



GREAT FINBOROUGH PARISH COUNCIL

Minutes of the Parish Council meeting held at the Village Hall, Great Finborough **Monday, 8th September 2025 at 7.30pm.**

Present:

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

In Attendance Mrs J Blackburn – Clerk

GFPC111/25/26 - APOLOGIES FOR ABSENCE AND APPROVALS

Apologies had been received and approved from Cllr Kemp and Cllr Baron.

GFPC112/25/26 – DECLARATIONS ON INTEREST

None had been received.

GFPC12/25/26 – APPLICATIONS FOR DISPENSATION

None had been received.

GFPC113/25/26 – TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 28TH JULY 2025

It was AGREED: That the Minutes of the previous meeting held on 28th July 2025 were approved as a true record and were signed by the Chairman.

GFPC114/25/26 - PUBLIC FORUM

Two members of the public were present. No issues were raised.

GFPC115/25/26 – TO RECEIVE THE COUNTY COUNCILLORS REPORT – CLLR PENNY OTTON

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

GFPC116/25/26 - TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR JOHN MATTHISSEN

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

GFPC117/25/26 – PLANNING APPLICATIONS

Ref: DC/25/03601 - Full Application - Erection of a Garden Building & Solar PV Array Installation
Keepers Cottage, Finborough Park, Great Finborough

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

GFPC118/25/26 - PLANNING DECISIONS

The following decision was noted:

Ref: DC/24/03228 - Full Planning Application - Severance of Broad Oak Cottage to form separate dwelling to include erection of two storey and single storey extensions including installation of air source heat pump (following removal of oil tank) - Broad Oak Cottage, High Road, Great Finborough – **Granted Subject to Conditions**

GFPC119/25/26 - TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERK'S REPORT

The Clerk had nothing to report other than what was on the Agenda.

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 1st September 2025 was £37,720.54.

c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

Luca Gambling	Litter Picker Final Pay	£40.00
HMRC	PAYE to end 5th Sept	£178.57
PKF Littlejohn	External Audit 2024/25	£252.00
Jennie Blackburn	Clerk's Pay (Aug)	£551.02
Jennie Blackburn	Clerk's Office Allowance (Aug)	£26.00
Robinson Arnold	Garden Maintenance	£537.60

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

Digital Copycentre	Newsletter Printing	£220.00
ICO	Data Protection Renewal	£47.00

It was AGREED: That payments totalling £1,585.19 be authorised and actioned by the Clerk.

The following receipts were noted.

Robinson Arnold	Newsletter Advert	£93.50
Robinson Arnold	Newsletter Advert (outstanding)	£46.75
Catherine Rolfe	Newsletter Advert	£15.00
MSDC	Locality Funding - Leaky Dams	£480.00
Cat Jones Reflexology	Newsletter Advert	£36.00
Hayden Baker Football	Newsletter Advert	£15.00
MSDC	Cleansing Grant	£1,904.76

d) BUDGET MONITORING REPORT

It was AGREED: That the Budget Monitoring Report be approved.

e) **EXTERNAL AUDITOR'S REPORT – 2024/25**

The Clerk reported that as an External Audit was not required for 2023/24 the report received stated that comparisons had not been made. The report received for 2024/25 had no recommendations.

It was AGREED: That the External Auditor's Report be approved.

f) **INSURANCE RENEWAL**

The Clerk reported that the insurance was due for renewal with the renewal cost being £710.25.

It was AGREED: That the Insurance be renewed with Gallagher (Hiscox). **Clerk to action.**

GFPC120/25/26 – DEBIT CARD FOR BANK ACCOUNT / POLICY / FINANCIAL REGULATIONS

The Clerk had put together and circulated a Debit Card Policy, which members reviewed.

It was decided that the wording should include a limit of £500 per month maximum spend and that two Councillors should approve any payment via email if between meetings.

It was also decided that the Financial Regulations should reflect the same information. **Clerk to action.**

GFPC121/25/26 – LITTER PICKERS / POLICY / RISK ASSESSMENT

Cllr Mann reported that three new Litter Pickers had been appointed, Roman Gambling, Saffron Mann and Megan Clarke.

He confirmed that he would be meeting with them to carry out training, go through health and safety, the risk assessment and hand over the required equipment.

The Clerk had put together a Litter Picking Policy which had been reviewed via email. Also, the risk assessment had been reviewed.

It was AGREED: That the Litter Picking Policy be approved.

GFPC122/25/26 – TRAFFIC CALMING MEASURES / SPEED INDICTAOR DEVICES (SIDS)

Cllr Burton reported that he had received two quotes for two SIDs being ££6,215.98 (Elan City) and £10,245.60 (Westcotec).

Cllr Mann confirmed that the two SIDs would replace the battery operated ones in the village.

Funding was discussed with Cllr Morgan stating that he would apply for locality funding from both the District and County Councils.

It was AGREED: That two SIDs be purchased from Elan City once funding approved.
That Cllr Morgan apply for locality funding.

GFPC123/25/26 – FOOTBALL PITCH

Cllr Mann reported that Hayden Baker had started to use the Football Pitch for his coaching. He had placed an advert in the Newsletter to gather interest.

It was agreed that the position would be reviewed in six months' time.

GFPC124/25/26 - CIL PROJECTS

Cllr Mann reported that consideration over a container was ongoing with a location still be sought.

In relation to repainting the car park lines Cllr Waspe volunteered to paint them if he had the correct paint. He suggested that the works be reported in the next Newsletter to inform residents it would be taking place.

Cllr Mann explained that the paint had been found and approved and he would send the Clerk the details for her to purchase.

GFPC125/25/26 – SWIMMING POOL

Cllr Waspe reported that he had spoken to the adjacent landowner, Philip Hart, who was in favour of works being carried out at the site of the old swimming pool to prevent it from collapse.

Further consideration needed to be given as to how to refurbish it due to its historical nature.

An article in the Newsletter would be beneficial to inform residents of its presence and location.
Cllr Mann to action.

GFPC126/25/26 - PLAY AREA

Now the Debit Card had been received by the Clerk, Cllr Mann stated that he would send the Clerk details to order the tarmac patching kit to use at the Play Area. **Cllr Mann to action.**

GFPC127/25/26 - VILLAGE MAINTENANCE AND OPEN SPACE MANAGEMENT WORKING GROUP

Cllr Mann reported that there had been no activity since the last meeting.

Cllr Mann reported that various trees planted at past events, would regularly see children in the village climbing on them. He suggested that some of the lower limbs be taken off them to prevent further climbing and possible accidents. **ALL AGREED.**

Cllr Burton reported that the brambles had started to creep over to the play park to which Cllr Mann confirmed he would speak to the relevant people to have them cut back. **Cllr Mann to action.**

Mary Smyth From the Allotment Association was present and asked if the Village Maintenance Group could stretch to cutting back the brambles along the footpath to the right of the football pitch and meadow. They had grown over the footpath from the car park to the wood. She felt that they did not need to be taken out altogether as they were good for wildlife, but they could be cut back by half. The cuttings could be put to one side and burnt when the Allotments had their annual clear up and bonfire.

She also spoke about the Field Maple, on the right through the fence between the car park and the football pitch, was really large and difficult to walk under and wondered if it was possible for the group to cut that also.

Cllr Mann agreed that the group would be able to look at those works, probably during November.

Mary also asked the members for permission for the Allotments to hold their annual bonfire on the car park sometime in mid to late November. She confirmed that as always it would be conducted carefully and in a controlled manner.

The Clerk stated that as long as a risk assessment be carried out, as had been done in previous years, then all would be ok.

Mary confirmed that all burning embers would be fenced off and checked the following day.

Members agreed to hold the next Maintenance Day on 15th November 2025.

It was AGREED: That the Allotment Association could hold their annual bonfire in the car park.

GFPC128/25/26 - FLOOD WORKING GROUP

Cllr Mann reported that the funding had been received for the permits for the leaky dams. He continued to complete the necessary forms and was awaiting help from the Environment Agency.

GFPC129/25/26 - BIODIVERSITY ACTION GROUP

Cllr Mann stated that an advert would be included in the next Newsletter asking for volunteers to be part of this group.

GFPC130/25/26 – EMERGENCY PLAN

There was nothing to report.

GFPC131/25/26 - FOOTPATHS

Cllr Burton had nothing to report.

GFPC132/25/26 - KNIGHTS BRIDGE UPDATE

Members noted that recently raised concerns about the safety of the bridge following an accident at the location and the narrowness of the road had been looked at by an Engineer at Suffolk Highways, who had stated the following:

I'm afraid that Knights Bridge – and the section of road to both sides of the approaches to the bridge do not naturally lend themselves to a priority system:

- *The relatively straight road and line of sight on both sides are similar, which does not give a location for a 'natural' give-way point.*
- *This open nature would potentially lead to a risk of drivers speeding up to beat oncoming vehicles, which would increase the risk of collisions and damage to the bridge (with any priority system, too much visibility can be as hazardous as not enough).*
- *I cannot find the exact date of the removal of the previous priority system here, but Google Streetview images show this was gone in 2009 – and replaced by matching "road narrows" and "bridge ahead" warning signs. These have been upgraded to yellow backed versions to give a higher visibility at some point after this (circa 2015).*
- *Suffolk Highways would not support the reintroduction of a priority system after over 17 years unless there was justification and evidence that this was warranted as altering priorities on any highway can lead to driver confusion and can exacerbate any safety issues. I'm afraid that apart from the most recent case here, there have been no recorded vehicular incidents in this location within the last 5 years. Based on this, we would not consider a priority system necessary or appropriate on this bridge.*
- *The existing warning signs are considered adequate to notify drivers of the hazard ahead – and the normal rules of the Highway Code will apply: traffic from neither direction has priority over the other, all vehicles are required to adjust their speed and be prepared to slow/stop as required. This is viewed in the same way as passing along any narrow road, particularly in rural areas.*

We will of course continue to monitor this location – and should further incidents occur we will look at this again but at this time I'm afraid that Suffolk Highways would not consider reintroducing the former priority system on this bridge.

GFPC133/25/26 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

- Defibrillator - replacement battery required – November – Cllr Morgan to obtain a price

GFPC134/25/26 - DATE OF NEXT MEETING

It was AGREED: That the next meeting of the Parish Council to be held on Monday, 13th October 2025 at 7.30pm

The meeting finished at 8.47pm

Chairman: Dated: