

# Homersfield Parish Council

## PARISH COUNCIL MEETING *Homersfield Black Swan* Tuesday 18<sup>th</sup> March 2025 at 6.00 pm

**Councillors Present:** Lucy Hammond (Chair), Debbie Bird & Lynne Elliott

**Clerk/Responsible Financial Officer (RFO):** Sally Chapman

**Also Present:** One parishioner

### A. To Receive Reports from the County & District Councillors'

County Councillor Judy Cloke and District Councillor Toby Hammond sent apologies and a report:  
<https://homersfield-pc.gov.uk/parish-council/meetings/>

### B. Public Forum – for Members of the Public

No questions

## MINUTES

#### 1. To Approve Apologies for Absence

None

The Chair informed Cllr Stokes had now resigned and Cllrs gave thanks for her work and support.

#### 2. To Record Declarations of Interests and to Consider Requests for Dispensation

None

#### 3. To Approve the Minutes of the Meetings held on Tuesday 28<sup>th</sup> January 2025

[The Minutes from the Meeting held on Tuesday 28th January 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

#### 4. To Consider Co-option to fill the Casual Vacancy

Mr Peter Kent put himself forward for co-option and Councillors welcomed him.

[Councillors Agreed unanimously to co-opt Mr Kent to the Council.](#)

Mr Kent signed the Declaration of Acceptance of Office form and joined the meeting.

### 5. Finance

#### a) To Receive the Financial & Budget Reports and Approve the Income & Expenditure

[Councillors Resolved unanimously to Approve the following Receipts and Expenditure:](#)

DATE	REFERENCE	DETAILS	RECEIPTS	EXPENDITURE
28/02/2025	S/O	Clerk's Salary - February		226.08
28/02/2025	D/D	Bank Service Charge		6.00
25/03/2025	Transfer	From Saver Account to Community Account - £2,500		
25/03/2025	26	Clerk's Expenses - February-March		28.00
25/03/2025	27	McCarthy Tree Services- Tree work T4-G4		2100.00
25/03/2025	28	Headway Suffolk - Grant		35.00
25/03/2025	29	Ian Wood - Mower Repair		22.00
25/03/2025	30	Clerk's Expenses - March Meeting		9.95
		<b>Total</b>	<b>£ -</b>	<b>£ 2,427.03</b>
		<b>Reserves</b>		
		General Reserves		£ 2,970.45
		Restricted Reserves		£ 2,351.74
		<b>Total</b>		<b>£ 5,322.19</b>

Signed: \_\_\_\_\_ Chair

Date: 6<sup>th</sup> May 2025

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**b) To Consider Grant Requests**

Councillors considered the grant applications and Agreed unanimously to award Headway Suffolk £35.00 and Citizens Advice £35.00.

**c) To Consider the General Reserves**

Councillors Approved the Clerk to vire the General and Restricted Reserves at the end of the year accounts, if required.

**d) To Note the Internal Audit Date – 23<sup>rd</sup> April 2025**

Councillors noted the internal audit date above.

**e) Homersfield Playing Field Transfer Document & Payment - *update***

No update.

**6. Planning Applications and Decisions**

CLRs noted the planning applications below.

**Applications**

**a) Planning reference: DC/25/0053/LBC & DC/25/0055/FUL**

Proposal: Listed Building Consent - Demolish and replace a lean-to kitchen at the rear of the building

Site address: 82 The Green, Homersfield, Harleston, Suffolk, IP20 0ET

Consultation letter expiry date: 11 February 2025

Status: Pending

**Decisions**

**b) Planning reference: DC/24/3976/FUL**

Proposal: Demolition of sub-standard rear extension and extension to Listed Building Site address: 83 The Green, Homersfield, Harleston, Suffolk, IP20 0ET

Consultation letter expiry date: 6 January 2025

Status: Refused

**7. Annual Review of Policies and Statutory Documents**

Councillors had reviewed the Policies and Statutory Documents listed below before the meeting and Resolved to approved the following:

- a) Asset Register - *updated*
- b) Chainsaw and Strimmer Policy
- c) Code of Conduct Policy
- d) Data Retention and Disposal Policy
- e) Data Protection Regulations Policy
- f) Financial Regulations Policy – *updated*
- g) Financial Reserves Policy
- h) Freedom of Information & Publication Scheme Policy
- i) Internal Control Statement
- j) Litter Pick Risk Assessment
- k) Online Banking Policy
- l) Parish Council Risk Assessment
- m) Planning Procedure Policy
- n) Subject Access Request and Procedure Policy
- o) Standing Orders
- p) Wood Working Party Risk Assessment

Signed: \_\_\_\_\_ Chair

Date: 6<sup>th</sup> May 2025

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## 8. Homersfield Phonebox

The River Waveney Trust has agreed to put up some posters in the phone box detailing the work they do for the local rivers.

## 9. Homersfield Church Wood

### a) Circular Bench – update

A parishioner has agreed to repair the circular bench and Cllrs hoped it would be done soon.

### b) Welcome/Information Board Sign – update

Councillor Kent brought a sketch of the map he was drawing for Church Wood. Cllrs were very pleased and made a few amendments. Cllrs agreed they liked the map stand from Recycled Furniture and asked for a new quotation, along with a quotation to print the board from EPS Halesworth. The Clerk was asked to look for some grants to fund the project. **Action: Clerk**

### c) Wood Working Parties 9<sup>th</sup> February & 9<sup>th</sup> March 2025 - update

Brambles were cleared, deadwood was cut up and piled and trees were planted. It was good to welcome two new volunteers.

## 10. Village Maintenance

### a) Litter Pick 15<sup>th</sup> March 2025 - update

Cllrs were pleased seven litter pickers attended the event and seven bags of rubbish were collected and two fly-tips were reported.

### b) Nature Reserve White Posts – update

The Chair has chased the missing Nature Reserve sign and post again with Suffolk County Council and received a response on the 29<sup>th</sup> January 2025. The Chair was advised 'SCC are looking how to secure funding for us to be able to (among other enhancements to the network) renew, replace and/or repair posts for the RNRs'.

## 11. Correspondence

### a) Trees Church Lane

Suffolk County Council is contacting homeowners in Church Lane regarding the trees around the street lamps, which are blocking the light onto Church Lane.

### b) Clerks & Councils Magazine

The magazine was circulated to Cllrs.

## 12. AOB (For discussion only – the Council cannot make decisions on these items unless stated on the agenda)

### a) Homersfield Green Damage - South Norfolk Charity Tractor Run

Cllrs and parishioners were very upset when the South Norfolk Charity Tractor Run decided to stop on the village green, causing large ruts and squashing daffodils. The village green is the main focus in this lovely conservation village, and the Chair has been in contact with the organiser, who has agreed to repair the damage caused, but no action has been taken as yet.

### b) Annual Website Statistics

Cllrs noted the annual website statistics:

- 2023-24 – 491 users / 1,476 page views
- 2024-25 - 281 users / 1,102 page views

### c) Homersfield Canoe Portage Platform Removal

A letter has been received from the Environment Agency advising:

*'The Environment Agency plans to remove two canoe portage platforms on the River Waveney at Homersfield. The platforms, installed in 2005, became unsafe due to erosion, and there is no funding to repair them. As they no longer serve a flood management purpose, they*

Signed: \_\_\_\_\_ Chair

Date: 6<sup>th</sup> May 2025

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*will be removed later this year to prevent injury’.*

The Chair contacted Katie Utting from the River Waveney Trust and was advised:

1. The portage is rarely used and is considered unsafe, roped off for safety.
2. If the location is correct, the portage is unnecessary, but water levels and obstructions should be considered.
3. The portage has not been used, as the riffles are passable at various water levels, though SUP users might find it trickier. The lower portage is in poor condition, so removal seems likely.
4. The portage is generally passable without issue, but to provide a definitive response, she would need to inspect it again, offering to visit on Friday afternoon.

After discussion [Councillors Approved the Chair to respond to Broadland Asset Performance Team raising concerns about the possible removal of two canoe portage platforms on the River Waveney at Homersfield. Despite the river not being classed as navigable, canoeists use it when it becomes not too reedy. Removing the portage could force canoeists to use the riffles, which could damage habitats and be unsafe for inexperienced paddlers. The River Waveney Trust and a local scout leader both support repairing and retaining the platforms. The Parish Council requested that the decision be reconsidered, despite budget constraints.](#)

**d) Village Communication & Welcome Information – update**

Cllrs plan to have the postcard included in the September Community News parish magazine.

**e) Homersfield Community Park**

Cllr Bird, the Chair of the Community Play Park, informed that they are hoping the play area will open on Saturday, 12th April. The maintenance has gone well and the play area is looking very good. Cllrs asked the Clerk to forward a copy of possible signage for the play area.

**Action: Clerk**

**13. To Receive items for the next Agenda**

**a) War Memorial**

To consider memorial crosses engraved with the soldiers' names and new signage. **Action: Clerk**

**14. To Confirm the Future Meeting Dates:**

- Tuesday 6th May 2025 at 6.00 pm – *Annual Parish Meeting and Annual Parish Council Meeting*
- Tuesday 15th July 2025 at 6.00 pm
- Tuesday 16th September 2025 at 6.00 pm
- Tuesday 18th November 2025 at 6.00 pm

*The meeting ended at 7.38 pm*

Signed: \_\_\_\_\_ Chair

Date: 6<sup>th</sup> May 2025