

DRAFT MINUTES OF THE MEETING OF ONEHOUSE PARISH COUNCIL
HELD ON MONDAY 6 JUNE 2026 AT 7.30 P.M. IN TRINITY HALL

Present: Cllrs Copping (Chair), Crissell, Goodwin and Nutman

In attendance: Mrs Swansborough, Clerk and 5 members of the public.

1. Apologies for absence were received and accepted from Cllrs Boulter, Corker and Roberts. Apologies were also received from District Cllr Matthissen.

2. To confirm and approve the minutes of the meetings on 11 May 2026.
These were approved.

3. To receive members Declarations of Interest on agenda items and to consider any dispensation requests. Cllr Goodwin declared an interest in items 29 and 31 and the blue book was signed.

4. Public comment. A resident advised that the ongoing bin issues were still causing problems with the new food caddies being left out for several days and unpleasant watery remains being emptied onto the grass. The residents were advised to contact environmental health for assistance. Cllr Copping will provide the resident with contact details. Another resident reported that overgrown hedging from properties along Forest Road was making use of the path difficult and causing them to need to walk in the road. A public right of way report of the problems will be completed.

5. Report from County Cllr Bentley:

2026 Council Elections: I am the County Councillor for your division, elected during the local elections on Thursday 7 May. Along with other councillors at Suffolk County Council, I will be part of the official opposition. Our group will not be in charge of making decisions, as another party have 41 councillors and will have the majority of votes in the council chamber to pass their decisions. However, we will work hard to hold the council and the administration to account and challenge them and their decisions. If you have enquiries relating to services provided by Suffolk County Council, please contact me and I will investigate the issue for you.

Suffolk County Council Annual General Meeting: On Thursday 21 May, Suffolk County Council held its AGM and the first meeting of its new administrative term. Councillors from the largest group at the council, were appointed to the positions of Leader, Chairman and members of the council's Cabinet were announced. Two motions were also tabled at the meeting. My group tabled a motion based on campaign literature which had criticised the council's spend on translation services, proposing support for the service this money was providing to families in need of support, Ukrainian guests, children seeking sanctuary who arrived alone and British Sign Language for the hearing impaired. This motion was voted down by the other party councillors. The other motion was originally tabled by another group in favour of the proposed Northern Relief Road for Ipswich, but was subsequently amended and tabled by an alternative councillor and seconded. This motion was passed and detailed the council's commitment to look into options again to reduce reliance on the Orwell Bridge and the impact of the crossing on Ipswich traffic when it was closed or partially closed.

Removal of Ukrainian flag at Endeavour House: Flags remain a contentious

issue around the country, most recently in Suffolk the administration at the county council have taken down the Ukrainian flag at its headquarters in Ipswich, raising the St George cross instead. The council raised the Ukrainian flag in solidarity with Ukraine when Russia invaded them in 2022 and it has been flying since that time, with the council administering the government's Homes for Ukraine scheme and hundreds of Suffolk residents welcoming Ukrainian refugees into their homes. My group and other opposition groups at the council have criticised this decision in the local press and have emphasised their ongoing support for Ukraine during the conflict.

Latest Update on Local Government Reorganisation: Following the government's decision that it was minded to approve creation of three unitary councils in Suffolk, the councils in the county have banded together to create a website to provide the public with information on the plans and timeline for the changes. If all proceeds as planned, elections for the new 'shadow' authorities will be held next May in 2027, with the councils up and running from April 2028. However, the leadership at Suffolk County Council have announced that they will be making a legal challenge to the government about this decision, on the basis that they do not want the county split in three. Norfolk and Essex county councils are also challenging the reorganisation decision in their counties. For information on the plans for Local Government Reorganisation in Suffolk, please see the website.

6. Report from District Cllr Matthissen:

Joint Local Plan Scoping: The District Council will be asking the public for views on what's important to them as our districts grow and develop and how best we can include them in the process.

Construction of £18m Stowmarket Innovation Gateway complete: Construction of a 'transformational' £18 million, state-of-the-art skills and innovation centre in Stowmarket has been completed – and is ready to open next month. The Innovation Gateway will offer a range of office spaces for high growth start-ups, collaboration and innovation areas, meeting rooms and high-quality training spaces. The project, led by Mid Suffolk District Council, was made possible thanks to a Freeport East agreement to provide £16.66m for its construction, with the remaining costs provided by the council.

Stowmarket to host Suffolk's Armed Forces Day celebrations: Stowmarket will play host to Suffolk's 2026 Armed Forces Day celebrations, with military fanfare and a full day of family fun to recognise and celebrate the contribution of the armed forces community.

The free event, organised by Mid Suffolk District Council in partnership with Stowmarket Town Council, will take place at the Recreation Ground on Saturday 27 June and brings together service personnel, veterans, families and the wider community for a day of both fun and reflection.

CIL allocation for local communities: Developers building homes within the districts are charged a Community Infrastructure Levy (CIL), which the councils then reinvest in neighbourhoods via their towns and parish councils. In this latest round of funding, 29 town and parish councils in Mid Suffolk will receive a share of £553k.

Mid Suffolk Youth Council: Announced last year by MSDC, the Youth Council is designed to give young people a chance to have their voice heard and get involved in local politics. The initiative was driven by research showing the disconnect between young people and politics, with almost three quarters of

those asked believing that politics should be taught more in schools or colleges. Each school can elect three students aged between 11 and 19 to serve a two-year term.

Better recycling: This is expected to take 2 cycles, i.e. 6 weeks, to settle down but progress so far is reasonable. Please email the recycling team with the full address and postcode regarding any issues.

Riverside land purchased for nature recovery: A riverside site will be protected from development and enhanced as a wildlife haven after Mid Suffolk District Council purchased the land and teamed up with the River Waveney Trust. The land is by the River Waveney in Palgrave, and is mostly covered in trees and scrub, alongside some more open areas. Mid Suffolk has now agreed a plan with the River Waveney Trust (RWT), which will take over the management and restoration of the site.

Mid Suffolk Council Funding for Citizens Advice: Citizens Advice services in Babergh and Mid Suffolk have received significant financial backing as part of the latest round of community funding from the district councils, with Mid Suffolk Citizens Advice has received £129,265. These local Citizens Advice branches are recognised as key strategic partners of the councils and, by receiving these crucial funds, they can continue to provide residents with free and essential guidance on everything from housing and debt to benefits and wellbeing support.

Food Museum award: The Food Museum's exhibition featuring "all the things that you will love, and love to hate" when it comes to school dinners has won a national award. The museum was awarded Best Temporary or Touring Exhibition of the Year at the Museum and Heritage Awards.

7 Planning Matters

a) To discuss and make recommendation to MSDC on any applications received prior to this meeting.

b) To receive MSDC decisions on previously considered applications.

DC/26/00134 – Erection of single storey front extension, first floor rear extension and alterations to form first floor ensuite at 83 Northfield Road, Onehouse, IP14 3HE. Permission granted.

8. To consider appointments to OHSMag Working Group. The need for a working group was discussed. The Chair proposed that a group was no longer needed and it was put to a vote. 3 Cllrs voted in favour of the proposal and 1 abstained. It was therefore carried that the OHSMag Working Group will be dissolved.

9. To receive and review the Internal Audit and take any necessary action.

The Clerk advised that the Internal Audit was now complete and Cllrs were pleased to hear that there were no issues identified or recommendations for action as a result of the audit.

10. To compete and sign the Annual Governance Statement and Annual Return for the year ended 31 March 2026, including confirming dates of period for public exercise of rights. The Annual Governance Statement, Accounting Statement and Annual Return was completed, approved and signed. The dates of the period for public exercise of rights was confirmed to be 15th June 2026 to 24th July 2026 inclusive. The Clerk will forward necessary items to the External Auditors and upload to the website and noticeboards. **Action: Clerk**

11. Finances

To ratify the following payment:

- a) £687.79- Mrs V Swansborough, May 26 Clerk's Salary
- b) £9.62– NEST, Clerk pension direct debit
- c) £250.00 – Ray Taylor. Reimbursement for Paupers Mower

To approve the following payments:

- a) £363– Gipping Press, June 26 OHSMag Printing
- b) £50.00 – Mrs P Fuller. Clerk mentoring for audit
- c) £1200.00-Emma Harrison, Neighbourhood Plan Data Profile
- d) £49.00 – Ray Taylor, balance of cost for Paupers Mower
- e) £180.00 – L Chaplin T/as Greener Gardens, grass cutting
- f) £240.00 – Tania Jones Accountancy, Internal Audit 2025/26
- g) Any additional invoices received since agenda produced.
- h) £180.00 – LR Chaplin T/as Greener Gardens, grass cutting.

Items a) to c) were unanimously ratified. Items d) to f) and item h) were unanimously authorised.

To receive monthly financial report from the Clerk: After payment of the ratified items the current account balance was £1,694.26cr and the savings account balance was £43,207.72, giving total funds of £44,901.98cr. Payments for this month total £2,262.00 and the Clerk advised a transfer of £2,500.00 from the savings account to the current account had been arranged. The corrected balances are therefore £1,932.26cr in the current account and £40,707.72cr in the savings account, giving total funds of £42,639.98cr.

The Clerk advised that the general fund balance was low at £118.96cr and requested approval for a transfer from the general reserve of £3,000 to cover salary and pension payments due over the summer, with the balance in the general reserve being restored when the next precept payment is received in September. This was unanimously approved.

The CIL return had been forwarded to Cllrs in advance of the meeting and was unanimously approved. The Chair signed the return and the clerk will submit by the end of June deadline.

The Clerk advised that the application for the Clerks purchasing card had been submitted to the bank but no response as yet. The Clerk has chased and been advised that due to workload the request could take 28 working days to complete.

12. To consider request from the Clerk for the mileage rate paid to them as an expense to be increased to 55p per mile, in line with HMRC guidelines and recent increase, and take any necessary action. This was unanimously agreed and will be back dated to 1st April 2026. The Chair to arrange a letter to vary the Clerk's contract accordingly. **Action: Chair**

13. To review and adopt the Financial Risk Assessment, Internal Financial Control Procedures, Financial Regulations and Standing Orders. These were reviewed and unanimously adopted.

14. To consider request to purchase replacement SIDS batteries and take any necessary action. The cost of the batteries is £224 plus VAT and this was unanimously ratified. The batteries have been ordered.

15. To receive an update on Onehouse Meadow, and take any necessary action. No update or response to emails has been received. Clerk to attempt to contact the District Council by telephone.
Action: Clerk

16. To discuss residents request for additional dog waste bin near to the driving range on Lower Road, and take any necessary action. An appropriate location for this was discussed taking into account the required proximity to the road for emptying and necessity for a safe place to stop as the road has a 60 mile an hour speed limit. Cllr Crissell will visit the area to identify the best position.
Action: Cllr Crissell

17. To discuss residents' driving visibility concerns regarding hedging on the Bloor estate and take any necessary action. It was reported that the hedging has now been cut back and visibility improved.

18. To review and adopt the Terms of Reference for Working Groups, including review of the Neighbourhood Plan working group terms of reference. These were reviewed and unanimously adopted.

19. To review and adopt the following policies: Accident Form, Complaints Procedure, Data Retention, Disciplinary Procedure, Electronic Communication & Social Media, Equality & Diversity, Freedom of Information & Subject Access Request Policy, Grievance Procedure for Employees, Health & Safety, Lone Worker, Planning, Reserves, Subject Access Request Procedure and Safeguarding Policy. These were reviewed and unanimously adopted.

20. To receive an update on the Neighbourhood Plan, including an update on the walk-about meeting on 6th June, discussion on communication of the questionnaire to residents and agreeing costs for printing, and take any necessary action. Feedback on the design meeting on 6th June was provided and the plan discussed. It was unanimously agreed to extend the deadline of the resident survey until 31st July. The cost of 650 printed flyers is £103.00. The cost was unanimously agreed and the Clerk will arrange printing and advise Cllrs when they are ready for delivery.
Action: Clerk

21. To discuss the future of the OHSMag and the editor position, including review of any applications to the editor role, considering advertising of position and arrangements for shortlisting and appointing, and take any necessary action. There have not been any applicants for the role but 2 members of the public have expressed an interest. The editor contract was reviewed and approved. As there is no longer a working group it was agreed that communications between the 3 villages should be via the relevant Clerks. The Chair will forward the role profile previously approved to the Clerk to be shared with any potential candidates.
Action: Chair

22. To discuss a paid subscription for the provision of an online magazine and take any necessary action. The Chair advised that the monthly cost of the online magazine from July 2026 would be £4.79. This was unanimously approved.

23. To discuss terms of reference for Paupers Graves Working Group and take any necessary action. This was discussed and it was unanimously agreed that the group would continue to work under the Councils standard terms of reference for working groups. It was agreed that fuel could be purchased as needed but that the group had no financial powers and all requested spend should continue to be submitted to the Council for approval in advance at the monthly full council meetings.

24. To receive an update on the provision of storage facilities, first aid equipment and PPE for volunteers at Paupers Grave and take any necessary action. The Clerk is awaiting the purchasing card to be received to enable the first aid and PPE equipment to be purchased. Once received, it was agreed that the Clerk could order the necessary items up to a maximum of £800 without further approval from the Council.

It was agreed that a 20' container would be the most appropriate size and the positioning was discussed. This will need to be within the boundary of the Paupers Graves site and the working group will contact one of the suppliers to request a site visit to assess the access requirements.

25. To receive an update on the Paupers Graves and take any necessary. Due to the absence of Cllr Corker no update was provided.

26. To confirm agreement to cover the cost of grass cutting of the playing field for 2026/27. This was discussed and unanimously agreed that the Council would continue to cover the cost of necessary grass cutting for 2026/27.

27. To discuss any action necessary regarding the Forest Road to Chilton Leys Footpath. No update has been received. Clerk will email again.

Action: Clerk

28. To receive an update on the purchase of play equipment for the playing field, consider funding opportunities, and take any necessary action. No update received. It was noted that until a project plan is in place and quotes obtained it is not possible for the Council to provide any support in securing funding.

29. To receive an update on the concreting of benches at the playing field, and take any necessary action. No further update. Location still to be decided. Cllr Goodwin is liaising with the Community Hall Management Committee.

30. To receive an update on the Rural Caravan and take any necessary action. There was a meeting on 8th June. Due to the wet weather this was held inside Trinity Hall and Cllrs were reminded that the cost of this has been previously agreed to be paid by the Council. There were 4 residents in attendance. It is hoped that if the weather improves attendance will also increase again. The next date is 13th July.

31. To receive an update on any events, including an update on the fete and consideration to funding the cost of a bird display, and take any necessary action. The Chair requested that the cost of the bird display of £400 be paid by

the Council and this was unanimously agreed and will be taken from the Events earmarked reserve. Flyers will be distributed to advertise the fete over the coming weeks.

32. To discuss Onehouse website and Facebook page and take any necessary action. Facebook followings continue to grow and good engagement from residents is seen. The website is kept up to date with all upcoming events and the Neighbourhood Plan.

33. To receive correspondence/communications and to deal with any matters. The following items have been circulated to Cllrs:
SALC: News Bulletin 19/5, 2/6, 8/6. **BMSDC:** Better Recycling 31/5, Suffolk Armed Forces Day 1/6, Town & Parish Update 1/6, Joint Local Plan Scoping consultation 2026 5/6. **Suffolk LGR Implementation Board:** Preview of new LGR Website 19/5. **WalkWheelCycle:** Onehouse to Woolpit Quietway Next Stage Co-Design 19/5.

In addition, the Clerk advised that 2 members of the public had reported the condition of the footpath along Finborough Road between the new developments and the Shepherd and Dog Pub. This was reported to Highways but they say it is not their responsibility and the District Council should be contacted. A response from the District Council is awaited.

34. To receive reports:

a) Report from the Clerk. The Clerk advised that now that the audit paperwork had been signed the appropriate documents would be submitted to the external auditors (PKF Littlejohn) by the 30th June deadline.

The Clerk recently attended a webinar regarding unauthorised encampments. This was discussed and agreed that a policy and process would be beneficial and would be discussed at a future meeting.

35. Questions to the Chair. There were none.

36. Items for next agenda.

- Joint Local Plan Consultation
- Review of water Leaks on Forest Road
- Consideration of a projector for Council meetings
- Flower Barrels
- Provision of dog waste bin
- Unauthorised encampments

37. To confirm the date and time of the next Parish Council Meeting as Monday 13th July 2026 at 7pm. This was confirmed and will be in Trinity Hall.

The meeting closed at 9.25pm

Signed.....

Dated.....