

# **ELMSWELL PARISH COUNCIL**

**Minutes of an Ordinary Meeting of full Council held on  
Monday 16<sup>th</sup> March 2026 beginning 7.30pm  
at The Blackbourne, Elmswell IP30 9UH**

- Present: Cllr Barker, Brown, Burch, Edmonds, Hancock, Mansel, Pallett (Chairman), Roots, Schofield, Shaw
- Attending: 6 members of the public  
Parish Clerk Peter Dow
- 26.03.01 **Noted:**  
1.1 An apology for absence was accepted from Cllr Hawes who was in hospital.  
1.2 The Meeting took note of an apology for absence from District Council Ward Member Jen Overett  
1.3 The Meeting took note of an apology for absence from County Council Ward Member Andy Mellen
- 26.03.02 **Resolved:**  
**That the Minutes of the Parish Council Meeting held on the 16<sup>th</sup> February 2026 , as tabled, be agreed as a true record.**
- 26.03.03 **Noted:**  
That there were no Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests in subsequent agenda items, no deletions or alterations to the Council's Register of Interests and no Dispensations to be noted
- 26.03.04 **Noted, the following when reports / papers including from external bodies as appropriate were invited along with questions from Councillors or the public on those reports / papers and on any matter on this agenda:**  
4.1 A written report from SCC Ward Member Cllr Andy Mellen  
4.2 A written report from County Council Ward Member Andy Mellen  
4.3 A written report from the BW-TMA  
4.4 Cllr Mansel confirmed that the 6-week 'purdah' attendant upon the forthcoming local election would begin on 26<sup>th</sup> March  
4.5 The Chairman confirmed that the month-on-month uplift in wages as per Appendix B.63 was the result of the beginning of staff recruitment for the Elmswell Tavern and that the payment to Splendid Trading would be made having subjected their pricing to open market comparison.
- 26.03.05 **Noted:**  
The following correspondence unrelated to an Agenda item or to an item in the Clerk's Report  
5.1 Issues of litter collection and pavement skirting had been passed to Cllr Mellen who had confirmed that he had taken appropriate steps where possible.  
5.2 Issues of car parking related to the recent extraordinarily successful Nearly New Sale at Blackbourne were acknowledged and steps taken with the organisers towards dealing with a similar potential surge for their September event.  
5.3 A resident was assured that the boundary treatment of the Tavern land was a live issue and that neighbourhood awareness was a priority.  
5.4 A resident was assured, as confirmed by the Meeting on viewing aerial photographs, that there was no perceived community gain to be had by selling off land at the Blackbourne boundary to contiguous households.
- 26.03.06 **Noted:**  
The Clerk's report as per Appendix A.  
6.1 Cllr Hancock offered to take further the suggestion that extra signage stressing the proximity of children playing be installed at Station Road towards encouraging drivers to switch off their engines when queuing for the railway gates to open. Cllr Roots offered her help and support.

- 26.03.07 **Noted:**  
That when any Complaints Committee business for information, to be noted or for inclusion on a future agenda was invited none was forthcoming and that the date of the next Complaints Committee meeting was not known.
- 26.03.08 **Noted:**  
Planning results as notified by Mid Suffolk District Council
- 8.1 **DC/26/00086**  
Consent to display advertisement...  
The Fox, Station Road GRANTED EPC supported
- 8.2 **DC/26/00467**  
No Objection raised to works to tree within Conservation Area at 11, Farm Meadow Close EPC made no comment
- 8.3 **DC/26/00161**  
Variation of Condition 3 (Occupation Restriction) DC/22/06217...  
GRANTED EPC made no comment
- 26.03.09 **Noted:**  
The following Planning applications as notified by Mid Suffolk District Council;
- 9.1 **DC/26/00643**  
Removal of bushes and erection of a 1.8m fence, concrete posts and 300mm gravel board (max height 2.1m) with gated side entrance  
**Yew Tree House, Ashfield Road**  
Councillors objected to this application for the following reasons;  
At this prominent site in the rural setting of Grove Lane, the Proposal would, if successful, result in an unacceptable imposition on the street scene in the replacement of a mature hedge with a stark fenceline.  
The height and nature of the proposed fence would urbanise the immediate environment at what is, effectively, a gateway into the village.  
There is no remediation offered for the loss of biodiversity which could be avoided if the fence were sited inside the existing hedge line.
- 26.03.10 **Resolved:**  
That the Clerk makes known the Council's comments on the Planning application on this Agenda to the Chief Planning Officer at Mid Suffolk District Council as appropriate.
- 26.03.11 **Noted:**  
The following any other Planning business;
- 11.1 The Appeal Decision ref 6002275 ref DC/25/03950 allowing Planning Permission to be granted at 15, Pightle Close for a two storey side extension and alterations to the rear conservatory, which original Application EPC had supported.
- 11.2 The Clerk drew Councillors' attention to the very recent Application ref DC/26/00174 for Listed Building Consent at Willow Farm and it was agreed that, should an extension to the Consultation Deadline of 6<sup>th</sup> April not be granted, he would make comment under Delegated Powers having consulted Members generally.
- 26.03.12 **Noted:**  
The authorised payments made and income received as per Appendices B and C.
- 26.03.13 **Resolved:**  
That proposed payments, scheduled as Appendix D, be authorised.
- 26.03.14 **Noted:**  
The Balances as per Appendix E and the Chairman's confirmation that the relevant bank statements and computer report verify the published figures.

- 26.03.15 **Noted:**  
The following when public comment or questions on matters relevant to Council business were invited;
- 15.1 A member of the public spoke to point out that a promised response to her concerns regarding the siting of the proposed pre-school / toddler play equipment at Crown Mill had not been forthcoming. The Chairman confirmed that the matter had been integral to a complaint against a Council employee which, as it was In Confidence, had precluded a response. However, Councillors on the Working Party were still developing the scheme for presentation to Council which had required site visits to assess vegetation treatments. A response would follow confirming this once the Complaint had been dealt with. The resident clarified the fact that she would be willing to meet with the Working Party.
- 15.2 A member of the public sought clarification on Council practice in responding to emails sent to all councillors en bloc. The Chairman confirmed that these would be answered by the Clerk and it was agreed that a response confirming receipt would be good future practice. The individual asserted that he was the source of the Complaint against a Council employee and, further, that his wish for the matter to be treated In Confidence was dropped. The Chairman asked for this to be confirmed in writing.
- 15.3 A member of the public spoke to suggest that, in the 2 meetings of the Crown Mill play provision Working Party to which non-Councillors were invited, only 1 Working Party member had been present at both. This suggested a flexibility bordering ad hoc and an inevitable lack of continuity.
- 26.03.16 **Noted:**  
The following other Council business from Councillors or the Clerk for information, to be noted, or for inclusion on a future agenda;
- 16.1 In light of the fact that Mid Suffolk no longer offered a hedge maintenance service, The Clerk confirmed that hedges at Blackbourne had been cut using a small-scale flail and hand-held trimmers which created a less brutal result than had been the case last year. Further, that the neighbouring farmer had flailed hedges at the Green Cemetery and that the hedges at Grove Lane were not Council's responsibility.
- 26.03.17 **Noted:**  
That the next Meeting of Council was scheduled for Monday 20<sup>th</sup> April 2026, beginning at 7.30 p.m. at Blackbourne.
- 26.03.18 **Resolved:**  
**That, in view of the commercially confidential nature of the next Agenda item, the Press and public be asked to withdraw and to leave the Meeting.**
- 26.03.19 Following general discussion regarding the renewal of grass cutting contracts at the cemetery and Crown Mill and in light of the Briefing Note circulated to Councillors in commercial confidence  
**Proposal: Cllr Barker:**  
**That Messrs Top Gardens be retained as contractors for the grounds maintenance at the Cemetery and at Crown Mill for a 2 year period on the understanding that Council has the option to run-on for a further year at the same price, being £6,336.00 pa net.**
- 26.03.20 **Resolved:**  
**That the meeting be re-opened to Press and public.**
- 26.03.21 **Noted:**  
That the meeting closed at 8.22pm.