

Great Blakenham Parish Council Minutes



Minutes of Gt Blakenham Parish Council meeting held on Thursday 11th June 2026 at Parish Rooms. Present: Chair Nick Leonard, Cllr Matt Powell, Cllr Debbie Kemp, Karen Grimwood (Parish Clerk), SCC Cllr Asa Downing, 2 representatives from Port One and 3 members of the public.

To receive and approve any apologies for absence – **Cllr Adrienne Marriot & Cllr Karen Wheeler**

1. Declaration of any pecuniary and non-pecuniary interests – **None**

- a. *Councillor's declaration of interest appropriate to any item on the agenda.*
- b. *To receive written requests for dispensations for disclosable pecuniary interest (if any).*
- c. *To grant any requests for dispensations as appropriate.*
- d. *Co-option of parish councillor(s) / to sign declaration of acceptance.*

2. Public Forum

To receive update from Port One –

Port One North Application

Five key areas have been identified through the consultation process and objections received. These issues will be taken into consideration during the preparation of the next planning application.

Roadworks Update

Roadworks are expected to commence once the necessary legal processes have been completed. It was reported that completion of these processes is expected imminently.

Rural Minibus Scheme

The application for the Rural Minibus Scheme has been submitted to Mid Suffolk District Council, and the Parish Council is currently awaiting a response.

Gipping Meadow

Works at Gipping Meadow are expected to commence next week in accordance with the agreed maintenance plan.

Port One Update- It was noted that Port One has recently published two newsletters, one distributed as a leaflet and another included in the *In Touch* magazine. Port One has indicated that it wishes to manage its public communications directly and that all future updates will be published via its website.

Questions were raised regarding the proposed relocation of the football club as part of the Port One North application. The Parish Council noted that it does not believe the relocation of a private football club would provide significant benefits to the wider residents of Great Blakenham. Participation in such a club is generally limited to individuals who meet the required playing standards and who are able to afford the associated membership and subscription fees. They considers that the provision of free, publicly accessible recreational facilities for children, young people, and adults of all ages would deliver a broader, more

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inclusive, and lasting benefit for the residents of Great Blakenham. Port One requested the Parish Council to set out its views in writing regarding the proposed relocation of the football club. Clerk to send email.

- a. To receive the report from the County Councillor.- **See Attached**
- b. To receive the report from the District Councillor.- **See Attached**
- c. To receive questions from members of the public.

3. To approve the Draft Minutes of the Meeting of the Council held on 14th May 2026 – **Approved & signed**

4. To note the Clerk's update from previous meeting.

5. Planning

- a. To consider the following planning applications:

Reference	Location	Proposal	PC Comment Date
DC/26/02003	11 Kiln Close IP6 OGS	Conversion of part garage to home office for use as a salon	12 th June 2026 No Objection
DC/26/01972	Port One Business And Logistics Park , Bramford Road, Little Blakenham, IP6 0RL	Application for Approval of Reserved Matters following approval of Outline ((Hybrid) Planning Application DC/22/06288 dated 09/05/2024 Town and Country Planning (Development Planning Procedure) (England) Order 2015 (as amended) details to be considered for Appearance Scale and Layout for proposed construction of 15 small warehouse units on Phase 2/Plot15. This reserved matters submission provides the layout and elevations for warehouse Units 15 to 30 on Phase 2/Plot 15. The design adopts the architectural language and material palette of Port One, with layout, scale and appearance following the principles established by, and being entirely consistent with, the outline part of the hybrid permission. The proposals extend Port One in a visually coherent and cohesive manner.	Objection 22 nd June 2026

- b. To note planning determinations

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Reference	Location	Proposal	
DC/26/00733	Land At Blackacre Hill, Bramford Road, Great Blakenham, Suffolk	Discharge of Conditions Application for DC/22/06288 - Condition 40 (Phasing Plan)	Noted

- c. **Planning AI Tool - Councillors discussed an AI planning assessment tool designed for parish and town councils. The tool assesses planning applications against national and local planning policies in a neutral manner and produces a report highlighting key planning considerations and supporting documents. Councillors agreed in principle to fund the purchase of the tool, up to a maximum cost of £2,000.**

6. Highways, and Infrastructure

- a. **Note Lower Gipping Valley NP - Reg 6 Area Designation Consultation by Mid Suffolk DC - Noted**
- b. **Note Bramford to Twinstead Community Fund – Noted and clerk to pass onto other organizations**

7. Governance

- a. **Internal Audit - The Internal Audit Report was received. The audit found that financial management and transactions are operating satisfactorily. Recommendations made by the auditor mainly relate to Council policies and procedures, and these will be reviewed and addressed over the coming months.**
- b. **Internal Audit review - The Internal Audit Report was reviewed by the Council. Councillors discussed the auditor's recommendations, which primarily relate to Council policies and procedures. The Clerk has prepared an action plan to address the recommendations, with all actions to be completed by 31 December 2026.**
- c. **Revisiting EMR - The auditor's report commented on the level and allocation of reserves. Councillors reviewed the General Reserve and Earmarked Reserves and agreed adjustments to ensure they were appropriate and accurately reflected the Council's current and anticipated financial commitments.**

- d. **Stowmarket Road Lease - Councillors considered the offer of a three-year lease for the meadow on Stowmarket Road and agreed that the proposed term was not acceptable. Members felt that a lease of no less than 10–20 years would be required to justify any investment in the site. The Clerk was instructed to inform the land agent of the Council's position. Should a longer lease term not be available, Councillors agreed to set the proposal aside for the time being.**

- e. **Policy reviews – The IT Policy was reviewed by Members and, following consideration, was approved and adopted without amendment.**

- f. **Port One – See section 2**

8. **Village Maintenance - Councillors discussed considering ideas for improving the appearance of the village and identifying potential enhancement projects.**

9. **Allotments - Councillors discussed the clearance of the allotment site and the removal of accumulated rubbish. The Clerk was instructed to obtain a quotation from Shades**

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Maintenance for the clearance works, together with the cost of hiring a skip. The Clerk is to confirm the number of sheds and water butts remaining on site and begin considering options for their removal or disposal.

10. Churchyard and Cemetery - Councillors discussed considering ideas for improving the appearance of the shelter in the cemetery and identifying potential enhancements.

11. Training and Development for Councillors and Clerk – The Clerk is to arrange GDPR renewal training, as highlighted in the audit recommendations.

12. Finance

To consider approving and making the following payments:

Payee	Method	Description	Amount	Legislation
NSK Landscapes	Bacs	Mowing/trimming of bank Bramford Rd	£540.00	LGA 1972 s111
				LGA 1972 s111
Payroll	Bacs	Ending 31.05.2026	£1075.83	LGA 1972 s111
Nest Pension	DD	Month 2 ending 31.05.2026	£53.99	LGA 1972 s111
Three	DD	Mobile contracts	£37.98	LGA 1972 s111
Shades	Bacs	Street cleaning as per tender 2881	£1213.33	LGA 1972 s111
Shades	Bacs	Ground maintenance as per tender 2880	£758.33	LGA 1972 s111
Lloyds	DD	Card fee	£3.00	LGA 1972 s111
Unity Trust	DD	Service charge	£7.00	LGA 1972 s111

Income Received

06/05/2026 – Cemetery Fees - £50.00

Bank Balances @ 31/05/2026

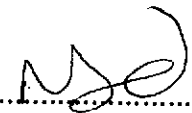
Unity Trust Current Account: - £38,974.75

Unity Trust Saver Account: £168,666.58

Total: £207,641.33

13. Reports

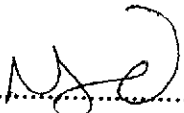
- a. Village Hall - The village group advised that future sustainability repairs and improvements will be discussed at their next meeting.

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14. Correspondence

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 **9th July 2026** and any items for the agenda.*

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