

MARKET WESTON PARISH COUNCIL

Minutes of Market Weston Parish Council Meeting held on Thursday 30th July 2026 7.00pm in Market Weston Village Hall.

Present: Cllrs: P Barham, P Freeman, M Martin, C Snelling, West Suffolk District Council (WSDC)
Cllr C Bull.

1. Apologies

Apologies were received, and the reason given accepted, and approved by the Councillors from: Cllr D McNeill, A Hall & Suffolk County Council (SCC.) Cllr H Richardson

2. Election of new chair

Following the resignation of Cllr M Martin as Chair, Cllr Martin nominated Cllr Barham for the position of Chair. This was seconded by Cllr Freeman. Cllr Barham accepted the position of Chair and completed the paperwork.

Action Clerk

The Councillors thanked Cllr Martin for filling in as Chair until Cllr Barham was in a position to take on the role.

Cllr Barham advised that he would like to introduce a few changes to the way meetings are conducted going forward. He asked that all Councillors read and review the documents circulated in advance of each meeting. This will help ensure that discussions are well informed and enable decisions to be made more efficiently, without the need to read through the documents during the meeting.

He also intends to set up the projector and screen so that documents can be displayed and shared more effectively during meetings.

3. Co-option of new Councillor

Following the resignation of Darryl Fulcher, there are currently two vacancies on the Parish Council. Local resident, Carmel Snelling was proposed by Cllr Freeman and seconded by Cllr Martin to be co-opted on to fill one of the vacancies. The Parish Council welcomed Carmel back on to the Council and look forward to working with her. The Clerk will ensure the paperwork is completed and submitted to WSDC.

Action Clerk

4. Members Declarations of Interest and Dispensations:

4.1 To receive declarations of interest from councillors on items on the agenda. None.

4.2 To receive written requests for dispensations for disclosable pecuniary interests. None.

4.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None.

5. Minutes - The minutes of the Thursday 21st May 2026 meeting were agreed, approved and signed as a correct record.

6. Meeting Open to the Public

There were no members of the public present.

7. Report from County Councillor (SCC): H Richardson.

To include any update on recent disruptions to the A143.

Cllr Richardson was unable to attend the meeting. The Clerk will share any information, regarding the A143 when she receives it.

Action Clerk

8. Report from West Suffolk district Council (WSDC). Councillor: C Bull.

To receive update on path edging, The Street and to confirm attendance of road sweeper to the Village.

Cllr Bull will chase up both the attendance of the street sweeper and the work to edge the path in the village as this has yet to be carried out. Cllr Bull reported that the Thriving Communities Grant is open for applications. This funding is not available for Parish Councils, but the Village Hall could take

advantage of the grant if they were minded to do so. The Clerk will share the information with Cllrs Martin and Snelling who both sit on the Village Hall Committee. The Bury St Edmunds Leisure Centre will be closed, temporarily, from the 19-25th August, for refurbishment. The Home Office has submitted an urgent Crown Development application to the Ministry of Housing, Communities and Local Government for the use of RAF Barnham for asylum seeker accommodation. This application is being made using the Government's emergency powers as they consider this of urgent and of national importance. This does not mean that a decision has been made, there will now be a consultation process where everyone will be able to submit their views. It does however mean that West Suffolk Council will not be asked to decide any planning application but will instead be a consultee. The Council believes legally binding ecological constraints will rule out the development at Barnham Camp. The new bin collections seem to be working well in the village with the Councillor not being aware of any issues being reported. Cllr Bull reported that Suffolk is ranked second for the lowest levels of recorded crime in England and Wales, it is also one of the lowest funded police forces. Cllr Bull attended the A143 Blackbourne Resilient Taskforce meeting. A meeting is being set up week with officers from SCC.

9. Progress reports from Chairman

There were no additional reports for this meeting.

10. To receive any progress report from Clerk:

10.1 Update from the Support our Buses project.

The long awaited report from Cenex has been received. It would appear that a 'hub and spoke' network is being proposed. It was unclear if the Saturday service is going ahead at the moment, however the funding for the 73 and 73A is guaranteed until 2028.

10.2 To receive any report from West Suffolk Parish and Town Forum.

A disappointing session. There was an update on Local Government Review (LGR), with no new information given. This was followed by a talk on Barley Homes (Group) Limited, which is a local house builder owned by West Suffolk Council. Unfortunately the speaker was not clear and it was difficult to hear and understand..

10.3 To note meeting to discuss safety concerns on the B1111 junction with The Street.

The Clerk is meeting with SCC Councillor Richardson and SCC Highways Engineer, Andy Moore on 20th August to discuss highway matters in Barningham. She is trying to arrange to come to Market Weston on the same day.

10.4 Update on defibrillator status.

Following the resignation of Darryl Fulcher, the Clerk has been trying to add Cllr Barham on as a reporter to the Webnos site. So far she has been unsuccessful. The Clerk will contact Darryl Fulcher, to see if he is willing to continue to report until such a time as Cllr Barham has been added to the network. It is understood that Darryl Fulcher is unavailable at the moment but the Clerk will ask that he remains in post until Cllr Barham's position has been confirmed. It was agreed that Cllr Freeman will also be added as a reporter moving forward. The Clerk will continue to pursue the matter with Webnos to add both Cllr Barham and Freeman.

Action Clerk

10.5 Confirmation on insurance cover for marquee hire.

Our insurance company has confirmed that our policy would provide cover for the marquees if they were hired out, They would recommend that there is some kind of hire agreement between ourselves and the hirers and that a copy of this is kept on file. See also under item 12.4.

10.6 Insurance, Pre renewal questionnaire.

It was agreed that Cllr Snelling will complete the pre renewal questionnaire, assisted by Cllr Barham. They will compare the current cover with our current assets and remove any obsolete items. This work will be completed in time to inform the next agenda to enable the insurance premium to be paid on the 1st October.

Action Cllr Snellings/Barham/Clerk

10.7 To ensure all councillors have a Gmail email address.

Currently Cllrs Hall, McNeill and Snelling do not have dedicated email addresses. It is recommended that all Councillors have a dedicated email address. The Clerk will ask the Councillors that do not have a dedicated email address set up to do so by the next meeting. For reference the other Councillors use mwpc@gmail. **Action Clerk, Cllrs Hall, McNeill, Snelling by next meeting**

11. The Green/Play area report

11.1 To receive any update on the continuing maintenance of The Green.

We currently have a loan mower, which uses our cutting deck. Darryl Fulcher will give the Councillors instructions on how to use it. Once the Councillors are familiar with its use, and we are confident of its reliability, an appointment will be made, at Mowertec, to have the Kubota machine serviced. Cllrs Barham and Martin will meet with Mr Hatten to discuss the status of our original machine, which is still with him for repair. They will provide a report for the agenda, prior to the next meeting.

Action Cllrs Barham/ Martin by next meeting

11.2 To discuss and agree schedule of maintenance of Mowers.

See above under item 11.1

11.3 To note repairs to bench and gate.

It was noted that the gate was repaired by Pat Murray. The bench was jet washed, which removed most of the colour and then oiled twice. The bench looks pale in comparison to previously. Cllr Freeman will give it another coat of oil if it was felt that it was needed.

Action Cllr Freeman.

11.4 To confirm the Green inspection Rota.

The Green inspection rota prepared by Cllr Barham is now operational. Cllr Barham will add Cllr Snelling to the report. The wheelchair kickboards have been noted as missing or damaged; Cllr Barham will assess them and arrange repair or replacement as required. An update will be provided to inform the next agenda.

Action Cllr Barham

11.5 To confirm works to basket swing surface.

As discussed previously we have received a grant from WSDC for £1,100, for the repair works to the basket swing surface. Arrangements are being made for this work to be undertaken.

Action Clerk

11.6 To discuss Emine moth infestation.

The trees are recovering from the moth infestation and this matter is now closed.

12. Village matters to include Highway matters

12.1 To review report from Speed Indicator Device. (SID) Circulated.

Cllr Barham and Freeman have managed to download traffic data from the device, and have produced a report. This was circulated. It was agreed to leave the device in its current position and then move to the Church Road site in early September.

Action Cllr Barham/Freeman

12.2 To discuss report, from Cllr Martin, about trees in Hollow lane.

Cllr Martin reported to the Clerk that there were some trees in Hollow Road, that were dangerous. The Clerk reported this to WSDC. WSDC reported that it had already been reported to them. It was unsure if the work has been undertaken. Cllr Martin will check to see if the work has been done and report back to inform the next agenda.

Action Cllr Martin

12.3 Market Weston United Charities (MWUC). To nominate replacement for Darryl Fulcher as PC representative.

Cllr Freeman was nominated as the Parish Council representative on the MWUC committee. The Clerk will inform the charity of this decision.

Action Clerk

12.4 To discuss and agree Parish Council equipment hire policy.

Cllr Barham has prepared a hire document for the Parish Council owned marquees. This was adopted and a price of £40 per hire was agreed.

13. Finance- Policies-Compliance.

13.1 The following payments were approved and receipts noted.

Bank charges	Payment	Unity Trust Bank	-£7.00
Bank charges	Payment	Unity Trust Bank	-£7.00
Bank interest	Receipt	Unity Trust Bank	£116.72
Salary/office	Payment	Various	-£899.18
Internal audit (SALC)	Payment	SALC	-£226.80
Annual membership	Payment	SALC	-£168.34
Teak Oil	Payment	Councillor	-£20.22

13.2 Bank reconciliation, budget report and schedule of payments.

The Clerk shared a bank reconciliations, a budget report, showing spend to date against last years budget and a schedule of payments.

13 (i) Cllr Freeman carried out the additional accounts check at the meeting. These included checking documents confirming the amounts set up for payment at Unity Bank and verifying the bank reconciliations (for all accounts)

11.2 (ii) Cllr Barham & Cllr Freeman will approve the payments at the bank, following confirmation from Cllr Freeman, who made the additional accounts check as recorded above.

The Clerk will arrange to have old members removed from the bank account, and new members added.

Action Clerk

13.3 To note Exempt status, PKF Littlejohn

The Clerk has received confirmation from PKF Littlejohn confirming exempt status for Market Weston Parish Council. We received an automated message to notify us that PKF Littlejohn have received and logged the notification of exempt status for the year ended 31 March 2025 for Market Weston Parish Council. By notifying them that Market Weston Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.

Unless they receive any correspondence from local electors during the period for the exercise for public rights that requires them to contact us, we will not hear from them again this year.

The Clerk has ensured we are compliant with all our obligations under the Publication – Transparency Code by ensuring the documents/notices required, by the Accounts and Audit Regulation 2015, the Local Audit (Smaller authorities) Regulations 2015, and the Transparency Code for Smaller Authorities Publication have been published.

13.4 To review and adopt the following:

(i) Bullying and Harassment Statement. Previously circulated. This was agreed and adopted.

(ii) Health and Safety Policy. Previously circulated. This was agreed and adopted

(iii) Equal Opportunities Policy. Previously circulated. This was agreed and adopted

(iv) [Accessibility Statement](#). The Accessibility Statement, as seen on the website, was formally adopted.

14. Planning Matters to include any applications/decisions received since the agenda was posted. None received.

15. Councillors reports and items for future agenda

The culvert in Ponds End Lane, has dropped. Cllr Freeman will report this on the SCC reporting tool.

Action Cllr Freeman

16. Correspondence for information/action

The items listed below have been circulated for information.

16.1 West Suffolk Council (WSDC) - annual canvass.

16.2 WSDC Removal of requirement to publish members' home addresses in their public registers of interest.

16.3 West Suffolk Council - Food Waste update.

16.4 WSDC Summer Activities..

16.5 WSDC - Working with landlords to prevent homelessness.

16.6 To receive information regarding Thriving Communities information.

16.7 West Suffolk Local Plan 2045 - Scoping Consultation.

17. Aide memoire

To agree current status of the items below:

17.1 Tree planting project, Cllr Hall. It was agreed to remove this item from future agendas.

17.2 Flooding issues, Cllr Hall. It was agreed to remove this item from future agendas.

18. Date of next meetings:

Date of next meeting TBA.

19. To consider the exclusion of the public and press in the public interest for consideration of the following items:

19.1 Personnel Issues. None.

19.2 Legal Issues. None