

MINUTES OF THE MEETING OF ONEHOUSE PARISH COUNCIL HELD ON
MONDAY 8 SEPTEMBER 2025 AT 7.30 P.M. IN TRINITY HALL

Present: Cllrs Copping (Chair), Boulter, Crissell and Roberts.

In attendance: District Cllr Matthissen (in part), Mrs Swansborough, Clerk and 2 members of the public.

1. Apologies for absence were received and accepted from Cllrs Corker, Goodwin and Nutman.

2. To confirm and approve the minutes of the meetings on 14 July 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 items 7(b) and 13.

4. Public comment.

A resident raised an ongoing issue he has been experiencing with the bins being left out in Birch Road for properties which could be collected from Forest Road. At times the bins are left out for several days after collection day and are left very close to the residents' front door, on the public highway not the owner of the bins land. The resident was concerned that the issue could become worse when food waste bins were introduced. Cllr Matthissen was asked if he could raise the issue which was agreed.

A resident also asked Cllr Matthissen if white lines on the bend in the road at Chilton Leys could be replaced as they have mostly gone. Cllr Matthissen will raise this issue too.

The clerk raised an issue from a resident's email regarding a large oak tree which has been causing slippery paths on Northfield Road. Cllr Matthissen was copied into the email and would look into this further.

A resident advised that they had seen motorhomes parking overnight near the Church which is private land.

Howard Tuckett, Footpath & Tree Warden, introduced himself to the full council and reported that he has been able to walk almost all of the footpaths and that they were generally in good repair. The Clerk had previously received a resident complaint regarding the entrance to footpath 30 from Forest Road which has become difficult to pass due to flooding. This has been reported and should be reviewed. Mr Tuckett confirmed that the entrance is difficult and also that there was an old stile hidden beside the entrance. Mr Tuckett recommended that either the stile be repaired or replaced with a gate, or planks be placed over the muddy ditch to improve access. Mr Tuckett also advised that there are a couple of missing footpath signs on public rights of way in the woods below Lower Road, between the Shepherd and Dog and Stowmarket Golf Club. There are no longer standard footpath signs on either side of the Lower Road at Point 3. Cllr Boulter will raise this with a contact he has who is responsible for these signs.

Mr Tuckett offered accompanied walks to anyone who would prefer not to walk alone and would enjoy some company. Dates to go in OHSMag. Councillors thanked Mr Tuckett for his report and offer.

5. Report from County Cllr Otton:

Guidance and information on 20mph speed limits: As you may remember from last month's report, my group tabled a motion at July's council meeting to make it easier for communities to obtain a 20mph limit where there is clear local support for it. We argued that the current process with SCC Highways is lengthy and unnecessarily complex at a time when 20mph limits have increasing public support. This motion was rejected by the administration on the grounds that they were already planning a review of this process. 20's Plenty, a UK organisation that promotes lower speed limits, has some helpful guidance and a draft motion for parish and town councils who are considering a 20mph speed limit, with lots of supporting information including data from the 20mph trial in Wales which showed that lower speed limits significantly reduced accidents, deaths and serious injuries with no impact on journey times.

Forest Road Footpath; Hopefully we have the very latest news and a possible start date.

Update received separately by email. See item 22 below.

Review of Suffolk Transport Infrastructure: Following the passing of a motion at July's council meeting which acknowledged that intervention was necessary to reduce the reliance on the Orwell Bridge, the council's administration have announced a review of transport infrastructure for Suffolk and requested funding from the government to make improvements. The review will examine what is needed and where, examining areas such as the Orwell Bridge and the A14 corridor, Port of Felixstowe, the Sizewell power stations, and the need to upgrade the Ely/Haughley rail junction. The review will also take into account housing needs and the role of the future Mayor for Norfolk and Suffolk, who will have responsibility for strategic transport. The council has sent an open letter to the Transport Secretary, Heidi Alexander MP, calling for talks about the need for strategic investment in Suffolk's transport infrastructure.

All Suffolk Food Waste to be Processed in the County: As part of the new 'Simpler Recycling' laws brought in by the previous government, councils will have to collect and deal with food waste from all Suffolk households from 2026. The council has set up a four-year contract with Bio Capital to process this food waste locally at a recently approved anaerobic digestion plant at the Adnams Distribution Centre in Reydon near Southwold. Around 31,000 tonnes of household food waste could be sent to the new facility each year, which will be processed to generate green fuel (biomethane), and turned into soil fertiliser, which means Suffolk's food waste will be put to good use.

Awards for Suffolk's Junior Road Safety Officers: The council recently played host to pupils and school staff at the first in-person Junior Road Safety Officer (JRSO) Awards event since before the COVID-19 pandemic. The awards ceremony is to recognise the dedication and creativity shown by schools and pupils in promoting road safety and encouraging active travel within their communities. The Junior Road Safety Officer (JRSO) scheme has been running for more than 20 years and gives pupils in Years 4 to 6 (ages 9–11) the opportunity to get involved in road safety work at their schools, delivering sessions to peers and taking on initiatives in their wider communities. The scheme is an excellent way to engage with children, parents and carers and expand the reach of the council's road safety education team, with 61 participating schools over the last 12 months.

Update on Homes for Ukraine Scheme: As of 31 March 2025, Suffolk has welcomed 1,747 Ukrainian refugees under the government's Homes for Ukraine

scheme, supported by a special team in the Public Health & Communities directorate. The government has introduced the Ukraine Permission Extension Scheme (UPES), which allows people currently living in the UK under an existing Ukraine Visa scheme to apply to extend their stay in the UK for a further 18 months when their valid Ukrainian visa expires. It is important that guests actively apply to extend their visa - the visas will NOT be extended automatically. Guests should submit an application when they have 28 days or less left on their current permission. If they apply too early, their application may be rejected and they would then need to re-apply later. If the guest doesn't know the date when their current leave to remain ends, they can sign into their UKVI account to find out, or they can refer to their permission letter which will detail their visa's expiry date. Applications can only be submitted while the guests are physically present in the UK. The government pays Homes for Ukraine hosts a 'thank you' payment of £350 per month, and in Suffolk this is supplemented by an additional £25 per month by the council. Finally, Suffolk County Council is offering a one-off Independent Living Payment (ILP) of £2,000 to Homes for Ukraine guests who are leaving their host accommodation and moving into their own home. To issue this payment certain criteria must be met, and Suffolk County Council will ask to see a copy of a valid, signed and dated (by both parties) legal tenancy agreement in the guest's name. The funding can be used for purchasing items to support the move to independent accommodation. The new accommodation can be either furnished or unfurnished, and can be situated outside of Suffolk. Guest(s) can apply for the Independent Living Payment by downloading a form from the council's website, which is available in English, Ukrainian and Russian.

6. Report from District Cllr Matthissen:

Local Government Reorganisation (LGR): The council has released draft proposals for its 3-unitary model, which forms "Western", "Central & Eastern", and "Ipswich and Southern councils. It is important to remember that the decision will be made by Government ministers, not locally.

There will be 2 public sessions about LGR where you are invited to come along and ask questions.

Wednesday 10th Sept, 6-8pm, Food Museum Marquee, Stowmarket

Monday 15th Sept. 6-8pm, Eye Town Council.

Introduction of new electrical recycling banks: 6 new electrical recycling banks have been installed across the District. This is part of a new scheme to help reduce e-waste. Banks are located at Iliffe Way carpark in Stowmarket, Stowmarket Leisure Centre, Elmswell Station, Needham station and Thurston New Green Centre.

Temporary Emergency housing: Mid Suffolk Cabinet have agreed to invest in up to 30 new properties in the district to be used for temporary emergency accommodation. To be eligible to be accommodated someone must be legally homeless and meet all the necessary immigration and residence conditions and have a priority need for housing. This investment will reduce the Council's reliance on having to use B&B accommodation and will save revenue in the long term.

MSDC secures 62-acre site at Thorndon for Nature and Flood Resilience:

The site which contains a mixture of habitats and permissive footpaths was previously owned by the Kerrison Trust, a charity supporting young people, and was recently put up for sale. MSDC recognised the potential to protect improve the site which contains habitats including enhancing wet grassland and grazing

marshes, pond habitats, lowland meadows and pastures, and deciduous woodland. MSDC will develop a management plan for the site following an ecological survey and consultation with local residents. There will be no change to public access arrangements with permissive paths being preserved.

September 25th. Full Council: This meeting will debate and finalise the Mid Suffolk submission to Government proposing that 3 Unitary Councils would be the best balance of efficiency, democracy and public services.

Locality Budget: I have received more requests recently but there is still money left, so please get in touch if there are projects that may be eligible

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.

DC/25/0409, 16 Northfield Road, Onehouse, IP14 3HF. Approved.

8. Finances

To ratify the following payment:

- a) £497.98 - Mrs V Swansborough, July 25 Clerk's Salary
- b) £497.98 – Mrs V Swansborough, August 25 Clerk's Salary
- c) £150.00 - Mrs Emma Wilks, September 25 OHSMag Editing
- d) £157.23 – HMRC, Clerk PAYE & NI July 25
- e) £1320.00 – ProTrainings, New defibrillator
- f) £465.00 – JR Landscapes, Erection of noticeboard & cementing benches

To approve payment of the following invoices:

- g) £180.00 – LR Chaplin Greener Gardens, grass cutting
- h) £43.20 – SALC, Councillor Basic Training, D Roberts
- i) £39.60 – SALC, Clerk Training. Budgeting
- j) £158.26 – Mrs V Swansborough, WFM Allowance & Expenses Jun-Sep25
- k) £70.36 – Mrs J Copping, Clerks mobile phone and NEST contributions
- l) £433.00 – Gipping Press, July/Aug 25 OHSMag printing
- m) £473.00 – Gipping Press, Sept 25 OHSMag Printing
- n) £410.86 – MSDC, Litter ~& dog waste bin emptying 2025/26
- o) £157.23 – HMRC, Clerk PAYE & NI August 25
- p) £85.80 – Stowmarket Town Council, room hire for Neighbourhood Plan Workshop
- q) £600.00 - OHS Village Hall & Playing Field Trust, Grant cont. to wall repairs
- r) £28.66 – David Nicholson, Reimbursement for mower fuel
- s) £120 – Mrs P Fuller, Clerk mentoring July/August 25
- t) £225.95 – Viking Office UK, Clerks printer cartridges & stationery

To receive monthly financial report from the Clerk;

The current account balance is £18,144.92cr. Payments to be authorised total £3,025.92 which leaves a balance in the current account of £15,119.00cr.

The second half of the annual precept payment of £13,500 has been received and the Clerk recommends transferring this amount to the savings account which is unanimously agreed. The VAT return for 2024/25 has been completed and payment received of £1,652.46, which is included in the balances above.

The savings account balance is £26,687.47cr, to increase to £40,187.47cr when the precept payment amount has been transferred.

The clerk was pleased to report that the previously noted long outstanding OHSMag invoice has now been paid. Invoices for the second half of the year have now been raised and many paid. Those outstanding have been chased.

9. To review earmarked reserves balances and consider Clerk's recommendation to transfer funds. Councillors were provided with a report from Scribe detailing the balances in all earmarked reserves and the general fund. The clerk highlighted a deficit in the Paupers Graves reserve of £2239.01, mainly caused by the cost of tree work (£3750) undertaken in 2024/25. It was noted that a deficit should not be carried forward and that preparation should also be made for future tree work. The Clerk recommended that £1000 be transferred from the Training reserve where a current balance of £2748.50 is unlikely to be required in full this year. In addition, it was recommended that £2000 be transferred from the Onehouse Meadow reserve, current balance £5000. This project has stalled and is unlikely to be completed in 2025/26. This was unanimously approved.

At the extraordinary meeting in June, it was agreed that £5000 be transferred from the General Reserve into the General Fund temporarily to cover salary expenses over the Summer. Now that the second precept payment has been received it was approved that this amount be transferred back into the General Reserve. In addition, the Clerk recommended a further transfer of £4200 be made from the General Fund into the General Reserve to restore the balance to £13500 which is the recommended 50% of the annual precept. This was unanimously approved.

The Clerk also highlighted that there is a balance in the CIL reserve of £3025.13. Payment for the brick wall repairs (£600) authorised under item 8(q) will come from this balance and a further £200 has been allowed for cementing of the table legs. This leaves £2225.13 which can be used towards the cost of the Neighbourhood Plan. It was unanimously agreed that this amount be transferred into the Neighbourhood Plan reserve in readiness.

The Councillors thanked the Clerk for diligence on this matter. Clerk to action the transfers on Scribe.

Action: Clerk

10. To discuss quotes received for annual renewal of insurance and take any necessary action. The Clerk had obtained 2 insurance quotes and evidence that a 3rd quote had been sought but the insurers did not wish to quote. Both quotes reflected increased premiums partly due to the inclusion of Monument All Risks Cover for the Paupers Graves monument. The two quotes were discussed and it was unanimously decided that the insurance would be renewed with the existing insurers (Zurich) and that the additional cover for the Monument would be included. The quoted annual premium of £459 was approved.

11. To discuss the purchase of marquee/gazebo and take any necessary action. Cllr Goodwin sent quotes through for consideration in his absence which were reviewed. How many and which size(s) would be most appropriate were discussed. The Chair advised that Harleston were willing to contribute. The level of Onehouse PC contribution was discussed and a budget of up to £1300 was unanimously agreed. It was also agreed that this would be paid from the Events earmarked reserve.

12. To receive an update on the additional defibrillator including discussing installation quotes received and take any necessary action. The Clerk confirmed that the new defibrillator had been received and was being securely stored ready for installation. The Clerk was able to evidence that 3 installation quotes had been sought but only one received. It was unanimously agreed to accept the quote of £215.00. Clerk to contact electrician and arrange an installation date.

Action: Clerk

13. To receive an update on the cementing of benches/picnic table and take any necessary action. Cllr Roberts advised that this was discussed at the recent Village Hall Committee meeting. She advised that she had been unsuccessful in arranging for the final piece of cementing to be done. The Committee have decided to create a new concrete base in an alternative location for the new table. The old bench will be removed and a new bench made to replace it. Cllr Roberts to advise the contractor.

Action: Cllr Roberts

14. To discuss the Rural Caravan, including whether the Parish Council could support by way of covering room hire costs, and take any necessary action. The Chair advised that she has met with the organisers of the Rural Caravan and they are able to visit Onehouse on the second Monday of each month, commencing 10th November. As these are winter months the Chair would like to make Trinity Hall available for the visit and asked for agreement for the Parish Council to cover the cost of hall hire. This would be 2 hours per visit at £15 per hour. It was noted that this could be a valuable facility for residents who could benefit from the facility and the hall hire cost. The cost was unanimously agreed. The Chair will contact to advise the organiser.

Action: Chair

15. To receive an update on Neighbourhood Plan, agree members of the steering group to attend the workshop on 10th September and take any necessary action. The Clerk has received and circulated the agreement from Rachel Leggett & Associates to enable Stage 1 to go ahead. This was signed by the Clerk, Chair and Cllr Boulter. The first stage will cost £1800, which was unanimously agreed, and the Council can choose to not proceed to Sage 2. An Inception Meeting via zoom is booked for 7pm on 9th September and all Councillors were encouraged to attend. It was agreed that the initial steering group members will be the Chair, Cllr Boulter, Cllr Crissell and the Clerk who will all attend the one-day workshop on 10th September. However, it was noted that other Cllrs may also join the group if Stage 2 is commenced.

16. To receive an update on the Community Emergency Plan and take any necessary action. No further progress to report. This will be carried forward to the October meeting.

17. To receive an update on additional dog waste bins and take any necessary action. Cllr Boulter advised that 2 of the 3 new bins have now been installed with the third to be installed in the next few days. Cllr Boulter will then send details of the positions of the bins to the Clerk so that collections can be requested.

Action: Cllr Boulter

18. To receive an update on complaints received regarding the renaming of Church Walk and take any necessary action. Further complaints from

residents have been received and forwarded to Cllr Matthiessen. Potential escalation of this matter was discussed with Cllr Matthiessen again and he agreed to raise it with the District Council. It was noted that the situation has not been caused by the Parish Council who were unaware and not consulted on the matter.

19. To receive an update on any events and take any necessary action.

Oktoberfest will take place on 27th September 25. Posters are up and will be in the next edition of the OHSMag and displayed on Facebook. The Chair requested help from other Councillors for set up.

A Halloween Party will be held on 1st November. Due to the poor pumpkin crop this year, this replaces the Pumpkin Competition but all are encouraged to bring their pumpkin if they have been able to grow one. This event is being organised by a member of the OHSMag working group.

20. To discuss improving access at the entry to the Paupers Graves and take any necessary action. A complaint has been received from a resident regarding the restricted access into the Paupers Grave. It was noted by all Councillors that the Parish Council is committed to providing accessible facilities for the community and it was unanimously agreed that the entrance would be altered to ensure wheelchairs and prams could access the Paupers Grave. Cllr Matthiessen agreed that the cost of an accessible 'kissing gate' could be covered by a locality award. Clerk to apply for the funding. **Action: Clerk**

21. To receive an update on the Paupers Graves and take any necessary action. Cllr Crissell provided the update in the absence of Cllr Corker. The pond had dried out and was able to be cleared. It is now refilling. The monument has been cleaned and the group continue to meet fortnightly to maintain the area.

22. To discuss any action necessary regarding the Forest Road to Chilton Leys Footpath. An email update was received from Cllr Otton advising that SCC are ready to construct the new footpath but are waiting for the legal agreements with the land owner to be signed off which has been delayed following retirement of the previous land agent. Due to delays while the high-pressure gas main in the locality was checked the contractor has now advised the work is likely to start in 2026 to allow time to mobilise. Councillors noted that the delay was disappointing as a completed footpath before the winter would have been preferred.

23. To receive an update on the replacement of the Onehouse sign. The Chair advised that this is still awaiting the developer to action.

24. Environmental issues, including the flower barrels. Discuss and take any necessary action. There has been a delay in moving the final flower barrel to its new position but this should be completed in the next couple of weeks.

25. To discuss development of land around the parish, including an update on the SHELF project, and take any necessary action. Cllr Matthiessen advised that there have been pre-application discussions with Taylor Wimpey who need to bring forward a planning application for the final stage of the development before any progress can be made regarding the Onehouse Meadow. This could still be a couple of years away.

26. To discuss OHSMag, Onehouse website and Facebook page and take any necessary action. The Chair reported it is expected that the OHSMag will make a profit this year due to the level of fundraising and deficit contributions from all parishes involved.

An afternoon tea to thank distributors is planned for 20th September. Cllrs Boulter and Crissell will try to attend.

It was raised by Cllr Roberts that details of hiring the hall have not been included in the last 2 editions. The Chair will follow this up with the Editor.

There was a discussion regarding the OHSMag advertising. The editor has been successful in attracting some new advertisers but mainly one-off adverts. There was a discussion as to the whether the previously agreed minimum number of months for advertisers should be adhered to as the cost of monthly invoicing, compared to 6 or 12 monthly, significantly impacts on the income raised. It was noted that avoiding monthly invoicing is preferred although it is recognised that advertisers provide valuable content for residents. **Action: Chair**

At 9.32pm it was agreed to continue to complete all items.

27. To receive correspondence/communications and to deal with any matters. The following communications were forwarded to Councillors by email; **SALC:** News Bulletin 14/7, 21/7, 28/7, 4/8, 11/8, 20*8, 26/8, SALC Babergh & Mid Suffolk Forum 28/7, Training Bulletin 6/8. **BMSDC:** Neighbourhood Planning Letter 17/7, Town & Parish Update August 25 1/8, NSIP & Large-Scale Energy Development Update Aug 25 4/8, Free Trees, Hedging & Wildflower 6/8, , Local Government Reorganisation 12/8, NSIP Bulletin 13/8, Community Thermal Imaging Project 4/9. **SCC:** Report following Flooding on Finborough Road 17/7, Parish Report July (August) 23/7, Launch of Sustainable Visitor Centre 28/7, Suffolk Food Waste 28/7. **Suffolk Police:** July 25 Update 28/7 Crime Panel Annual Report 4/8, Police & Crime Commissioners Update 8/9. **Highways:** A14 Maintenance 30/7. **National Grid:** Norwich to Tilbury Application 1/9

28. To receive reports.

a) Report from the Clerk

The Clerk advised that most points on the report have been covered under other items apart from:

Assertion 10. The Clerk attended a webinar on this and reported that there will be actions required to ensure the Council remains compliant for GDPR and Accessibility before the end of the financial year, as this will be included in the 2025/26 AGAR. As a minimum, emails for all must not be personal email addresses, the website needs to be checked for accessibility and some policies will need reviewing.

29. Questions to the Chair. There were none.

30. Clerk Salary Review. The meeting will be closed to the public at this point to consider a request from Mrs Swansborough for the Clerk's salary to be increased in line with the Local Government Pay Claim 2025/26 agreement, and take any necessary action. The council resolved to close the meeting to discuss this confidential matter.

- 31. Items for next agenda.
Neighbourhood Plan Update
Community Emergency Plan Update
Website & Emails

- 32. To confirm date and time of the next Parish Council Meeting as Monday
13 October 2025 at 7.30pm.

The meeting closed at 10.02pm

Signed.....
Dated.....