

GREAT BLAKENHAM PARISH COUNCIL

Minutes of Gt Blakenham Parish Council meeting held on Thursday 9th October 2025 at Parish Rooms. Present: Chair Nick Leonard, Cllr Matt Powell, Cllr Karen Wheeler, Karen Grimwood (Parish Clerk), SCC Cllr Chris Chambers and MSDC Cllr Adrienne Marriott and 2 members of the public.

Minutes

1. To receive and approve any apologies for absence – **Cllr Debbie Kemp**
2. Declaration of any pecuniary and non-pecuniary interests – **None**
 - a. Councillor's declaration of interest appropriate to any item on the agenda. **None**
 - b. To receive written requests for dispensations for disclosable pecuniary interest (if any) **None**
 - c. To grant any requests for dispensations as appropriate. **None**
 - d. Co-option of parish councillor(s) / to sign declaration of acceptance. **None**
3. Public Forum
 - a. To receive the report from the County Councillor – **See attached report.**
Cardinal Medical Practice Extension - It was confirmed that funding/backing has been secured for the Cardinal Medical Practice to expand into the former Inkerman Public House premises on Norwich Road.
Landfill Site - No direct feedback has been received to date regarding the landfill site matter. It was noted that the issue has been passed to the Enforcement Team and a response is awaited.
 - b. To receive the report from the District Councillor – **See attached report.**
Councillor Marriot reported that she had met with a resident on Gipping Road regarding concerns relating to the Jack Brands site. Issues were highlighted in connection to the current planning application, specifically relating to the disposal of waste and the associated odour affecting nearby properties. It was noted that these matters are having an impact on residents' quality of life. Councillor Marriott has forwarded these these concerns with the planning dept and will continue to follow up.
 - c. To receive questions from members of the public - **None**
4. To approve the Draft Minutes of the Meeting of the Council held on 11th September 2025 - **Approved**
5. To note the Clerk's update from previous Meetings.
 - a. Insurance renewal – **Noted**
 - b. Response from land agent – **Land Tenancy Stowmarket Road. The Land Agent confirmed that legal costs for preparing the Tenancy Agreement would normally be met by the Tenant. A quotation will be obtained from the Landowner's solicitor once the agreement principles are settled, with estimated fees of £1,000–£1,500 + VAT. The land value figure previously mentioned was indicative only and not a formal valuation. The Parish is advised to obtain an independent valuation. No sale price is being fixed at this stage, although the proposed tenancy would include a future right to purchase at agricultural land value. The PC agreed to await the legal cost quotation, consider obtaining a valuation, and review the Tenancy Agreement principles when available.**



6. Planning a. To consider the following planning applications. **Agreed**

DC/25/04083	59 Blueleighs Park, Chalk Hill Lane, Great Blakenham, Ipswich Suffolk IP6 0ND	Application for works to Trees subject to Tree Preservation Order MS/141/W1 - Trim 1 No. Oak (T1) by approximately 2 -2.5 metres – Comments by 10.10.25 Agreed No Comment
SCC/0118/25 MS	Whip Street Motors Bramford Road Great Blakenham IP6 0JX	Retrospective application for the retention of weighbridge Comments by 16.10.25 – Agreed no comment

b. To note any planning determinations. –

DC /25/03466	Port One, Bramford Rd, Little Blakenham, Part in the Parish of Gt Blakenham	Discharge of Conditions Application for DC/22/06288 - Condition 33 (Surface Water Disposal - Unit 12) Noted
DC/25/03648	67, Blueleighs Park, Gt Blakenham IP6 0ND	TPO – remove all dead wood Noted
DC/25/03793	64 Blueleighs Park Chalk Hill Lane, Great Blakenham, Ipswich Suffolk IP6 0ND	Works to Trees subject to Tree Preservation Order MS141/W1 - Pollard 1 No Oak (T1) reduce height and width by 10 ft Noted

7. Growth, Highways, and Infrastructure

a. **Joint Neighbourhood Plan - The Chair has attended all meetings regarding the Five Parishes Joint Neighbourhood Plan. After discussion, councillors agreed that the village would not benefit from participation in the plan, as it will have no impact on the Port One Development. It was noted that there is very little land remaining in Great Blakenham available for future development, and therefore contributing funds towards the consultants would not provide any tangible benefit to the parish. Clerk to email MSDC of their decision.**

b. **Note Joint SHLAA - Noted**

8. Governance

a. **Policy Reviews - It was agreed to amend the Financial Regulations to update the authorised signatories for payment approval. All councillors will now be designated as authorised signatories to ensure that payments can be processed as required, depending on which councillors are present at meetings. This change is necessary due to the small number of serving councillors. Once amended, the Financial Regulations were approved. The Complaints Policy, Data Protection and Information Management Policy, and Equality, Internal control Statement and Diversity Policy were also reviewed and approved.**

b. **Discuss Christmas in the village – Councillors discussed ideas for Christmas activities in the village, including having a Christmas tree, organising carol singing, and decorating the area with solar lights. A budget of £500 was agreed for the project. The Clerk will look into the costs of the proposed items and approach local businesses and stores to see if they are willing to contribute or sponsor any part.**

- a. External Audit Report - The councillors were pleased to note that the external audit report from PKF Littlejohn was very good, with no action points raised. The report has been uploaded to the parish council website as required
- b. River Gipping Funding Request - It was noted that the River Gipping Trust has done a great job over the past year keeping the paths along the Gipping River clear for everyone to enjoy. They have also worked hard to remove the invasive Himalayan balsam weed. As this work is expensive, the parish has agreed to contribute £1,000 towards it
- c. Discuss draft Budget/ financial report - Councillors have reviewed the six month financial report and have not identified any overspending. The budget is on track, and is anticipated to remain within plan for the end of the financial year. Councillors reviewed the draft budget report 26/27 and noted that amendments are required. It was agreed that the Clerk would include bank clearance fees, consider potential land rent for the land on Stowmarket Road, costs to vacate the allotment site and possibly reduce the funding budget and it will be reviewed again at the next meeting.

10. Village Maintenance

- a. Bramford Rd Bank Clearance Councillors have approved the quote for the contractor to carry out bank clearance on Bramford Road for the next three years. The clerk is to advise the contractor accordingly.
- b. Bulb planting – It was agreed that there would be no more bulb planting this year but the money would go towards potential Christmas decoration / tree for the village. .

11. Allotments – None

12. Churchyard and Cemetery

- a. Tree removal in churchyard – The tree in the churchyard has been removed. Work has commenced to tidy the cemetery and reduce the height of the hedges to a manageable level.

13. Training and Development for Councillors and Clerk

14. Finance a. To consider approving and making the following payments – **Approved**

PKF Littlejohn	Bacs	External Audit	£378.00	LGA 1972 s111
Shades	Bacs	Street Cleaning as per tender - 2756	£1275.33	LGA 1972 s111
Shades	Bacs	Grounds Maintenance as per tender – 2757	£758.33	LGA 1972 s111
St Marys Church	Bacs	Christmas Fayre	£100.00	LGA 1972 s111
Cas ltd	Bacs	Insurance Policy Renewal 1.10.25 – 30.09.26	£967.73	LGA 1972 s111
Three	DD	Mobile phone contracts	£33.98	LGA 1972 s111
Payroll	Bacs	Clerk Salary	£1203.12	LGA 1972 s111

HMRC	Bacs	P30 ending 05.10.25	£424.96	LGA 1972 s111
Nest	DD	Pension Month 6	£70.87	LGA 1972 s111
Lloyds Card	DD	Microsoft renewal	£104.99	LGA 1972 s111
Salc	Bacs	Payroll service ending 30.09.25	£57.60	LGA 1972 s111

Income received

08/09/2025 - Precept Part 2- £ 27,562.50 17/09/2025 - Cemetery Fees - £250.00 30/09/2025 – Credit Bank Interest - £ 923.98 Total - £28,736.48

Bank Balance @ 30.09.2025

Unity Trust Current Account Balance -£ 51,985.11 Unity Trust Saver Account Balance - £ 164,226.49 Total - £ 216,211.6

15. Reports:

Village Hall Update - **The work to upgrade the fire alarm system has been completed. The parish is seeking volunteers to serve as trustees or assist with events. The council is invited to consider collaborating on a Summer Fete in 2026. Councillors agreed that they would be happy to look into join the hall for a summer fete.**

16. Correspondence

- a. Hood Drive maintenance.- **It has been reported that there is an overgrowth of vegetation and trees adjoining a property on Hood Drive. There has been some uncertainty regarding who is responsible for maintaining this piece of land. It has now been confirmed by Suffolk Highways and Mid Suffolk District Council (MSDC) that they do not own the land. It has therefore been agreed that it is the homeowner's responsibility to manage and maintain it.**

17. Future meetings

- a. To note invitation for items to be considered in the next meeting.
b. To note the date of the next scheduled Meeting on **13th November 2025** and any items for the agenda.

Karen Grimwood -Email: clerk@greatblakenhamparishcouncil.gov.uk

Date: 10th October 2025.