

Homersfield Parish Council

PARISH COUNCIL MEETING

Homersfield Black Swan

Tuesday 18th November 2025 at 6.00 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: District Councillor Toby Hammond

A. Public Forum – for Members of the Public

None

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

- **County Councillor Judy Cloke** sent apologies and a report.
- **District Councillor Toby Hammond** sent a report and gave a verbal update, main points:
Local Government Reorganisation - The District Council supports a three-district model within the proposed unitary arrangements while Suffolk County Council supports a single unitary model.
Devolution - Mayoral elections for Norfolk and Suffolk and for the County Council are expected in May 2026, with the Unitary elections to follow.
All reports: <https://homersfield-pc.gov.uk/parish-council/meetings/>

MINUTES

1. To Approve Apologies for Absence

None

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

The Clerk Approved a Dispensation for Councillor Hammond, Councillor Bird and Councillor Elliott as Homersfield Community Park Committee Members for item 5.d) Allocate an annual £500 grant to Homersfield Community Park. Without this dispensation no discussion or decision could otherwise have taken place.

3. To Approve the Minutes of the Meetings held on Tuesday 16th September 2025

[The Minutes from the Meeting held on Tuesday 16th September 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

None. The Clerk to check that the co-option advert is still being advertised in the Community News parish magazine.

Action: Clerk

5. Finance

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

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

Signed: _____ Chair

Date:

Homersfield Parish Council

| DATE | REFERENCE | DETAILS | RECEIPTS | EXPENDITURE |
|------------|-----------|---|------------|--------------------|
| 29/09/2025 | S/O | Clerk's Salary - September | | £ 233.44 |
| 30/09/2025 | D/D | Bank Fee | | £ 6.00 |
| 28/10/2025 | S/O | Clerk's Salary - October | | £ 233.44 |
| 28/10/2025 | D/D | Bank Fee | | £ 6.00 |
| 05/11/2025 | Transfer | To Community Account from Saver Account - £500 | | |
| 18/11/2025 | 14 | CAS - Website Hosting | | £ 66.00 |
| 18/11/2025 | 15 | Saxon Digital Services - Wood Information Board PDF | | £ 57.60 |
| 18/11/2025 | 16 | Clerk's Expenses - October-November | | £ 28.00 |
| 18/11/2025 | 17 | Stewart Cable - Grounds Maintenance | | £ 75.00 |
| 18/11/2025 | 18 | CAS Clerk's Mailbox | | £ 27.00 |
| 18/11/2025 | 19 | Meeting Costs | | £ 11.30 |
| | | Total | £ - | £ 510.34 |
| | | Reserves | | |
| | | General Reserves | | £ 8,071.69 |
| | | Restricted Reserves | | £ 11,851.74 |
| | | Total | | £ 19,923.43 |

b) To Consider the Tree Surgeon's Quotation – see point 11.a)

c) To Consider a Storage Shed

Cllrs discussed a storage shed and its possible placement in the play area and agreed to measure the space and consider the storage required.

d) Allocate an Annual £500 Grant to Homersfield Community Park

Councillors Resolved unanimously to allocate an annual £500 grant to Homersfield Community Park, to be taken from the Play Area Sale Funds until those funds are exhausted.

e) To Approve the Budget and Precept 2026/27

Councillors Resolved to approve the Budget and Precept for 2026/27 (*as attached*). The Precept will increase by £300 to £7,300 for 2026/27, representing an annual rise of £8.35 for a Band D property. The Tax Base of 59.37 has been confirmed by East Suffolk Council.

f) Church Wood's Information Board – *update*

Councillors Approved the order for the A1 Church Wood information board and recycled plastic pedestal, noting that the price had risen from £335.00 to £454.50 since the April 2025 quotation, which was valid for 30 days.

A grant for £335.00 has been received from East Suffolk Council to support this purchase.

Councillor Kent hand-drew the board and the Council thanked Councillor Kent for all his hard work.

Action: Clerk

6. Planning Applications and Decisions

Applications

a) East Suffolk Council - Local Plan Call for Sites

ESC is inviting site submissions for different uses including housing (sites of at least 5 homes), commercial and other uses. Open from Monday 20 October 2025 - Friday 9 January 2026

Councillors Resolved that there were no suitable sites in Homersfield to put forward for the Local Plan Call for Sites.

Decisions

b) DC/25/3650/TCA

Proposal: 3 x Horse Chestnut (Tree 1,7 & 9 on submitted plan) – Fell. 1 x Ash (Tree 2 on submitted plan) -Fell 6 x Sycamore (Tree 3,4,6,8,10 & 11 on submitted plan)-Fell 1 x Poplar (Tree 5 on submitted plan) - Fell

Site address: Heath Cottage, Church Lane, Homersfield, Harleston, Suffolk IP20 0ET

Status: No Objections

Signed: _____ Chair

Date:

Homersfield Parish Council

7. Homersfield Phonebox

Cllr Bird reported that she had not identified any youth groups to provide a display for the phone box. Councillors discussed this and agreed to look out for suitable materials and posters to create a display.

8. Homersfield Church Wood

a) Wood Working Party - Saturday 8th November 2025 – update

Five Cllrs and members of the public carried out a general tidy of the wood. A parishioner has donated oak trees to be planted over the winter. Cllrs also discussed plans to plant English Bluebells in the green in the new year.

Next Wood Working dates 6th December 2025, 10th January & 7th February at 10.00 am

b) Circular Bench – update

Councillors were pleased to report that the circular bench has now been repaired.

9. Homersfield Community Park

The Chair of the Community Play Park, Councillor Bird, reported that a recent professional play area survey had been completed and was satisfactory. Her weekly play area checks were reviewed and agreed to be acceptable.

10. Village Maintenance

a) Village Noticeboard

Two parishioners have agreed to repair and repaint the notice board, using the same colour as the bus shelter.

b) Nature Reserve White Posts – update

Cllrs reported that the Nature Reserve sign and white post have been installed, and both posts have been painted white.

11. Correspondence

a) Church Lane Trees and Fence

The Church Lane trees have now been cut back around the street light. A parishioner reported that HPC's trees are leaning on their fence and expressed concern that if the trees fall, the fence could be damaged, allowing otters to enter the fishery.

[Councillors Resolved that no further tree surgery can be carried out until the bat survey has been completed in the spring.](#) The Clerk to book a tree survey for March 2026. **Action: Clerk**

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

a) Remembrance Sunday/Armistice Day

A Wreath and Remembrance Crosses have been placed at the village sign

b) Handyman – see 10.b)

c) East Suffolk Council Free Packs of Daffodil Bulbs Offer – update

The Clerk reported that HPC had been awarded a free pack of Daffodil Bulbs, which will be collected on 19 November and delivered to the Chair.

d) Litterpick – 11th October 2025 at 10.00 am – update

Cllrs reported that there was less rubbish in the village, although some fly-tipping had occurred. The next litter pick is scheduled for 14th March 2026.

e) Village Communication Leaflet – update

The latest village communication leaflet has now been circulated throughout the village.

Signed: _____ Chair

Date:

Homersfield Parish Council

13. To Receive items for the next Agenda

None

14. To Confirm the Next Meeting Dates:

- Tuesday 20th January 2026 at 6.00 pm
- Tuesday 17th March 2026 at 6.00 pm
- Tuesday 26th May 2026 at 6.00 pm – Annual Parish Meeting & 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 7.55 pm

Signed: _____ Chair

Date:

Homersfield Parish Council

| Homersfield Parish Council - Budget 2025/26 | |
|---|--------------------------|
| INCOME | <i>Approved</i> |
| | <i>Budget</i> |
| | 2026/27 |
| Precept | 7,300.00 |
| VAT Reclaim from previous year | 150.00 |
| Business Saver Interest | 375.00 |
| Total Budgeted Income | 7825.00 |
| Non-Budgeted Income | |
| Grants/CIL Payments | - |
| Marquee Hire | - |
| Play Area Sale | - |
| Total Income | 7,825.00 |
| | Budget Variance |
| | |
| EXPENDITURE | |
| Bank Service Charge | 72.00 |
| Clerk's Salary | 2,976.00 |
| Clerk's Office Costs | 168.00 |
| General Expenses | 120.00 |
| ICO Data Protection | 47.00 |
| Insurance - due October | 270.00 |
| Internal Audit Fee | 150.00 |
| Clerk's mailbox, website domain and hosting | 104.50 |
| Maintenance | 100.00 |
| Miscellaneous | 120.00 |
| S137 Grants/Donations | 100.00 |
| Subscription SALC | 125.00 |
| Training | 60.00 |
| Vat to Reclaim | 150.00 |
| Wood | 3,300.00 |
| Total Budgeted Expenditure | 7,862.50 |
| | Budget Variance |
| | |
| Non-Budgeted Expenditure | |
| Bridge Information Board Repair | - |
| Village Projects | - |
| Election Cost | - |
| Total Expenditure | 7,862.50 |
| | Overall Variance - 37.50 |

Signed: _____ Chair

Date: