



ASHFIELD-CUM-THORPE PARISH COUNCIL

All Councillors are reminded of their obligations under the Code of Conduct Regulations.

Minutes of the Meeting held on Monday 8th July 2026 at the Community Hall

Attendance Robert Grimsey (RG) - Chair Simon Garrett (SG) Tom Luxmoore (TL)
 Monica Brown (MB) Lindsay Pearson (LP)
 Sarah Clare (Clerk)

Public present at the meeting: 0

ACTPC 26-04-01 Apologies for Absence

Chris Sharpe (CS) had sent apologies due to personal commitments. The Council accepted.

Matthew Hicks (County Councillor) & (MH) & Teresa Davis (District Councillor) (TD) had both sent apologies, due to attending a conference.

ACTPC 26-04-02 Public Forum

None

ACTPC 26-04-03 Declaration of Interests

None

ACTPC 26-04-04 Update from County Councillor

The County Councillor's Report had previously been circulated to the Council and has also been posted on the village website: <https://ashfieldcumthorpe-pc.gov.uk>

ACTPC 25-03-05 Update from District Councillor

The District Councillor's Report had previously been circulated to the Council and has also been posted on the village website: <https://ashfieldcumthorpe-pc.gov.uk>

ACTPC 26-04-06 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 10th June 2026 as a true and accurate record, were proposed by MB, seconded by TL all voted in favour and **IT WAS SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

ACTPC 26-04-07 Matters Arising and Action Points from the June Minutes

1. Contact contractor/landowner to ask for assistance in mitigating the problems caused by the unpleasant smell. Agreed not to complete.
2. Investigate reinstatement of footpath. DISCHARGED
3. Meet with MH about drainage in Low Road. ONGOING
4. Contact MH to see help with costs for signage to improve pedestrian safety. DISCHARGED and to be discussed later in meeting.
5. Seek clarification from SCC Highways about whether replacing the 30mph signs should be routine maintenance. DISCHARGED and to be discussed later in meeting.

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6. Circulate email to village asking for ideas to be put forward for CIL money projects. DISCHARGED and to be discussed later in meeting.
7. Publish adopted and re-adopted policies, standing orders and financial regulations on the website. DISCHARGED
8. Submit response to Planning Department at District Council as agreed. DISCHARGED
9. Contact volunteers who have come forward to help with the Emergency Plan and arrange an initial meeting. DISCHARGED and to be discussed later in meeting.
10. Advise SALC of changes to Clerk's salary band and hours. DISCHARGED
11. To distribute payments as approved at the June meeting. DISCHARGED

ACTPC 26-04-08 Planning

- a) To consider planning applications that had been submitted since the last meeting:
 - i) DC/26/02695 - Householder Application - Erection of a single-storey side extension to form ancillary annexe accommodation and a single detached garage, with associated fenestration and access to the front and rear elevations. Timbertop Farm, The Street, IP14 6NA

Councillors had all studied the application in advance of the meeting. After discussion it was decided to **SUPPORT** the application, based on the following:

RG proposed, TL seconded, all voted in favour and **IT WAS SO RESOLVED**
- b) To consider any planning applications that have been submitted since agenda was published: None
- c) Updates and outcomes on previous planning applications: None

ACTPC 26-04-09 Parish Council Activities

- a) To consider co-option to fill vacancies on Council – No members of the public were present. The Clerk confirmed that is currently one vacancy on the Council which is listed on the village website.
- b) Consideration of request from property neighbouring Community Hall to link to sewer network – As the Parish Council is the legal owner of the Community Hall, the Community Council had forwarded the request. SG had met with the homeowner and discussed the options, the homeowner currently has a septic tank that needs replacing and the property did not connect to the sewer when it was put in historically, although Anglian Water claimed that spurs were put in for every property anyway, surveys have not found anything for this property.

There are various options: paying for new connection (which would involve road closures), connect to neighbouring properties or the Community Hall sewer network. If sharing a connection there would need to be legal covenants to ensure that ongoing maintenance costs are shared equally. The homeowner understands that they would need to pay for any legal/technical costs involved.

Currently the homeowner is exploring the idea of asking Anglian Water to connect to the spur for the neighbouring property that is outside of their boundary lines.

The Council agreed that if Anglian Water are unable to offer a suitable solution to connect the property, then they would agree in principle to the idea of connecting to the Community hall sewer network, subject to all legal and technical aspects being correctly addressed.

- c) Highways & Footpaths: Report on activity since the last meeting including:
 - i) Concerns relating to overgrown hedges in the village – RG reported that this is still an issue with a hedge coming about 45 cm over the kerb, constricting the flow of traffic and meaning pedestrians have no safe refuge. RG will speak to householder again.
 - ii) Overgrown footpath by The Ashes – RG has reviewed the site and will speak to the landowner to ask for this to be addressed. RG will update the resident who had raised the concern.

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- d) Further consideration of estimate of costs for the installation of road signs to improve pedestrian safety in the village – Further to queries raised about the quote that was received, Suffolk Highways had explained that routine maintenance only covers the entry and exit plates to a speed limit, so refreshing the repeater signs is something that the Parish would need to pay for.

MH has offered to contribute £1500 from his highways budget to help towards the work, leaving only around another £500 to be paid by the Parish. It was noted that this money could be from CIL funds. RG proposed accepting the quote and asking Suffolk Highways to go ahead with the works, LP seconded, all voted in favour and **IT WAS SO RESOLVED**.

- e) Update on development of Emergency Plan for the village – LP reported that a meeting had taken place with a group of volunteers, many of whom have experience in such matters. Generally, it was agreed that the plan needs to be kept as simple as possible. There needs to be a management of expectation, this is not designed to replace the emergency services, but to be an alternative if circumstances prevent the emergency services being able to provide assistance.

Currently it is agreed that a small group of people will form a Command Team with access to restricted information, such as who would potentially be classified as 'vulnerable' and contact details for people in the village with specific skills and/or equipment. The Emergency Plan Group will compile a questionnaire to circulate to the village asking for people to provide this information. It would need to be made clear that this information would be kept securely, with only the names and contact details of the Command Team being publicly available to enable the Emergency Plan to be activated if needed and to liaise with the Emergency Services.

Some basic kit would be needed (such as high viz vests, warning signs and lights), to be stored in a central location – the Community Hall would be best. LP proposed that £500 of the CIL money be ringfenced to allow this to be purchased, RG seconded all voted in favour and **IT WAS SO RESOLVED**

LP will arrange another meeting of the Emergency Plan Group and report back on progress at a future meeting.

- f) CIL Payment – consideration of potential projects – The Clerk had circulated a list of ideas that had been put forward by residents. It was noted that the recent noticeboard repair could be funded from CIL, £500 was now ringfenced for the Emergency Plan Group and that the road signage to improve pedestrian safety would also take up around £500 of the funds available.

The other options were considered in turn with the following outcomes:

Glass washing machine, outside seating and swings – Councillors agreed that all of these ideas are good in principle, but as they are at the Community Hall, it would require the Community Council to be in agreement and willing to take on the projects. The Clerk will contact the Community Council to see whether they would be interested.

Bus Shelters – these would cost far in excess of the money received and it was not clear where would be a good location in the village, with passengers being picked up and dropped off at multiple locations in the village.

Slow Signs painted on the road heading towards Framlingham/Earl Soham. This would need permission from Suffolk Highways. RG agreed to speak to MHi to see if this would be feasible.

Dog poo bin for Grove Lane – Councillors agreed that this would be a good idea in principle, but would need costings for installation and servicing before making a final decision. The Clerk will source this information for the next meeting.

- g) Re-adoption of Councillor Code of Conduct - The Clerk reported that there were no changes to the code since it had been adopted, but it was good practice for Councils to re-adopt each year. RG proposed re-adoption, MB seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish accordingly on the village website.

h) Policy Reviews:

i) *Travel & Expenses Policy*

With no recommended amendments, SG proposed re-adoption, RG seconded, all voted in favour and **IT WAS SO RESOLVED.**

ACTPC 26-04-10 Finance

a) To review the Financial Statement as supplied by the Clerk – The Clerk had previously circulated the Financial Statement. There were no queries. TL proposed acceptance, SG seconded and **IT WAS SO RESOLVED.** The Chair signed the corresponding Bank Statements to confirm the figures.

b) To agree payments as detailed on the Payment Schedule
RG proposed authorisation, SG seconded and **IT WAS SO RESOLVED.**

c) Review of Actions relating to Internal Auditor's Recommendations – all complete except:
i) Councillor Responsibilities not listed on website.

Following discussion it was agreed to note the following:

RG – Chair & Footpaths

SG – Website & Community Council Liaison

CS – Communications

LP – Emergency Plan

TL – Facilities Manager

MB – Community Council Liaison

ACTPC – 26-04-11 Urgent Matters to be brought to the attention of the Council

- a) Items for next agenda:
- Insurance Renewal
 - Review of Council's Risk Assessment & Health & Safety Policy
 - Consideration of costs for installation and servicing of dog poo bin
 - Update on Emergency Plan

Items for the September Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 31st August at the latest, with any accompanying paperwork ready to be circulated with the agenda upon publication.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.15pm. The next meeting is set for **Wednesday 9th September 2026** at 7.30 pm in the Community Hall.

Sarah Clare
Parish Clerk

Robert Grimsey
Chair

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