, and requested that the Parish Clerk write a letter to thank John Bedwell for undertaking this work.

[Action: RA](#)

- e. Exercise of Public Rights.** The Parish Council considered the document concerning the exercise of public rights regarding the accounting records for the Parish Council, and unanimously agreed (with RA not voting) to set the dates of those rights as being Tuesday 3 June 2025 – Monday 14 July 2025. RA undertook to arrange for the document and dates to be posted on the Parish Council website.

[Action: RA](#)

- f. Payments made since the last meeting of the Parish Council on 3<sup>rd</sup> March 2025, and payments due.**

The Parish Council unanimously approved (with RA not voting) the payment of £180 to David Bracey in respect of the annual safety inspection of the Play Area, and for the consultancy advice he provided relating to its enhancement. The invoice had been paid by RA, and the Parish Council unanimously agreed (with RA not voting) to reimburse RA when payments could be made.

The Parish Council unanimously approved (with RA not voting) the payment of the invoice for the membership subscription of SALC, for £180.38. RA undertook to pay this invoice, with the Parish Council unanimously agreeing (with RA not voting) to reimbursement RA when payments could be made.

[Action: RA](#)

The Parish Council noted that in addition to the reimbursement for the annual Play Area safety inspection and for the SALC membership subscription detailed above, RA was also due reimbursement agreed at the meeting of the Parish Council of 3<sup>rd</sup> March 2025 of £180 for website maintenance.

IB volunteered to become an additional signatory to the Unity Trust bank account, which would then enable payments to be made from the account. RA undertook to make the necessary communications with Unity Trust Bank.

Action: RA

The Parish Council noted that a payment of £35 to the Information Commissioner's Office would be due in June, and therefore before the meeting of the Parish Council scheduled for July. A Direct Debit from the Unity Trust bank account had been set up for this purpose. The Parish Council unanimously agreed (with RA not voting) to make this payment.

**g. Update on Parish Council finances for 2025-2026.**

The Parish Council noted that the total opening balance at the start of the financial year (1 April 2025) across all the Barclays and Unity Trust Bank accounts was **£8,510.97**.

Since 1 April 2025, the precept income of £3,000 had been received (30<sup>th</sup> April), and £6.00 had been paid (30<sup>th</sup> April) as a service charge for the Unity Trust bank account. The total closing balance across all accounts was therefore **£11,504.97**.

**11. To discuss and agree any highways issues.**

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

It was reported that:

In March 2025, six 30-minute sessions had been held. 4 vehicles had been noted as travelling over the 30mph limit, with the highest being 41mph.

In April 2025, four 1-hour sessions had been held. 4 vehicles had been noted as travelling over the 30mph limit, with the highest being 70mph.

In March 2025 (up to the date of the meeting), two 1-hour sessions had been held. 7 vehicles had been noted as travelling over the 30mph limit, with the highest being 46mph.

Serious concern was expressed at the fact that a driver had driven on Top Road at a speed of 70mph, seemingly unconcerned by the fact that there was a Speedwatch team in place recording her speed. The fact that speeding vehicles had been recorded during the Speedwatch sessions provided reassurance that the sessions were worthwhile, although it was noted that it was unfortunate that drivers were nevertheless speeding – sometimes excessively so.

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

There was no new data reported.

**c. To receive and agree the possibility of a further traffic survey on Top Road.**

RA had contacted Judy Cloke regarding this possibility, who had responded positively. Judy Cloke noted that a further session might involve a 50/50 split of cost due to VAT complications. The total cost of a survey is £600. It had been suggested that a 2-week period to encompass the Latitude Festival, which is 24-27 July, would be appropriate since it would probably result in a higher traffic flow as a consequence of the Festival in addition to greater traffic associated with the Ellough biodigester. The Parish Council unanimously agreed (with RA not voting) to try to arrange a further traffic survey for those dates, and to a maximum cost of £600.

Action: RA

**12. To discuss and agree any action relating to the site at the junction of Ringsfield Road and Becks Green Lane.**

The Parish Council noted the substance of an email received from a nearby resident to the effect that there had been much less activity at the site that gave rise to concern, and also that workers at the site had reported that an official had measured the path and was now happy with it, and also said that the hedge was fine. The Parish Council unanimously agreed (with RA not voting) to request the Parish Clerk to contact Judy Cloke to seek clarification that the footpath and hedge were deemed satisfactory, since she had originally raised the issue with the Council department. The Parish Council also unanimously agreed (with RA not voting) to establish whether Judy Cloke had received any feedback regarding the planning issues associated with the use of the site.

Action: RA

### **13. To discuss and agree any action relating to the Play Area**

#### **a. To receive and discuss the Annual Safety Inspection of the Play Area, and to agree action.**

The Annual Safety Inspection report had been previously circulated to the Parish Councillors. The Parish Council noted the report, and in particular the recommendations regarding the safety of the Area. Overall, the conclusion was that there were no serious safety issues, but that actions could usefully be undertaken to further lower the risks for users of the Play Area. It was noted that a comparatively high risk rating (but still in the "Low Risk" category) was assigned to the two gates to the Play Area. The Parish Council noted that Gerlad Godfrey had sought a quote for the replacement of the gates, and requested that the Parish Clerk contact him to see if a quote has been obtained. The Parish Council further noted that an issue with the gates was the stability of the support posts for the gates, and that any replacement of the gates would need to also sort out the stability, or perhaps the replacement, of the supports.

The Parish Council also noted the observations in the report regarding the state of the "car" piece of equipment, and unanimously agreed (with RA not voting) that this should be removed.

The Parish Council noted the comments in the report regarding the fixings on the ramp of the "Play Tower". RA reported that he had examined these and concluded that the fixings had sheared off, and given the state of the cross-bars, it would probably be best to replace these and secure them with new fixings. The Parish Council unanimously agreed (with RA not voting) to RA undertaking this work when he was able to do so.

Action: RA

#### **b. To receive and discuss the recommendations and suggestions regarding the development of the Play Area made by David Bracey.**

The Parish Council noted the various recommendations and suggestions regarding possible improvements to Play Area. The Parish Council unanimously agreed (with RA not voting) to seek views and feedback on the possibilities, while also restating its commitment to undertaking some improvements. The Parish Council concluded that it should focus attention on sorting out the gates to the Play Area in the first instance, not least because the installation of replacement or additional pieces of equipment would involve funding issues.

### **14. To receive and discuss Minutes from other Village institutions.**

#### **a. Village Hall Committee**

Minutes of the meetings of the VHMC held on 18 March 2025 and 15 April 2025 had been previously circulated to Councillors. The Parish Council noted those various Minutes.

#### **b. Land Management Company**

The Minutes of the LMC Board meeting of 14 January 2025 had been previously circulated to Councillors, and the Parish Council noted those Minutes.

**15. Any Other Business**

There was no “any other business” brought to the meeting.

**16. To agree the dates for the meetings of the Parish Council in 2026.**

A draft of possible dates for the meetings of the Parish Council had previously been circulated to Councillors. In summary, these constituted the first Monday of the months of January, March, May, July, September and November, with the exception of May which would be the second Monday of the month due to the May Bank Holiday occurring on the first Monday. The Parish Council unanimously agreed (with RA not voting) to the adoption of these dates, which are therefore:

Monday 5 January 2026

Monday 2 March 2026

Monday 11 May 2026

Monday 6 July 2026

Monday 7 September 2026

Monday 2 November 2026

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

The date of the next meeting of the Parish Council was confirmed as **Monday 7 July 2025, 7.30pm, Village Hall.**

The meeting closed at 9.23 pm.

Signed .....

Date .....