

MINUTES OF THE MEETING OF ONEHOUSE PARISH COUNCIL HELD ON THURSDAY 13 NOVEMBER 2025 AT 7.30 P.M. IN TRINITY HALL

**Present:** Cllrs Copping (Chair), Corker, Crissell, Goodwin, Nutman and Roberts (in part).

**In attendance:** District Cllr Matthissen (in part), Mrs Swansborough, Clerk.

- 1. Apologies for absence.** Apologies were received from Cllr Boulter. Cllr Roberts advised that she needed to leave at 8.30pm .
- 2. To confirm and approve the minutes of the meetings on 13 October 2025.** These were approved.
- 3. To receive members Declarations of Interest on agenda items and to consider any dispensation requests.** Cllr Roberts declared an interest in item 12.
- 4. Public comment.** There was none.

**5. Report from County Cllr Otton:**

**Devolution and the new Mayoral Authority for Norfolk and Suffolk:** At Council on 2 October, Suffolk County Council voted to give the government their consent to create the Norfolk and Suffolk Combined Authority, which will be led by a mayor for Norfolk and Suffolk. Both Norfolk County Council and Suffolk County Council are involved in creating the new authority, which will have powers for the two counties including economic development, transport, skills and employment, public safety and housing and strategic planning. The authority will be led by the mayor, with four other members, two appointed by Suffolk County Council and two appointed by Norfolk County Council. As previously reported, the election of mayor for Norfolk and Suffolk will be held on Thursday 7 May 2026.

**Suffolk County Council online meeting with Parishes about One Suffolk:**

Were you invited? took part?

**Forest Road Footpath:** I have again asked for the latest update especially on the landowner issues.

**Road Closures:** I have asked that better information is given in advance of any road closures and signage.

**Get Suffolk Working Plan:** On 2 October, Cabinet voted to approve the draft Get Suffolk Working plan which was prepared by the council's Skills team. This is the local version of the government's Get Britain Working initiative and aims to support people of working age who are not currently working to get into employment and address barriers they may face to employment, for example poor health, lack of transport, low qualifications and digital exclusion. This programme is to provide tailored training, support and job placements and match people with suitable employers based on their preferences, strengths and previous work experience. Get Britain Working plans will become the responsibility of the mayor of Norfolk and Suffolk and the mayoral authority once in place, so Suffolk County Council is working with Norfolk County Council to make sure their plans are aligned.

**Dental Services in Suffolk:** At Health Scrutiny Committee on 8 October, colleagues from the NHS joined the meeting to update the committee on improving dental services in Suffolk. This is not a council service, and health

partners from the two ICBs that cover the county (Suffolk and North East Essex, Norfolk and Waveney) ran through their progress to increase access to NHS dentists, increase the number of urgent appointments available and ensure that there are enough dental practices across the county. They are also undertaking outreach work on oral health and preventing issues with children and older adults. People who need a dentist appointment can contact NHS 111 to get one, as well as contacting dental practises directly.

**Recycling Centres Raise £500,000 for Charity:** Re-use shops at Suffolk's recycling centres at Bury St Edmunds and Foxhall have raised over half a million for local charity The Benjamin Foundation, which operates the shops and provides families with childcare, mental health, youth and housing support. White goods play a key role, as The Benjamin Foundation repairs broken appliances and sells them on, which not only prolongs the life of the appliance, but also helps families access affordable household goods. The shop at Foxhall opened in 2016 and the one in Bury St Edmunds opened in 2020, and they have together repurposed over 4,200 tonnes of waste so far. Suffolk residents do not need to book a slot at the recycling centre to visit or donate to the shops.

**Budget Survey:** The council has launched its annual budget survey where it asks Suffolk residents their opinions and priorities for how it should spend money in the 2026-2027 financial year. The first look at the new budget will be early January 2026, with councillors voting on the proposed budget in its February full council meeting. The consultation has been open since 14 October and will close on Tuesday 25 November.

## **6. Report from District Cllr Matthissen:**

**New Local Plan 'call for sites' opens:** Mid Suffolk District Council is developing its new Local Plan, which involves identifying sites for development as well as setting the policies used to determine planning permission (alongside national planning policies and Neighbourhood Plans.) This plan will set out a framework for guiding planning decisions to the mid-2040s. As part of this work, a 'Call for Sites' was opened on 20 October. This runs until 5pm on 9 January 2026. This call invites submissions of land to be put forward for consideration to be included in the Local Plan - for uses such as housing, employment, sports and leisure and community purposes. It is important to note that the Call for Sites will not determine whether a site should be allocated for future development and does not give it any planning status. All sites will need to be assessed further, and the overall strategy for the Local Plan will be informed by a range of evidence as well as feedback from consultations.

**Green Skills Summit for schools:** The second Schools Green Skills Summit was held on 10<sup>th</sup> October. Around 90 students from across 11 schools in Babergh and Mid Suffolk took part in an event to encourage a better understanding of how climate change can be addressed, and to learn about relevant careers. More details can be found online.

**Upcoming changes to bin collections:** Suffolk Recycles is currently running a social media campaign to prepare residents for the upcoming changes to bin collections in the area from 2026. It is important for us all to ensure that people get the correct information.

**Purchase of new green space in Thorndon:** Mid Suffolk District Council has purchased 60 acres of land in Thorndon. The site offers opportunities for increased public access to green space for the local area. It also has potential for natural flood management projects to help reduce flooding locally, as well as

increasing biodiversity. Detailed plans are being developed alongside local residents.

**Cabinet meeting October:** Licensing policies were updated, new fees set for monitoring Biodiversity Net Gain and the State of the District Report was approved.

**Locality Budget:** Subject to submission of application forms and quotes, I have now allocated all the budget for 2025/26. I'm always willing to discuss new ideas for projects needing support, as the 2026/27 budget will open after the May elections.

**Council grants:** For information on Mid Suffolk council grants available to support community projects and organisations, please refer to the district council website.

District Cllr Matthissen also advised that there is likely to be a planning application received for a change of use for the current gypsy site in a neighbouring parish. The outcome of the application will be decided on evidence and the Council will be consulted. The Chair asked whether there was any CIL funding that could be applied for to be used towards new play equipment. District Cllr Matthissen recommended that an application was put together and submitted through the district council website. The Chair also asked whether it would be possible to apply for locality funding in the future towards the cost of future tree work in the Paupers Grave. District Cllr Matthissen confirmed that this was an acceptable use of the locality funding. District Cllr Matthissen was asked for clarity of a recent social media comment made regarding the Community Governance Review. District Cllr Matthissen confirmed that the comment was intended to be informative.

## 7 Planning Matters

**a) To discuss and make recommendation to MSDC on any applications received prior to this meeting.** There were none.

**b) To receive MSDC decisions on previously considered applications.** There were none.

## 8. Finances

**To ratify the following payment:**

- a) £907.77 - Mrs V Swansborough, October 25 Clerk's Salary
- b) £29.33 – NEST, Clerk's Pension – Direct Debit

To approve payment of the following invoices:

- c) £446.00 – Gipping Press, November OHSMag printing
- d) £250.00 – Stowmarket Concert Bank, Oktoberfest
- e) £180.00 – LexisNexis, Copy of Arnold Baker

Items a) and b) were unanimously ratified and items c) to e) were approved.

To receive monthly financial report from the Clerk:

The clerk advised that the current account balance was £2,318.05cr and the savings account balance was £35,359.56cr. Payments for November total £876.00. A transfer of £3,000 has been arranged from the savings account to the current account and, after the payments and the transfer have been processed, a balance of £4,442.05cr remains on the current account and £32,359.56cr on the savings account. Total funds are £36,801.61cr. Pension payments for the Clerk are now finally being successfully collected by NEST direct debit. A copy of the

latest version of Arnold Baker Local Council Administration has been ordered, as agreed at the October 2024 meeting, cost of £180 as listed in payments above. The £250 locality award for a mower in the Paupers Grave has been received and the working group advised. Cllr Roberts undertook an internal financial review on 13<sup>th</sup> October 2025 and found processes and records to be in order. All OHSMag invoices up to 31 March 26 have now been issued and a total of £725 is now owing which includes 2 overdue invoices which the clerk continues to chase.

**9. To consider a request from the Clerk for Council support in paying membership to the Society of Local Council Clerks (SLCC).** The membership and cost of £160 for the year was unanimously approved. Clerk to arrange and pay for membership. **Action: Clerk**

**10. To discuss draft budget and take any necessary action.**

The draft budget and precept information was emailed by the clerk to all Cllrs in advance of the meeting. The budget and increased precept were discussed and some changes to reduce the precept agreed. It was unanimously agreed to include the cost of stages 2 and 3 of the Neighbourhood Plan. The indicative precept information on council tax bands is not yet available. Once received, the Clerk will update the budget and forward to all Cllrs for review before the December meeting. **Action: Clerk**

**11. To receive an update on the purchase of marquee/gazebo and take any necessary action.** It was unanimously agreed that this would not be progressed this year.

**12. To receive an update on the cementing of benches/picnic table and take any necessary action.** This has not yet been completed. Cllr Roberts is liaising but it was noted that the weather may delay this further. **Action: Cllr Roberts**

**13. To receive an update on the Rural Caravan and take any necessary action.** The first session took place on Monday 10<sup>th</sup> November. The Chair attended along with 4 members of the public. The Chair reported that the event was excellent with a lot of information and many resources available, covering many topics. Drinks and cake were also provided. This is a free resource for all residents that the Council is pleased to support and it is hoped the number of residents attending will increase. The next event will be on 8<sup>th</sup> December and will be Christmas themed.

**14. To receive an update on the Neighbourhood Plan, discuss wording and publication of the mission statement on the website, and take any necessary action.** The benefit of the Neighbourhood Plan was further discussed and it was unanimously agreed to continue. The draft wording for the website and the mission statement were unanimously approved. The website will be updated. **Action: Chair**

**15. To discuss the purchase of additional play equipment and take any necessary action.** There was no update.

**16. To receive an update on any events, including Halloween, and take any necessary action.** There were 13 adult tickets and 13 children's tickets sold for the Halloween event. The feedback was very positive and £215 less the hall hire cost (£45) was made for the OHSMag. Three walks have been organised and accompanied by the Tree & Footpath Warden and have been very successful. A further walk is planned for 25<sup>th</sup> November at an earlier time of 2pm due to the shorter days. A WhatsApp group has been set up to help organise and all are welcome to join the group and the walks.

**17. To receive an update on crowd funding contribution for the new defibrillator from Liam Cross and take any necessary action.** Additional comprehensive information was requested to support the request to withdraw the funds raised, which the Clerk has provided. No further update as yet. Clerk to monitor.  
**Action: Clerk**

**18. To receive an update on changes to the entrance to Paupers Grave to improve accessibility & consider quotes for the concrete base, and take any necessary action.** A quote of £316.00 has been received to complete the concrete base required at the entrance. The clerk has been unable to obtain other quotes but has researched the cost of materials. It was unanimously agreed that the quote received was reasonable and the cost was approved. Locality Award funding for the cost of the gate (£381.30) and the cement work has been applied for. It was unanimously agreed that when the locality funding has been received the Clerk will order the gate and request that work commence in preparation for installation.  
**Action: Clerk**

**19. To receive an update on the Paupers Graves and take any necessary action.** The working group continue to maintain the area which is looking good. It was discussed that keeping some parts of the Paupers Grave as conservation areas could increase the wildlife, in particular, birds. Cllr Corker will discuss this with the working group. It was noted that the working group are obtaining a quote for a new sign. The need for a new sign was discussed and it was agreed a further discussion would take place once the quote was received. Councillors also requested a photo or mock up of the sign to be provided.  
**Action: Cllr Corker**

**20. To discuss any action necessary regarding the Forest Road to Chilton Leys Footpath.** No update received. The Clerk is following up.  
**Action: Clerk**

**21. To receive an update on the replacement of the Onehouse sign.** There was no update.

At 9.30pm it was agreed to continue to complete all items.

**22. Environmental issues, including the flower barrels. Discuss and take any necessary action.** The Chair advised that there was one remaining barrel to be moved to a new position which she was arranging with a resident. Cllr Goodwin requested that discussions regarding any maintenance required for the barrels be added to the March 26 agenda.  
**Action: Chair**

**23. To discuss development of land around the parish, including the latest 'Call for Sites', and take any necessary action.** District Cllr Matthissen clarified the process for this. Following the last call for sites 5 areas in the Parish were identified. Councillors resolved to discuss further once the out come of this round is known.

**24. To receive an update on email migration and discuss the Onehouse website, and take any necessary action.** Cllr's Corker & Goodwin have not yet updated to the new email addresses but are aiming to do so by the next meeting with Cllr Crissell's assistance. The Clerk advised that the new IT Policy is now on the website and that the Transparency Code is being reviewed as no longer appropriate. The Chair advised that she is working through the useful links on the website to make sure they are all still correct.

**Action: Cllr's Crissell, Corker & Goodwin**

**25. To discuss OHSMag, Onehouse website and Facebook page and take any necessary action.** The Chair advised that the distributors thank you event has been held and was successful. The Editor has advised that the software currently being used will not be supported after March 2026 and that she is investigating cost effective alternatives.

**26. To receive correspondence/communications and to deal with any matters.** The following communications have been emailed to all Cllrs: **SALC:** News Bulletins 20/10,29/10, 3/11 & 11/11. **BMSDC:** Norwich to Tilbury Update 15/10, Call for Sites 2025 29/10, Notice of Community Governance Review 29/10, NSIP & Large-Scale Energy Developments Update 4/11, Town & Parish Update 4/11, Norwich to Tilbury Drop in Surgery 13/11. **SCC:** News Release re Budget 16/10, Launch of Norfolk & Suffolk County Combined Website 29/10, Local Government Reorganisation Update 29/10, Avian Influenza Guidance 31/10, Suffolk Community Foundation October News 31/10. **Suffolk Police:** PCC Update 4/11. **WalkWheelCycle:** Woolpit Quiet lane Briefing. **CAB:** CAB Update 31/10. **Lighthouse:** Update 13/11. **Headway:** Update 31/10. In addition, the Chair advised that an email had been received from a resident expressing concern about a neighbour's building plans which may not yet have been through the planning process. The resident has contacted the planning department and the Council will consider the plans when they are received through the usual planning process. The Clerk advised that an email had also been received regarding the gypsy site in a neighbouring parish, expressing concern.

**27. To receive reports:** a) Report from the Clerk.  
The Clerk advised that a virtual meeting had been attended with Walk, Wheel Cycle regarding plans for a 'Quietway' along route 51 which runs through the village and eventually connects with Woolpit. An outline of the meeting was provided and the Clerk will share further information as it is received.

**28. Questions to the Chair.** There were none.

**29. Items for next agenda.**

Budget and Precept

Emails

**30. To confirm date and time of the next Parish Council Meeting as Monday 8<sup>th</sup> December 2025 at 7.30pm.** This was agreed.

The meeting closed at 9.40pm.

Signed.....

Dated.....