

BRIGHTWELL FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting

Of the Parish Council Meeting held at 7.30 pm on Wednesday, 10th September 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

114.25 Apologies for absence

No apologies for absence were received.

115.25 To receive Members' Declaration of Interest

No declarations of interest were received.

116.25 Minutes

The minutes of the Parish Council Meeting held on the 30th July 2025 were approved as being a true record and were signed by the Chairman.

117.25 Matters arising from the Minutes

There were no matters arising from the minutes of the 30th July 2025.

118.25 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
- b. Cllr Patti Mulcahy Suffolk County Council – no report
- c. To receive questions from members of the public

A resident attended the meeting to request the Parish Council's support for the removal of vegetation which is encroaching on to the highway preventing walkers negotiating the Buckesham Road in some areas. Following discussion, it was agreed that the Parish Council would report the problem to Suffolk County Council Highways and the resident was advised to also write to SCC Highways. **Action: Clerk**

119.25 Planning

The following are updates to the planning schedule and highlights any applications for discussion at the September 2025 meeting of the Group Parish Council. There is one new Planning Application to be considered at this meeting.

DC/25/3289/OUT – Wilby, Elmham Drive Foxhall Ipswich Suffolk IP10 ODG

Outline Application (Some Matters Reserved) - Erection of 1no. self-build dwelling.

The Parish Council decided not to object to this application

RECENTLY APPROVED IMPORTANT PLANNING APPLICATIONS

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

The Parish Council did not object to this application. Waldringfield Parish Council did object asking that 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.

Approved: Subject to Planning Conditions relating to the extent of hedgerow clearance and areas of hedgerow retention, a "lighting design strategy for biodiversity", a limit of 49no. caravans/motorhomes shall be stored on the site at any time and storage of caravans/motorhomes does not permit any occupation nor their siting on the land to provide accommodation, at any time.

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. Four 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.

The Parish Council confirmed its objection to this proposal at the May meeting.

Approved: While the Parish Council's objection is noted, it is not supported by the Highways Authority or by technical evidence. The sign is of modest scale, set back 13m from the road, located outside the visibility splays, would not conflict with sightlines and is of an appropriate design for its location.

OUTSTANDING PLANNING APPLICATIONS STILL TO BE DECIDED

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 12th December 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.

After the application was sent out for further consultation. A number of further comments were received.

There is no further news about this application.

EAST SUFFOLK COUNCIL – LOCAL PLAN CONSULTATION

As agreed at the last meeting I have completed the questionnaire electronically and returned it to the council on behalf of the Group Parish Council.

I stressed the need to advertise the existence and importance of the Local Plan as widely as possible.

120.25 Update from councillors re possible use of CIL receipts

The Clerk to investigate the ‘welcome’ signs in Rushmere St Andrew re cost and pictures. Other items discussed were observation cameras, clearing of footpaths and erecting a notice board on the entrance to Purdis Heath. **Action: Clerk / Cllr B Newell**

121.25 Removal of Vegetation in Purdis Farm

It was agreed to defer this item until the October Parish Council meeting. **Action: Clerk**

122.25 Clerk’s Report September 2025

Assertion 10

I’m currently working on what we need to do to comply with the requirements of Assertion 10 and at the next meeting I will be in a position to explain to councillors what it means to Brightwell Foxhall & Purdis Farm Group Parish Council. Over the next few weeks, I will be meeting with Trevor Brown (Internal Audit) so I can discuss with him what we need to do to comply with the Assertion 10 in readiness for the 2025/2026 AGAR. I’m also attending an online training session to gain a better understanding. All Parish Councils will be required to move their website over to a gov.uk email address and also have gov.uk email addresses for the Clerk as the central point of contact and councillors.

What Local Councils need to know (and do) before their next AGAR Submission

From the 2025/26 AGAR, parish and town councils will be required to complete a new Assertion 10 as part of its Annual Governance Statement. This new requirement goes beyond the previous expectations bundled together under Assertion 3.

The 2025 Practitioners' Guide, issued by the Smaller Authorities Proper Practices Panel (SAPPP) (formerly JPAG), sets out the requirements of Assertion 10.

Assertion 10 will not only require councils to use a council-owned domain for email and to operate an accessible website, it also explicitly requires parish and town councils to:

- Comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Process personal data lawfully, fairly, and in line with UK GDPR principles
- Recognise their roles as both a Data Controller and a Data Processor

But what does UK GDPR and Data Protection Act compliance mean in practice for parish and town councils?

This means councils should have a holistic understanding of all of the personal data they process, their purpose for processing it, where it's stored, who has access (and why), whether that data is ever shared, and when, ultimately, that data is deleted.

To credibly declare UK GDPR and Data Protection Act compliance, councils are also advised in the guidance to undertake activities such as data audits, staff training and policy reviews in line with sector guidance, where relevant.

To sign off Assertion 10 with confidence, your council should have already taken steps during the current financial year to ensure your compliance. For many councils, this may involve:

- Carrying out council-wide audits of 'personal data' your council processes, why you hold it, who has access, and your lawful basis for processing.
- Risk assessing all of the personal data processed by the council and identifying mitigations to reduce risk to the council and data subjects.
- Having appropriate data protection and information compliance policies in place that reflect how the council operates (not what it did in 2018)
- Putting in place regular and relevant data protection training for council staff and councillors

There's a lot of work to do, and yet for many councils, it can be a challenge to know where to start, or what to actually do to achieve compliance with the UK GDPR and Data Protection Act.

Use of CIL Receipts

I wrote to the CIL Management Team at East Suffolk Council regarding the use of CIL receipts for the upkeep of land/green area and I have received the following reply.

"CIL Regulations are very flexible when it comes to parish councils' ability to spend Neighbourhood CIL. Regulation 59c of the CIL Regulations 2010 (as amended) states that the parish councils must spend Neighbourhood CIL on:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

Therefore, if the parish councils wish to maintain any land they could do so and some parish councils do use CIL to manage areas to improve public access/amenity and safety."

The reason for my enquiry was that we appear to be receiving several enquiries regarding areas of land which is causing problems for our residents regarding overgrown trees and green areas.

Blackthorn Close, Purdis Farm, Ipswich, Suffolk IP3 8SR

I received an email from a resident who lives in Blackthorn Close Purdis Farm. The resident has stated he will attend the September Parish Council meeting. The resident had contacted East Suffolk Council regarding overgrowing trees, hedges, bushes and ivy up against the resident's external wall which is not on his land. Customer would like this removed and all the vegetation that's growing onto his drive. He contacted East Suffolk Council who have stated that they cannot help with the overgrow and suggested contacting the Parish Council.

The resident did not make themselves known at the meeting therefore the Parish Council cannot progress this item until the exact location of this problem can be identified.

123.25 Finance

Income

None

Expenditure

Clerk's Salary and Expenses August 2025	£416.20
IT Services at CAS Web Addresses	£192.00
Flyer Press Newsletters	£659.00
CAS Insurance	£456.26
Royal British Legion Donation S137 for Wreath	£55.00

Bank Account Balances

Current Account on 31 st July 2025	£49,740.01
Deposit Account on 31 st July 2025	£8,546.10

Cllr G Watts proposed that the above expenditure be approved, seconded Cllr E Beach – all in favour.

Action: Clerk

To confirm expenditure re wreath for the Royal British Legion

The Parish Council discussed placing a wreath for the RBL Armistice Day on the 11th November on the Brightwell 1st World War Memorial situated in the Brightwell Churchyard. Following discussion, Cllr Cllr G Watts proposed that the Parish Council make a donation of £55.00 to the RBL to support the laying of a wreath on the War Memorial, seconded Cllr E Beach – all in favour. **Action: Clerk**

To confirm the adoption of the Local Government Pay Award for Clerk 2025/2026

The Local Governance Pay Claim 2025/2026 had been circulated to all councillors. It was proposed that the Parish Council agree to increase the Clerk's salary as recommended by NALC back dated to the 1st April 2025 – agreed. **Action: Clerk**

To confirm the adoption of the Local Government Insurance Renewal

Last year the Parish Council paid £405.97 for insurance, and the cost of renewal is £456.26 for 2025/2026. Cllr G Watts proposed that the Parish Council accept the quotation from Community Action Suffolk, seconded Cllr E Beach. **Action: Clerk**

124.25 Meetings attended by councillors/clerk

- a. Cllr G Watts attended the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership Meeting** Tuesday 5 August at 2pm Bealings Village Hall, The Street, Little Bealings, Woodbridge IP13 6LH
- Update about a recently funded project where Kesgrave High School year 12 pupils were working alongside the Britten Pears Arts to run sessions in the community helping those suffering from isolation and illnesses like dementia. These sessions were beneficial to both parties with students gaining confidence outside the classroom by both participating and organising these musical sessions.
 - Inspector Colin Clack the South East Community Policing Inspector introduced himself and explained he was aware that outlying villages had been neglected but they will try to take action if problems persist.
 - A funding proposal was presented by video by Sadie from Snap Skool. This is a project for photography workshops and exhibitions at six schools which would conclude with an art trail and mini festival where artwork would be displayed around the area. A similar project was held in Stowmarket and was phenomenally successful. £2K agreed.
 - Deben Climate Centre – presentation about water quality work and funding needs. This was a remarkably interesting presentation about testing water quality on the Deben, Flynn & Lark Rivers. Conducted by volunteers in conjunction with University of Suffolk they conduct testing to provide an evidence base about the deterioration of water quality particularly around sewage works some of which are outdated and inadequate for the number of new houses built in certain areas. Their work helped the Environment Agency and Anglia Water plan future work. £1100 awarded for new equipment including a dissolved oxygen meter.
 - Suffolk Tree Warden Network: There are 85 Tree Wardens in Suffolk, and a representative will be invited to the next meeting to explain what they do.

Next Meeting Monday 13 October 2025 at 2pm – Martlesham Parish Rooms.

b. Cllr G Watts attended the Sizewell C Southern Transport Forum 3rd September 2025

- The A12 road improvements including dualling of the road around Woodbridge; the planning application is due to be submitted this month.
- Discussions are taking place with Suffolk County Council about using the Sizewell C “hydrogen” buses for Community use.
- The Freight Management Facility at the Orwell Logistics Park is up and running goods will be received in the warehouses in the next two weeks. The office is also fully operational.
- The number of buses has been increased at the Park and Ride site near B&Q.
- An AIL layby is being built at the north end of the Wickham Market bypass (hence the roadworks and vast number of cones). This is a layby for Abnormal Indivisible Loads which can be picked up, halted or parked prior to being escorted by police up the A12 to Sizewell.
- There are going to be a number of road improvements in the area particularly along the B1078 between Coddendam and Wickham Market which will require the road to be closed in three sections.

- In June, the maximum number of daily HGV vehicle movements were 494 with an average of 388 the maximum allowed is six hundred. 73% from South, 27% from North. The target is 15% from the North.
- Melton Level Crossing changes are still being surveyed, designed, and costed. It is still expected to be closed for some time in Summer 2026.
- Short term water use: Water is being extracted from two locations into tankers. Martlesham Heath Industrial Estate and Levington. It appears that tankers are filling up from hydrants along the road (with Anglia Water permission). In Martlesham this is causing traffic problems.

125.25 Members questions to the Chairman

- a. Cllr B Newell reported that she had been in contact with the resident in Brightwell who was interested in including their land for house building in the Local Plan and following discussions had advised the owners to get in touch with Cllr Mark Packard at East Suffolk Council.
- b. Cllr E Beach Parish Magazine editor asked for any editorial for the next Parish Magazine to be sent to her by early October.
- c. Cllr G Watts stated that proposals for One Suffolk for a unitary authority have now been published.

126.25 Date of next meeting

Wednesday, 8th October 2025 at Trinity Park

The Chairman closed the meeting at 21.18 pm.

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

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