

MARLESFORD PARISH COUNCIL
Minutes of the Marlesford Parish Council Meeting,
held on Tuesday 11th August 2026, 7.00pm, at the Marlesford Community Centre.

Present:

Cllr Richard Cooper (Chair)
Cllr Heather McConville

Cllr Sophie Franklin
Cllr Jane Ford

Cllr Simon Barker
Cllr Julie Russell

In Attendance:

Melanie Thurston (Clerk)
Suffolk County Councillor Stephen Molyneux
East Suffolk Councillor Sally Noble

Open Forum

East Suffolk Councillor Sally Noble - her report had been forward to all ahead of the meeting. She reported on the new Better Recycling Service which is improving every week, most homes are now getting a decent service. Food waste collection has been the biggest issue and has brought challenges, but this is being worked on. Trying to collect every 2 weeks and aiming to improve the service. Various councillors noted that they were still having issues with bin collections. Do let her know by email if your collection is getting missed. Recycling rates are already on the increase.

She also reported that Suffolk Youth Fund grants are available. Coffee and cake event at Stratford St Andrew tomorrow, where there will be lots of information on local services and support.

The recent major fire at Dunwich Heath along with several smaller fires around the county, has caused a lot of devastation. Alerted fire prevention that more fire hazard signage is needed.

She has locality funding and community partnership funding available, encouraged applications.

The new Suffolk County Councillor Stephen Molyneux introduced himself. He has been focusing on carrying out field trips around his town and parishes. Of which he has recently met up with the Marlesford Chair and Cllr Barker to look at the speed limit and road issues in Marlesford. Charles Harrison, Highways Liaison Officer was also present. He has given his support for a 20mph speed limit within the village and 30mph speed limit on the A12 through Marlesford.

Stephen has Locality and Highways budget of £15,000 and encouraged applications.

The Chair asked if both the district council and the county council have views on the compensation of £1 million which has been offered by National Grid for the Sea Link proposal, which seems an insult and hopes someone is acting on this.

The Chair also asked both councillors their views on a village Neighbourhood Plan? Cllr Noble suggests that it is a good idea to have a plan. Also gives an uplift of 25% more CIL if a plan is in place. Cost to carry out a Neighbourhood plan is in excess of £10,000. Funding has been withdrawn by the district council.

Both SCC Molyneux and ESC Noble left the meeting at 7.30pm

1. APOLOGIES FOR ABSENCE

Cllr Edward Forwood, on holiday. Apology approved.

2. DECLARATION OF INTERESTS

Cllr Franklin declared an interest in item 4c Planning and 4h bench commemorating the life of Lord Marlesford.
Cllr Russell declared an interest in item 4c Planning.

3. GOVERNANCE

a. Minutes of the Last Meeting held on 11th August 2026

The Minutes were approved by all, proposed Cllr Ford, seconded by CllrMcConville. The Minutes were signed by the Chair.

b. Matters Arising from the Minutes

- **Community Self-Help Scheme – to consider an application**

The Chair would like the PC to consider signing up for the scheme. It would enable a group of village volunteers to carry out work such as clearing vegetation and ditches, cleaning road signs etc. Training would be given by SCC Highways, they will also provide PPE and equipment to carry out the work. This would not affect the work which is carried out by the village handyman. It was agreed by all that the PC would submit an application to the SCC Community Self-Help Scheme. Will need to encourage the community to be involved and a working group to be formed.

Action Chair or Clerk to complete the application

- **Transfer of Funds Between Bank Accounts Outside of Meetings**

The Clerk informed that this can be carried out and referred to 6.9 iv of the Financial Orders. The Clerk advised that enough funds need to be kept in the current account to cover forward expenses. Clerk to transfer £3000 from the Current account into the Business account, this will therefore attract a small amount of interest as the reserves build up.

Action the Clerk and Chair to transfer funds

- **Consider Changing Councillor Passwords for each of the new .gov email address**

Pear Space has advised that some thought should be taken. The Clerk should keep a track of the original passwords, in case of a Freedom of Information request is made. Also if passwords are changed Pear Space wouldn't be able to help them if they forget. Cllr Barker informed that this is against his belief and should be personal choice. The Chair and Clerk would like all to keep original passwords, so that the PC can be transparent.

4. REPORTS FROM PARISH REPRESENTATIVES

a. Energy Projects

The Chair reported that the Marlesford A12 works are progressing slower than anticipated. Marlesford Rd to be open again by the end of the week.

The footpath from the centre of the village to the Canser and coming out opposite the 2 Magpies café, to remain closed until September. Footpath still to be resurfaced and lamp posts to be put in place.

Sealink – Secretary of State has until November to come to a decision if to go ahead.

Lionlink – The informal consultation has finished. Cllr Forwood has kindly been helping the Chair with replying to correspondence.

Speed Indicator Devices (SID's) 2 poles will be installed by Highways either end of the village for the purpose of SID's. The device will show drivers the speed they are travelling at and flash either a happy or sad face/or speed. Data can be downloaded for reference.

It was agreed to look at the cost of purchasing a SID, Locality Budget could help to fund this.

- To approve MPC's A12 speed reduction consultation response.

The document has been sent to all households in Marlesford for them to complete.
The PC unanimously supports the reduction in speed limit along the A12 in Marlesford from 40mph down to 30mph.

b. **SALC** – Clerk circulates the SALC Bulletins to all

c. **Planning** – The Chair

An update on recent planning applications to include;

DC/26/2191/VOC – Hill House Cottages, Main Road, Marlesford

The Parish Council has put in an objection to the application on the grounds that the wrongly sited building will intrude on the privacy of the neighbouring property.

DC/26/2648/TCA - 26 Low Road, Marlesford, Woodbridge, Suffolk, IP13 0AL

The Parish Council fully supports the removal of the overgrown vegetation and trees.

DC/25/1290 New Warehouse Building on Parham Airfield

The Chair suggests that the PC may be entitled to CIL for this application

Action the Clerk to check with District Council

To reconsider producing a Neighbourhood Plan for Marlesford see

https://assets.publishing.service.gov.uk/media/69cb888595a323ea3496eda8/How_to_create_a_neighbourhood_plan.pdf

This was initially raised in February 2024, the Chair has circulated the notes to all in advance of this meeting. The Chair suggests that since the 2024 meeting took place, the make-up of the council has now changed, bringing different views to the meetings. Also bearing in mind the changes which the new Unitary Council may bring in the future. A Neighbourhood plan would give Marlesford some security and control over any planning developments. The Chair encourages the PC to take into consideration carrying out a Neighbourhood Plan. He is passing the Energy Projects over to Cllr Forwood, so will have more time to happily take on conducting a Neighbourhood Plan, but will of course need the support and help of the PC.

Cllr Ford thanked the Chair for this suggestion as it is a lot of work. Would recommend engaging with Consultants to help with the process of a plan.

The Chair asked the PC if it should consider pursuing a NHP, all are in agreement.

Going forward this will be a standing item on the agenda for each meeting.

Action Chair to investigate the next steps

d. **Footpaths and Access** - Cllr Russell

Has nothing to report.

e. **Highways** – Chair and Cllr Barker

• **Discussion of 20mph zoning**

The Chair reported that to apply to replace the 30mph speed limit to a 20mph speed limit through the village, would require a Traffic Regulation Order to be carried out at a cost of £10,000. A traffic survey would initially need to be carried out at a cost of £1870.00.

PC agreed to put this on hold for the time being.

• **Community Self Help Scheme. Already covered earlier in the meeting.**

f. **Framlingham and Wickham Market Community Partnership** – Cllr Franklin

Reported that she had attended the recent meeting. Grants are available for projects.

The recent heatwave was discussed and councils with an Emergency Plan are encouraged to address how to deal with heatwaves in the future. Suggest "Cool Room". Eg air-conditioning for the Community Centre.

Action Chair to discuss with the Community Council

g. Village Noticeboard in need of Repair

The Chair reported that the noticeboard in Church Road, by the post box, is very loose and unstable, the legs are rotten and therefore is a risk to the public. Cllr Ford has received a quote from a local builder to replace the legs and re-install the noticeboard, £280.

The PC agrees to get a 2nd quote for the work and then to make a decision.

Action Chair to get 2nd quote

h. To discuss suggestion that a bench commemorating the life of Lord Marlesford is purchased and appropriately sited in the village.

The Chair informed that a dedication to the late Lord Marlesford has been discussed in the village. A commemorative bench has been suggested, however a site to locate a bench and funding is in question. Cllr Franklin will discuss a site for a bench with Lady Marlesford.

Cost of a hardwood bench could expect to be approx. £800 plus a plaque. PC needs to think about funding, Locality Budget could be applied for.

5 GOVERNANCE (2)

c. To Adopt an IT Policy

Cllr Ford has simplified an IT Policy for Marlesford Parish Council, which had been circulated to all ahead of the meeting. It was approved by all, proposed Cllr Ford seconded Cllr Barker.

d. To Carry out an Annual Review of the Financial Regulations

The document had been circulated to all ahead of the meeting. The Clerk advised that no changes or amendments are needed since the last review. Agreed by all, proposed the Chair seconded Cllr Ford.

e. To Carry out an Annual Review of the Emergency Plan

Cllr Ford reported that she has recently updated the plan and is in the process of getting First Aiders names added. A WhatsApp group for the Marlesford Emergency Group is set up so can communicate in an emergency. The question of how to identify 'vulnerable people' was discussed, and it was agreed that the network of people within the village is aware of those who are vulnerable and would react in an emergency.'

6. FINANCE

a. To Approve Statement of Accounts

The Clerk confirmed the bank balances as at 31/07/26:

- Barclays Community Account £6,049.62
- Business Premium Account £3,385.27

The statement of accounts was approved by all and signed by the Chair.

The Chair reported on the great success of the Wild Explorers day that the PC had supported.

b. To authorise the following Receipts and Payments:

- May - Payments:
Heelis and Lodge, Internal Audit fee £95.00

Suffolk Association of Local Councils, 6 months payroll provision	£22.80
Suffolk Association of Local Councils, Chairman Training	£43.20
Suffolk Association of Local Councils, subscription renewal	£160.39
Suffolk Cloud, Website training Cllr Ford	£70.00
Pear Space, Gov.uk Domain Registration, Mailboxes & Hosting/Support	£300.00
Mrs M Thurston, Clerks expenses	£106.39
Wild Explorers - Marlesford Churchyard	£50.00

• **June - Payments**

Community Action Suffolk - Ansvar, Parish Council Insurance renewal	£502.80
Receipts – Barclays Bank Interest	£9.62

• **July - Payments**

Mrs M Thurston – Clerks Pay	£619.80
Information Commissioners Officer – GDPR/Data Protection Fee	£52.00
Receipts – HMRC VAT Refund	£160.60

Receipts and Payments were approved by the PC and signed by the Chair

c To approve the following expenditure:

Mrs M Thurston – Clerks Expenses	£157.70
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d HMRC New Milage Rates

The Clerk reported that SALC has sent out notification that HMRC has set a new milage rate at 55p per mile and the PC agreed to adopt this change.

6. DATE OF NEXT PARISH COUNCIL MEETING.

Thursday 12th November 2026, 7.00pm

Wednesday 10th February 2027

Meeting ended at 9.10pm.

Chair signature.....

Date.....