

Pakenham Parish Council
Minutes of a Meeting of the Council
held on Thursday, 17th April 2025 at 7.30pm in the Village Hall

Present: Cllr Nick Davey Chair, Cllr Dorling Vice-Chair, Cllr Bagnell, Cllr Palfrey, Cllr Sargent, Cllr Sidebotham and Cllr Berry
Three members of the public were in attendance.
Mrs S Brown (clerk) took the minutes.
Cllr Davey Chair welcomed everyone to the meeting.

1. **Record Councillors' apologies for absence:** All in attendance.
 2. **Declarations of interest:** No declarations of interest received.
 3. **County Councillors Report:** Cllr Hopfensperger did not attend no report had been received.
District Councillors Report: Cllr Speed attended and gave a brief report: the district council is mainly dealing with devolution/local council re-organisation. A detailed update was given on the kebab van, since January the district council introduced the street trader licence. Mr Kebab is currently trading without a licence and Cllr Speed advised on the legal measures to deal with this infringement.
Public Forum: No member of the public wished to speak.
 4. **To consider the approval of the minutes of the last meetings:** The minutes of the meeting held on 27 March 2025 were approved to be signed as a true record.
 5. **Reports arising from the previous meeting:**
 - i. **Highways:** Currently waiting for Highways to confirm a date for the site visit, Cllr Speed to help facilitate this. The Clerk had reported the Parish Council concern in regards speeding/corner on Thurston Road Ref. No: 514972 with a response received that any action is supported by the local County Councillor, to re-send the reference number to Cllr Hopfensperger again.
Cllr Dorling had been advised by a resident of a broken manhole on The Street, the clerk to report this.
 - ii. **Kebab Van:** In regards the complaint of noise West Suffolk confirmed they had one of their environmental health officers out to the site on several occasions to keep track of the noise issues including in the evening when the generator was running. The visit looked at both outside and inside properties. The noise is being recorded and feeding into the overall complaint about the van. West Suffolk advised they had not received a full application (street trading licence), following the owner ignoring a verbal and written warning to stop trading and now a formal letter from the legal team which will be progressing formal action. It was advised
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since the owner is refusing to stop trading West Suffolk have taken this as he is not going to submit an application, therefore we have started action as he is trading illegally. Confirmation received from West Suffolk we have not had an application in from the van and with the evidence we have built up we would not support an application now. Therefore, trader is trading without consent, we are preparing our case to deal with this issue. The Officer advised a Teams meeting maybe held to update Councils, Council briefly discussed and Cllr Berry to attend if an invite is sent to the clerk.

*iii. **Clerks Report:** Allotment Rent reminders had been sent out to tenants. The new defibrillator pad for the Water Mill had been ordered and received, the Clerk will replace the old one next week. The internal auditor will be carrying out the audit after Easter in readiness for the May meeting. Parish Councils are now required to have an email address owned by the Council rather than a free one, this was briefly discussed, it was agreed the Clerk to contact Community Action Suffolk for a .gov.uk email address for the Council.*

6. To consider quote for works at allotments & bowling green: *Cllr Davey had spoken to M & T's however it was advised the hedge cutting cannot be carried out until September therefore a quote to be received in August. To place item on the September agenda. Cllr Dorling to contact Countryside Conservation to look at the back of the allotments and will report back at the next meeting.*

7. To consider new road sign for Paccas Close or donation to PVH & PFA to purchase one: *The Clerk read out the request for a new sign which will cost in the region of £180 - £200, Council discussed with Cllr Berry proposing a donation to be given to PVH & PFA to cover the cost of the sign seconded by Cllr Davey all in agreement. PFA to send the clerk the cost and bank details to make an online grant once the sign is purchased.*

8. To consider memorial request for Plot F12: *The request was circulated all in agreement no objection to the memorial request.*

9. To consider Insurance Review and Renewal: *The Clerk advised this was the same as last year; the main cover consisted of computer equipment £2000, Memorials £24,000, £34,000 all risks cover, Public Liability £12 million, Employers Liability £10 million and Fidelity Guarantee £250,000. The cost of the premium was held at £363 the same as last year, Council all in agreement the cover was adequate and to remain with Zurich insurance.*

10. Correspondence circulated:

*i. **Regular information from SALC ebulletins, West Suffolk Community News and Suffolk County Council updates – Noted.***

- ii. **SALC 75th Anniversary & AGM 1st July at the Atheneum Bury St Edmunds free event - Noted**
- iii. **Sizewell C:** Update on Pakenham Fen Meadow received from Cllr Berry – The development of the meadow was granted as part of the Development Consent Order for Sizewell C in July 2022 and promises to be a wonderful natural habitat that we are creating as compensatory habitat for some of SSSI that will be used to build Sizewell C. The plans to deliver the fen meadow have changed slightly and we no longer intend to move the soil as previously planning, this will greatly reduce the number of HGV movements involved. We will be sharing more of these plans in the coming weeks and will update our Sizewell C Works Tracker. Pakenham Fen Meadow will be the fourth habitat we are creating and we would welcome you to visit Wild Aldhurst in Leiston to see this thriving habitat. This was briefly discussed and it was highlighted we still had not had the proposed meeting with Sizewell C and SCC it was agreed if nothing is heard by the end of the summer to request a meeting is held.
- iv. **Email from Church Warden in regards a recent accident with a mobility scooter overturned when crossing the hump installed on the driveway:** the email had been circulated to Councillors and site visits made. Council discussed and were sorry to hear of the recent accident. Cllr Dorling explained why the hump had been installed because of complaints in regards gravel being swept onto the road. Various options were discussed. Council agreed to try and get advice on the matter. To update the Church wardens and place on the next agenda.
- v. **Email from the Chair of the Model Railway Club in regards proposal for a Clubroom at the former Bowling Green Site:** The letter was read to Councillors and briefly discussed to place on next agenda.
- vi. **Email in regards damage to Fen Road following the closure of the bridge on A1088:** the clerk had advised the resident the parish council was hoping for a site visit with Highways to look at the issues.

11. **Planning Applications to comment:** None received.

12. **Finance Report:** £160 allotment rent received and bank interest of £114.32. Bank balances the deposit account had a balance of £10,966.26 at 15.4.25 the current account had a cleared balance at 15.4.24 of £5617.64 and after the invoices on the agenda are paid of £3999.31

To consider any payments to be made: All in agreement for the payment of invoices:

- i. **SALC Subscription 2025-26 inv: 30019 £383.59 and payroll service inv: 29701 £22.80:** An internet payment to be raised for £406.39.
- ii. **Countryside, Conservation and Tree Services inv: 836 £756 grass cutting:** An internet payment to be raised for £756.

- iii. **Zurich Insurance inv: 543373147 £363 annual premium:** An internet payment to be raised for £363.
- iv. **Defibshop inv: 1000269496 for £92.94:** An internet payment to be raised for £92.94

13. Councillors' reports and items for future agenda: Cllr Dorling had received a call from Urban Forestry in regards the veteran oak which is shared between a resident and the parish council. The oak is okay however there are two sycamore trees which may need taking down that are on playing field land. Cllr Dorling and a member of PVH & PFA to attend a site visit.

Cllr Bagnell had completed the cemetery path Cllr Dorling advised he had done an excellent job and the parish council thanked Cllr Bagnell for his hard work and lovely job. A letter of thanks to go to Clarkes for the donation of the aggregates for the churchyard path. Cllr Bagnell advised there was an overhanging bough over the driveway at the lawn cemetery, to look at removing it in September.

The Clerk advised she was looking at retiring from the role of parish clerk, to start the process of replacement with adverts to be placed.

14. Date of next meeting: The date of the next scheduled meeting was confirmed as Thursday, 15 May 2025 following the Annual Parish Meeting at 7pm in the Village Hall

There being no further business the meeting was closed at 8.25pm