

Homersfield Parish Council

PARISH COUNCIL MEETING

Homersfield Black Swan

Tuesday 17th March 2026 at 6.00 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Judy Cloke

A. Public Forum – for Members of the Public

None

B. To Receive Reports from the County & District Councillors'

- **County Councillor Judy Cloke** attended and sent a report. The Chair formally thanked Judy Cloke for her much appreciated help and support during her time as County Councillor to Homersfield Parish Council.
- **District Councillor Anthony Specca** sent apologies.
All reports are available to view on the [Parish Council website](#).

MINUTES

1. To Approve Apologies for Absence

None

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

None

3. To Approve the Minutes of the Meetings held on Tuesday 20th January 2026

The Minutes from the Meeting held on Tuesday 20th January 2026 were confirmed unanimously as a true and accurate record and signed by the Chair.

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

None

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 |
|------------|-----------|--|------------|--------------------|
| 28/01/2026 | S/O | Clerk's Salary - January | | £ 233.44 |
| 30/01/2026 | D/D | Bank Fee | | £ 6.00 |
| 28/02/2026 | S/O | Clerk's Salary - February | | £ 233.44 |
| 28/02/2026 | D/D | Bank Fee | | £ 6.00 |
| 17/03/2026 | 24 | Clerk's Expenses - February & March | | £ 28.00 |
| 17/03/2026 | 25 | Ravencroft Arboricultural Services - Wood Survey | | £ 474.00 |
| 17/03/2026 | 26 | Eurogarden Imports Ltd - Bluebells | | £ 31.20 |
| 17/03/2026 | 27 | Meeting Costs | | £ 11.90 |
| | | Total | £ - | £ 1,023.98 |
| | | Reserves | | |
| | | General Reserves | | £ 6,560.71 |
| | | Restricted Reserves | | £ 11,851.74 |
| | | Total | | £ 18,412.45 |

Signed: _____ Chair

Date: _____

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b) To Consider the General Reserves

Councillors Resolved to transfer any General Reserve exceeding 50% of the precept into the Church Wood Restricted Reserve to support future maintenance.

c) To Note the Internal Audit Date – 20th April 2025

CLRs noted the Internal Audit date for the 2025/2026 Internal Audit.

6. Planning Applications and Decisions

Councillors reviewed the following planning applications and decisions:

Applications

a) DC/25/4202/FUL - [Link](#)

Proposal: Alterations, extensions and for the reinstatement of the residential use of Flixton Hall and wider landscape enhancements.

Site address: Former Flixton Hall, Flixton Hall Estate, Flixton West, Suffolk,

Consultation letter expiry date: 2 January 2026

Status: Awaiting Decision (*comments closed*)

Decisions

b) W/15/5183/CC/VOC

Proposal: Variation of Condition 2 of permission W/15/5183/CC extension to Flixton Quarry to allow extraction of 856,000 Tonnes of sand and gravel from land known as Homersfield, Retention of access, concrete plant and aggregate processing and phased details of plant site extraction with restoration to agriculture and wet land conservation. Duration of permission.

Location: Flixton Quarry, Flixton Park, Bungay, Suffolk, NR35 1NN

Status: No Objections. [Councillors Resolved to return a Neutral decision with no comments.](#)

c) W/12/1190/VOC2

Proposal: Variation of Condition 1 of planning permission W/12/1190/VOC to extend the date by which the application site is to be restored.

Location: Flixton Park Quarry, Homersfield Road, Flixton West, NR35 1NN

Status: No Objections. [Councillors Resolved to return a Neutral decision with no comments.](#)

d) SCC/0007/22W/VOC

Proposal: Variation of Condition 6 of planning permission SCC/0007/22W proposed erection of replacement sand and gravel processing plant (permitted development rights) withdrawn by condition 3 of planning permission W/15/5183/CC. Cessation.

Location: Flixton Park Quarry, Flixton Park, Bungay, NR35 1NN

Status: No Objections. [Councillors Resolved to return a Neutral decision with no comments.](#)

7. Annual Review of Policies and Statutory Documents

[Councillors Approved the following policies and statutory documents:](#)

a) Asset Register - updated

b) Biodiversity Policy

c) Chainsaw and Strimmer Policy

d) Church Wood Policy

e) Councillor Code of Conduct

f) Data Retention and Disposal Policy

g) Financial Regulations

h) Financial Reserves Policy

i) Freedom Of Information Policy and Publication Scheme

j) General Data Protection Regulations Policy, Privacy Notice & Data Information Audit

k) Health and Safety Code of Practice Policy - new

Signed: _____ Chair

Date: _____

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- l) **Information Technology Policy - new**
- m) **Internal Control Statement**
- n) **Online Banking Policy**
- o) **Planning Applications Policy and Scheme of Delegation Policy - new**
- p) **Risk Assessment**
- q) **Standing Orders**
- r) **Subject Access Request and Procedure Policy**
- s) **Wood Working Risk Assessment**

8. Homersfield Phonebox

Cllr Bird informed Councillors that she is planning a spring display of butterflies and moths and is seeking suitable posters.

9. Homersfield Church Wood

a) **Wood Survey Report**

The recent Church Wood survey report has been circulated to all Councillors, the Tree Warden and the local Bat Expert for comment. Cllrs will consider at the next meeting what tree works are required, which must be undertaken by a qualified professional and from whom quotations should be sought.

b) **Native Bluebell Planting**

The Bluebells have been received and planted in the wood.

c) **Wood Working Parties – 7th February 2026 – update**

At the February Wood Working Party, 12 oak trees, kindly donated by a parishioner, were planted in the wood.

d) **Bat Survey**

Works to the trees cannot commence until the local Bat Expert has surveyed for bats. Councillors and villagers are willing to help survey under his guidance (protecting his valuable time). The safety work recommended by Ravencroft Tree Services needs to take place this autumn/winter to satisfy our insurers and keep people safe.

Advice to be sought from SALCs Knowledge Champions to find out how other Parish Councils manage similar situations.

Action: Clerk

10. Homersfield Community Park

Cllr Bird reported that the wooden equipment in the play area needs cleaning and that grass cutting will commence soon.

11. Village Maintenance

a) **Storage Shed**

A new storage shed was discussed and Cllr Kent reported that he had contacted East Suffolk Council Planning Authority to confirm whether prior approval is required.

b) **Village Noticeboard – c/f**

12. Correspondence

a) **Wildflower Seeds**

East Suffolk Council had kindly supplied some wildflower seeds, which Councillors agreed to plant on the village green.

b) **Clerks & Councils Direct Magazine**

Signed: _____ Chair

Date: _____

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

a) Litter Pick – 14th March 2026

At the March litter pick, a considerable amount of litter and waste was collected, helping to keep the village clean, safe and welcoming for residents and visitors alike.

b) Village Communication

The Chair confirmed that the latest village communication had been circulated with the Community News parish magazine. The Clerk advised that it is now also available on the Parish Council's website.

c) Suffolk Parish Road Safety Group

Councillors discussed the Suffolk Parish Road Safety Group information emailed from Lidgate Parish Council and Agreed that it would not provide any benefit to Homersfield Parish Council.

14. To Receive items for the next Agenda

None

15. To Confirm the Next Meeting Dates:

- Tuesday 5th May 2026 at 6 pm – *Annual Parish Meeting*
- Tuesday 9th June 2026 at 6.00 pm – *Annual Parish Council Meeting*
- Tuesday 21st July 2026 at 6.00 pm
- Tuesday 15th September 2026 at 6.00 pm
- Tuesday 17th November 2026 at 6.00 pm

The meeting ended at 7.25 pm

Signed: _____ Chair

Date: _____