



HENSTEAD WITH HULVER STREET PARISH COUNCIL



Minutes of the ordinary Meeting of the Council
held at Hulver Village Hall on Wednesday 4th February 2026
commencing at 7pm

136/25 Present Cllr J Facer (Chair), Cllr R Tovell, Cllr J Armstong

In attendance Angela Colbridge (Clerk), SCC Cllr Ladd, Members of the public x 1

The Chair welcomed everyone to the meeting and thanked them for attending.

137/25 Apologies for absence. Cllr Block, Cllr Doran.

138/25 Declaration of interest personal or prejudicial to this agenda. None.

139/25 To Consider requests for dispensations. None

140/25 Minutes of the Meeting of 3rd December 2025. It was proposed by Cllr Armstrong, seconded by Cllr Tovell that the minutes of 3rd December 2025 be accepted as a true record. This was agreed. The minutes were signed by the Chair.

141/25 Matters arising not otherwise on the agenda.

The Clerk noted that, in their role as Designated Safeguarding Lead, they have completed the relevant training provided by Community Action Suffolk on Friday 30th January 2026.

142/25 Reports and questions from the public.

142/25/1 Suffolk County Council. Cllr Ladd noted the following:

The 2026 local elections will be postponed by one year as the area undergoes Local Government Reorganisation; There has been a 32% increase in applications to join the Suffolk Fire and Rescue Service with a rise in female representation among successful candidates; Recent reports, rating Suffolk County Council Highways as *red (low)* on performance regarding highway maintenance spending, are expected to be corrected following review as the report is considered to be mis-leading; Highways continue to address potholes, and residents are encouraged to report issues via the Highways reporting tool; The County Council budget process for 2026/2027 is underway, with the £850 million plans aiming to safeguard frontline services with around 75% of the budget supporting adult social care and children's services. A 4.99% rise in Council Tax is proposed, equating to £1.58 per week for a Band D property, with reserves required to achieve a balanced budget; A new 20mph speed limit policy has been approved to make it easier for communities to introduce lower speeds; The annual carbon report shows a reduction in energy use over four years, including significant annual savings from converting to LED street lighting.

Cllr Ladd confirmed his offer to support funding for the Parish Council's proposed traffic-calming measures, including the reinstatement of roundels and SLOW road markings throughout both villages. Thanks were expressed to Cllr Ladd for this kind offer.

142/25/2 Police. On the [police.uk](https://www.police.uk) website there were 0 reported crimes for Henstead with Hulver Street for the month of October. For the month of November there was one reported crime on or near Benacre Road under the category of Criminal Damage & Arson and one reported crime on or near Chapel Lane under the category of Violence & Sexual Offences. For the month of December there was one reported crime on or near Henstead Lane under the category of Burglary.

142/25/3. A member of the public put forward ideas to help bring the community together and provide opportunities for residents to connect, including book clubs, walking groups, food and recipe groups, and gardening groups. Ways in which these ideas could be taken forward were discussed. The Parish Council will explore this further and include the item on the agenda for the next meeting.

143/25 Chair's Item. The Chair noted the following: An opportunity for questions and further discussion would be given prior to the co-option of a councillor later in the meeting; The Chair and the Clerk will be attending the next East Suffolk Council Planning Forum for Town and Parish Councils on Monday 9th February; a date for the Chair to carry out the Clerks annual review will be arranged; councillor training costs have not been included in the budget for 2026/2027, there are downloads available through SALC which can be provided; Planting of the majority of the spring bulbs provided by East Suffolk Council has been carried out. Thanks were offered to Cllr Armstrong for the planting of the bulbs in Hulver. Cllr Facer and Cllr Block are planting the bulbs in Henstead; This years Daffodil Festival will be held at St. Mary's Church, Henstead over the weekend of 7th and 8th March 2026; Thanks were offered to Cllr Doran for his persistence in

completing the Speed Indicator Device forms; A litter pick needs to be considered. The Clerk will look to arrange to borrow the relevant equipment from East Suffolk Services Limited for the weekend of 28th February/1st March 2026.

144/25 Correspondence.

- i) **SALC – Payroll billing update.** The Clerk provided details of changes to the SALC payroll billing structure coming into effect from September 2026
- ii) **Suffolk.Cloud.** The Clerk reported that Suffolk.cloud have introduced a £10 surcharge for cheque payments from 1st January 2026. It was agreed that, while the Parish Council continues to use Suffolk.cloud as its website host, the Clerk may make future payments by personal bank transfer. Proposed by Cllr Armstrong, seconded by Cllr Tovell.
- iii) **East Suffolk Council –** The clerk noted confirmation from ESC of safe receipt of the precept request 2026/2027

145/25 Finance

145/25/1 Approval of outstanding invoices

A Colbridge - Salary December 2025/January 2026 £568.14

A Colbridge Expenses - Stamps and Safeguarding training £16.96

HMRC PAYE/NI - £76.81

IT Services at CAS - Annual provision of gov.uk domain and clerk email address £54.50

Mutford Parish Council - Share of Microsoft annual subscription £35.42

Proposed by Cllr Armstrong, Seconded by Cllr Tovell.

145/25/2 Account Balances. The Clerk noted the following balances:

As at 2nd February 2026 Current Account £15,858.27

As at 31st December 2025 Savings Account £851.43

Rolling Balance as at 2nd February 2026 £16,709.70

145/25/3 To review and approve the bank reconciliation for February. Approved.

145/25/4 Budget to actual. Overall within budget. The Clerk explained any differences.

The Clerk noted correspondence from Barclays relating to the further reduction of interest rates on the business account.

146/25 Planning

146/25/1 To consider any planning applications. None.

146/25/2 To receive outcomes of Planning Applications from ESC

i) **DC/25/4299/FUL** Demolish existing rear conservatory and replace with a single storey rear extension with velux rooflights. Demolish existing rear brick and tiled garden store and replace with new rear garden store/office/workshop. Littleways, Toad Row, Henstead, Beccles, Suffolk, NR34 7LG. The parish council agreed between meetings that there were no objections to this application. **Application Permitted.**

146/25/3 Other Planning Matters

ENF/25/0377/DEV. Henstead Hall, Church Road, Henstead, Beccles, Suffolk, NR34 7LD. Possible Breach of Control: Alleged unauthorised engineering works. Following receipt of a response from ESC Enforcement regarding works carried out to trees at the property, it was agreed that the Clerk would contact the Enforcement Officer in relation to other potential works at the site.

147/25 Parish Community Plan

147/25/1 Highways.

Road Safety Measures. Suffolk Highways have confirmed that repainting of the faded SLOW road markings and Roundels throughout Henstead and Hulver Street does not meet the intervention criteria of the SCC Highway Maintenance Operational Plan. SCC Cllr Ladd has kindly offered to fund some of the works. Following a discussion, it was agreed that the Parish Council would contribute the remaining costs required from the Highways Safety Work element of the budget for 2025/2026. Proposed by Cllr Armstrong, seconded by Cllr Tovell. The Clerk will progress this.

Cllr Doran had requested that Road Conditions, Traffic Monitoring and Trunk Road Status be included under Highways discussions. As Cllr Doran was not present at the meeting, it was agreed that these would be included for discussion at the March meeting of the parish council.

147/25/2 Communication including website. The Clerk noted that the gov.uk domain name and clerk mailbox have now been set up by IT Services at Community Action Suffolk. Details will be circulated once this is activated. Alternative website hosts will be discussed at the March meeting of the parish council.

147/25/3 Amenities.

i) Hulver Village Hall. No update.

ii) The Church Surround. It was noted that the Church Surround has been cut.

147/25/4 Social Activities. There were no further updates beyond those discussed earlier in the meeting.

148/25 Parish Community Plan/Village Emergency Plan. It was noted that formal confirmation will need to be obtained from St. Mary's Church, Henstead regarding its use as the evacuation centre for Henstead residents in the Village Emergency Plan. A resident has agreed to act as an additional emergency contact on the plan for the Hulver Street area. The draft plan will be updated to reflect this.

149/25 To review the Asset Register. The Clerk presented a revised Asset Register. This was approved by councillors. Proposed by Cllr Armstrong, seconded by Cllr Tovell.

150/25 Clerks Contract. To include holiday entitlement. An addendum to the contract of employment and job description for the clerk, to include detail on holiday entitlement, has been circulated for consideration. This was approved. Proposed by Cllr Tovell, seconded by Cllr Armstrong. The addendum was signed by the Chair and the Clerk.

151/25 To consider an IT Policy. A draft IT Policy has been circulated to councillors for consideration. This will be included on the agenda for the next meeting of the parish council.

152/25 To appoint an Internal Auditor for the financial year April 2025 to March 2026. The Clerk noted that the Internal Audit fee for Heelis and Lodge would be £145. It was agreed that the parish council would appoint Heelis and Lodge. Proposed by Cllr Facer, seconded by Cllr Tovell.

153/25 Speed Indicator Device. Location forms have been completed and returned by Cllr Doran.

154/25 Co-option of Councillor. Following an expression of interest in joining the parish council from Ian McKay, the chair gave a brief outline of the co-option process before a vote was held by councillors present. It was unanimously agreed that Ian McKay be co-opted onto the parish council to fill one of the two current casual vacancies. Proposed by Cllr Facer, seconded by Cllr Armstrong. The Declaration of Acceptance of Office was signed in the presence of the Proper Council Officer.

155/25 Any other business.

- i) It was noted that, with the fly-tipping continuing to be an issue at Latymere Dam, Suffolk County Council Highways are exploring potential solutions to address the problem. The Parish Council agreed to contact the nearby land owners to see if they would be willing to liaise with Suffolk Highways regarding possible ways to resolve the matter.
- ii) Cllr Facer suggested that maintenance around the village signs, particularly in Henstead, would benefit from volunteer support to help keep them looking presentable. It was agreed that a notice would be placed in the The Sheaf and shared via the community email link.
- iii) It was noted that the Henstead notice board requires internal repainting. Cllr Tovell will look to undertake this once the weather improves.

156/25 Items for the agenda of the next meeting. As previously noted during the meeting.

157/25 Date and time of next meeting.

The next meeting will take place on Wednesday 4th March 2026, commencing at 7pm.

The meeting closed at 9:02pm

Signed Chair _____ Clerk _____ Date _____