

HINTLESHAM & CHATTISHAM PARISH COUNCIL

MINUTES of the Parish Council Meeting held in the Meeting Room of the Community Hall
On Thursday 14th May 2026 at 7.30pm

PRESENT:

Les Cole	Stephanie Coupland	Debbie Archer
Caroline Bates	Ian Bryce	Marc Rowland
John Whyman	Peter Eaton	Jim Hammond
Diane Chase	Ben Cox	Choose an item.

APOLOGIES:

Cllr Martin

IN ATTENDANCE:

Liga Sendall (Parish Clerk)

8 members of the public present

The Vice Chairman welcomed everyone to the meeting. Cllr Cox kindly agreed to submit the report for the Village Link this month.

CHPC1052/26– ELECTION OF CHAIRMAN

Cllr Les Cole was nominated for the position of Chairman.

The nomination was proposed by Cllr John Whyman and seconded by Cllr Peter Eaton.

Councillors expressed their thanks to Cllr Cole for his continued service to the Council and the community.

Upon being put to the vote, Cllr Les Cole was elected Chairman unanimously.

CHPC10353/26– APPOINTMENTS OF OFFICERS & REPRESENTATIVES

The Council considered the appointment of councillors to various lead roles and representative positions for the forthcoming year. The following appointments were agreed:

Roles to be appointed:

Vice Chair – Ian Bryce

Planning Lead - Peter Eaton

Footpath Officer - To be discussed with Cllr Trevor Martin

Equality & Diversity Officer – Cllr Debbie Archer

Telephone box in Chattisham – Cllr Dianne Chase

Telephone box in Hintlesham – Cllr John Whyman

Tree Warden – Cllr Jim Hammond

Emergency Officer - To be discussed with Cllr Trevor Martin

Public Transport - Cllr Ben Cox

Police Forum – Cllr Dianne Chase

Risk Management – Cllr John Whyman

Village Directory - Cllr Stephanie Coupland

Speed watch & VAS Sign – Cllr Les Cole

Neighbourhood plan – Cllr Caroline Bates

Liaison With Community Council – Cllr Jim Hammond

Website – Cllr Ben Cox

Data protection – Parish Clerk

RTA (Road traffic incident) officer - Cllr Debbie Archer

It was agreed that the position of Graffiti Officer would be discontinued.

CHPC1054/26– APOLOGIES FOR ABSENCE

Apologies were received from Cllr Trevor Martin prior to the meeting due to bereavement in close family.

Cllr Brice proposed that a letter of condolence be sent on behalf of the Parish Council. Councillors agreed.

CHPC1055/26– TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING DATED 14TH May 2026

The minutes of the meeting had previously been circulated to all Parish Councillors via email. Cllr Bryce proposed and Cllr Eaton seconded.

CHPC1056/26- DECLARATION OF INTEREST ON ANY ITEMS ON AGENDA

The Chair asked if there were any declarations of interest for any items on the agenda. Cllr Bryce signed the declarations of interest in relation to pylons.

CHPC1057/26– MATTERS ARISING FROM MINUTES OF THE MEETING DATED 14TH May 2026

The Chair asked Council members if they had any matters arising from the minutes.

No matters raised.

Cllr Bates referred to the Council's Standing Orders and advised that she had reviewed the document. She noted that several matters relating to Council policies had been referred to the relevant working group for consideration.

Cllr Bates suggested that members of the public wishing to speak during the public participation section of meetings should introduce themselves before speaking. She proposed that this requirement be incorporated into the Standing Orders and that the names of speakers be recorded in the minutes where appropriate. Will circulate amended copy prior to next meeting for review.

CHPC1058/26-ADJOURNMENT FOR REPORTS FROM COUNTY AND DISTRICT COUNCILLORS' AND COMMENTS FROM MEMBERS OF THE PUBLIC

No report received prior to the meeting.

No County-Cllr present

Cllr Marc Rowland provided an update. He advised that Cllr Hudson had been re-elected and noted that there was limited information to report due to the recent elections.

Cllr Marc advised that residents should by now have received their new waste bins and accompanying information regarding the revised recycling arrangements, which commenced on 1 June. He encouraged residents to make contact if they had not received their information or had any queries regarding the new system.

Councillors briefly discussed the new recycling arrangements, including the future of the glass recycling banks located near the Community Centre. It was noted that it remains unclear whether these facilities will be retained.

Cllr Peter Eaton asked Cllr Marc Rowland what was the policy of the Reform Party with regard to Local Government Re-organisation, as they were now in control of Essex, Suffolk and Norfolk County Councils. In response, Cllr Rowland advised that the Reform Party's position is that Local Government Reorganisation should not proceed.

Members of public.

The Chair opened the public session.

Steve Lee (Duke Street) asked whether the Parish Council had received any further information regarding the Call for Sites process. The Chair advised that no further updates had been received.

Cllr Rowland advised that he had raised enquiries on several occasions regarding confirmation of relevant dates and was awaiting a response.

Mr Lee asked for an update on the Neighbourhood Plan.

Cllr Bates advised that the planning consultant had revised the format of the document following feedback received during the process. As a result of the amendments, the consultation period had been extended by a further two weeks. Cllr Bates confirmed that the Neighbourhood Plan

consultation was nearing completion and that arrangements for the next stage were in place, including the appointment of an independent assessor to review the Plan.

Mr Lee asked whether anyone was aware of the purpose of traffic cones that had recently been placed in the village. No councillors were aware of the reason for their placement.

Mr Lee also asked whether the Council was aware of a container being used for storage within the parish. No further information was available at the meeting.

Mr Lee raised concerns regarding two chicken sheds that had reportedly been erected without planning permission. The Chair advised that the matter had been reported to Babergh District Council and that a response had been received confirming that the matter would be investigated.

Claire Bartley asked whether planning permission had been granted for an illuminated sign located on top of a workshop at Charity Farm. Ms Bartley advised that the sign remains illuminated late into the evening and had been observed operating at approximately 11.00 pm.

The Chair advised that the Parish Council was not aware whether planning permission had been granted. It was noted that planning permission for similar signage in the area had previously been refused.

The Chair agreed to take photographs of the sign and make further enquiries. It was noted that the lights had been installed approximately 7–10 days prior to the meeting.

There being no further questions or comments, the chair closed the public meeting.

CHPC1059/26-PLANNING

The chair opens this part of the meeting.

[DC/26/01664](#) | Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/22/04205 dated 20.10.2022 Town and Country Planning Act 1990 (as amended) - Erection of 2no single storey side extensions (following demolition of existing porch), a first floor balcony, and alterations to existing outbuilding. To Vary Condition 2 (Approved plans and documents)

Hall Farm Mill Lane Chattisham IP8 3PX

Comments on the application described above by 14th May 2026

The Chair circulated the drawings and explained the proposal to Councillors. It was noted that the application appeared to relate primarily to amendments to the internal layout of the property.

Councillors considered the application and raised **no objections**.

[DC/26/00771](#) | Householder Application - Garage conversion and Erection of a two storey extension |

The Folly Folly Road Chattisham Ipswich Suffolk IP8 3QQ

Comments on the application described above by 20th May 2026

The Chair circulated the drawings and Councillors discussed the proposal, which comprises a garage conversion and a two-storey extension.

Cllr Bates noted that developments of this scale can sometimes raise concerns regarding the creation of a self-contained annexe. However, Councillors agreed that they had no objection to the proposal, provided that the extension remains ancillary to and forms part of the main dwelling.

CHPC1060/26– SPEEDING ON A1071

The Chair advised that the recent speed surveys, funded by Cllr Hudson, had been completed. The resulting report indicated that there was limited evidence of significant additional speeding within the parish.

The report suggested that the Parish Council may wish to consider refurbishing the existing "SLOW" road markings. The Chair reported that he had inspected the markings and noted that many

appeared to have been partially removed or obscured following works undertaken by Suffolk Highways. He advised that these concerns would be raised with the Highway Authority. Cllr Bates suggested that repainting the 40 mph speed limit markings and associated white road markings may help draw greater attention to the speed restrictions. She further commented that the Parish Council should continue to press for action, given the evidence that has been submitted previously.

The Chair agreed to raise the matter further with Cllr Hudson.

Councillors agreed that the Parish Council should not be expected to fund highway maintenance works, which remain the responsibility of the Highway Authority.

Action: The Chair to contact Cllr Hudson regarding the condition of the road markings and the findings of the speed survey.

CHPC1061/26 – NEIGHBOURHOOD PLAN UPDATE

Cllr Bates advised that her report had been provided earlier in the meeting under Public Participation. There was nothing further to report.

CHPC1062/26– FINANCE

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

Clerks Salary & Expenses	£220.31
Suffolk County Council- Lantern replacements	£1710.00
Smiths of Derby – Church Clock	£309.60

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

CHPC1063/26– REPORTS FROM PARISH COUNCILLORS

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

Cllr Brice reported that Balfour Beatty had commenced site set-up works associated with the pylon project. Temporary traffic management measures have been installed.

Cllr Brice also advised that Suffolk County Council had contacted the Parish Council regarding a hedge matter. It was noted that the land in question appears to be owned by Highways. A response will be issued accordingly. Cllr Brice further noted that there is a dead oak tree in the vicinity which requires removal.

The Chair advised that the annual report is compiled from contributions and updates received throughout the year. Councillors were encouraged to submit items for inclusion in next year's report to cover their areas.

The Chair wished to record the Council's thanks to Peter Beal for his continued work maintaining and strimming grassed areas within the parish. It was noted that Mr Beal gives a considerable amount of his time voluntarily and does not seek reimbursement for fuel costs.

The Chair reminded Councillors that there is currently a vacancy on the Parish Council. A draft co-option notice has been circulated for review and will be advertised once approved.

The Chair also referred to the proposed pedestrian crossing project that had been discussed previously. It was noted that the estimated cost is approximately £9,000. The matter will be placed on the agenda for the next meeting and discussed further with the Community Council.

Cllr Bates reported that an application for additional funding to support the development of the Neighbourhood Plan has been submitted.

CHPC1064/26- CORRESPONDENCE RECEIVED

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

CHPC1065/26– ITEMS FOR THE NEXT AGENDA

Pedestrian crossing Standing orders CHPC1066/26- DATE OF NEXT MEETING Date of next meeting – 11th June 2026 The Chairman closed the meeting at 20:15 PM.	
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