



Draft Minutes of the ordinary Meeting of the Council
held at Hulver Village Hall on Wednesday 22nd July 2026
commencing at 7pm

39/26 Present Cllr J Facer (Chair), Cllr R Tovell, Cllr P Block, Cllr I McKay, Cllr J Armstrong (arrived during Agenda Item 10)

In attendance Angela Colbridge (Clerk), SCC Cllr Matthews, Members of the public x 5

The Chair welcomed everyone to the meeting and thanked them for attending. Apologies for the delayed start to the meeting were offered, this was due to road closures in the area.

40/26 Apologies for absence. Cllr Facer noted that Cllr Armstrong was delayed.

41/26 Declaration of interest personal or prejudicial to this agenda. None.

42/26 To Consider requests for dispensations. None

43/26 Minutes of the Meeting of 3rd June 2026. It was proposed by Cllr McKay, seconded by Cllr Tovell, that the minutes of 3rd June 2026 be accepted as a true record. This was agreed. The minutes were signed by the Chair.

The Chair proposed to take the Suffolk County Councillor's report at this stage of the meeting, bringing it forward from Agenda Item 7.

44/26 Suffolk County Council Report. SCC Cllr John Matthews introduced himself, noting that he has been in post for two months and represents 21 parishes, including 15 parish councils. He explained that, while it is not possible to attend every meeting, he is available to support parish councils and can be contacted at any time by email. He further reported that, in relation to local government reorganisation, the Reform administration has launched a judicial review. The Chair offered appreciation to Cllr Matthews.

45/26 Matters arising not otherwise on the agenda. None.

46/26 Reports and questions from the public.

46/26/1 East Suffolk Council. No report

46/26/2 Police. No reported crimes for Henstead with Hulver Street on the police.uk website for April and May 2026

46/26/3 Public. No questions.

47/26 Chair's Item. The Chair noted that, following permission from the family and the provision of details of his many years of volunteering, the parish council has nominated Jon Doran posthumously for the Suffolk Community Awards.

48/26 Correspondence.

i) Jenny Riddell-Carpenter MP. The Clerk provided details of a survey circulated by Jenny Riddell-Carpenter MP regarding bus services in the Suffolk Coastal area. It was noted that, when a bus route previously operated through the villages, it was not widely used by residents.

ii) East Suffolk Council and Suffolk Highways – Latymere Dam lay-by. An update was provided on the lay-by, including current activity in the area and that more permanent measures to address the issue of fly tipping in the area are being actively progressed.

iii) Democratic Services East Suffolk Council. The Clerk noted that information received from Democratic Services regarding changes to the requirement for councillors to show their usual residential address has been circulated to councillors.

iv) PKF Littlejohn – The clerk noted confirmation from the external auditors of receipt of the Parish Council Notification of Exemption Status for the financial year 2025/2026.

v) SALC – HMRC Mileage Rates. Information has been received confirming an increase in the claimable mileage rate from 45p to 55p per mile. It was agreed that the new rate would be adopted. Proposed by Cllr Block, seconded by Cllr Tovell.

49/26 Finance

49/26/1 Approval of outstanding invoices.

A Colbridge Clerks Expenses £47.13

Proposed by Cllr Facer, seconded by Cllr Block.

49/26/2 Account Balances. The Clerk noted the following balances:

As at 19th July 2026 Current Account £20,780.75

As at 19th July 2026 Savings Account £856.01

Total Balance as at 19th July 2026 £21,636.76

49/26/3 To review and approve the bank reconciliation for July. Approved.

49/26/4 Budget to actual. Within budget.

49/26/5 To note any receipt. None.

50/26 Planning

50/26/1 To consider any planning applications. None.

50/26/2 To receive outcomes of Planning Applications from ESC. None.

50/26/3 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. No further update.

51/26 Parish Community Plan

51/26/1 Highways.

Road Safety Measures.

i) Expected costings for the refreshing of roundels and SLOW markings in Hulver Street, the outstanding road markings in Henstead and the proposed traffic-calming options for the A12 end of Toad Row have been received from Suffolk Highways and circulated to councillors. It was agreed that the clerk would request a breakdown of the costs provided. It was further agreed that an additional site visit will be arranged with the Community Liaison Engineer to confirm the exact locations of a small number of the Roundels and SLOW road markings. It was queried how long the road markings are guaranteed for. The clerk will check this. A resident raised the issue of the missing 'Welcome to Henstead' sign on the B1127. It was noted that this had previously been reported to Suffolk Highways, but it is not considered a priority for repair or replacement. It was agreed that the Clerk would obtain a quote for a replacement sign.

51/26/2 Communication including website.

i) It was noted that the Clerk and the Chair will look into alternative website hosts before the next meeting of the the Parish Council.

ii) The community letters have been distributed to all properties in Henstead and Hulver Street. The Chair offered thanks to all councillors who volunteered their time to help with the delivery of the letters.

51/26/3 Amenities.

Hulver Village Hall. Cllr Block noted that all is running well.

The Church Surround. No Update.

51/26/4 Social Activities. It was agreed that potential social activities will be considered before the September meeting of the parish council.

52/26 Speed Indicator Device. The Clerk updated councillors on the potential locations of the posts for the new speed indicator device. This will be further progressed before the next meeting of the Parish Council.

53/26 Village Emergency Plan. It was noted and agreed that the Village Emergency Plan will not be approved until the locations of the defibrillators which are rescue-ready have been confirmed. The Clerk is currently liaising with a contact at Heart2Heart regarding this. It was further noted that a carry bag for the defibrillator located at the village hall, at a cost of £85, along with several smaller items required for the cabinet, are needed. It was agreed that these items may be purchased. Proposed by Cllr Block, seconded by Cllr McKay. It was queried whether paper copies of the Village Emergency Plan could be made available to members of the community who may not have access to the digital version once published. It was agreed that this would be looked into.

54/26 Community Speed Watch Scheme. The Parish Council has explored the possibility of establishing a Community Speedwatch team by inviting residents to express interest in volunteering. To date, the Clerk has received four expressions of interest. As a minimum of six volunteers is required for the scheme to progress, the opportunity will be advertised again via the community email link and is already available on the Parish Council website.

55/26 Co-option of Councillor. It was noted that there are currently 2 casual vacancies for the position of councillor. A question was raised regarding the requirements for becoming a Parish Councillor, and a short discussion followed. A question was asked as to whether the Parish Council would look to consider creating a Facebook page. Councillors noted that this is not something the Parish Council would currently be looking to pursue; however, if residents wished to establish a community Facebook page, this would be a matter for individuals to take forward.

56/26 Any other business.

i) It was noted that a section of the hedge along the B1127, which has become overgrown, has still not been cut back. The Clerk will report this again.

57/26 Items for the agenda of the next meeting. Co-option of Councillor.

58/26 Date and time of next meeting.

The next meeting of the Parish Council will take place on Wednesday 2nd September 2026, commencing at 7pm.

The meeting closed at 8:57 pm

Signed Chair _____ Clerk _____ Date _____