

HINTLESHAM & CHATTISHAM PARISH COUNCIL

MINUTES of the Parish Council Meeting held in the Meeting Room of the Community Hall
On Thursday 12th February 2025 at 7.30pm

PRESENT:

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| Les Cole | Stephanie Coupland | Debbie Archer |
| Caroline Bates | Ian Bryce | Jim Hammond |
| Jamie Bostock | Peter Eaton | Trevor Martin |
| Diane Chase | Ben Cox | Choose an item. |

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| APOLOGIES: Cllr Mark Rowland | IN ATTENDANCE: Liga Sendall (Parish Clerk) 5 members of the public present |
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The Chairman welcomed everyone to the meeting. Cllr Whyman kindly agreed to submit the report for the Village Link this month.

CHPC1005/26– APOLOGIES FOR ABSENCE

Apologies were received from Cllr Rowland prior to the meeting.

CHPC1006/26– TO APPROVE THE MINUTES OF THE MEETING DATED 8TH January 2025

The minutes of the meeting had previously been circulated to all Parish Councillors via email. The Chairman asked if everyone present was happy to approve the minutes of the previous meeting held. Cllr Eaton proposed their approval, and Cllr Chase seconded the proposal.

CHPC1007/26- DECLARATION OF INTEREST ON ANY ITEMS ON AGENDA

The Chair asked if there were any declarations of interest for any items on the agenda. Cllrs Bryce, Bostock signed the declarations of interest.

CHPC1008/26– MATTERS ARISING FROM MINUTES OF THE MEETING DATED 8TH January 2025

The Chair asked Council members if they had any matters arising from the minutes. No matters raised.

CHPC1009/26-ADJOURNMENT FOR REPORTS FROM COUNTY AND DISTRICT COUNCILLORS’ AND COMMENTS FROM MEMBERS OF THE PUBLIC

Report from County Cllr Hudson received prior to the meeting. The chair reads out the report.

District Cllr John Whyman provided an update from the District Council.

He outlined the new budget, explaining some of the distributions and savings that have taken place. In response to a question from the floor regarding car parking charges, Cllr Whyman advised that this matter has been put forward to Cabinet for discussion. He noted that the current parking budget is operating at a deficit due to infrastructure upgrades and increased staffing costs.

Planning remains a challenge at present. The housing supply position is expected to deteriorate due to changes and increased requirements for housing provision.

Cllr Whyman also reported that by the end of March there should be further information from the Council on whether the area will be combined into one or three district councils. He explained how this may look in the local area. Ipswich Borough Council and Babergh District Council will cease to exist under the proposed changes; however, parish boundaries will remain unchanged. The number of councillors is expected to reduce from approximately 300 to around 180–190.

Members of public.

The Chair opened the public session.

Karen – Raised concerns regarding the speed of traffic on the A1071. The Chair advised that this matter is included on the meeting agenda and briefly outlined the relevant items that would be discussed.

Peter Beal – Noted that his question would likely be addressed during the meeting. He informed the Council that the area behind his property is currently being surveyed and expressed disappointment that the local area may change in a way that would alter the nearby scenery.

Cllr Bostock leaves the room at this time.

Phil Branton of Wincer Kievenaar Architects gave a presentation regarding land to the east of Duke Street. Two parcels of land had previously been submitted through earlier Call for Sites processes. He explained that a potential development could include safe pedestrian and cycle routes connecting the Duke Street area to the centre of the village, as well as affordable housing. He noted that Babergh District Council has requirements for additional housing and that the site could contribute towards meeting these needs.

Phil advised that the development could also potentially include additional village facilities such as sporting provision, a village shop, community hub, or small commercial units. No detailed designs are currently available.

A public engagement event will take place on 26 March to allow residents to provide feedback on what facilities the village may require. A similar event previously held in Capel St Mary had proved successful in identifying community needs. Phil confirmed that no planning application has yet been submitted and that the purpose of the event is to gather community views.

The whole site could accommodate up to approximately 100 dwellings, although earlier Call for Sites submissions indicated 70–80 dwellings. These numbers remain indicative. Around 35% affordable housing would be required.

Cllr Eaton asked about the timing of affordable housing delivery. Phil advised this could be included in the schedule 106 agreement.

Cllr Bryce raised whether residents who purchased nearby properties were aware of the potential for development.

The Chair raised concerns regarding pressure on water infrastructure. Phil advised that water and sewerage matters would be addressed as part of any future planning application and would involve Anglian Water.

Phil advised that the proposal currently envisages one vehicle access point.

Residents are encouraged to attend the public engagement event on 26 March, which will run from around lunchtime until 7.30pm and will be advertised in the Link Magazine, with a possible leaflet drop.

Cllr Bostock returned to the meeting at this point.

The public session closed.

CHPC1010/26-PLANNING

The chair opens this part of the meeting and introduces the first application.

DC/25/05471

Land At Cobbolds Farm, Ipswich Road, Hadleigh, Ipswich Suffolk IP7 6BG

The application relates to land next to Beeston's Bus Garage. The Council had objected to the original proposal in 2020. The application was subsequently taken to appeal, which was allowed in 2023.

Councillors discussed the current planning application and reviewed the comments submitted. Concerns were raised regarding lighting and the potential impact of additional traffic on the A1071, particularly in the absence of mitigation measures.

Councillors agreed that the Council should submit an objection. Cllr Eaton will prepare a draft response on behalf of the Council.

DC/25/05271

Hall Farm, Mill Lane, Chattisham, Ipswich Suffolk IP8 3PX

This item was already covered in the last meeting –no objection comment submitted.

CHPC1011/26– CIL UPDATE

No further update was provided other than regarding the lamp standards. The existing light has now failed and is no longer working. An email will be sent to the relevant authority to report the fault.

CHPC1012/26- NEIGHBOURHOOD PLAN UPDATE

Neighbourhood Plan was submitted on Monday and will now be reviewed by Babergh District Council, who may provide further comments as part of the process.

It is currently estimated that the referendum may take place in July, when the community will have the opportunity to vote on the Plan. Cllr Whyman explained that this will be a public vote and that residents will receive a copy of the Plan. The documents will also be made available online and in hard copy.

The Council extended its thanks to Peter and Caroline for their work and dedication in progressing the Neighbourhood Plan and bringing it to submission stage.

CHPC1013/26- TRAFFIC SPEED SURVEY ON A1071

The Chair opened this item and explained that correspondence had been sent to Cllr Hudson regarding road safety concerns. The road was described as being notorious for accidents. The Chair read out correspondence received regarding potential improvements. The response queried whether a speed survey had been undertaken. It was noted that there would be an approximate cost of £600 to set up such a survey.

The Chair also referred to a report relating to a recent Post Office van accident.

It was suggested that the Council should agree a suitable location for the installation of traffic survey strips and request access to the full survey data.

The Council agreed to progress the matter further and to write to the relevant authority regarding the survey and next steps.

CHPC1014/26– POLICIES & PROCEDURES

It was noted that the Standing Orders have not been updated since their issue in March 2014. The Chair confirmed that the updated Standing Orders will be issued and adopted in their entirety.

The Clerk will circulate the document for review prior to being adopted.

The Chair suggested forming a small working group to review the policies currently in place Cllr Archer and Cllr Whyman agreed to complete this.

As an example, It was identified that the council does not currently have a Lone Working Policy.

The council will also review policies from neighbouring councils for guidance.

Burstall – has a large number of policies; not all will be needed, but relevant examples will be considered.

CHPC1015/26– FINANCE

The Chairman read out the items on the finance section of the agenda;

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| Clerks Salary & Expenses | £211.64 |
| Chair Allowance - expenses | £14.50 |
| Admin Expenses | £15.99 |
| Hall hire June 2025-January 2025 | £142.00 |
| Suffolk Cloud Hosting + cheque surcharge | £130.00 |
| PKF Littlejohn – external audit | £252.00 |

It was agreed on block that the finance items be paid Cllr Bryce proposed and Cllr Archer seconded. Agreed by all.

CHPC1016/26– REPORTS FROM PARISH COUNCILLORS

The Chair opened this section of the meeting by inviting Councillors to provide updates.

Cllr Chase reported that a volunteer has offered to paint the telephone box in Chattisham. She also raised the issue of sourcing chippings to improve muddy footpaths.

Cllr Martin noted that Footpath 20 is currently closed for bridge repairs. He has had the opportunity to discuss drainage issues and has obtained approval for an improvement plan. Councillors discussed other footpaths in the area, many of which are waterlogged due to recent rainfall. It was suggested that some CIL funding could potentially be allocated to address these issues.

Cllr Whyman highlighted woodland areas and potential associated risks.

Chair provided updates on correspondence received:

Cobblers Corner – David Steel has written to the Chair; the correspondence was read out to Councillors.

Birch Farm –The landowners of Birch Farm have contacted the chair with an indicative drawing showing 20 new build properties on a section of land which has been placed on the call for sites register. The Chair suggested requesting a small presentation from the landowner regarding the proposed plan

CHPC1017/26- CORRESPONDENCE RECIEVED

All correspondence received by the council had been circulated to members prior to this meeting.

External audit report circulated prior to meeting, this has been published on website.

This states:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in

Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2025; however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Bottom Line

- ✓ Your council is compliant
- ✓ Accounts and governance are sound

✓ No legal or regulatory concerns

⚠ Publication delay caused by auditor

Nothing further was introduced for discussion.

CHPC1018/26– ITEMS FOR THE NEXT AGENDA

Standing order

Policies

Link cheque

CHPC1019/26- DATE OF NEXT MEETING

12th March 2026

The Chairman closed the meeting at 20:42 PM.