

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, 13th May 2026 at Trinity Park

Present

Cllr E Warham - Chair

Cllr E Lawrence

Cllr B Newell

Cllr K Rout

Cllr E Beach

Cllr Mark Packard East Suffolk Council

Cllr Alistair Jeffreys Suffolk County

Mrs Angie Buggs – Clerk

57.26 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 B Newell proposed that, due to the fact that Cllr G Watts was not present at the meeting, Cllr E Warham be nominated as the Chairman until the Parish Council meeting on the 10th June 2026, seconded Cllr E Beach – 3 in favour, 1 against and 1 abstained. **Action: Clerk**

58.26 Election of Vice Chairman

It was agreed to defer the election of the Vice Chairman until the next meeting on the 10th June 2026. **Action: Clerk**

59.26 Election of Lead Councillors for the following:

a. Planning

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

b. Brightwell Lakes Forum

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

c. Road Safety Forum

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

d. Community Forum

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

60.26 Apologies for absence

Apologies for absence were received from Cllr G Watts (holiday).

61.26 To receive Members' Declaration of Interest

No declarations of interest were received.

62.26 Minutes

The minutes of the Parish Council Meeting held on the Tuesday, 7th April 2026 were approved as being a true record and were signed by the Chairman.

60.26 Matters arising from the Minutes.

Community Garden

Cllr E Lawrence reported that due to the weather conditions nothing much is happening with the community garden.

61.26 The meeting was adjourned to receive reports and questions.

a. Cllr Mark Packard East Suffolk Council – verbal report

Cllr Packard reported that both he and Cllr Ed Thompson have offered to provide £2,500 each (£5,000 in total) to Kesgrave Football Club with funding for their project but had not received any feedback. Cllr Packard said that as already announced the bin collections would be changing and East Suffolk Council have a new app where more information on rubbish collections can be found. <https://www.eastsuffolk.gov.uk/your-council/east-suffolk-app> Call for Sites – There should be an indication by October 2026 on what sites will be selected; 500 sites will be reduced to approximately 150. The revised boundary changes will be announced this week.

b. Cllr Alistair Jeffreys Suffolk County Council – verbal report

Cllr Alistair Jeffreys introduced himself to the Parish Council and explained that although he had only been in post for a week he had been a councillor for Rushmere St Andrew Parish Council for several months. Cllr Jeffreys stated that he had spoken to Cllr Patti Mulcahy about the footpath project in Purdis Farm. Cllr Jeffreys stated that a full Suffolk County Council meeting will be held next week when a Chairman will be elected. Cllr Jeffreys stated that the Reform Party's preference was for one authority and not three councils for the new Local Government Review. He stated that Reform would be pushing for a judicial review.

The Chairman re-convened the meeting.

62.26 Planning

No Report.

63.26 Clerk's Report May 2026

The purpose of this report is to update members on outstanding issues, items received after the deadline for agenda items, correspondence and action taken by the Clerk.

Police Pop Up Purdis Farm

The Police Pop Up Surgery Saturday, 6th June 2026 10-12 adjacent to the Purdis Farm Notice Board Murrills Road (opposite Sainsbury's garage).

Suffolk County Councillor

The newly elected Suffolk County Councillor is Alistair Jeffreys who represents the Reform Party. I have written to Alistair inviting him to our Annual Parish Meeting and our Annual Parish Council Meeting.

Oak Trees Straight Road

I contacted East Suffolk Council and they advised me that the Oak trees in Straight Road are the responsibility of Suffolk County Council Highways. I reported our concerns about the Ivy growing on the trees and received an acknowledgement.

64.26 To discuss and approve the Parish Council Biodiversity Policy

Cllr B Newell stated that the Biodiversity Policy had been distributed to all councillors prior to the meeting. Cllr Newell proposed that the Biodiversity Policy be accepted with the following amendment:

2 AIMS AND OBJECTIVES

Verges and Footpaths

Final bullet point to read:

- Any chemicals used must comply with applicable current government guidelines and regulations.

seconded Cllr E Warham, all in favour. **Action: Clerk**

65.26 Finance

Income

Precept (Full Year)	£7,000.00
---------------------	-----------

Expenditure

Clerk's Salary and Expenses April 2026	£432.19
Liz Beach – Purchase of I-pad for the Parish Council	£494.24
SALC Subscription	£810.98

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

Bank Account Balances

Current Account on 31 st March 2026	£22,317.09
Deposit Account on 31 st March 2026	£48,623.18

The Parish Council noted the balances as at the 31st March 2026 for both the Current Account and the Deposit Account.

66.26 To discuss and approve the Annual Accounts 2025/2026

The Clerk had previously distributed a copy of the year-end accounts to each councillor and presented the accounts for 2025/2026 to the meeting. It was proposed by Cllr B Newell, seconded Cllr E Beach that the year-end accounts 2025/2026 be accepted – all in favour. **Action: Clerk**

67.26 To approve and sign the AGAR Part 3 – 2025/2026

The Clerk explained that if a Parish Council's income or expenditure exceeds £25,000 it must complete Form 3 of the Annual Governance and Accountability Return at the end of the financial year in accordance with Proper Practices. For the year 2025/2026 this applies to Brightwell Foxhall & Purdis Farm as the total income and expenditure were both over £25,000.

a. To approve the Section 1 Part 3 of the AGAR 2025/2026

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 E Beach 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. To approve the Section 2 Part3 of the AGAR 2025/2026

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

68.26 Meetings attended by councillors/clerk

None

69.26 Members questions to the Chairman

- a. Cllr B Newell reported 12 black bin bags had been fly tipped in Monument Farm Lane Foxhall which she had reported to East Suffolk Council.

70.26 Date of next meeting

Wednesday, 10th June 2026 at Trinity Park

The Chairman closed the meeting at 21.05 pm.

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

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