

**Great Waldingfield Parish Council (GWPC)**  
**Annual Parish Council Meeting (APCM) – Monday 11 May 2026 at 7pm**  
**Great Waldingfield Village Hall**  
**Minutes**

**Present and Apologies**

**Present:** Councillors (Cllr): Hohn Evans (Chair), Pete Berry, Jan Spackman, Nigel Leonard and County Cllr Philip Faircloth-Mutton (arrived around 20.15hrs).

**Apologies:** Cllr Gail Baxter; and District Cllrs Paul Clover and Margaret Maybury.

**01 Nomination of Chair.** Cllr Evans agreed to remain as Chair. He signed the Declaration of Acceptance.

**02 Nomination of Vice Chair (VC).** Cllr Baxter's absence from the meeting meant that she could not confirm if she would remain as VC.

**03 Welcome and Apologies.** The Chair welcomed attendees and accepted the apologies listed above. He outlined the meeting format for the APCM.

**04 Declarations of Interests and Dispensations.** Village Hall Trustees and working-group interests were declared where relevant.

**05 Approval of Previous Minutes.** The minutes of the meeting held on 20 April 2026 were received and approved. Background matters from that meeting were noted, including the Pavilion update and the allocation of funds previously agreed by Council.

**06 Village Hall Management Committee (VHMC)**

The meeting confirmed the existing three VHMC Trustees for the coming year. The Council noted the Charities Commission correspondence about trustee numbers and agreed to progress governance options for the Village Hall charity with that in mind.

**07 Committees, Working Groups (WG) and Representatives.** The committee structure and WGs were confirmed to continue. Cllrs confirmed their [roles and responsibilities](#).

**08 Standing Orders.** To be approved by the Finance Committee (FC).

**09 Financial Regulations.** To be approved by the FC.

**10 Bank signatories.** The recent discovery that all the bank mandate changes made in July 2023 with Lloyds Bank had reverted was noted and the Clerk will chase Lloyds

**11 Asset Register.** To be approved by the FC.

**12 Insurance.** To be approved by the FC.

**13 Councils subscriptions to outside bodies.** To be approved by the FC.



**14 Policies and Procedures (P&P).** Cllrs Berry and Leonard agreed to undertake the review of the P&P.

**15 General Power of Competence (GPC).** It was agreed to continue GWPC's GPC.

**16 Public Forum.** There were no members of the public present.

## **17 Suffolk County Council (SCC) and Babergh District Council (BDC) Reports**

**17.01 SCC.** County Cllr P F-M gave an update on the recent local elections. GWPC congratulated Cllr P F-M on his re-election.

**17.02 BDC.** Nil

**18 Councillor Matters.** Two parish councillor vacancies remain. The Chair summarised the current position. The Council discussed innovative recruitment and retention approaches. The proposed Motion *"In accordance with section 85(1) of the LGA 1972, the Council RESOLVES to approve the reason for absence given by Cllr [Full Name] and to grant a period of extended absence from attending meetings of the Council for a period up to [date], after which the matter will be reviewed if required."* was approved and will be applied to suitable candidates.

**19 Devolution and Local Government Reform.** The election results were discussed.

**20 Traffic.** Cllr Baxter had volunteered to liaise with the Traffic Group.

**21 Parking.** Nil

**22 Correspondence.** Correspondence management: Council agreed to tighten the process for handling public correspondence and FOI requests to protect officer time and ensure matters requiring officer action are formally presented to Council. The Clerk was asked to draft a proposed amendment/extension to the ABC protocol for consideration at the next meeting.

**23 Planning and Development.** The Council reviewed recent planning consultations and agreed responses as recorded in the planning log.

## **24 Financial Matters**

**24.01 to 24.03.** March and April income/expenditure and bank reconciliations were presented.

**24.04 Internal Controls check.** Cllr Berry agreed to undertake the internal controls check.

**24.05 Internal Auditor.** GWPC resolved to appoint B&B Associates as internal auditor for the fee of £320.



**24.06 Final accounts and AGAR.** The clerk gave an update. noted the need to complete the internal audit/annual return in time for external deadlines and agreed to appoint the internal auditor.

**24.07 CIL Funding.** The Council discussed allocation of CIL funds and agreed to prioritise community-facing projects (Pavilion works, Greenacre improvements and accessibility measures).

**25 Urgent financial matters.** Nil

**26 Strategic Plan (SP) and Action Plan.** The Strategic Plan and associated Action Plan were discussed and formally adopted by The Council for the coming year. It was agreed that the SP must include the Pavilion project, align with the Neighbourhood Plan and help guide project prioritisation. SP to be uploaded to website by The Clerk

**27 PC Assets and Land**

**27.01 Pavilion.** Cllr Leonard gave a detailed update and next steps were presented. The meeting recorded the Pavilion WG's progress and the need to resolve lease/ access easements before solicitor engagement. The Council reaffirmed the previously agreed community grant and PC contribution arrangements.

The following resolutions were agreed:

1. GWPC to write urgently to Bryan and Pete at SCC to clarify the issues raised in the report. Cllr Leonard will work with Mark and co-ordinate this response.
2. GWPC to employ Attwells to start work on the lease.
3. GWPC allocate £1,000 as an initial amount towards legal fees.

**27.02 Play equipment.** Nil

**27.03 Greenacre.** Progress on the village sign refurbishment, lighting etc was discussed. Some guidance from BDC should be sought about the lighting for the sign and permissions. Clerk.

**27.04 QDJG.** Garden bench replacements were discussed. A budget of £1,000 was agreed. Cllr Berry will liaise with Chris Francis.

**27.05. Village Hall (VH).** Cllr Leonard gave an update on the VH.

**27.06 Terms of Reference (ToR).** The Chair updated the Council on the ToR. Council noted ongoing liaison with SCC for Heads of Terms; the Clerk to chase outstanding correspondence.



**28 Footpaths and Events.** A meeting will be setup by Cllr Spackman with the landowner in relation to the airfield fence.

**29 Environment.** A letter will be drafted by the clerk to the owners of Old Orchard cottage about their hedge. A budget of £40 was agreed for a slow worm habitat. The solution for the dry ponds will be explored.

**30 Events.** Nil

**31 HR and Complaints.** Discussed in Confidential section.

**32 Matters to the Chair.** Cllr Berry noted that he would not be able to attend the next GWPC meeting, but everything was in hand for the APM.

**33 Next meeting.** GWPC meeting 7pm Monday 8 June 2026; APM arrangements and follow-up actions to be completed in advance.

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**34 Exclusion of Public and Confidential Business<sup>1</sup>. Resolution:** The Council resolved to exclude the public and press for confidential items under the relevant legislation; confidential matters were discussed in closed session.

**35 Thanks and Close.** The Chair thanked members and public attendees. The meeting closed at the time recorded.

Mark Freeman  
Parish Clerk, GWPC  
13 May 2026

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<sup>1</sup> The Public Bodies S.1 (2) (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102 (amended 2014). The Council is asked to consider and agree to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality.



## **Great Waldingfield Parish Council — APCM Action List (11 May 2026)**

*(For circulation with draft minutes and inclusion in the rolling Action Log)*

### **Clerk**

- **Chase Lloyds Bank** regarding the reversion of the July 2023 mandate changes.
- **Draft amendment/extension to the ABC Protocol** for correspondence and FOI handling; present to next meeting.
- **Progress internal audit arrangements** with B&B Associates and ensure AGAR/annual return is completed and submitted within statutory deadlines.
- **Upload the adopted SP** (including Pavilion project alignment) to the GWPC website.
- **Seek guidance from BDC** on lighting permissions for the Greenacre village sign refurbishment.
- **Draft letter to owners of Old Orchard Cottage** regarding hedge encroachment.
- **Chase SCC** for outstanding correspondence relating to Heads of Terms for the Bowls Club and wider ToR matters.
- **Support Cllr recruitment** by preparing materials for the agreed “taster/mentoring” approach.

### **Finance Committee**

- **Approve:** Standing Orders, Financial Regulations, Asset Register, Insurance, and Subscriptions.
- **Prepare CIL allocation proposals** (Pavilion, Greenacre, accessibility measures) for Council approval at the next meeting.

### **Councillors / Working Groups**

- **Chair & Councillors**
- **Continue recruitment outreach** for the two councillor vacancies; apply the approved extended-absence motion wording where appropriate.
- **Policies & Procedures Review**
- **Cllrs Berry & Leonard:** Conduct full review of Policies & Procedures and report back with recommendations.

### **Pavilion WG**

- **Clarify lease area and access easements with SCC** prior to solicitor engagement.
- **Progress next steps** as per the update presented, ensuring alignment with the SP.

### **Village Hall / VHMC**

- **Trustees & Cllr Leonard:** Continue governance review in light of CC correspondence on trustee numbers.
- **QDJG**
- **Cllr Berry:** Liaise with Chris Francis regarding replacement benches within the agreed £1,000 budget.
- **Footpaths**
- **Cllr Spackman:** Arrange meeting with landowner regarding the airfield fence.

### **Environment**

- **Slow worm habitat:** Implement within the agreed £40 budget.



- **Dry ponds:** Explore potential solutions and report back.

A handwritten signature in blue ink, appearing to read "John Evans".