



LITTLE BLAKENHAM PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall on
Tuesday, 19th May 2026 at 7.25pm.

Present:

Councillors: S Wright (Chairman)
W Binder
L Keen
B Palmer
A Brown

In Attendance J Blackburn – Clerk
District Cllr A Marriott

LB01/26/27 – ELECTION OF CHAIRMAN

Cllr Binder declared the meeting open.

Cllr Binder proposed that Cllr Wright be elected as Chair, which was seconded by Cllr Keen. All Agreed.
Decision – Cllr Wright was duly elected Chair.

Cllr Wright signed the Declaration of Acceptance of Office and then took the Chair for the remainder of the meeting.

LB02/26/27 – ELECTION OF VICE-CHAIR

Cllr Wright proposed that Cllr Keen be elected as Vice-Chair, which was seconded by Cllr Binder. All Agreed. **Decision** – Cllr Wright was duly elected Vice-Chair.

LB03/26/27 – CO-OPTION OF COUNCILLOR

Jonathan Svendsen-Cook had applied in writing to the Parish Council to become a Councillor.

It was AGREED: That Jonathan Svendsen-Cook be co-opted onto the Parish Council

LB04/26/27 - TO RECEIVE APOLOGIES OF ABSENCE

Apologies had been received from Cllr Latham, which was approved.

LB05/26/27 – DECLARATIONS OF INTEREST

None had been received.

LB06/26/27 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

LB07/26/27 – TO APPROVE THE MINUTES OF THE MEETING OF 17th MARCH 2026

It was AGREED: That the minutes of the meeting held on Tuesday, 17th March 2026 be approved as a true record and signed by the Chairman.

LB08/26/27 – APPOINT REPRESENTATIVES TO OUTSIDE BODIES

Suffolk Association of Local Councils (SALC) – All
Gipping Joint Neighbourhood Plan – Cllr Wright / Cllr Keen
POLBEF – Cllr Keen
Bramford Solar Farm Meetings – Cllr Wright

LB09/26/27 – ANNUAL SUBSCRIPTIONS

It was AGREED: That the annual subscription be continued for SALC and £181.04 paid.

LB10/26/27 – PUBLIC FORUM

Four members of the public were present.

The following issues were raised:

- Play Area post was wobbling and therefore required attention
- Overhanging branches in the corner of the Play Area also required attention

LB11/26/27 – PORT ONE UPDATE – *Jack Payne, Preconstruction Surveyor*

In relation to the snags still outstanding at the hall, Jack confirmed these would be completed over the next week. They included:

- Crack up the wall in main hall
- Plug Sockets
- Stopcock installation
- Outside tap installation
- Sticking Gate
- Gravel along the fence

In relation to the grass seeding, he confirmed this would also be carried out the following week and a plan put in place for the seed to be kept watered.

Jack reported that the current roadworks at Bramford Road were in relation to Anglian Water works and whilst it was on the Port One Site was not related to Port One. He was unsure as to how long the traffic lights would be in place.

With regards to the Section 278 roadworks he explained that the legal elements were still being completed and he confirmed that a meeting was due to take place in order to move the project along. The roadworks would include some interruptions with Bramford Road, but would not result in any road closures.

Gipping Meadow – Port One had secured the land and had been waiting for the Gipping Valley Plan, which had been received. Meetings had taken place with the Biodiversity Manager along with others to discuss the plan for the land which included footpaths and the rest being left to nature.

Community Buses – Community access to the buses was still being planned with an eight seater already in use which ran to and from the site. A 15 seater electric mini bus would be purchased once a unit had been rented out and once another unit had been rented a further 15 seater bus would be purchased. Once purchased the buses would be opened up for the public to use. The eight seater could be used by any driver on a basic driving licence and would be free of charge. Jack confirmed that he would work with surrounding Parish Councils as to how best the buses could be used.

Cllr Palmer explained the situation with student buses to Suffolk One and that those were limited and at very early and late times. The buses could be helpful in this regard.

In relation to Port One North, Jack reported that the next Newsletter had been circulated. He explained that the proposed changes had been made around the north side of the site with Ecology and Landscaping advice sought. A revised application would be made with public sessions and consultations taking place. He expected a determination of the application to be made by the end of the year.

LB12/26/27 - TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR ASA DOWNING

It was noted that the newly elected Asa Downing was the County Councillor for Little Blakenham and it was hoped that he would be present at the next meeting.

LB13/26/27 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR ADRIENNE MARRIOTT

Cllr Marriott's report had been circulated prior to the meeting and would be published on the village website.

She went through her report and highlighted the following items:

- Local Elections
- New Recycling Collections in Suffolk
- Port One Legacy Biodiversity Enhancement Fund
- Managing the Risk of Fraud and Corruption
- Mid Suffolk Youth Council
- English Devolution Bill receives Royal Assent
- Publication of the 'Improving Energy Efficiency of Socially Rented Homes in England' Government Response and Impact Assessment
- Changes to Local Planning Applications
- Reminder – Guidance to support Councils tackle litter
- UKHSA Tick Awareness Campaign 2026
- UK Launches First Bird Flu Vaccine Trial

LB14/26/27 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERK'S REPORT

The Clerk reported that EON had written explaining that the Parish Council's electricity account tariff for the Village Hall was coming to an end and various options were available.

It was AGREED: That the Parish Council wait to see what happens with the surplus energy being exported back to the grid and what they did to monthly bills.

b) TO RECEIVE THE CLERK'S FINANCIAL REPORT

The Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance in the accounts on 13th May 2026 was £83,986.10.

c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

SALC	Membership Renewal	181.04
Trevor Brown	Internal Audit 2025/26	200.00
Jennie Blackburn	Clerk's Pay (May)	254.47
Jennie Blackburn	Clerk's Office Allowance/Exp (May)	38.97

The Clerk reported that the following payments be ratified:

Jennie Blackburn	Clerk's Pay (Apr)	254.47
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Jennie Blackburn	Clerk's Office Allowance/Exp (Apr)	26.00
Kelley Fisk	Village Hall Cleaner (Jan/Feb)	60.00
Kelley Fisk	Village Hall Cleaner (Feb/Mar)	60.00
Kelley Fisk	Village Hall Cleaner (Mar/Apr)	60.00
Kelley Fisk	Village Hall Cleaner (Apr)	60.00
Lloyds Bank	Bank Charges (10th Feb - 9th Mar)	4.25
Lloyds Bank	Bank Charges (10th Mar - 9th Apr)	4.25
EON	Electricity for Hall (March)	98.51
ICO	Data Protection Renewal	47.00
Team AB	Re-build of Village Hall (District Cil)	71250.00

It was AGREED: That payments totaling £72,318.49 be authorised and actioned by the Clerk.

d) **TO APPROVE THE ASSET REGISTER**

It was AGREED: That the Asset Register be approved.

e) **ANNUAL GOVERNANCE STATEMENT 2025/26**

The Annual Governance Statement was completed by the Council and signed by the Chair and the Clerk.

f) **END OF YEAR 31ST MARCH 2026 STATEMENT OF ACCOUNTS**

The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk

g) **EXEMPTION CERTIFICATE 2025/26**

The Exemption Certificate was approved and signed by the Chair and Clerk.

h) **INTERNAL AUDITOR'S REPORT 2025/26**

The Internal Auditor's Report was received and it was noted that no recommendations had been made.

i) **CIL REPORT – 31ST MAY 2026**

The CiL Report was received, approved and signed.

j) **DIRECT DEBITS**

The Clerk reported that currently direct debits for EON (Village Hall electricity), Wave (Village Hall water) and ICO (Data Protection renewal) were in place. **All Agreed.**

LB15/26/27 – PLANNING APPLICATIONS

None had been received.

LB16/26/27 – PLANNING DECISIONS

The following decision was noted:

Ref: DC/25/04934 - Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6, Class A - Construction of a below ground irrigation reservoir lined with engineered clay from the site - Land At Valley Road, Little Blakenham – **Refused**

LB17/26/27 – VILLAGE HALL

A general discussion took place in relation to the works to the parking area, with excess soil being taken away and grass seed being sown.

Members were not pleased with the result and concerns were raised in relation to the hall being flooded in wet weather as the ground slope was excessive down to the hall's patio and doors. Also, the land was very uneven which included tree roots being present.

The installation of a gully was discussed as a way of helping excess water being taken into the nearby ditch.

Cllr Palmer agreed and stated that a drain along the edge of the patio slabs would be the best option.

Cllr Keen also reported that during rainfall the concrete slab in front of the garages flooded due to the drain requiring attention. She explained that when the water congregated on the slab it would then pour down and flood the pathway in front of the hall's front door.

Members asked the District Cllr if she could investigate the issue.

The light outside of the entrance to the hall was discussed which members felt was not bright enough. The issue had been raised with Team AB with their response being that planning restrictions had not allowed a brighter light to be installed.

Members discussed possible options of lighting on the entrance side of the hall which could be considered in the future.

Cllr Keen reported that the new Pilates Class was continuing with more numbers attending the class. She reminded members that hire of the hall had been free initially whilst the class became established and now felt that a charge should be made. As it would be a weekly booking and to encourage the class to remain hiring the hall she proposed a charge of £10 per session. **All AGREED.**

LB18/26/27 – DISABLED PARKING SPACE – VILLAGE HALL

The Clerk had nothing to report. It was noted that she would contact Prohelp for the solicitor fees that would be incurred in the process.

LB19/26/27 – JOINT NEIGHBOURHOOD PLAN

Cllr Keen reported that the Plan was moving forward and was out for consultation. At the completion of the consultation period funding needed to be secured before the next step.

LB20/26/27 - PLAY AREA

Cllr Brown had nothing to report other than funding applications continued to be sought. Cllr Svendsen-Cook agreed to help Cllr Brown in relation to those.

LB21/26/27 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

- Cllr Brown – Alliance Meeting on 26th May in relation to Port One's application
- Cllr Palmer raised concerns over fly tipping – all should be vigilant
- Cllr Palmer concerned over Port One's newsletter which had shown their intentions

LB22/26/27 – MEETING DATES FOR 2026 / 27

Thursday, 2nd July 2026

Tuesday, 22nd September 2026

Tuesday, 17th November 2026
Tuesday, 19th January 2027
Tuesday, 16th March 2027

LB23/26/27 - DATE OF NEXT MEETING

It was AGREED: That the next meeting be held on Thursday, 2nd July 2026 at 7.30pm.

The meeting finished at 8.36pm

Chairman: Dated: