

Reydon Parish Council

Ann Dobson – Clerk to the Council

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Minutes of the Parish Council Meeting held in the Village Hall on 17th July 2025

1 Present and Opening

Present:

Chair, Cllr Linda Coe, Vice-Chair Cllr David Panther, Cllr Dominic Knight, Cllr Kalvyn Friend, Cllr Adele Coleman, Cllr Kim Harvey, Cllr Mike Medland, Cllr Chris Dixon, Cllr Sarah Jerman

Clerk – Ann Dobson.

There were three members of the public present.

The Chair welcomed everyone to the meeting.

2 Apologies for Absence

Apologies had been received from ESC Councillor David Beavan and SCC Councillor Michael Ladd and these were duly accepted by all the Councillors.

3 Public Forum and Councillor Reports

Neither Cllr Michael Ladd or Cllr David Beavan were present to give their report.

Mr John Huggins was in attendance to speak about a GoFund project for Hillary Huckstep who had sadly passed away. During her life Hillary had made many donations to local groups, often anonymously. The plan was to place a bench on Jubilee Green and another resident had also requested that her ashes be scattered under this bench. All the Councillors were in agreement with both the bench and the ashes being placed on Jubilee Green and Cllr Linda Coe said that a decision on the position of the bench could be taken at Brass in the Grass when several Councillors would be present. The Councillors also unanimously agreed to donate the sum of £100 to the funding of the bench.

ACTION: Clerk to arrange the donation and to notify the resident re the ashes.

4 Declarations of Interest

There were no declarations of interest.

5 Minutes of Last Meeting

The Minutes of the Parish Council Annual Meeting on 19th June 2025 were unanimously agreed to be authorised by the Chair and duly signed.

6 Matters Arising from the Minutes

Cllr Dominic Knight said that he had been asked to produce a narrative for the working groups and committees and he passed these round to the Councillors to check before publication on the website. He had also produced a factsheet on the work of the Council that could be handed out at Brass on the Grass and also go on the website. Cllr Knight was thanked for doing this.

Cllr Mike Medland asked the Clerk if there had been an update on the date for erecting the new fence at the Recreation Ground.

ACTION: Clerk to chase this with the contractor.

7 Clerk's Report

Crimes: The Clerk did not have any updated figures but a review of the May crimes had been circulated by Cllr Medland and it was noted that these were down on the previous month.

The Clerk said that the external audit documents were due to be issued within the next week.

8 Clerk's Annual Appraisal

The Chair, Cllr Linda Coe, said that she and Cllr David Panther had met with the Clerk recently to review the past year.

Cllr David Panther said that he thought that the Clerk had shown outstanding commitment to the Council and her efficiency and effectiveness in supporting the work of the Council were exceptional. He proposed an immediate 2-point incremental increase in her salary, equating to 51p an hour, as he said it had also come to light that the Clerk had not been on the suggested pay scale for the size of parish. He proposed a Vote of Thanks to the Clerk and there

was a round of applause, and in recognition of the tremendous performance of the Clerk there was full agreement for the pay increase.

9 Review of New Councillor Applications

There were currently three Councillor vacancies and two applications had been sent to all the Councillors in advance of the meeting. The two applicants, Dale Goldsmith and David Eccles were present at the Meeting and were asked to leave for a few minutes whilst the Councillors discussed their applications. Dale Goldsmith was a current allotment holder and David Eccles already helped at the Community Pantry. It was felt by all that both applicants would be an asset to the Council. They were called back to the Meeting and once they had duly accepted, they were co-opted to serve on Reydon Parish Council with The Declaration of Acceptance of Office form signed by them both and witnessed. The Chair, Cllr Linda Coe, welcomed the two new Councillors to the Parish Council.

10 Highways Committee (DP)

Cllr David Panther explained that there had not been a Highways Meeting since the last Parish Council Meeting but that the next Meeting was due to be held on 23rd July.

Cllr Michael Ladd had received a letter from a resident about parking at Reydon Primary School and it had been agreed to add this to the next Highways Agenda. This had, however, been discussed previously at a full RPC Meeting and it seemed there was little more that could be done. The school had already been approached and asked if they could notify the parents but Cllr Adele Coleman said that the school's opinion was that this was a civil matter and nothing to do with them.

With regard to the St George's Place (St Felix) development, Cllr Panther said that the understanding had been that an uncontrolled crossing would be put in on the Halesworth Road. Tactile paving and dropped kerbs had been installed but nothing else, so SCC had been contacted and they confirmed that for an uncontrolled crossing this was all that was necessary.

Cllr Kalvyn Friend asked about the hedging and trees along the Lowestoft Road that despite being cut back was still overhanging the road in places and it was agreed to add this to the next Highways Agenda.

11 Finance Working Group (DK)

The financial working document had been circulated to all Councillors prior to the meeting and the quarterly budget figures had been added to this by the Clerk/RFO. The budget figures were on target and Cllr Dominic Knight said there was nothing further to add at this time.

12 Green Spaces Working Group (PC)

Quote for Tap Replacement at the Allotments

Two quotes had been received to replace the leaking tap at the allotment and it was agreed by all to go for the 'like for like' replacement and that padlocks should be fitted to both taps to stop water being wasted.

ACTION: Clerk to notify Cooper and Denny and make sure both taps could have padlocks fitted.

Allotment Rent Review

In view of the very large water bill that had been received it had been thought that allotment rents may need to be increased. This was discussed amongst all the Councillors and Cllr Kim Harvey suggested that instead of an increase, they stayed the same when they came up for renewal on 1st October but with a plea to all allotment holders to make a small voluntary donation towards the water bill if they could. This was unanimously agreed by all the Councillors.

Bus Shelter opposite Boyden's Stores

The Clerk had obtained quotes for a new bus shelter but also a refurbishment of the current bus shelter by the company who originally installed it. The refurbishment was approximately half the price of a new one and the company had assured the Council that it would look as good as new. All the Councillors thought that the refurbishment was the best plan in the sum of £3,070.66 plus VAT and this was unanimously agreed.

ACTION: Clerk to let the company know and get an approximate date for the work to take place.

Plan of Allotments

Cllr Linda Coe said that it had been thought that a plan of the allotments, showing the approximate plot locations and their numbers would be very helpful for all the Councillors and the Clerk to have. Cllr Dale Goldsmith was asked if he could help with this.

ACTION: Cllr Dale Goldsmith to see if he could produce a rough plan of the allotments and report back.

Cllr David Panther said that Stephen Westlake had asked him to thank the Councillors for his Adnams Voucher. Cllr Panther also said that Stephen would be able to plant some daffodils and other bulbs on the corner of The Drive and

Halesworth Road but had asked Cllr Panther to source these. It was agreed by all the Councillors that a sum of up to £60.00 should be allocated to the purchase of these bulbs.

ACTION: Cllr Panther to order the bulbs and send the receipt to the Clerk.

The Councillors had been notified that New Leaf were working at Mights Bridge. It was mentioned that they did not appear to have signage at the site and, from a health and safety point of view for the volunteers and the public, was this a requirement?

ACTION: The Clerk to contact New Leaf to find out.

One of the Allotment Holders had written to the Clerk to see if a pile of woodchips adjacent to his allotment could be moved. Enquiries had been made and a quote obtained for £110.00 but two of the Councillors – Cllr Mike Medland and Cllr Sarah Jerman said they would take a look and could probably deal with it themselves.

ACTION: Cllr Mike Medland and Cllr Sarah Jerman to follow up.

There had been reports of moped type scooters being ridden around the village causing excessive noise and the riders had no helmets. Cllr Sarah Jerman said that there had also been tyre tracks at the Recreation Ground in the past.

ACTION: Cllr Sarah Jerman said she would investigate.

13 Cost of Living and Community Pantry (LC) (report already circulated)

Councillor Coe's Report had been received as follows:

"A relatively quiet month with little of note to report. Our rotas continue to work well, thanks to Kim and Sarah continues to run her driver's rota, although she really could do with more volunteers to help out. She now has Liz helping her manage her side of the Pantry, which is good news for Sarah.

The big fridge has continued to malfunction, and Kim was able to get a neighbour to look at it. He has identified what is going wrong and Kim has arranged for Beeline to visit to correct the problem on 15th July. It has been useful to have the little fridge as back-up at this time.

Customers old and new continue to come, helping themselves to whatever we have to offer. We have had two extra deliveries from the Waveney Hygiene Bank and also had some deliveries from Waitrose in Saxmundham, which we were only able to take up thanks to Sarah finding drivers to go to collect from Waitrose.

We were able to participate in the Village Hall Coffee Morning, supplying milk, bread and pastries and these are due to continue through August and September."

Cllr Kim Harvey said that the fridge had now been mended by Beeline.

Cllr Sarah Jerman said that Saxmundham Pantry had been donating a lot of produce to Reydon Pantry and she asked for a thank you to be sent to them. She went on to say that more volunteer drivers were needed and not just at weekends but during the week too. It was agreed to ask for volunteers at Brass on the Grass.

ACTION: Clerk to send a thank you note to Saxmundham Pantry.

14 WW1 Pillbox Working Group (KH) - Update

It was reported that Laurence Vulliamy had been talking with local schools about the Pillbox and future history classes. There were now several high profile 'ambassadors' for the project and a good mix in the working group too. Cllr Linda Coe was applying for Lottery Funding. The possibility of swift boxes had been discussed but it was not sure if these would be compatible with the bats. The next meeting of the Working Group was on 13th September and there would be a further update after that.

15 Footpaths Working Group (CD)

It was reported that, regrettably, the cycle signs on the Reydon footpaths had all been taken down very soon after they had gone up, and that this seemed to be a deliberate retaliation.

Cllr Chris Dixon said that the Reydon map and the possible link up with Southwold and Walberswick for a PROW Group would be discussed at the next meeting on 28th July.

16 Reydon Robin (DomK)

Cllr Dominic Knight said that he would be editing the next edition which was coming out in October, and it was confirmed that this was definitely being trialled at three issues a year going forwards.

17 Website (DomK)

Cllr Dominic Knight asked if the two new Councillors could send him photos of themselves for the website to keep that up-to-date Councillor-wise. He gave some very interesting stats to the Councillors and said that users were up 22.3% on the same time last year, with the reach as far as Europe and the USA for example.

18 Correspondence (Clerk)

There had been an ongoing issue with a dog bin being moved close to Keens Lane but it was hoped that this was finally being sorted and the new dog bin was being fitted shortly.

Mr Huggins had written to the Clerk with regard to the bench for Hillary Huckstep, but this had been dealt with earlier in the meeting.

Cllr Linda Coe had received a handwritten letter from a lady living near to the Copperwheat field saying that it was covered in ragwort and she was worried about the seeds going in to her garden. It was agreed to contact Orbit.

ACTION: Clerk to write to Orbit to request they cut the weeds down close to housing and to write back to the resident and inform her of this.

19 Change of Email Addresses for Parish Council and all Councillors

The recent internal audit had highlighted that there should be dedicated email addresses for the Clerk and the Councillors and not gmail type accounts. The Clerk explained that she had spoken with OneSuffolk who could arrange this for everyone. There would be an annual cost to manage the accounts of £336 a year plus an extra £36 to move over all the current parish council emails to the new account. Some of the website budget could be allocated to this. Although most of the Councillors preferred to leave things as they were, if the emails could be set up to work in conjunction with the relatively new website and OneSuffolk would arrange this all, they reluctantly agreed that this was the best way forward, especially as this was likely to be a mandatory requirement in the very near future.

ACTION: Clerk to liaise with OneSuffolk and keep the Councillors informed of progress.

20 Planning Committee (DomK)

There was no Planning Committee Meeting this month as there were no new applications to discuss. Two new applications had come in since:

New Applications:

DC/25/2353/FUL: Construction of ground floor extension and all associated works. 7 Bridge Road, Reydon IP18 6RR
No objections

DC/25/2756/TPO: 1no Oak – 1m whole crown reduction, remove deadwood, suppressed and crossing branches. The Oaks, 4 Long Acre, Reydon IP18 6RP
No objections

Planning Decisions:

DC/25/1552/FUL: Garage refurbishment and rear extension to form picture framing studio, replacement joinery to dwelling (one French door set and replacing a window with a French door set) and the removal of a small section of modern partitioning – 55 Wangford Road, Reydon IP18 6QA

Application Permitted

DC/25/1387/VOC – Variation of Condition No's 1, 6, 7, and 8 of DC/18/0335/FUL – New implement store/workshop and polytunnel, to be used in association with production of flowers – in order to regularise the car park layout, the reduced scale and position of the approved polytunnel and the use of external lighting. The Southwold Flower Company, Wangford Road, Reydon IP18 6SJ

Application Permitted

DC/20/4227/FUL: Change of use of a 2.34 hectares agricultural field into a 45 pitch camp site with the erection of a shower block and associated parking – Broadside Park Farm, Lowestoft Road, Reydon IP18 6SX

Application Withdrawn

DC/21/4797/FUL: Change of use of agricultural field to 30 pitch campsite (no caravans, no hardstanding), siting of 9 timber glamping pods and repair and renovation of existing agricultural barn to provide washroom, bike store, wash-up and campsite reception and shop facilities – Broadside Park Farm, Lowestoft Road, Reydon IP18 6SX

Application Permitted

DC/24/1599/DRC – Discharge of Condition No 19 of DC/19/1141/OUT – Outline Application – Development of up to 220 dwellings with associated open space – surface water drainage – Land to the west of Copperwheat Avenue, Reydon, Suffolk

Application Permitted

DC/24/3990/AME: Non material amendment of DC/22/0462/ARM – Approval of Reserved Matters of

DC/15/3288/OUT – Outline application to enable improvements to Saint Felix School to include residential development etc. Appearance, landscaping layout and scale for the development of 55 dwellings – Addition of entrance feature walls to the development – Land south of Halesworth Road, Reydon, Suffolk

Application Permitted

Cllr Linda Coe said that an email had come in from Joe Blackmore regarding Copperwheat and this had been circulated to all the Councillors. However, it didn't really give much of an update on the Construction Traffic Management Plan.

21 Finance – (RFO)

a) Invoices already paid

E-on Direct Debit- Elec Jubilee Green	£19.19
G Graham	£122.10
Keith Seaman	£180.00
Gift Card 'Thank You' – Debit Card	£50.00

b) Invoices to be paid

Hall Hire	£47.50
Pantry Electricity	£106.24
Gillian Graham (End July)	£122.10
Pantry Driving	£131.40
Kim Harvey – Bags for Pantry	£16.99
Keith Seaman Jubilee Green and Rec July	£240.00
Wills – Reydon Corner	£130.00
Dominic Knight – Publicity for Brass on the Grass	£33.12

Ann Dobson Salary and Expenses at end of Month

c) Bank Balances and Reconciliation as at 30th June 2025

Commercial Instant Access Account as at 30th June 2025	£	168,659.81
Treasurers Account as at 30th June 2025	£	600.71
TOTAL	£	169,260.52
TOTAL MAY PLUS JUNE RECEIPTS	£	169,260.52
MINUS JUNE PAYMENTS		

d) CIL Money Remaining as at end June 25 – £117,955.36

e) Working Budget (circulated prior to meeting)

22 Reydon Village Hall (LC)

This was an 'in camera' update and therefore public minutes were not taken.

It was, however, decided by a majority vote to 'pause' funding the installation of the new AV system as the original expenditure limit set aside by Reydon Parish Council for the Village Hall improvements had already been reached.

23 Any Other Business

Brass on the Green Preparations (LC)

The last minute preparations were discussed. Cllr Dominic Knight had produced publicity material to hand out and Cllr Kim Harvey said she would prepare some leaflets for the Pantry. Cllr Sarah Jerman said she would pick up the gazebo etc.

VJ Day – 15th August 2025

Cllr Kim Harvey asked Cllr Kalvyn Friend if he could arrange for Tommy to be installed ready for decorating about a week before this. She asked the Councillors if she could purchase flowers and bunting and everyone was fully in agreement.

24 Date of Next Meeting

It was decided to hold an August Parish Council Meeting and the date was set for Thursday 21st August at 6.30 pm in the Village Hall.

The Meeting ended at 8.45 pm.