BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF THE ADDITIONAL PARISH COUNCIL MEETING

HELD ON 23 JULY 2026 AT 7PM IN THE VILLAGE HALL

Parish Councillors present: Chair Cllr John Kirk, Cllrs Malcolm Hignett and Sue Partridge.

1. Apologies for absence:
   Cllr Paul Foster – due to work commitments;
   Cllr Alex Duchesne.

2. Declarations of Interest: None

3. Minutes: to consider and approve the Minutes of the Annual Parish Council Meeting on 12 May 2026. Cllr Partridge proposed that they were a true record and Cllr Hignett seconded.

4. Public forum: no members of the public present.

5. Annual Governance and Accountability Return 2025/2026:

   The Clerk/Responsible Financial Officer explained to Cllrs that she was unclear as to whether a Certificate of Exemption could now be submitted. They had been provided with a copy of the Certificate of Exemption prior to the meeting in June that had not been quorate, The Certificate of Exemption showed total annual gross income for 2025/26 as £4101.54, and total annual gross expenditure for 2025/26 as £3081.98, which agreed with the cashbook for 2025/26 and bank statements. The Responsible Financial Officer and the Chairman signed the Certificate of Exemption.

   i. To consider and approve Annual Internal Audit Report 2025/2026;
   Cllrs considered the Annual Internal Audit Report. Clerk pointed out that under the letter 'O' it states "The authority has complied with laws, regulations and proper practices relating to digital and data compliance."
   The Parish Council are required to have moved across to a .gov.uk domain name and mailboxes. It is seen as more secure and look more professional. The Parish Council had not done this during the 2025/2026 financial year, and that was due to the Clerk being significantly unwell during this period and not able to undertake this.
   The Clerk has been in contact with Community Action Suffolk. The domain name bradfieldstclareparishcouncil.gov.uk and 6 mailboxes will be set up via

Community Action Suffolk, and the Clerk will advise Cllrs once this is available (expected to be 2-3 weeks).
A note has been attached to the Annual Internal Audit Report 2025/2026 explaining this to the External Auditors.
All Cllrs present approved the Annual Internal Audit Report 2025/2026.

ii. To consider and approve Annual Governance Statement 2026/2026;
Assertion 1 under the Annual Governance Statement now has the box 'No' ticked as the Parish Council were unable to have a quorate meeting on 29

June 2026, and therefore missed the deadline for submission of the AGAR 2025/2026 of 30 June 2026. As a result the box 'No' now has to be ticked. The Clerk has obtained an extension of time from the External Auditors to the 31 July 2026 by which to submit the AGAR 2025/2026.

Under Assertion 10, again the Parish Council have not set up a .gov.uk domain name and mailboxes. Please see 5i above for actions taken to remedy this situation.

A note is attached to the Annual Governance Statement 2025/2026 giving an explanation to the External Auditors.
All Cllrs present approved the Annual Governance Statement 2025/2026.
Both the Chairman Cllr John Kirk and the Clerk signed the Annual Governance Statement 2025/2026.

iii. To consider and approve Accounting Statement 2025/2026.

Cllrs were provided with the opportunity to check the Bank Statements and cheque book against the cashbook for 2025/2026.

The Responsible Financial Officer/Clerk had prepared and signed the Accounting Statement 2025/2026 ahead of the meeting and before being presented to the Parish Council for approval.

All Cllrs present approved the Accounting Statement 2025/2026.
The Chairman Cllr John Kirk signed the Accounting Statement.

6. <u>Planning:</u>
DC/26/0890/HH – Clarecote, Bury Road, Bradfield St Clare. Householder planning application – single storey detached annexe.

Parish Cllrs discussed this application, particularly the Design and Access statement which indicated that the host property Clarecote could not in any viable way be separated from the proposed annexe/guest accommodation. The Parish Council

appreciate that is the intention of the current owner as indicated within the documents lodged with this application but it may not be what any future owner of Clarecote may want from the annexe/guest accommodation. As such, the PC would like the Local Planning Authority to put in place a restriction that means the annexe must be under the Land Registry Title of Clarecote and cannot hold its own separate Land Registry title i.e it cannot be split from the host property Clarecote and cannot become its own separate property at all time.
Further, Parish Councillors had read the documents lodged with the application as the annexe/guest accommodation being additional space for friends and family of the owners of Clarecote and not as a business entity such as a holiday let or air bnb.

The Clerk will email a response that the Parish Council approve the application but with restrictions applied.

DC/26/1090/HH – 2 St Clare Hall Cottages, St Clare Hall Road, Bradfield St Clare. Householder application – a. relocation of front door to side elevation b. single storey front extension c. single storey rear extension.

The Parish Council noted that there were just two documents lodged with this application, namely the application form and drawings. The drawings had been prepared professionally, and Cllrs considered them. Having considered the two documents submitted under this application, Cllrs had no objection to the application.

7. Date of next meeting: The next meeting is currently arranged for the 11 August 2026. Clerk had been moving forward the speed reduction matter and the PC are almost at a point where they can go ahead and commission the report to be submitted to the Speed Panel. However, Matthew Fox at SCC has suggested that he speak with County Cllr Bobby Bennett to be sure that there are no new policies on the immediate horizon that might influence the report. Clerk has spoken with County Cllr Bobby Bennett who is happy to speak with Matthew Fox (she had tried on the day of the meeting without success), but would be on annual leave for one week. It is therefore unlikely that the speed report will be commissioned, prepared and a draft with the Parish Council by the 11 August 2026. Cllrs agreed with the Clerk that they keep the date of the next meeting flexible for the end of August or early September if the report is back by then as it would make sense to have the report when the Parish Council next meet so that they can approve it before it is submitted to the speed panel.
Clerk will keep Cllrs updated and update the PC website with the date of the next meeting once it becomes more apparent when that will be.

Meeting closed at 7.40pm

Signed…….. Dated……..