



GREAT FINBOROUGH PARISH COUNCIL

Minutes of the Parish Council meeting held at the Village Hall, Great Finborough **Monday, 13th October 2025 at 7.30pm.**

Present:

Councillors: A Mann (Chairman)
 R Burton
 S Waspe
 J Spencer
 L Morgan
 J Kemp

In Attendance Mrs J Blackburn – Clerk
 County Councillor P Otton
 District Councillor J Matthissen

GFPC135/25/26 - APOLOGIES FOR ABSENCE AND APPROVALS

Apologies had been received and approved from Cllr Barron.

GFPC136/25/26 – DECLARATIONS ON INTEREST

None had been received.

GFPC13725/26 – APPLICATIONS FOR DISPENSATION

None had been received.

GFPC138/25/26 – TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 8TH SEPTEMBER 2025

It was AGREED: That the Minutes of the previous meeting held on 8th September 2025 were approved as a true record and were signed by the Chairman.

GFPC139/25/26 - PUBLIC FORUM

Three members of the public were present.

One issue was raised, concern over The Forge Park Homes Residential Caravan Park. A resident opposite the site had received a letter in relation to a Compulsory Purchase Order, which the member of the public present wished to raise with Cllr Matthissen.

GFPC140/25/26 – PLANNING APPLICATIONS

Ref: DC/25/04189 - Planning Application - Erection of 4no dwellings following demolition of existing agricultural buildings - Poplar Farm, High Road, Great Finborough

The applicant was present at the meeting and briefly talked through his proposal making the following points:

- Purchased land on the basis of Class Q (conversion of existing buildings) – if buildings not of historic value they could be knocked down and re-built, which was the plan.

- Village in need of smaller dwellings, which the applicant wished to build, but the Planning Department had restricted the development to four dwellings which included two bungalows.
- Homes would be modern, using traditional materials, the style and finish of which would be similar to another of his developments at The Tannery.

Cllr Morgan asked what the age of the current buildings were to which the applicant replied that they were approximately 1960s buildings.

The applicant confirmed that he planned to commence works in the spring.

Cllr Kemp asked about cars for each of the homes as she felt that the entrance looked very narrow. The applicant explained that usually 2.5 cars per household was the expectancy.

It was AGREED: That the Parish Council had no objections to the application. **Clerk to action.**

GFPC141/25/26 - PLANNING DECISIONS

None had been received.

Cllr Spencer briefly talked about Devolution and the options being considered – either three Unitary Councils, as preferred by the District Council and one by the County Council.

Submissions from both Councils had been submitted to the Government who would make a decision.

It was unsure how many Councillors would be provided for areas within the County and it was also unclear how the re-organisation would affect Parish Councils.

Aside of the decision on Unitary Councils, a Mayor would be elected who would cover Suffolk and Norfolk.

GFPC142/25/26 - TO RECEIVE THE COUNTY COUNCILLORS REPORT – CLLR PENNY OTTON

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

She stated her disappointment for the refusal of the Parish Council's request for a priority scheme at Knights Bridge by the Highways Department.

In relation to the request for locality funding for replacement Speed Indicator Devices, she confirmed she would be able to give £2,500. **Cllr Morgan to complete the relevant application form.**

GFPC143/25/26 - TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR JOHN MATTHISSEN

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

He briefly went through his report on the follow matters:

- Local Government Reorganisation – three new Unitary Councils would be preferred
- Mayor for Suffolk and Norfolk – Motion sent to Government calling for them to change back to supplementary voting before electing a Mayor
- CiL – Approval of Community Infrastructure Levy payments
- Improving Energy Efficiency – Cosy Homes Scheme

- Practical work – clearing of footpaths and cycle paths between Needham Market and Stowmarket and towards Haughley

Cllr Matthissen confirmed he would contribute £1,500 towards the new replacement Speed Indicator Devices. **Cllr Morgan to complete application form.**

The member of the public present asked Cllr Matthissen about The Forge Park and the concerns of a letter received by a neighbour of the site.

Cllr Matthissen stated that it was a Travellers Transit site and it was the County Council's responsibility to provide such sites. It was unsure as to the current position and plans for the site.

Cllr Mann stated that he would contact the neighbour and ask to see the letter that had been received. **Cllr Mann to action.**

Cllr Matthissen also reported that he would be interested to see the old swimming pool, to which Cllr Waspe agreed to meet him there whenever he was available.

In relation to Cagmans Farm, he reported that their appeal would shortly become live with the hearing being held in writing, not in person.

In relation to Green Farm, he reported that the Legal Team had been looking into the Heads of Terms and would go back to the Officer next week.

In relation to Finborough School's application, it was being taken to the Planning Committee on 22nd October.

Cllr Kemp confirmed that she would attend the meeting and speak on behalf of the Parish Council.

GFPC144/25/26 – FLOOD WORKING GROUP

Cllr Mann reported that his contact in relation to the Leady Dams had left the team and so he had contacted his original officer.

He confirmed that he had agreed the plans with the landowner and the next step needed to be taking measurements and photographs to help draw out a plan. Following the original meeting with the Environment Agency Cllr Mann was concerned that formal plans and drawings required for the Government Permits were an expectation of the Parish Council who did not have the skills required to undertake it.

Cllr Burton reported that he knew students at the University of Essex were researching Leady Dams and may be able to help.

GFPC145/25/26 - TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERK'S REPORT

The Clerk reported that she would be ordering poppy wreaths and asked if the Parish Council would need one, to which Councillors agreed. Cllr Morgan agreed to attend and lay the wreath of behalf of the Parish Council.

It was AGREED: That a poppy wreath be purchased. **Clerk to action.**

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 as of 7th October 2025 was £42,961.86.

c) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Sept)	£485.89
Jennie Blackburn	Clerk's Office Allowance (Sept)	£40.24
Roman Gambling	Litter Pickers Pay (Sept)	£22.65
Megan Clarke	Litter Pickers Pay (Sept)	£18.00
HMRC	PAYE to end 5th Oct	£149.94
SALC	Payroll for 6 months (Apr - Sept 25)	£58.20
MSDC	Play Inspection	£75.40

The Clerk also reported that the following payments made needed to be ratified:

Gallagher	Insurance Renewal	£874.08
Wave	Water for Allotments	£36.76
Digital Copycentre	Newsletter Printing and flyers	£250.00
GiFT	Transfer of funds	£600.00
MSDC	Bin Emptying 2025/26	£883.92
Robinson Arnold	Garden Maintenance	£537.60

It was AGREED: That payments totalling £3,121.84 be authorised and actioned by the Clerk.

The following receipt was noted.

MSDC	Precept (2nd instalment)	£8,897.00
------	--------------------------	-----------

d) **BANK RECONCILIATION**

It was AGREED: That the Bank Reconciliation be approved.

e) **DONATION TO FIRST RESPONDERS**

The Clerk raised with Cllrs the interest shown at a previous meeting in relation to donating to the First Responders.

Cllrs asked for it to be added to the March Agenda where Donations would be considered.

f) **ASSET REGISTER**

The Clerk reported that on the Asset Register the installation costs for the play area had been included. She explained that the purchase cost of the equipment needed to be included, but not the installation costs, which would mean that the asset figure on the 2024/25 AGAR needed to be re-stated from £130,720 to £95,207.25.

It was AGREED: That the figure of £95,207.25 be re-stated on the AGAR. **Clerk to action.**

In relation to the insurance value of the play area the Clerk reported that the play equipment had not been included should replacement or repairs be required. The Public Liability was in place should an accident occur, but not the equipment itself.

Following liaison with the Clerk the Chair confirmed that the current insurance now included the equipment.

Cllrs asked the Clerk to check with the insurance company as to what the position was regarding installation costs should the equipment need replacing following a fire, or graffiti etc. The Parish Council would need insurance to cover installation costs. **Clerk to action.**

GFPC146/25/26 – DEBIT CARD POLICY / FINANCIAL REGULATIONS

It was AGREED: That the Debit Card Policy be approved.
That the Financial Regulations be approved.

GFPC147/25/26 – SPEED INDICTAOR DEVICES (SIDS) AND ASSOCIATED POLICIES

As mentioned earlier in the meeting locality funding of £2,500 from Cllr Otton would be forthcoming as was £1,500 from Cllr Matthissen. It was confirmed that the remainder of the cost would be taken from the CiL pot.

It was AGREED: That the quote from Elan City for £6,215.98 (inc VAT) be accepted. **Clerk to action.**

Cllr Morgan reported that as £2,500 was originally being applied for as locality funding from the District Council, with the figure being above £2,000, then various policies needed to be adopted. These included Health & Safety, Safeguarding and Equal Opportunities. As £1,500 had now been agreed it was unlikely that the policies would be required.

It was AGREED: That whilst at some point it would be beneficial to adopt such policies in the future their approval be deferred.

GFPC148/25/26 – CIL PROJECTS

It was confirmed that the car park line painting would be undertaken by Cllr Waspe during the half term holidays.

Cllr Mann confirmed he had received the paint.

GFPC149/25/26 – SWIMMING POOL

Cllr Waspe reported that the land owners were in approval of the works being carried out to prevent the old swimming pool from collapse.

Cllrs stated that permission should be received in writing from the landowners. **Clerk to action.**

GFPC150/25/26 - PLAY AREA

Cllr Mann reported that vegetation had been cut back and the weed margins had been sprayed off.

In relation to the gap in the tarmac, it still required repair. He reported that there were two options. The first was to purchase the soft tarmac at the cost of £160 plus £160 delivery, or the second option being the purchase of regular tarmac at a cost of £30.

Cllr Burton and Cllr Kemp stated that they would have a look at the gap, as a second opinion prior to tarmac being ordered. **Cllr Burton and Cllr Kemp to action.**

It was AGREED: That Cllr Mann send the link for the tarmac to the Clerk for ordering. **Cllr Mann to action.**

GFPC151/25/26 - VILLAGE MAINTENANCE AND OPEN SPACE MANAGEMENT WORKING GROUP

Cllr Mann reported that the wooden posts needed to be replaced around the entrance to the play area to prevent parking on the grass as previous ones had rotted away.

GFPC152/25/26 - BIODIVERSITY ACTION GROUP

A general discussion took place in relation to gathering volunteers in the village who had the knowledge and skills where a group could be started up and carry out an annual survey of the village etc.

Cllr Mann stated that he would put an article in the newsletter to gather interest. **Cllr Mann to action.**

GFPC153/25/26 – EMERGENCY PLAN

There was nothing to report.

GFPC154/25/26 - FOOTPATHS

Cllr Burton reported that footpaths had been cleared by land owners. Some permissive footpaths through ploughed fields still needed to be reinstated, but it was hoped that these would be attended to very soon.

GFPC155/25/26 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

- Posts required – entrance to play area to stop parking on grass – price needed
- Road to Buxhall starting to become flooded again
- No issues on Combs Lane made aware of
- Budget Meeting due – date to be arranged

GFPC156/25/26 - DATE OF NEXT MEETING

It was AGREED: That the next meeting of the Parish Council to be held on Monday, 10th November 2025 at 7.30pm

The meeting finished at 9.31pm.

Chairman: Dated: