

HEPWORTH PARISH COUNCIL
MINUTES OF A PARISH COUNCIL MEETING
HEPWORTH PAVILION
THURSDAY 16 OCTOBER 2025
7.30pm

PRESENT:

Councillor Garry Bloomfield (GB) (Chair)
Councillor Nicholas Bennett (NB) (Vice Chair)
Councillor Marjorie MacPherson (MM)
Councillor Perry Penn (PP)
Councillor Louise Robinson (LR)
Councillor Hollie Williams (HW)

IN ATTENDANCE:

Andy Osman (Parish Clerk) (AO)
County Cllr Joanna Spicer (JS)
District Cllr Carol Bull (CB)

25/104 DECLARATIONS OF INTEREST

None.

25/105 APOLOGIES

None.

25/106 PUBLIC FORUM

None.

25/107 REPORTS FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS

a. County Cllr Update. County Cllr Joanna Spicer provide the following update:

- **Church Lane/The Street Signpost.** The meeting noted that Suffolk Highways had been asked to provide a quote to reset the signpost that was falling into the ditch.
- **Buses.** A publicity campaign was planned for the new year to promote use of buses serving local communities. [Clerk Note: Suffolk County Council Passenger Transport have since confirmed that the order for the base of the new bus shelter has been placed].
- **Barningham Traffic Survey.** Barningham Parish Council have ordered a traffic survey for the period 6 to 21 November. The meeting highlighted a potential clash with other roadworks due in the area and JS agreed to pass this onto Barningham Parish Council in case the traffic survey needs to be postponed. It was **agreed to support the survey with a £100 grant.**

- **Ditch Clearance.** The meeting noted that an update from County Farms was still awaited. It was **agreed that the Chair would report the culvert under the road by the village sign as needing clearing** on the Highways Reporting Tool.
- b. District Cllr Update. District Cllr Carol Bull provided the following update:
- **Stables Field.** CB confirmed that enforcement action was continuing following the withdrawal of a retrospective planning application.
 - **Clarkes Sign.** HW enquired when the Clarkes sign was to be removed following the dismissal of the planning appeal in late August. **CB agreed to follow this up with West Suffolk Council planning staff.**
 - **Shepherds Grove Masterplan.** The meeting noted that the draft Shepherds Grove Masterplan was due to be resolved by West Suffolk Council Cabinet on 4 November; a full planning application was likely to follow.

County Cllr Spicer and District Cllr Bull left the meeting at 8.17pm

25/108 MINUTES OF THE PREVIOUS MEETING

Minutes of the meetings held on 25 September 2025 had been previously circulated and it **was resolved that these were an accurate record of the meetings.**

25/109 MATTERS ARISING FROM THE MINUTES

- a. Blocked Ditches. This was covered in Minute 25/107.
- b. Contribution to Barningham Traffic Survey. This was covered in Minute 25/107.
- c. Bus Stop Repairs. The Chair indicated that a local builder had offered to finish the repairs to the existing buses stop as a good will gesture.
- d. Jaynic Sign. The **Clerk agreed to follow up the unauthorised Jaynic sign with CB.** [Clerks Note: CB subsequently confirmed that this sign does not have planning permission and enforcement action would now be started].

25/110 FINANCE AND ADMINISTRATION

- a. Finance Report. The meeting noted the finance report (current account balance £6,291.54, savings account balance £7,000.00 and the projected outturn at the end of the FY of approx. £4,000 current account and £7,000 savings account). The following payments were agreed:

SALC Payroll Service £22.80

LR agreed to authorise payments.

b. Changes to Annual Governance IT Assurance. The meeting noted the briefing note by the Clerk on future changes to assuring IT governance that had been previously circulated. It was **agreed that the Clerk would implement the following changes by 1 April 2026:**

- New 'gov.uk' email for the Clerk (parishclerk@hepworth-pc.gov.uk).
- New 'gov.uk' domain for the Parish Council information (hepworth-pc.gov.uk).
- New IT policy.

It was agreed to fund the in-year change cost of £436.50 from existing budget and future years costs of £115 were noted.

25/111 PLANNING MATTERS

None.

25/112 HIGHWAYS MATTERS

None.

25/113 CORRESPONDANCE RECEIVED

a. West Suffolk Council Community Governance Review. The meeting noted West Suffolk Council Community Governance review activity.

25/114 QUESTIONS TO THE CHAIRMAN

None.

25/115 DATE OF NEXT MEETING

It was noted that the date of the next Parish Council meeting had been set for Thursday 20 November 2025 at 7.30 pm.

The meeting closed at 8.35 pm.



Andy Osman
Parish Clerk
23 October 2025