

DRAFT MINUTES OF THE ANNUAL MEETING OF ONEHOUSE PARISH  
COUNCIL HELD ON MONDAY 11 MAY 2026 AT 8.25 P.M. IN TRINITY HALL

**Present:** Cllrs Corker, Crissell, Goodwin and Roberts.

**In attendance:** County Cllr Bentley (in part), District Cllr Matthissen (in part), Mrs Swansborough, Clerk and 4 members of the public.

**1. Election of Chairman.** Cllr Copping was proposed, seconded and carried.

**2. Election of Vice-Chairman.** Cllr Crissell was proposed, seconded and elected.

**3. Signing of Declarations of Acceptance of Office.**

The form for Cllr Crissell was completed and witnessed by the Clerk. The Clerk will arrange for the form to be signed by Cllr Copping before the next meeting.

**4. Apologies for absence.** Apologies for Cllr Boulter was previously received and resolved to be accepted, apologies from Cllrs Copping and Nutman were received and accepted.

**5. Nomination of representative to SALC.** Cllr Crissell was proposed, seconded and elected to this post.

**6. Nomination of representative to OHS Village Hall & Playing Field Trust Management Committee.** Cllr Goodwin was proposed, seconded and elected to this post.

**7. Nomination of Tree and Footpath Warden.** Howard Trickett was proposed, seconded and elected to this post.

**8. Nomination of Paupers Graves Officer.** Cllr Corker was proposed, seconded and elected to this post.

**9. To consider appointments to OHSMag Working Group.** Due to Councillor absence, it was unanimously agreed that this item be postponed until the June meeting.

**10. To appoint Responsible Financial Officer.** Mrs Swansborough as Clerk was appointed.

**11. Nomination of Councillor to carry out internal audits.** Cllr Crissell was proposed, seconded and elected.

**12. To review insurance and bank account signatories.** Our current insurance with Zurich Municipal runs until 30 September. Quotes will be sought from various companies for consideration ahead of renewal. Cllrs Copping, Boulter, Nutman and Roberts are signatories on the bank accounts with Unity Trust Bank.

**13. To review the effectiveness of our internal audit and systems of internal control.** Cllrs have reviewed current systems which they find to be effective and satisfactory.

**14. To confirm and approve the minutes of the meeting 13 April 2026**  
The minutes were approved and signed.

**15. To receive members Declarations of Interest on agenda items and to consider any dispensation requests.** Cllr Roberts declared a prejudicial interest in items 23 and 25, Cllr Goodwin declared an interest in item 25 and the blue book was signed by both.

**16. Public comment.** A resident raised the issue of bins and household rubbish. This has been investigated by the Waste Team and the resident was advised of the response and proposed action. White lines are still not repainted on the Union Road junction but residents were reminded that there is a long lead time for this type of work to be completed.

**17. Report from County Cllr.** Following recent elections, the new County Councillor – Matt Bentley was introduced and welcomed and provided a verbal update.

**18. Report from District Cllr Matthissen.**

**Recycling update:** The new recycling regime is due to start in June 2026. Mid Suffolk currently only recycles 42% of waste and is not in the top 150 Councils in the UK. Aim is to exceed 60%. The bins are:

- Food waste
- Green recycling bin – paper and card
- Blue recycling bin – glass, plastics, tetrapaks i.e. non-paper
- Black bin – refuse bin

**Planning system:** Mid Suffolk's housing target has increased from 535 per annum to 734 (an increase of 37%). If you include a 5% buffer this amounts to a requirement of 15,414 for the period from 2024 to 2044, although 5,475 of these are in the current identified supply.

Owing to the change in government housing targets it is vital to create a development plan that meets government targets or we end up with a planning free for all which is what happened 5 or 6 years ago. As part of this process the Council carried out a call for sites. The published map of all sites submitted during the Call for Sites exercises.

Note: This is not a list of preferred development locations. Publication promotes transparency and ensures communities have early visibility of what has been suggested. No planning status is granted by submission. Sites do not benefit from any presumption of development. Submissions will now be assessed against planning policy, constraints, evidence and deliverability criteria.

**Council Housing:** Mid Suffolk has c.15% of Council Houses that do not meet the Decent Homes standard. We are planning to invest £19m in our Council Housing stock this year alone. Mid Suffolk was successful in obtaining a £1.5m government grant to supplement the £2m already committed by the council to install energy saving measures in social housing. This work not only helps lower income households by delivering warm and energy efficient homes, but also lifts tenants out of fuel poverty by helping to save money on energy bills.

Work is well underway to tackle the 100 council properties with the lowest EPC (energy performance certificate) ratings by adding a range of improvements, including cavity and loft insulation, new windows, PV panels and air source heat pumps. The Council has also built about 250 new Council houses in the past 3 years.

**Stowmarket Innovation Gateway:** Construction work on a state-of-the-art skills

and innovation centre at Gateway 14 in Stowmarket has now been completed. New clients will be moving in from July 2026 and a programme of training courses is about to be launched. The purpose of the centre is to address the skills gap in the district and to encourage high tech companies to locate here.

**New fund for sports facilities in rural areas:** A £1.5m fund for Sports provision outside of Stowmarket has been established.

The aim is to develop sports infrastructure in a rural area of Mid Suffolk, outside of Stowmarket, by exploring upgrading or extending existing sites, as well as opportunities for new sports provision or facilities.

**Temporary accommodation:** Demand for temporary housing in Mid Suffolk rose by over 100% since 2020 and there are currently over 60 households in temporary accommodation in Mid Suffolk. MSDC propose to increase the acquisition of temporary accommodation by up to 30 units. This is to provide better standard accommodation and save the Council money on temporary accommodation.

**Pylons:** MSDC have told the public hearing that National Grid's plan for more pylons in the Suffolk countryside should be halted. National Grid proposes 159km of new overhead lines between Norwich to Tilbury, with the route cutting through the Suffolk countryside.

MSDC has called for a delay to the project so other options can be considered and costed – such as an undersea route or undergrounding of the entire length of the project. They cite serious concerns about the impact on the environment, communities and businesses. This is consistent with the position taken as under previous governments.

**Nature recovery budget:** Mid Suffolk District Council has allocated a budget of £1.8m to support nature recovery. This covers:

- Grant funding for communities
- Grant funding for river catchment and landscape
- Habitat creation, management and monitoring on new sites
- recovery
- Pond creation and restoration
- Tree planting
- Meadow management
- Public engagement and awareness / Schools programme

**Stowmarket high street investment:** Mid Suffolk District Council launched a dedicated £1.5m fund, and associated framework, to support a thriving Stowmarket high street and town centre area. Funding has been recently agreed for £615k towards the John Peel Centre and £125k for the Community Darts Venue including a darts retail area.

**Cosy Homes:** Cosy Homes is an energy efficiency initiative dedicated to making private sector homes in Mid Suffolk warmer, more economical to heat and more environmentally friendly. Residents need to meet certain criteria but any works are carried out for free. The initiative aims to help residents in the district improve the energy efficiency of their home - which will help them save on energy usage and reduce their carbon footprint. The Cosy Homes scheme has been extended to include solar panels as well as insulation measures.

**Solar for Business:** Businesses can reduce their carbon emissions and save money on energy bills by signing up to have solar panels provided and installed on their premises, for free. Electricity generated by the panels is then sold to the business at a rate lower than their current tariff, helping to slash energy bills and

improve their bottom line. Solar for Business has been running successfully in West Suffolk for nine years – helping more than a hundred companies to save a total of around £700,000 and 2,000 tons in harmful CO<sub>2</sub> emissions per year. The initiative has now been extended, with businesses across Babergh and Mid Suffolk also able to sign up to the scheme.

**New REACT team now live:** The two-person "respond, enforce and clean team" - or REACT – has been set up to patrol litter hotspot areas in the Mid Suffolk District Council area. It will be funded by £360,000 from the council-owned Gateway 14 development. Introducing REACT operatives means reaction to incidents, such as fly tipping, and our scheduled works, aren't competing for resource and time. In the area of Mid Suffolk District Council there were 399 reported incidents, with the majority of them being on highways.

**Food Museum in Stowmarket receives £3.9m from the Heritage Lottery Fund:** The Food Museum is now able to start a £5.5 million project thanks to funding from the Heritage Lottery Fund and Mid Suffolk District Council. The ambitious scope covers conserving and developing three historic buildings - the barn, the factory and the house and linking them together to create a coherent visitor experience.

A good museum significantly benefits a town by boosting tourism, enhancing the local economy, fostering community development, and contributing to cultural enrichment.

**Mid Suffolk Magazine:** A regular magazine released in September and February has been introduced to keep residents informed of what is going on in the district.

## 19. Planning Matters

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

DC/26/00134-Erection of single storey front extension, first floor rear extension and alterations to form first floor en-suite at 83 Northfield Road, Onehouse, Stowmarket, IP14 3HE. Councillors unanimously agreed to object to the front extension of this application only on the basis of being forward of the established building line of properties on the road and that approval could set a precedent for similar forward extensions. Clerk to register objection. **Action: Clerk**

### **b) To receive MSDC decisions on previously considered applications.**

DC/26/00835-Erection of single storey rear extension and internal alterations to form a ground floor WC, including side window, at 60 Ash Road, Onehouse, Stowmarket IP14 3HB. Approved.

DC/26/00996-Application for removal or variation of a condition following grant of Planning Permission at 9 Stearn Drive, Onehouse, IP14 3ET. This was granted.

DC/24/00494-Application for Discharge of Conditions at Stowmarket Golf Club, Lower Road, Onehouse, IP14 3DA. This was granted.

All decisions were received by Councillors.

## 20. Finances

### **To ratify the following payment:**

- a) £962.62-Mrs V Swansborough, Clerks salary – April 26
- b) £34.93 – NEST, Clerks Pension direct debit
- c) £47.00-ICO annual subscription direct debit

### **To approve payment of the following invoices:**

- d) £363.00 – Gipping Press, May 26 OHSMag printing

- e) £25.00 – Pear Space, Transfer of old Clerk email data
- f) £80.92 – David Nicholson, fuel for Paupers Grave equipment
- g) £180.00-LR Chaplin T/a Greener Gardens, Grass cutting
- h) Any additional invoices received since agenda produced: £180.00-LR Chaplin T/a Greener Gardens, Grass cutting

Items a) to c) were unanimously ratified and items d) to h) were unanimously approved.

To receive monthly financial report from the Clerk.

As at 30<sup>th</sup> April, the current account balance was £3,502.90cr and the savings account balance was £43,207.72cr, giving total funds of £46,710.62cr. After ratified payments have been included, and this month's payments totalling £828.92, the corrected current account balance is £2,639.05cr and total funds are £45,846.77cr.

The Clerk advised that all paperwork for the internal audit has now been delivered to the internal auditor and their report is expected to be received for review at the June meeting.

**21. To consider a credit or purchasing card for the Clerk's use and take any necessary action.** The Clerk had circulated details of the Unity Trust purchasing card in advance of the meeting. The costs are £3 per month and a £50 initial set up fee. It was unanimously agreed that a purchasing card should be applied for with a £1000 total limit and a £1000 individual transaction limit. The costs of the purchasing card were unanimously approved. Clerk to complete paperwork with bank signatories and submit to the Bank.  
**Action: Clerk**

**22. To consider request to purchase replacement SIDS batteries and take any necessary action.** No update as the Clerk is still awaiting quotes.

**23. To confirm agreement to cover the cost of grass cutting of the playing field for 2026/27.** It was unanimously agreed to postpone this item to the June meeting.

**24. To consider any response to the SALC Service Survey and take any necessary action.** Cllrs expressed positive experiences of SALC and unanimously agreed that the Clerk complete the survey on behalf of the Council.  
**Action: Clerk**

**25. To receive an update on the concreting of benches at the playing field, and take any necessary action.** Cllrs Goodwin and Roberts advised that a working group of the Village Hall Committee has been created to arrange the cementing of benches. Cllr Goodwin advised that the old wooden bench on the field has been condemned and the purchase of a new composite bench is being considered.

**26. To receive an update on the Neighbourhood Plan and complete the NDP Expression of Interest form, and take any necessary action.** Cllr Crissell updated the Council following a recent zoom meeting and advised that the next meeting is in the morning of 6<sup>th</sup> June and will be a walk around the parish. The completed Expression of Interest form was approved and it was agreed that the Clerk would submit the form to MSDC.  
**Action: Clerk**

**27. To discuss the future of the OHSMag and the editor position, including review of any applications to the editor role, consider hourly rate and number of hours, and take any necessary action.** The suggestion of adding a piece to the next OHSMag asking residents to contact the Council if they would be willing to pay for a printed version of the magazine was discussed. It was noted that the decision to move online has been taken but the suggestion was agreed. Cllrs Crissell and Goodwin to create the piece by the print deadline. There have been no applications to the voluntary editor role and it was agreed that this would now need to be a paid position. A rate of £15 per hour was unanimously agreed for 10 hours per month. **Action: Cllrs Crissell & Goodwin**

At 9.40pm all Councillors agreed to continue to complete all items.

**28. To discuss a paid subscription for the provision of an online magazine and pricing review for advertisers, and take any necessary action.** The clerk had forwarded projected income and cost figures to Councillors in advance of the meeting for the magazine and the cost to advertisers was discussed. It was agreed that when the magazine goes online the rates would be reduced by 20% and then rounded to the nearest £. It was unanimously agreed to postpone further discussion on this item until the June meeting.

**29. To receive an update on the Rural Caravan and take any necessary action.** The latest meeting had taken place on 11<sup>th</sup> May and was well attended by 9 residents. The next meeting will be 8<sup>th</sup> June.

**30. To receive an update on any events, including the fete, and take any necessary action.** The next fete meeting will be on 19<sup>th</sup> May. Councillors attending will report back to the June meeting.

**31. Environmental issues.**

**a)To receive an update on the barrels and consider any maintenance work required, and take any necessary action.** Cllr Goodwin requested that this be postponed to the June meeting.

**32. Discuss any action necessary regarding the Forest Road to Chilton Leys Footpath.** No update has been received.

**33. 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.** Quotes for a container had been received but not early enough to be circulated and reviewed properly by Councillors and it was therefore requested that this be discussed again at the June meeting when a site survey by Cllrs Copping and Goodwin will have taken place. Updated details of required PPE have been received and the cost is likely to be between £700-£800. It was noted that although this cost has not been budgeted for, it will be required. Cllr Goodwin suggested applying for locality money for the purchase and the Clerk will look into this.

**Action: Cllrs Copping & Goodwin and Clerk**

**34. To receive an update on the Paupers Graves.** There was no update.

**35. To discuss website and Facebook page and take any necessary action.**  
There was no update.

**36. To receive correspondence/communications and to deal with any matters.** The following items have been circulated to all Councillors:  
**BMSDC:** Town & Parish Liaison Meeting Presentation 14/4, Neighbourhood Plan update on funding offer 14/4, NSIP & large-scale energy developments update 1/5, Town & Parish Update 5/5, NSIPS Bulletin 6/5. **SALC:** News Bulletin 14/4,21/4, 28/4, 5/5.

In addition, the Clerk advised that a resident had donated £75 towards maintenance of the Paupers Graves by way of thanks for the hard work and dedication to an area the resident much appreciated. Councillors expressed their thanks for this kind gesture.

**37. To receive reports**

a) Report from the Clerk. The Clerk advised that the information required for the external audit is now being prepared and also the information to be displayed on the website under the transparency guidelines.

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

**39. Items for next agenda:** In addition to the items postponed from this meeting;  
Onehouse Meadow  
Review of Policies, Standing Orders & Financial Regulations  
Internal Audit  
Annual accounts and AGAR for external audit  
Dog waste bin near the golf club

**40. To confirm date and time of the next Parish Council meeting as Monday 8 June 2026 at 7.30 p.m.**

The meeting closed at 10.15 p.m.

Signed.....

Dated.....