

**Minutes of Playford’s Annual Parish Council Meeting held at
Playford Parish Hall on Wednesday 4th March 2026**

Present: Ben Evans –Chairman
Joan Metcalfe– Vice Chair
Steve Hicks – Councillor
Lynne Dawes – Councillor
Eileen Stennett – Councillor
Lee Knighting – Councillor
District Councillor Colin Hedgley
Suffolk County Councillor Elaine Bryce

In attendance:
Wendy Cook - Clerk

Also present:
5 members of the public for all or part of the meeting

1. Welcome and Introduction:

The meeting started at 7.01pm

2. Apologies for Absence:

none

3. Declarations of Members’ Interests in any items on this Agenda

none

4. Public Participation Session

The applicant spoke about 7.1 Planning application, DC/26/0216/FUL, Roots, Church Lane, Playford, IP6 9DS, Demolition of existing Garage, new pitch roof over plant room, new pitched roofs over study/utility, window widened and cill raised to suit new pitched roof. Small window removed and construction of detached cartlodge.

5. Minutes of Meetings held on 7th January 2026

It was **RESOLVED:**

- To approve the minutes as drafted

The Chair proposed to move agenda item 6 forward to accommodate Suffolk County Councillor Elaine Bryce’s need to leave the meeting early

It was **RESOLVED:**

- To move item 6 to next on the agenda, ahead of Actions Arising/Action Log Review

Signed.....

6. Local District and County Councillor Reports

Suffolk County Councillor Elaine Bryce spoke about Devolution and reported that there will now be elections on May 7th. She stated that the Budget for County Council has been agreed. Cllr Bryce has been incredibly busy with highways matters and has been pressing officers to review and monitor diversion routes whilst the Boot Street bridge in Great Bealings remains closed. She was pleased that Highways are undertaking daily inspections and pressing to ensure that the works are completed as quickly and as effectively as possible. She fully recognises the disruption caused when drivers either try to circumvent the diversion routes or move safety barriers to suit their own preferred plans!! She is also working closely with Highways about the planned closure of the B1079 at Grundisburgh and can report that this road closure for City Fibre will now not be happening.

District Councillor Colin Hedgley spoke about the changes to planning applications and mentioned how planning enforcement operates. He reported that Playford should start receiving the new style bins at the end of March. The details can be viewed on the East Suffolk Website. Just enter Better Recycling. The Lowestoft First Light Festival has received the funding to go ahead again this year. And, he spoke about new funding opportunities that will be available for both sustainable transport and for smaller communities
Full reports can be found at www.playfordparish.gov.uk

Action Points Review

- ✧ **C324 – Traffic Priorities and drainage** – Cllr Bryce stated that the works are due to be completed in the near future
- ✧ **Drainage Ditch beside Village Hall** – The drainage ditch and grips that need clearing will be identified ahead of the next Parish Council meeting. It will be made an agenda item so Parish Council can activate the works.
- ✧ **Water running down Church Lane** –The Clerk has again reported the issue to Suffolk Highways, who have responded by stating “they have visited the location of the Clerk’s report and assessed against Suffolk County Council’s Highway Maintenance Operational Plan (HMOP) and unfortunately at this time they are unable to take further action as this does not meet their intervention criteria. They will, however, continue to monitor the location as part of their routine inspections.” The Clerk has now raised this with Cllr Bryce as highways answer is not satisfactory.
- ✧ **Drainage issues FP20 near Alder Car** – The Clerk again reported this to Suffolk Highways. The Rights of Way Officer has spoken to the land owner to improve the conditions
- ✧ **Over grown footpath between Church Land & Spring Meadow** – Clerk contacted Suffolk Highways again and received a reply that they are not responsible for this path. The Clerk has queried this as previously Suffolk Highways has administered weed treatment. Cllr Bryce has been Made aware
- ✧ **Empty grit bins** – The Clerk has contacted Highways and request them to be refilled.

Signed.....

7. Planning

7.1 Applications

DC/26/0216/FUL, Roots, Church Lane, Playford, IP6 9DS, Demolition of existing Garage, new pitch roof over plant room, new pitched roofs over study/utility, window widened and cill raised to suit new pitched roof. Small window removed and construction of detached cartlodge.

After a brief discussion

It was **RESOLVED**:

- That the Parish Council had no objection to the application.
- The Parish Council commented that the new roof will make a fine addition to the property.

7.2 Other Planning Updates

DC/25/3410/FUL Hakewell House, Playford Mount, Playford, IP13 6PH Alterations to existing house and conversion of existing outbuilding to an annexe - Pending Decision

DC/25/3338/LBC Hakewell House, Playford Mount, Playford, IP13 6PH Listed Building Consent - Alterations to existing house and conversion of existing outbuilding to an annexe - Pending Decision

DC/25/3197/FUL Lux Farm, Playford Road, Playford, IP5 1DA Conversion of Building to 1No. Dwelling - Approved

8. Finance

8.1 Income and Expenditure

Reporting & authorisation of cheques/online payments since last meeting:

Already paid:

Date/Chq no.	Payable to	Reason for payment	Amount £
22.01.25	W Cook	Clerk – January Salary	agreed in budget
22.02.25	W Cook	Clerk – February Salary	agreed in budget

It was **RESOLVED**:

- That the following expenditure be incurred

To be Paid:

Due	Suffolk Cloud	Web Hosting	£120
Due	W Cook	Expenses	£24.16 + £4.83 vat

Credits received since last meeting:

- No credits received

Bank balances: Current a/c **£4685.96**
 Bus Premium **£7663.64**

Signed.....

8.2 Budget 2025/25

Bank balances were checked and signed in accordance with Financial Regulations

8.3 ESS Quote for Grass/Hedge cutting

The quotation has not yet been received

8.4 Internal Auditor 2025/26

It was **RESOLVED**:

- For Colin Grimwood to act as the Parish Council's Internal Auditor

8.5 Assertion 10 (AGAR)

The Parish Council has put all of the steps in place to comply with Assertion 10, including Parish Councillors understanding their duties for IT Security and data protection.

9. Policy Review

9.1 Standing Orders

Adopted July 25 next review July 26

9.2 Risk Assessment

It was **RESOLVED**:

- To accept the assessment as drafted

9.3 Financial Risk Assessment

It was **RESOLVED**:

- To accept the assessment as drafted

9.4 Financial Regulations

It was **RESOLVED**:

- To accept the Regulations as drafted

9.5 Internal Controls Review

It was **RESOLVED**:

- To accept the review as drafted
- For the Chairman to sign the document

9.6 Asset Review

It was **RESOLVED**:

- To accept the Review as drafted

9.7 Data Protection Policy

It was **RESOLVED**:

- To accept the policy as drafted

9.8 IT Policy

It was **RESOLVED**:

- To accept the policy as drafted
- All Councillor have read and understand this policy

Signed.....

10. Highways

10.1 C324 Traffic Priority problems/new road signs

See Action log

10.2 Footpaths

Nothing to report

10.3 SID

Cllr L Knighting reported that he is checking the SID every three weeks and changing the battery. Cllr Evans has offered the use of an android phone to assist with the downloading of data.

11. ESC Community Partnership

Cllr E Stennett is planning to attend the next meeting

12. Town and Parish Forum

Cllr Dawes had intended to attend the meeting but was unable to

13. Box for Sports Equipment

Cllr Knighting is still looking at suitable boxes and costing and is working with the clerk to complete the application for funding.

14. Suspected Criminal Activity

Following a brief discussion about suspected criminal activity in the parish

It was **RESOLVED**:

- For the Clerk to contact Suffolk Police to see if it would be possible to have police patrol through the village

15. Neighbourhood Watch

The Parish Council had received a request about joining the Neighbourhood Watch scheme. Following a brief discussion.

It was **RESOLVED**:

- For Cllr Dawes to find out more information and any cost implications

16. PC Vacancies

There is one vacancy for a Councillor.

17. Correspondence

No correspondence received

18. Items for next agenda

List of items that need attention in the Village

19. Date of next meeting:

The next meeting will be the Annual Parish Meeting on Wednesday 6th May 2026 at 6.30pm. followed immediately by Annual Parish Council Meeting. Refreshments will be served. There being no further business to discuss the meeting closed at 7.55pm

Signed.....

