

HINTLESHAM & CHATTISHAM PARISH COUNCIL

MINUTES of the Parish Council Meeting held in the Meeting Room of the Community Hall
On Thursday 11th June 2026 at 7.30pm

PRESENT:

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

APOLOGIES:

Cllr Whyman

IN ATTENDANCE:

Liga Sendall (Parish Clerk)

2 members of the public present

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

CHPC1067/26– APOLOGIES FOR ABSENCE

Apologies were received from Cllr Whyman prior to the meeting.

CHPC1068/26– 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. The Chairman asked if everyone present was happy to approve the minutes of the previous meeting held. Cllr Eaton proposed the approval and Cllr Cox seconded the proposal.

CHPC1069/26- 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.

CHPC1070/26– 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.

Cllr Eaton advised that they would send a minor amendment to the minutes, as discussed during the meeting. In previous meeting member of the public raised concerns regarding illuminated signs at Charity Farm. Cllr Cole confirmed that the matter had been reported to the Planning Enforcement Team and will provide updates as they become available.

The road markings on the A1071, discussed at the previous meeting, were raised again. Councillors noted concerns that Suffolk Highways had incorrectly altered the road signage. Cllr Cole has raised the matter with Cllr Hudson. Councillors discussed the planned overnight road closures on the A1071.

Cllr Bryce informed the Council that he would be meeting with Suffolk Highways on Monday regarding roadside hedge trimming.

Cllr Martin confirmed that he was happy to continue with the tasks agreed at the previous meeting and thanked fellow councillors for their messages of support.

CHPC1071/26-ADJOURNMENT FOR REPORTS FROM COUNTY AND DISTRICT COUNCILLORS' AND COMMENTS FROM MEMBERS OF THE PUBLIC

No report received prior to the meeting.

No district Cllr present

County Councillor Hudson joined the meeting by telephone to provide an update.

Cllr Hudson advised that he has taken on responsibility for highways. He explained that Suffolk has approximately 7,000 miles of roads and acknowledged the ongoing challenges in dealing with potholes. He informed the Council that discussions had taken place with JCB regarding specialist road repair machine, at an estimated cost of £200,000, and outlined how the equipment would improve the repair process.

Cllr Hudson acknowledged that many communities experience issues with road signs and suggested that parish councils could potentially be given greater responsibility for sign cleaning. He agreed to contact Melanie Hall to arrange maintenance in the local area and indicated that funding may be set aside for parish councils for this purpose.

He also advised that significant investment is planned for the county's road network, including approximately £60 million for improvements to the A12, together with further funding from Central Government for works on the A1120. He agreed to provide further updates as the projects progress. The Chair referred to previous correspondence sent to Cllr Hudson regarding the road markings on the A1071. The Council remains of the view that Suffolk Highways should rectify the incorrect road markings and consider the installation of additional 40 mph signs. Cllr Hudson apologised for the delay in responding and undertook to pursue the matter with the Highways team.

The Chair also referred to the planned overnight closures of the A1071. Cllr Hudson asked Cllr Cole to provide the details in writing so that the matter could be investigated further.

The Chair reported progress on the proposed pedestrian crossing between the playing field and the village hall. A quotation in excess of £12,500 including £3,800 for design fees had been received. Cllr Hudson enquired whether traffic management would be required during the works. The Chair advised that only minimal traffic management was anticipated. Cllr Hudson requested that further details be emailed to him, with Melanie copied into the correspondence.

Cllr Hudson advised that he had received correspondence from members of the public regarding the proposed development in the parish and asked whether there had been any further progress. The Chair confirmed that discussions were ongoing but that no additional information or timescales were currently available. Cllr Hudson suggested that Mr Isbel should also be included in future correspondence relating to the development.

A member of public asked Cllr Hudson who had commissioned the recent traffic survey equipment installed approximately six weeks earlier. Cllr Hudson advised that he was not involved in the installation and understood the matter had originally been raised by M. West. He suggested that Melanie's email address be shared and that any enquiries be sent to both himself and Melanie.

Cllr Hudson concluded by inviting councillors to contact him directly with any further highways or county council concerns.

Members of public.

The Chair opened the public session.

Mr Peter Beale – asked whether the Council had received any response regarding the proposed footpath on Duke Street. The Chair advised that he had been unable to locate any recent correspondence on the matter and agreed to follow this up with the relevant authority

Mr Richard Cowley referred to the proposed development and stated that hundreds of emails had been sent by residents. He asked what the Parish Council's formal response had been.

The Chair explained that the Parish Council had submitted comments stating that the proposed development was not in accordance with the emerging Neighbourhood Plan.

Mr Cowley asked whether the Council had also conveyed the views expressed by residents. The Chair explained that the Parish Council must consider and respond to planning applications on material planning grounds and within the relevant planning process..

The chair closed the public meeting.

CHPC1072/26-PLANNING

The chair opens this part of the meeting.

[DC/26/02281](#)

Proposal: Planning Application. Change of use of a parcel of land currently designated as grade 3 agricultural, to residential gardens.

Location: Land West Of Warnham Lodge To Whisper Cottage, Duke Street, Hintlesham, IP8 3PW

We invite your comments on the application described above **by 29th June 2026**

The Cllrs discuss the proposal and the location. The councillors says there is not a lot of land – not large enough to build anything. No objection.

[DC/26/02055](#)

Application to Determine if Prior Approval is Required for a Proposed Larger Home Extension. Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class A - Erection of a single storey extension.

Location: Broadview Silver Hill Hintlesham Ipswich Suffolk IP8 3N

The Chair advised that the submission did not appear to constitute a formal planning application, but rather a hand-drawn and handwritten proposal. It was considered likely that the owner was seeking to establish whether the proposed extension could proceed under permitted development rights. As the property had only recently been purchased and no formal planning application had been submitted, the Council agreed that there were no grounds to convene an extraordinary meeting at this stage.

CHPC1073/26– NEIGHBOURHOOD PLAN UPDATE

Cllr Bates provided an update on the Neighbourhood Plan. She advised that the composite list of responses had been finalised and that responses to the consultation comments had been submitted. The Plan will now be considered by the independent examiner, although no timetable has yet been provided. Cllr Bates will update the Council when further information becomes available. She also reported that no response had yet been received regarding the application for additional funding.

CHPC1074/26- CROSSING BETWEEN COMMUNITY HALL AND PLAYING FIELD

The Chair advised that the Council had received a quotation for the proposed pedestrian crossing works. The quotation, with a maximum value of **£12,612.74**, included the installation of a dropped kerb and widening of the footpath.

The Council had been asked to respond by the following day.

Cllr Cole reported that he had discussed the project with Matt Ryland, who is able to prepare a detailed quotation for the works.

Cllr Eaton suggested that an application for community funding be made to National Grid. The Chair noted that the project may not meet the eligibility criteria for this funding.

Councillors discussed alternative projects that could potentially be funded.

CHPC1075/26- VAS SIGNS

The Chair reported that the Council currently has four Vehicle Activated Signs (VAS). One of the signs has been removed, and he has attempted to repair it, but it does not appear to be repairable.

The Council agreed that a quotation should be obtained for the supply of a replacement sign.

CHPC1076/26- DUKE STREET VERGES

The Chair reported that he had received an email from a member of the public enquiring about responsibility for maintaining the grass verge at Parham Close. He explained that this issue had been raised during the planning application process due to concerns arising from previous experience. Landex has responsibility for only part of the grass verge.

The Chair advised that Richard Bostock currently cuts part of the grass. He will contact Landex to discuss whether they would be willing to assist with the maintenance of the remaining area.

Councillors also noted that the adjacent footpath is becoming increasingly narrow due to overgrown vegetation. The Chair agreed to report the matter to Suffolk Highways for investigation and any necessary action.

CHPC1077/26- DUKE STREET HOUSE NUMBERING

The Chair reported that the same resident had raised concerns regarding the numbering of properties in Duke Street. Whilst the local postman is familiar with the addresses, some delivery drivers experience difficulty locating the correct properties. Councillors noted that the postcode covers a wide geographical area, which may contribute to the issue.

Councillors discussed the practical difficulties and potential inconvenience of renumbering properties. Cllr Bates suggested that residents could make use of the **what3words** location system to assist visitors and delivery drivers in finding their properties more easily.

CHPC1078/26– STANDING ORDERS

The Chair introduced this agenda item.

Cllr Bates advised that she had reviewed the Model Standing Orders and identified sections that were not relevant to the Council's circumstances. She recommended that, during the public participation session, members of the public be asked to state their name and the road or village in which they reside.

It was **RESOLVED** to adopt the amended Standing Orders as presented. The resolution was carried unanimously.

CHPC1079/26- AGAR SUBMISSION

The Clerk advised that the AGAR guidance requires the Council to receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the Accounting Statements. As the internal audit had not yet been completed, approval of the AGAR was deferred.

The Clerk reminded members that the quorum for the Parish Council is four councillors.

It was agreed that an Extraordinary Meeting would be provisionally arranged for **22 June 2026**, subject to receipt of the completed Internal Auditor's Report. Councillors noted that four members had already indicated their availability to attend, ensuring the meeting would be quorate.

CHPC1080/26- CIL UPDATE AND RETURN 2025/2026 SUBMISSION

Councillors considered the annual CIL report, including CIL receipts and expenditure during the year. The Council discussed potential future projects to which the remaining CIL funds could be allocated, as set out in the report.

It was **RESOLVED** to approve the CIL report for 2025/26. The Chair and the Vice Chair signed the report, and the Clerk was instructed to submit it to the District Council and publish it on the Parish Council's website.

CHPC1081/26– FINANCE

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

Clerks Salary & Expenses	£211.64
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SCC Street Light Maintenance & Energy	£145.23
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It was agreed on block that the finance items be paid Cllr Hammond proposed and Cllr Bryce seconded. Agreed by all.

CHPC1082/26– REPORTS FROM PARISH COUNCILLORS

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

Cllr Bryce reported that a tree branch was obstructing the visibility of a road sign. Cllr Cole agreed to investigate the matter. Cllr Bryce noted the recent disruption on the A1071.

Cllr Coupland advised that she was updating the Village Directory and would forward the revised version to Keith Avis. Copies would be printed for new residents once the Chairman had checked the final version

Cllr Chase reported on her attendance at the Police Forum the previous evening, which had been well attended. The meeting included an overview of crime statistics for Hadleigh and the surrounding areas. Concerns regarding poor driving standards were discussed, together with ongoing police engagement in local schools. Neighbourhood Watch initiatives continue to be promoted, and reported crime in the area has reduced by approximately 20%. The next Police Forum meeting will be held on **16 September** at the Village Hall.

Cllr Martin referred to a recent email from resident concerning a public footpath. The Chair confirmed that he would contact the resident. Cllr Martin suggested that the reported hole may have been created by a badger. Councillors discussed the condition of the playing field footpath; although Cllr Martin had visited the site, he had been unable to locate the reported issue. It was noted that the footpath is becoming increasingly narrow due to encroaching vegetation. Cllr Martin agreed to speak with the adjacent landowner. Cllr Cole also reported that a public footpath sign had fallen and would report this to the relevant authority.

The Chair advised that a local landowner had reported that several "Private Land" signs had been knocked over. He suggested including information about local public footpaths in a future edition of the Village Link magazine.

The Chair also reminded councillors about the current parish councillor vacancy and asked that details be forwarded to Caroline for inclusion in the Village Link.

Councillors were informed that, by the end of the year, the existing quick-dial telephone calling codes would no longer be available.

The Chair expressed the Council's thanks to Norman Davy for trimming hedges in the local area.

CHPC1083/26- CORRESPONDENCE RECIEVED

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

CHPC1084/26– ITEMS FOR THE NEXT AGENDA

Neighbourhood watch

Babergh consultation -

CHPC1085/26- DATE OF NEXT MEETING

Date of next meeting – 9th July 2026

The Chairman closed the meeting at 21:01 PM.