

**Great Waldingfield Parish Council
Extraordinary Meeting Minutes
Tuesday 3 February 2026 at 12.00hrs
Great Waldingfield Village Hall**

Present: Cllrs Evans (Chair), Baxter (Vice Chair), Spackman, Leonard, Berry and newly co-opted Cllr Ambrose.

In attendance: Parish Clerk (Mark Freeman), 1 resident.

Apologies: None.

01 — Welcome and Apologies

The Chair opened the meeting at 12.00hrs, welcomed all present, and noted that no apologies had been received.

02 — Declarations of Interests and Dispensations

Cllrs Evans, Baxter and Leonard declared their interest as Village Hall Trustees. No dispensations were requested.

03 — Minutes of Previous Meetings

The approval of the minutes of 8 Dec 2025 was deferred to the normal council meeting on Mon 9 Feb 2026, to allow councillors additional time to review the draft.

04 — Public Forum

- **Speed Indicator Devices (SID):** A resident queried the status of the SIDs. The response is at Item 8.
- **Bus Shelters:** A resident raised concerns about the pin boards for the bus shelters. It was confirmed that these would be installed. Regular inspections are being carried out by the volunteers.

05 — Suffolk County Council (SCC) & Babergh District Council (BDC) Reports Not at this meeting (NATM).

06 — Councillor Matters¹

The Chair conducted the formal co-option interview in accordance with GWPC recruitment policy. Councillors deliberated and unanimously RESOLVED to co-opt Mr Stewart Ambrose to GWPC with immediate effect. Cllr Ambrose was invited back into the meeting, welcomed, and took his seat.

07 — Devolution & Local Government Reform (NATM)

08 — Traffic - SIDs

The Chair summarised the current SID position: One SID repaired and ready for redeployment. One SID functioning (with some LED failures). A 3rd SID is required to maintain rotation and ensure continuous coverage. From discussions with Westcotec:

- SIDs record only the highest speed during a single vehicle pass.
- To assess effectiveness, a 2nd SID positioned further along the route is needed.
- Back-to-back mounting may be required to capture inbound and outbound speeds.

A £1,000 locality grant from SCC must be spent by 31 Mar 2026. **Motion:** To purchase a third SID using the SCC grant and parish funds. Proposed: Cllr Spackman. Seconded: Cllr Leonard. All in favour.

09 — Parking (NATM)

10 — Correspondence

The Clerk reported two items of correspondence:

1. **General resident enquiry** — responded to.
2. **EV charging points on Bantocks Road** — concerns raised regarding:
3. Lack of consultation with residents or the Parish Council
4. Unclear ownership of the land (BDC Housing Revenue Account)
5. Possible connection to parish-owned streetlighting
6. Obstruction to pedestrian access, including prams

GWPC Councillors noted: District councillors were unaware of the installation. The council will raise the matter formally with SCC and BDC at the next Full Council meeting. Reflective markers may be needed to improve night-time visibility.

11 — Planning and Development (NATM)

12 — Financial Matters

12.01 Deposit Account

The Clerk presented comparative interest figures: Current Lloyds deposit account: £281 annual return. Lloyds fixed-term deposit: £254 return in 6 months

Motion: To open an additional fixed-term deposit account. Proposed: Cllr Evans.

Seconded: Cllr Spackman. All in favour.

12.02 Date for Next Finance Committee (FC) Meeting

Clerk to circulate Feb date options to committee members.

13 — Urgent Financial Matters None.

14 — Strategic Plan (SP) and Action Plan

The Chair outlined the need for a formal four-year Strategic Plan setting out: Vision and priorities for the council; Community engagement approach; Major projects (Pavilion, Village Hall, Village Sign, Greenacre); Funding strategy including grants and reserves; Alignment with the Neighbourhood Plan. A separate Action Plan meeting will be scheduled for all councillors. Clerk to circulate dates.

15 — PC Assets / Land

15.01 Pavilion

Cllr Leonard reported:

- SCC has agreed in principle to a **30-year lease**, required for grant eligibility.
- Access issues remain due to safeguarding requirements; fence realignment is needed.
- Water supply survey inconclusive; further survey required (£4,000 estimate).
- Project remains viable but timeline may extend.

15.02 Play Equipment

- Phase 1 repairs completed. Phase 2 ordered. Phase 3 likely required.
- Budget position: £8,000 allocated, £6,400 spent including Phase 2, £20,000 reserves remain earmarked

15.03 Greenacre (NATM)

15.04 Village Map

Village map leaflets printed (200 copies). Distribution locations to be agreed.

15.05 Village Hall

Space review meeting scheduled for 10 Feb. Aim: improve storage, assess extension options, and review constitution. Awaiting audit report for last two years.

15.06 Village Sign

Refurbishment required for both sign and plinth electrics. Estimated cost: **£7,000**. Funding secured: £400 locality grant (Cllr Maybury); £833.50 locality grant (Cllr Clover); £7,000 in street furniture reserves. Working group to be formed; project leader to be appointed.

15.07 Bus Shelters

Regular inspections ongoing. Cork boards being installed. Any issues to be reported to The Clerk.

16 — Terms of Reference

The Chair summarised:

- **Bowls Club:** Positive engagement with new committee. Awaiting SCC response on lease renewal (18 months remaining). Meeting to be arranged in March.
- **Old School Wood:** GWPC to strengthen oversight and support. Clerk and Chair to meet with David Taylor and Chris Francis. Access road to Anglian Water requires review.
- **Queen's Diamond Jubilee Gardens (QDJG):** Land owned by BDC Housing Revenue Account. Disposal would require Secretary of State approval and market valuation.

BDC content for GWPC to continue current use. **RESOLVED:** Clerk to write to BDC requesting a renewed long-term licence aligned with the Pavilion lease period.

17 — Footpaths (FP) and Hedgerows

Cllr Baxter reported: BDC grant-funded works to regrade the steep slope at FP11 are delayed but confirmed for spring/summer. Hedging has been cut back; chippings laid to improve safety. Meeting with Footpaths Officer scheduled for **Tue 10 Feb**.

18 — Environment

The Chair reported: Flooding risk identified near Folly Road and Greenacre. Contractor instructed to clear ditch at Greenacre due to urgent weather conditions.

RESOLVED: £175 approved for Greenacre ditch clearance. £275 approved for ditch clearance at Anglian Water pumping station. Clerk to notify Anglian Water and seek reimbursement.

19 — Events

The Clerk presented a financial summary: 2023: £250 income / £1,700 expenditure; 2024–25: £400 income / £3,474 expenditure; 2025–26: £600 income / £0 expenditure (plus £80 donation). The Events Team is now **fully independent**, with its own constitution, officers, and finances. Council recorded thanks to the Events Team for their work.

20 — HR and Complaints Nil.

21 — Matters Arising to the Chair None.

Meeting Closed: 13.31hrs

Next Meeting: Mon 9 Feb 2026 at 7.00pm (Pavilion project update pre-meeting at 18.30hrs)

Actions

Clerk

- Install repaired SID and arrange repair for the 2nd SID once the 3rd unit is purchased.
- Purchase 3rd SID using SCC locality grant.
- Oversee SID deployment strategy, including: Placement rotation; Back-to-back configuration planning; Data interpretation improvements
- Provide update at next Full Council meeting on SID performance and Westcotec guidance.
- Open 2nd SDF
- Write to BDC about EV chargers on Bantocks road.
- Write to BDC requesting a renewed long-term licence for **QDJG**, aligned with the Pavilion lease period.
- Contact Anglian Water regarding ditch clearance at the pumping station and seek reimbursement.
- Arrange ditch clearance at: Greenacre (£175); Anglian Water pumping station (£275)
- Circulate Feb date options for the **Finance Committee** meeting.
- Circulate date options for the **Strategic Plan / Action Plan** meeting.
- Prepare councillor induction materials for Cllr Ambrose (Dropbox access, procedures, governance documents).
- Coordinate with Footpaths Officer for FP11 meeting on **10 Feb**.
- Support Village Hall space-planning meeting on **10 Feb**.
- Distribute printed **Village Map leaflets** (200 copies) to agreed locations.

Chair

- Lead scheduling and preparation for the Strategic Plan and Action Plan meeting.
- Continue liaison with SCC regarding Pavilion lease terms and access arrangements.
- Support Clerk in correspondence with BDC on QDJG licence renewal.

Cllr Leonard

Progress Pavilion project actions: Coordinate further water supply survey (approx. £4,000). Work with SCC on access and safeguarding fence realignment.

Village Hall Working Group (Cllrs Evans, Baxter, Leonard + Clerk)

Attend space-planning meeting on **10 February**. Review storage, layout, and extension options. Await and review VH audit report (last two years).

Village Sign Working Group (to be formed)

- Appoint project lead.
- Scope refurbishment of sign and plinth electrics.
- Prepare funding plan using: £400 locality grant (Maybury); £833.50 locality grant (Clover); £7,000 street furniture reserves

Events Team (Independent)

- Continue financial reporting to Clerk for transparency.
- Maintain constitution and officer structure.

i 06 — Councillor Matters — Interview of Stewart Ambrose

The Chair conducted the formal co-option interview in accordance with GWPC recruitment policy.

Key points from the interview:

- Candidate has lived in the village for 20 years and recently retired.
- Strong interest in community involvement and non-political local service.
- Professional background includes senior leadership roles in aviation engineering.
- Demonstrated strong interpersonal skills, conflict management experience, and willingness to take on project responsibilities.
- Expressed interest in supporting youth, sustainability initiatives, and community cohesion.

Following the interview, the candidate left the room.
Councillors deliberated and unanimously **RESOLVED to co-opt Mr Stewart Ambrose** to the Parish Council with immediate effect. Cllr Ambrose was invited back into the meeting, welcomed, and took his seat.