



LAXFIELD ANNUAL PARISH COUNCIL MEETING MINUTES

ACPM held on Monday 11 May 2026 at 7:00 pm in the Guildhall Parish Room

www.laxfield-pc.gov.uk

Peter Lowe, Parish Clerk

OPEN FORUM

1 member of the public attended the meeting. There was no District update from Cllr Linder, due to the purdah period, however the May MSDC update is available on the Parish Council website.

The link path between Billingford Grove and Mill Close was briefly discussed by Cllr Linder – see item 11f below for the proposed actions.

MINUTES

- R. Sutton was elected Parish Council Chair.** *Proposed D. Martindale, seconded C. Baldry, AIF.*
Declaration of Office was signed.
- O. Hackett was elected Parish Council vice-chair.** *Proposed S. Sutton, seconded P. Bicheno, AIF.*
Declaration of Office was signed.
- Election of committees and representatives**

NAME OF OFFICE	NAME	PROPOSED	SECONDED
PLANNING COMMITTEE			
a PLANNING CHAIR	R Sutton	H Scorey	D Martindale
Nominated member	C Baldry	S Sutton	P Bicheno
Nominated member	S Ellis	H Scorey	D Martindale
GROUNDS COMMITTEE			
b GROUNDS COMMITTEE CHAIR	O Hackett	R Sutton	S Sutton
Nominated member	L Sharman	C Baldry	P Bicheno
Nominated member	Z Rushmore	C Baldry	P Bicheno
Nominated member	H Scorey	C Baldry	P Bicheno
Nominated member	S Ellis (play area)	C Baldry	P Bicheno
FINANCE COMMITTEE			
c FINANCE CHAIR	D Martindale	C Baldry	S Sutton
Nominated member	L Sharman	R Smith	O Hackett
Nominated member	R Sutton	R Smith	O Hackett
Nominated member	P Bicheno	R Smith	O Hackett
REPRESENTATIVES OF PARISH GROUPS			
d REPRESENTATIVES			
i. Village Hall Council	S Sutton R Smith	S Ellis	L Sharman
ii. Smith & Ward Charity	S Sutton	L Sharman	C Baldry
iii. Relief in Need Charity	S Sutton	H Scorey	S Ellis
iv. Laxfield & District Museum	R Smith L Sharman	R Sutton	S Sutton
v. SALC & county area committees	C Baldry	D Martindale	R Sutton
vi. Heveningham Hall Country Fair Committee	H Scorey Z Rushmore	P Bicheno	O Hackett

3. Attendees, apologies and approval of absences

Attendees: C Baldry, P Bicheno, S Ellis, O Hackett, D Martindale, Z Rushmore, H Scorey, L Sharman, R Smith, Sutton (Chair), S Sutton, Anders Linders (MSDC), P Lowe (Clerk).

No absentees. Cllr Henry Lloyd (SCC) did not attend due to recent local elections result.

4. Declaration of interests

None.

5. Approval of minutes

26/04/01 The minutes from Parish Council meeting held on 13 April 2026 were agreed.

Proposed C. Baldry, seconded S. Sutton, AIF.

6. Planning

- a. The following decisions made by Mid Suffolk District Council were noted:

Application for planning permission - DC/26/01107

Proposal: Householder Application for the erection of a Single storey side extension.

Location: Meadow Barn Gorams Mill Lane Laxfield Woodbridge Suffolk IP13 8DN.

Comments: No objections from the Parish Council

Application for planning permission - DC/26/01663

Proposal: Notification of works to Trees in a Conservation Area - Reduce crown of Silver Birch (T1) by 1.5m.

Location: White Leaf Cottage Market Square Bickers Hill Road Laxfield, IP13 8DP.

Comments: No objections from the Parish Council

Application for planning permission - DC/26/01665

Proposal: Notification of Works to Trees in a Conservation Area - Fell Atlas Cedar (T1).

Location: 10 Jubilee Close Laxfield Woodbridge Suffolk IP13 8DQ.

Comments: No objections from the Parish Council

Application for planning permission - DC/26/01573

Proposal: Change of use of Chapel of Rest (Class E) to 1 residential dwelling (Class C3).

Location: Former Chapel of Rest Adjacent to The Brambles, The Street Laxfield IP13 8DZ.

Comments: No objections from the Parish Council

- b. Councillors also reviewed a draft formal letter produced by the Planning Committee, regarding current and future concerns about the large Pig Farm development, off Badingham Road. Clerk to make final amendments and send to the Head of Planning at Mid Suffolk District Council.

7. Finance

- a. 26/05/02 BACs payments, direct debits and receipts, as listed in Register of Payments for April 2026 were approved. *Proposed Z. Rushmore, seconded P. Bicheno, AIF.*
- b. 26/05/03 BACs payments, direct debits and receipts as listed in Register of Payments for April 2026 were approved. *Proposed H. Scorey, seconded R. Sutton, AIF.*
- c. 26/05/04 Performance vs budget forecast based on 1 month spend and income was reviewed. This was the first report using the new format, separating CIL and operational expenditure. Operation spend to date was £3,081 with CIL spend at £352. Receipts in April totalled £30,310, which included the first precept instalment, a VAT reclaim and £300 for cemetery fees.

8. PIIP project scoping

- a. 26/05/06 Five project scoping documents for CIL schemes due to start in 2026/27 were reviewed and approved, along with allocation of a sub-committee or working group, to provide lead on external grant applications and delivery momentum.

Progress on these projects, and any associated funding applications, will be reported under the Finance item every month.

CIL Scheme	Lead
Village Pond safety and ecology improvements	Green Spaces Working Group
New Cemetery phase 3 - Water connection and Garden of Contemplation	Green Spaces Working Group
Pavilion renewal or repurpose	Grounds Committee
Playing fields access road and car park resurfacing – including EV bays	Grounds Committee
Village heritage trail sign	Highways Working Group

9. 2025/26 Internal Audit

- a. 26/05/07 This year's draft internal audit report (AIAR) was discussed. The Parish Council passed on all accounting and financial regulations, but there were some key improvement recommendations relating to *digital data and accessibility* compliance and using the correct format of *Exercise of Public Rights* form for last year's audit notification. It was agreed that a special session would take place at the June Full Council to review all recommendations and develop an action plan on the necessary changes as soon as possible.

10. Annual Parish Meeting for 2025/26

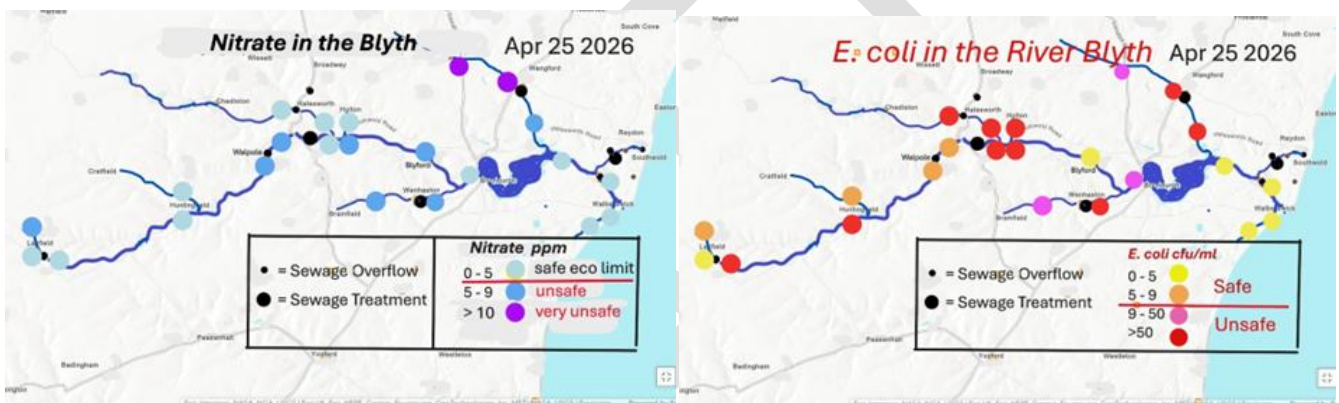
- a. 26/05/08 APM booklets have been delivered to all parish households, prior to the meeting on Monday 18 May at 7pm in the Laxfield Baptist Church. Councillors wanted to thank volunteers for their help with the distribution - Stephen and Deborah Rice; Judy and Adrian Fulham; Sarah & Martin Timms; Dawn Jeakins.

11. Roads, Footpaths, Infrastructure, Green Areas

- a. 26/05/09 *Annual Playground inspection* - MSDC identified the need to repair 2 playground apparatus, as part of this year's annual inspection report (large net swing and rocking horse). The company who installed the playground in 2025 has closed down and the clerk is awaiting repair quotes from an alternative contractor.
- b. 26/05/10 *Issues raised at open forum in April* - Councillors were provided with updates on the three Bickers Hill issues:
 - There were no breaches of licencing problems at this year's event held at the Kablang Campsite.
 - The streetlight obstructed by tree branches and foliage near the top of Bickers Hill has been reported to SCC Highways, to ask that cutback maintenance work is carried out ASAP
 - The footpath has been inspected and no maintenance is required at this stage. The Wildlife Group want the green area between the road and path to be left to grow to support and encourage ecology. The path will continue to be monitored weekly, until maintenance work is required.
- c. 26/05/11 *Speed Indicator Devices* – It was agreed that the existing SID located on Station Road will be moved to Bickers Hill to monitor speed over the next couple of months, as part of data gathering to apply for the area to become a 20mph zone. It was also agreed to purchase a highways pole at a cost of £315, for the new SID planned for Framlingham Road. *Proposed D. Martindale, seconded R. Sutton.*
- d. 26/05/12-13 *Village pond improvements* – Cllr Ellis has had meetings with the Suffolk Wildlife Trust and a report has been received, setting out recommendations on improving ecology and establishing the pond as a wildlife venue. Meetings also took place with Steve Jordan Fencing and Les Cotton to discuss installing pond aerators, introducing native oxygenating plants to improve the condition of the water, and replacing the fencing around the pond to comply with safety standards identified in the recent RLSS risk inspection. A new Guardian Lifebuoy has also been installed at the pond to replace the non-compliant unit.
- f. 26/05/14 *Link path between Billingford Grove and Mill Close* – Clerk to contact MSDC to get information on the property/land physical boundaries in the area between the two roads. This may help to identify where the hedge can be cut back and where a hard surface can be installed to support improved pedestrianization.
- g. 26/05/15 *Gate or path linking Cullingford Close/Read Way to Laxfield Playing Fields* – Cllr Bicheno to speak to local residents about whether they would support a link passage between the Cullingford development and the playing fields, possibly via a link from Read Way. Further investigations may also need to take place to consider security and identify public or private ownership in terms of a possible link route.

12. Correspondence and other issues

- a. 26/05/16 *Stradbroke U15s football team* – Agreed that to the request from Ellie Wigby (manager of the team), that they can use Laxfield’s football pitch as their home ground, starting next season. There would be a small charge of £10 per game to cover water and electricity.
- b. 26/05/17 *Consultation and engagement with Laxfield’s young people* – The Grounds committee is meeting on 12 May, with Adam Fairbrother in attendance, to discuss the preferred method and approach to consultation. This will feed into the two proposed CIL schemes on the pavilion and car park, which could include a hard surface area for various activities.
- c. 26/05/18 *Laxfield 800 anniversary* – Preparations are nearly complete for the anniversary event on 6 June. Banners and posters have been up for a few weeks and leaflets have been delivered to all parish households, with the APM Booklet. Leaflets have also been distributed to neighbouring villages and towns.
- d. 26/05/19 *River pollution testing* – Local volunteers are now monitoring key locations along the Blyth River and updating results on a digital app called Epicollect, with data shared across the Deben Four Rivers Regeneration Project. The Environment Agency is verifying results that exceed pollution level limits. Current results monitor levels of Nitrates, Ammonia, Phosphates, as well as E.coli, which is often associated with effluent. The DNA from E.coli in our samples will be analysed at the University of Suffolk to see how virulent they are, and if they are capable of spreading antibiotic resistance to other bacteria. Updates on river pollution will be a standing item on parish council agendas.



13. Date of next meeting

- a. The date of the next meeting will be Monday 8 June 2026 at 7:00 pm in the PARISH ROOM.
*PLEASE NOTE – that there is also an **Annual Parish Meeting** on 18 May at 7pm at Laxfield Baptist Church*

Meeting finished at 8:40 pm

If you would like to attend a parish council meeting, please come along. Alternatively, if you would like to raise a matter of concern, please do not hesitate to contact the parish clerk or a member of the council.

Peter Lowe (Parish Clerk), 21 Talbot Road, Laxfield, Woodbridge, Suffolk IP13 8FP

Tel: 07711 822503 Email: Visit our Website: www.laxfield-pc.gov.uk