

BRIGHTWELL FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

Of the Parish Council Meeting held at 7.30 pm on Wednesday, 14th May 2025 at Trinity Park

Present

Cllr E Warham - Chair

Cllr B Newell

Cllr G Watts

Cllr K Rout

Cllr E Beach

Cllr E Lawrence

Mrs Angie Buggs – Clerk

1 member of the public

59.25 Election of Chairman and Signing of Declaration of Office

Cllr E Warham asked for nominations for the office of Chairman of the Parish Council. Cllr G Watts proposed that Cllr E Warham be elected as Chairman, seconded by Cllr E Lawrence – 5 in favour, 1 abstained. As there were no other nominations, Cllr E Warham was duly elected for another year and signed the Acceptance of Office form countersigned by the Parish Clerk. **Action: Clerk**

60.25 Election of Vice Chairman

Cllr E Warham asked for nominations for the office of Vice Chairman of the Parish Council. Cllr E Warham proposed that Cllr E Lawrence be elected as Vice Chairman, seconded by Cllr K Rout – all in favour. As there were no other nominations, Cllr E Lawrence was duly elected. **Action: Clerk**

61.25 Election of Lead Councillors for the following:

a. Planning

Cllr E Warham proposed Cllr G Watts as Lead Councillor for Planning, seconded Cllr E Beach – all in favour.

b. Brightwell Lakes

Cllr E Beach proposed Cllr B Newell as Lead Councillor for Brightwell Lakes Forum, seconded Cllr E Warham – all in favour.

c. Road Safety Forum

Cllr E Lawrence proposed Cllr G Watts as Lead Councillor for Road Safety Forum, seconded Cllr E Warham – all in favour.

d. Community Partnership Forum

Cllr E Beach proposed Cllr G Watts as Lead Councillor for Community Forum, seconded Cllr E Lawrence – all in favour.

62.25 Apologies for absence

None

63.25 To receive Members' Declaration of Interest

None

64.25 Minutes

The minutes of the Parish Council Meeting held on the 9th April 2025 were approved as being a true record and were signed by the Chairman.

65.25 Matters arising from the Minutes

There were no matters arising from the minutes of the 9th April 2025.

66.25 The meeting was adjourned to receive reports and questions

- a. Cllr Mark Packard East Suffolk Council – no report
- b. Cllr Ed Thompson East Suffolk Council – no report
- c. Cllr Patti Mulcahy Suffolk County Council – no report
- d. To receive questions from members of the public

A member of the public attended the meeting to discuss with the Parish Council the overgrown footpath which runs between Murrills Road and leading to Sainsbury's, starting opposite Acacia Close. The resident stated that he had previously contacted Cllr Mark Packard East Suffolk Council regarding the clearing of the footpath, but that East Suffolk District Council and Suffolk County Council Highways were unwilling to take any action. The resident was also concerned about the inappropriate parking in areas of Purdis Farm which he felt was a hazard to the local community especially when emergency vehicles were required to access properties. The resident supported his concerns with several photographs. The resident agreed to send electronic copies of the photographs to the Clerk. **Action: Clerk**

67.25 Planning

The following are updates to the planning schedule and highlights any applications for discussion at the May 2025 meeting of the Group Parish Council. There is also one Appeal which is being dealt with by the Planning Inspectorate after the original application was refused by East Suffolk Council Planning.

There have been no new Planning Applications submitted since the last meeting. However, the East Suffolk Council planning officer Jack Hannan has asked us to look again at one application as the Highway Authority have decided not to object to the erection of a sign for Brightwell Lakes at the end of Straight Road.

DC/25/1088/ADN – Land West Of Three Rivers Business Centre Felixstowe Road Foxhall Suffolk

Non-illuminated Advertisement Consent - The Main Sign Board is Advertising the Brightwell Lakes Site. This includes Developer, Site Location, and Contact Details.

This sign is to be located near the end of Straight Road where it joins the A1156 Felixstowe Road. 4 councillors have raised concerns that the sign will affect drivers' vision when exiting Straight Road. A local resident has also lodged an objection with the planning officer concerning drivers' visibility and that such a sign would be a distraction to drivers along the A1156.

Recommendation: It is not a surprise that Suffolk County Council Highways have not objected to this application. I believe this makes no difference to the Parish Council objection because of the potential effect on visibility when exiting Straight Road. As a result, our objection should continue – agreed.

DC/23/4699/OUT – Land Opposite Seven Hills Roundabout Felixstowe Road Nacton.

The Parish Council has objected to this application. Considering it to be an overdevelopment of land near an AONB which will cause traffic problems along the A14 & A1156 – Both SCC Highways and National Highways have lodged holding objections to enable them to examine and verify the information provided by the applicant. SCC Highways are concerned about non-vehicular access including pedestrian and cycle access. National Highways have asked for a decision to be delayed until at least 27th June 2025 as they would like further time to assess the impact on the Strategic Road Network. SCC Highways have asked for much more information about walking and cycling access to the site and the siting of the traffic lights along the A1156.

DC/24/0412/FUL – Twisted Oaks Bike Park – Intensification of use for outdoor activities.

There is no further news about this application.

DC/24/2025/VOC – Foxhall Barns Hall Road - Variation of Condition No. 3 of DC/23/4450/VOC (Variation of Condition 2 of Planning Permission DC/22/0785/FUL:

The Parish Council objected to this variation as we do not see the need for the sale of food and beverages to staff and patients. There is no further news about this application.

DC/24/0448/FUL - Part Land at Foxburrow Farm Waldringfield Road Brightwell Ipswich Suffolk IP10 0BZ - Change of use of land for use as caravan storage (associated with Oaks Caravans).

After the application was sent out for further consultation. A number of further comments were received. The Parish Council did not change its position and has not objected to this application.

Waldringfield Parish Council have decided that they will not object if the following conditions are attached to the approval.

- i. Approval is given on the basis that this is a temporary change of use and that the land will be returned to agricultural use.
- ii. Mitigation is put in place as described in the ecological appraisal to protect endangered species found on or near the site.

There is no further news about this application.

AP/25/0003/REFUSE or APP/X3540/W/25/3358949 (Planning Inspectorate Reference)

Prior Approval - Agriculture to Dwellings - Conversion of existing barn and stables to a single dwelling. Toad Hall Farm, Old Felixstowe Road, Foxhall.

The Parish Council has received this appeal which relates to application DC/24/1690/P3Q the first of two applications which were refused because they did not meet the conditions required for such an application to be submitted.

The Parish Council submitted a No Objection response to both application DC/24/1690/P3Q and the second application for 3 dwellings DC/24/3633/P3Q and the Parish Council has decided to make no further comments about this appeal.

Both sides have now submitted their Statement of Case, and a decision is awaited.

Cllr B Newell reported that she attended a meeting in April 2025 for the Brightwell Lakes Development. Forum participants had been provided with a Planning Update Document. The Clerk was asked to scan the document, and a copy sent to all councillors. The Planning Update Document details the order in which the build of the development will progress. The Community Forum itself hopes to involve a resident as the development progresses. The Community Forum should advise shortly details of which houses in the Brightwell Lakes will be in each of the three parish. **Action: Clerk / Cllr B Newell**

68.25 To discuss the complaint from a resident made to Cllr Mark Packard concerning overgrown pavements in Purdis Farm

Cllr Mark Packard East Suffolk District Councillor had been contacted by a member of the public regarding the path from Murrills Road leading to Sainsbury's, starting opposite Acacia Close. Mark had contacted Laura Hack at East Suffolk Council however she has replied stating that this is a very grey area and one which East Suffolk Council is not tackling now which relates to grass growing over pavements. Laura has contacted Suffolk County Council who state that this is not an obstruction of the pavement, but it is a District Council matter as it relates to cleansing. East Suffolk Council state they do not have the budget or staff to do the works as its manual labour to dig up and remove the soil and silt as mechanical sweepers cannot get along this width of pavement. Cllr Mark Packard is asking whether the Parish Council would be prepared to fund a person to clear the footpath.

The Parish Council agreed that before undertaking such work they should obtain written permission from East Suffolk Council.

The resident who was present at the meeting agreed to send electronic pictures to the Clerk. **Action: Clerk**

69.25 Update inappropriate parking in Purdis Farm / Community Garden

Cllr E Larence reported that the Purdis Community Garden has now been planted by Cllrs Kevin Rout, Eddie Lawrence, Liz Beach and a Purdis resident. Due to the drought conditions, it was recognised that the plants need to be watered. A member of the public has agreed to keep the plants watered. **Action: Cllr E Lawrence / Cllr K Rout**

70.25 To discuss and agree plans to provide greener parishes

Cllr B Newell reported that the draft biodiversity plans for Kelsale-cum-Carlton and Waldringfield have been produced. The Green Cluster Group is developing a plan to combine Brightwell, Waldringfield, Newbourne and Hemley with subdivisions for separate parishes. Cllr B Newell stated that it would be difficult to include Purdis Farm and Foxhall due to the position of the A12. Currently the Green Cluster Group is concentrating on trees. The first parish walk has been organised in Brightwell Churchyard and the woodland opposite owned by the Woodland Trust. Cllr B Newell explained to councillors how to calculate the age of the trees.

71.25 Clerk's Report April 2025

Overgrown Pavements

As councillors are aware following a complaint made to Cllr Mark Packard East Suffolk Council, he approached the District Council requesting that action be taken to deal with the overgrown pavements which was refused. Mark Packard has since approached the Parish Council to ask whether they would

be willing to pay for the cost of any remedial work. I explained to Mark Packard that it would need to go to full council for agreement. A way forward with this work could be to ask our District Councillor for a contribution to the cost of the work.

Foxhall Road Improvements

The work on the improvements to roads in Foxhall have been taking place over the last few weeks. To date road signs have been completed. We are currently still awaiting the installation of the road markings.

Dog / Waste Bins Brightwell Lakes

I have had another email from a resident of Brightwell Lakes requesting dog/waste bins to be installed in the Brightwell Lakes development. I have explained to the resident that street furniture should currently be provided by the developers and on a number of occasions gave him details of the agent for the developer. I have also spoken to the agent explaining the current situation. Brenda and I are not even sure whether the area currently being built is within the parish boundaries of Brightwell.

72.25 Finance

Income

CIL Receipt (Purdis Farm)	£4,529.98
Precept (Full Year)	£7,000.00

Expenditure

Clerk's Salary and Expenses April 2025	£392.00
Kevin Rout – Repairs to Foxhall and Brightwell Village Signs	£500.00
Eddie Lawrence – Plants/seeds for Purdis Farm	£151.86

Bank Account Balances

Current Account on 30th April 2025	£53,266.16
Deposit Account on 30 th April 2025	£8,517.80

It was agreed to transfer £40,000 from the current to the deposit account. **Action: Clerk**

Cllr G Watts proposed that the above expenditure be approved, seconded Cllr E Warham – all in favour. **Action: Clerk**

73.25 To discuss and approve the Annual Accounts 2024/2025

The Clerk had previously distributed a copy of the year-end accounts to each councillor and presented the accounts for 2024/2025 to the meeting. It was proposed by Cllr G Watts, seconded Cllr E Lawrence that the year-end accounts 2024/2025 be accepted – all in favour. **Action: Clerk**

Cllr G Watts asked for the following changes to be made to the accounts to provide better clarity.

Less unrepresented cheques 100930 £40 to be moved to the left-hand side in the Accounts Summary page.

Section 137 Donation to be made on Annual Accounts page to be reflected throughout the accounts. Newsletter copying on the Annual Accounts page to be changed to Newsletter Printing. **Action: Clerk**

74.25 To approve and sign the AGAR Part 2 – 2024-2025

a. Section 1 Internal Control

Section 1 Internal Control of the AGAR had been circulated prior to the meeting and the Chairman asked for any comments. Cllr K Rout proposed that the Chairman sign Section 1 Internal Control on behalf of the Parish Council, seconded Cllr E Warham – all in favour.

Action: Clerk

b. Section 2 Accounting Statement

Section 2 Accounting Statement of the AGAR had been circulated prior to the meeting and the Chairman asked for any comments. Cllr K Rout proposed that the Chairman sign Section 2 Accounting Statement on behalf of the Parish Council, seconded Cllr E Warham – all in favour.

Action: Clerk

c. Certificate of Exemption

Certificate of Exemption of the AGAR has been circulated prior to the meeting and the Chairman asked for comments. The Clerk reported that to qualify for exemption of an external audit that either the Parish Council's income or expenditure for the year must be below £25,000. Cllr K Rout proposed that the Chairman sign the Certificate of Exemption on behalf of the Parish Council, seconded Cllr E Warham – all in favour. **Action: Clerk**

75.25 Meetings attended by councillors/clerk

- a. Cllr G Watts reported that he attended the recent Community Partnership Forum meeting. A new co-ordinator has been appointed as Andy Jolliffe has been promoted. Cllr Mark Packard remains as Chairman. Priorities for next year were agreed. It was interesting to note that there were varying views. Kesgrave councillors were keen that existing projects should be extended and not start new projects. There will be another meeting in three months' time.

Cllr G Watts said that he would be attending the East Suffolk Planning Alliance on the 24th May 2025 and the Sizewell Transport Forum on the 4th June.

76.25 Members questions to the Chairman

- a. Cllr B Newell reported that the newly erected road signs in Foxhall are not in the correct positions. The Crossroad Signs on Hall Road and the Bend Signs on Purdis Road and Woodhouse Lane are positioned higher than other road signs on these roads are above the usual sightline when driving on these narrow roads.

The 'Unsuitable for HGV'S' sign for Hall Road at the Foxhall Road end is sited further to the left than would be expected and the same applies to the Single Track Road sign at the Bucklesham Road end of Straight Road. The position of these signs might cause some confusion.

The Clerk was requested to contact to Suffolk County Council Highways. **Action: Clerk**

- b. Cllr K Rout reported that due to the dry weather conditions he had decided not to put new plants around the Foxhall Village Sign.

77.25 Date of next meeting

Wednesday, 11th June 2025 – Parish Council Meeting

The Chairman closed the meeting at 9.25 pm.

Signed..... Date.....

Angie Buggs
Clerk to Brightwell Foxhall & Purdis Farm Group Parish Council