

IXWORTH & IXWORTH THORPE PARISH COUNCIL

Chairman: Councillor Ben Lord
Clerk: Claire Usher
5 Sand Martin Way
Needham Market IP6 8FH

clerk@ixworthparishcouncil.gov.uk
07881 724924

Minutes of the Parish Council meeting held on Wednesday 12th November 2025

At Ixworth Village Hall

Councillors Present: Ben Lord (Chairman), Terry Lilley, Sam Linton, Tony Molloy and Kate Rees

Others in attendance: Claire Usher (Clerk) and 4 members of the public.

121125/01 **Apologies for absence:** Clare Black, Stephen Mann and John Rowe. All Councillors resolved to accept these apologies.

121125/02 **Declarations of Interest (DoI):** None.

Dispensation: Councillors noted no requests had been received and none were requested at the meeting.

121125/03 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 8th October and 22nd October 2025 as a true reflection of the decisions made and authorised Cllr Lord to sign the minutes.

Public Forum:

121125/04 A member of the public asked if the Parish Council would give some consideration to an additional Parish Council noticeboard to be placed on the corner of Scott Road.

121125/05 **County Councillor Report:** County Councillor Joanna Spicer had sent her apologies.

District Councillor Report: District Councillor John Griffiths reported on the discussions that had taken place with Pigeon regarding the proposed development and would continue to support the Parish Council especially in connection with the proposed site entrance on to Bardwell Road and road safety. He also confirmed that he had some monies remaining in his locality budget and may be able to provide a grant towards the purchase of a noticeboard, or assist in any other areas that needed extra funding.

Planning:

121125/06 Councillors noted that no planning applications had been made to the local District Council relating to Ixworth since the last parish council meeting and that no planning decisions had been made since the last meeting.

- 121125/07 **Pigeon Development:** Cllr Lord gave an update following his meeting with the CEO of Pigeon Developments, their Head of PR and Coms and their Transport Manager with Cllr Joanna Spicer and Cllr John Griffiths. The CEO confirmed that they will be carrying out a further road safety audit to confirm their findings from the safety audit taken in August 2025 when the school was closed for the summer holidays, which is something Cllr Lord and Cllr Spicer had insisted on. Cllr Lord explained to Pigeon that the Parish Council still had grave concerns with the proposed entrance onto Bardwell Road and the safety of school children, the parking of buses at drop off and collection and the proposed No Parking Restrictions on Bardwell Road. Cllr Lord will update Councillors when the 2nd audit had taken place. Pigeon informed Cllrs Lord and Spicer that they had exclusively considered an access from Bardwell Road as SCC Highways had earlier stated to them that they would not consider the A1088 in any eventuality. Cllr Spicer agreed that she would explore this with SCC Highways Officers and report back as it was considered most extraordinary for officers to pre-determine a position without seeing the detail of any planning application.
- 121125/08 **Road Names:** Cllr Lord reported that the Parish Council had been approached by Persimmon Homes to consider road names for the proposed development. It was agreed that an advert be placed on the Council's website and the local magazine asking for suggestions from residents of the village. The local historian for Ixworth confirmed that she had a list of names that could be suggested and would forward the list to the Clerk.
- Finance:**
- 121125/09 All Councillors confirmed receipt of the finance report for the period ending 31st October 2025.
- 121125/10 **Bank Reconciliation** – Councillors received a bank reconciliation report prepared by the Clerk, the Community Account as of 31st October 2025 £3,104.64, the Business Account as of 31st October 2025 £101,506.24, total £104,610.88.
- 121125/11 **Receipts:** The Clerk confirmed that no receipts had been received.
- 121125/12 **Payments:** All Councillors resolved to approve the following gross payments by internet banking confirming a full schedule, supported by invoices and receipts, had been received prior to the meeting:

	Payee	Details	£
121125/13	Claire Usher	Clerks Wage	1078.18
121125/14	R Pye	Caretaker Cemetery	164.90
121125/15	HMRC	PAYE	45.67
121125/16	Claire Usher	Expenses	67.20
121125/17	Jose Mendez Acosta	Grounds Maintenance	933.74
121125/18	MarketingForce	Roundabout	3300.00
121125/19	J W Warren Electrical	Church Lights	288.00
121125/20	Jiggins Trust	Room Hire	53.55
121125/21	Community Heartbeat	Annual Support	162.00
121125/22	Suffolk Pest Control	Moles - Cemetery	198.00
121125/23	Royal British Legion	Wreaths	50.00

- 121125/24 **Finance Committee:** The Clerk to arrange a meeting of the committee to discuss the budget 2026/27 and the Precept 2026/27.
- 121125/25 **Assertion 10:** The Clerk reported that Assertion 10 will be introduced in the 2025/26 AGAR as part of the Annual Governance Statement. Assertion 10 will focus on Data Protection Act and UK GDPR Compliance, website accessibility compliance and the use of the Council email, domains and IT. The Parish Council will need to be compliant with all these areas and the Clerk was working to make sure that the Council is compliant before the end of the financial year.
- 121125/26 **Governance:** The following policies were adopted by the Council:
1. Data Protection Policy
 2. Document and Electronic Data Retention Policy
 3. Data Breach Policy
 4. Publication Scheme Freedom of Information Act Policy
 5. Guide to the Publication Scheme
 6. Freedom of Information Requests Policy
- 121125/27 **Asset Register:** The Clerk reported that the Asset Register had now been updated. All Councillors agreed the updated register.
- 121125/28 **Upgrade of Village Defibrillator:** The Clerk reported that the defibrillator on the external wall of the village hall was due to be replaced. Community Heartbeat confirmed that the device was now in its eighth year meaning it was due for replacement. They had provided a number of prices to replace the item all costing in the region of a £1000. It was agreed that the most advanced community defibrillator be purchased at a cost of £1495. The Clerk would ask Cllr Griffiths if he would be able to provide a grant towards some of the costs.
- 121125/29 **Cemetery – Reserved Stones:** The Clerk had asked Abbey Memorials to provide a quotation to supply some reserved stones for the cemetery to help identify those plots that had been reserved by families. The quote, for 20 stones was £1048 plus VAT. It was agreed to accept the quotation and place the order.
- 121125/30 **Outstanding Actions and Clerks Report:** All Councillors had received a copy of the report prior to the meeting. The Clerk reported an update on the items still outstanding. Cllr Lord reported the arrangements for the Christmas switch on of the lights on Sunday 30th November. Tea, coffee and pies will be served in the village hall prior to the switch on, with carols being sung by Ixworth Primary School pupils. A poster will be produced to advertise the event and placed on the noticeboards and the Council's website.
- Cllr Lord asked that a meeting of the Cemetery group be arranged to discuss the tree works in the cemetery.
- 121125/31 **Appointment of Vice-Chairman:** This was deferred to the Annual meeting of the Council, when appointing the Chairman for 2026/27.

- 121125/32 **Chairman's Report:** Cllr Lord informed Councillors that no parking cones had been provided by Suffolk County Council Highways for the Remembrance parade on Sunday. He had been contacted by a journalist who wrote an article in the local press and since this article Suffolk County Council Highways have apologised.
- 121125/33 **Councillor's Reports:** It was reported that advertising had appeared on the roundabout and asked if this could be removed. Cllr Lord to contact MarketingForce to remove.
- 121125/34 **Correspondence:** The Clerk reported that she had received correspondence from West Suffolk Council inviting Councillors to attend the Civic Carol Service at St Edmundsbury Cathedral and Ixworth High School inviting a Councillor to participate in their school's enrichment week in July next year.
- 121125/35 **Any other Council business for information to be noted or for inclusion in a future agenda:** None
- 121125/36 All Councillors noted that the next meeting of the Parish Meeting will be at 7.30pm on Wednesday 10th December 2025 at the Village Hall.
- 121125/37 The Chairman closed the meeting at 9.05pm.

Signed

Date