

BEYTON PARISH COUNCIL

Chairman: Councillor Graham Jones

Clerk: Claire Usher

5 Sand Martin Way

Needham Market IP6 8FH

parishclerk@beyton.suffolk.gov.uk

07881 724924

Minutes of the Parish Council meeting held on Tuesday 6th January 2026

In The Vestry of All Saints Church, Beyton

Councillors Present: Graham Jones (GJ) (Chairman), Ann Alderton (AA), John Clark (JC), Helena Harris (HH), Helen Preston (HP) and Jonathan Wilson (JW)

Others in attendance: Claire Usher (Clerk) and one member of the public.

060126/01 **Apologies for absence:** None received.

060126/02 **Declarations of Interest (DoI):** No interests were declared.

060126/03 **Dispensation:** Councillors noted no requests had been received and none were requested at the meeting.

060126/04 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 4th November 2025 as a true reflection of the decisions made and authorised GJ to sign the minutes.

Public Forum:

060126/05 County Councillor Report – Penny Otton had sent her apologies. The report had been circulated to all Councillors prior to the meeting. CU to chase PO regarding clarification from SCC Highways as to where the the Green meets the highway boundary along the one way road side of the Green.

District Councillor Report – Harry Richardson had sent his apologies. The report had been circulated to all Councillors prior to the meeting.

JW asked if District Councillor David Bradbury was still attending meetings. The Clerk to contact David and ask if he would be attending a Parish Council meeting in the near future.

060126/06 **Planning:**

- a. DC/25/05303 Erection of single storey, rear extension. Erection of single storey, front and rear extensions. Installation of cladding to front elevation and detached garage (following demolition of existing front and rear single storey projections) – Rivendell, Bury Road - Councillors supported this application.
- b. Councillors noted the decisions made by MSDC – DC/25/05035 – Remove a branch from 1 Beech Tree in a Conservation Area – Scotts Hall, Bury Road – MSDC supported this application.

- c. Neighbourhood Plan – GJ reported that ordnance survey maps had been purchased identifying the sites for inclusion in the Call For Sites consultation document by MSDC. There were 3 sites; a piece of land off Bury Road, a L shaped piece of land behind Bury Road, and 1 area of land off Church Road. Two of these sites had been included in the original Call for Sites document. The Parish Council is in contact with Ian Poole who the Council has appointed to provide planning advice and neighbourhood plan advice. GJ reminded Councillors that the current consultation period will end on 9th January.

Finance:

- 060126/07 All Councillors confirmed receipt of the finance report for the period ended 31st December 2025 prior to the meeting.
- 060126/08 **Bank Reconciliation:** Councillors agreed that the reconciliation for the period ended 31st December 2025 as presented agrees to the bank statements with cash available of £62,658.34; £31,662.48 in the Community account and £30,995.86 in the Premium account.
- 060126/09 **Budget to Actual:** All Councillors noted the actual spend to 31st December 2026 is £25,822.26 against a budget of £23,842.54. This had occurred due to the payment to Elan City Ltd being paid during the month, of which the grant monies were paid during the financial year 2024/25. It was agreed to move monies from reserves to cover the payment of the invoice.
- 060126/10 **Receipts:** Councillors noted that that there had been a payment of bank interest in the Business Premium Account of £90.18.
- 060126/11 **Payments:** All Councillors resolved to approve the following gross payments by internet banking confirming a full schedule, supported by invoices and receipts, had been received prior to the meeting:

	Payee	Details	£
060126/12	Claire Usher	Clerks Wages	571.20
060126/13	HMRC	PAYE	142.80
060126/14	Claire Usher	Expenses	216.95
060126/15	Beyton & Hessett PCC	Hire of Vestry for the 2025	165.00
060126/16	R & S Play Installation	Repairs to Roundabout in Play Area	350.00
060126/17	Precision Marketing	Village News	232.00

060126/18	Freethought	IT Upgrade	44.04
060126/19	Playdale Playgrounds	Repairs to Swing in Play Area	234.29

- 060126/20 **Precept/Budget 2026/27** – After some discussion and after reviewing the budget, all Councillors proposed to request £24,301.03, a 3% increase as the Parish Councils precept from the District authority. GJ and CU signed the ‘Precept Upon Charging Authority’ form.
- 060126/21 Assertion 10 in the 2025/26 AGAR – Digital Governance – CU informed Councillors that this will be include in the External Audit at the end of this financial year. The three core areas of digital governance; Data Protection and GDPR Compliance, Web compliance and the use of council email, domains and IT. The Council will need to be prepared with the correct policies in place.
- Governance:**
- 060126/22 All Councillors agreed to approve the following policies:
- Data Protection Policy
 - Data Breach Policy
 - Document & Electronic Data Retention Policy
 - Internal Control Policy
 - Statement of Internal Control
 - Publication Scheme Freedom of Information Act Policy
 - Guide to the Publication Scheme
 - Freedom of information Requests Policy
 - Payment Procedure Policy
 - Safeguarding Policy
- 060126/23 **Outstanding Actions:** Councillors noted the updated report.
- 060126/24 **The Village Green – Citifibre and Openreach:** JW updated Councillors. JW and GJ were due to meet Openreach on site to discuss their green boxes on the Green. When the Parish Council bought The Green in 2024, these boxes were not discussed. These are on Council owned land and permissions should have been sought. This had been highlighted as Citifibre had recently installed their green box on The Green without permission. A meeting with Citifibre had taken place and they would be willing to compensate the Parish Council for positioning the box without prior knowledge of the Parish Council.

Citifibre had confirmed that they would like to compensate the Parish Council for not seeking permission prior to the installation of the green box. The Parish Council had some concerns about the edge of the Green down the one way side of the Green with the parking of vehicles and the damage that was being caused to the surface of the road and the grass edge. The Parish Council had asked a contractor to supply a cost to install wooden bollards along this edge to prohibit parking of vehicles and agreed that this cost could be met by Citifibre. It was felt that the installation of two “No Parking on the Green” signs be installed prior to the posts being installed, to assess if this was sufficient to stop the parking. If the bollards were to be installed it was agreed to approach Citifibre to meet the cost.

060126/25

Thurston 6th Form College: Members of the Parish Council met with Pete Mumford, Head of Schools Infrastructure, Suffolk County Council, to discuss the future of the Beyton campus once the 6th Form moved to the Thurston site. Pete Mumford confirmed that no date had yet be set to move the 6th form. He reported that there was a set process for identifying future uses for the site, firstly identifying uses for special education purposes or for multiple community education uses. If no educational uses were identified the site would pass to SCC’s Corporate Property Services to see if the site could be used for other uses, if this was not successful the site will be disposed of and sold to a third party.

A public exhibition will be held on Tuesday 20th January 2026 from 5pm – 8pm at the Thurston Community College for members of the public to view the plans for the redevelop of the school in Thurston.

060126/26

Correspondence: The Clerk had received correspondence from the residents of the Coach House, The Green asking if members had any views if they replaced the windows and the front door including changing the colour of these and repainting the exterior from pink to cream. As this property was not in the Conservation Area Members were happy with these changes and asked the Clerk to thank them for informing the Parish Council prior to these changes being made.

An email had been received from a resident wishing to plant a native beech tree hedge along the boundary of his property. The proposed hedge would run along the footpath behind the church.

GJ declared a non pecuniary interest as his property was adjacent to this footpath, and members agreed that GJ could remain in the meeting.

This item will be placed on the next agenda for consideration having obtained further information regarding the ownership of the footpath and informing the Beyton Environmental Group.

060126/27 **Any other Council business for information to be noted or for inclusion in a future**

agenda: The item regarding the beech hedge as discussed.

060126/28 All Councillors noted that the next meeting will be on Tuesday 3rd February 2026 to be held at The Vestry.

060126/29 The Chairman closed the meeting at 8.50pm.