

**MINUTES OF THE MEETING OF WILBY PARISH COUNCIL
HELD AT WILBY CORONATION HALL ON
THURSDAY 10TH SEPTEMBER 2026
AT 1900 HOURS**

Present; Cllr Lees (Chair) Cllr Banks, Cllr Cross

In attendance; Cllr Mittuch (County Councillor) & the Parish Clerk

Apologies; Cllr Ball, Cllr Brown & Cllr Regis & Cllr Linders (District Councillor)

1. Chairman's welcome

Cllr Lee thanked all for attending and welcomed the Clerk to her first meeting with Wilby Parish Council.

2. To receive apologies and approval of absences

Apologies received apologies from Cllr Ball, Cllr Brown and Cllr Regis. These apologies were accepted by all in attendance.

3. To receive declarations of interest for

a) Pecuniary Interests

b) Other registrable interests

c) None registrable interests

There were no declaration of interests declared by those in attendance.

4. To consider requests for dispensations

There were no requests for dispensations

5. Councillor vacancies

There were no applications received for Councillor vacancies

6. To approve the minutes of the Parish Council Meeting held on Thursday 2nd July 2026.

The minutes of the meeting held on Thursday 2nd July 2026 were approved, and signed by the Chair.

7. Public participation session

There were no members of the public present, and no questions submitted prior to the meeting from members of the public.

8. District and County Councillor reports

Cllr Linder's report – The District report has been received and circulated to all and is available on the Wilby Parish Council website.

Cllr Mittuch's report – The County report has been received and circulated to all and is available on the Wilby Parish Council website. Cllr Mittuch went through her report in more detail with us with items that were more applicable to our Parish. In particular the importance of litter picking especially for glass in the drought in order to minimise the risk of further fires within the area. Cllr Mittuch also requested that quotes were sent to her for the village gates to see if she can assist with funding. Provided guidance of who else to speak to in regards to village gates.

Action; Cllr Lee to send quote for village gate to Cllr Mittuch.

9. To receive progress reports for information on the following;

Highways

Village gates & road markings

Cllr Lee advised that he has been chasing up the installation of the village gates. Cllr Lee has submitted a provisional location proposal for the Village gates to SCC. Cllr Lee would like to see two gates on each entry point to the village (8 in total) He informed us that a 30mph sign cannot be fixed to the white gates unless the gates are installed by highways. A street furniture licence will also need to be applied for the gates.

Action; Clerk to contact Laxfield Clerk about the installation of gates to obtain further information that may assist us.

VETS Defibrillator & Training

Cllr Lee also reported that training has been set up for 29th October 2026 the bar will be open after the training has been completed. A contribution for the training will be made to Russell to be agreed at a later meeting. Agreed that Parish Council will pay for the bar to be open after the training has taken place.

Cllr Lee also queried the invoice that we have received from Community Heartbeat, what this is for and whether it is still required.

Action; Clerk to contact Community Heartbeat to see what the Invoice covers, how this process works and to establish if it is still required for the village.

Village Hall Committee

Cllr Cross reported that the Village Hall has had some maintenance work completed on it recently. Also that Nicky Morgan from Mid Suffolk will attend on the 30th September 26 to conduct assessment for the Hall to be used as an emergency centre. This will ensure all the necessary certificates are up to date for the Hall and its intended uses. Next Village Hall meeting would also be held on 1st October 2026.

10. To discuss Planning Applications received

DC/26/03768 & DC/26/03769

Planning department were contacted before the meeting to see if they would grant us an extension on this planning application but at the time of the meeting had not responded to the request. Agreed by all that Wilby Parish Council would respond to ask that our previous comments were taken into consideration again if they were still applicable to the planning application that has been submitted.

11. To receive an update on the Wilby Neighbour hood plan review

Cllr Banks updated us that some of the statistics in the current plan are now out of date. This included population figures, as well as more public transport in place running from Stradbroke. It is believed that we would only need to have a new plan if there were to be substantial changes to the neighbourhood plan, which we don't believe that we have.

Action; Cllr Banks to update us at the next meeting, possibly a new appendix . Contact also to be made with Andrea Long to request her advice.

12. Finance

To approve the Finance Report

Balance as per statement 31st August 2026 – £27624.20

Payments made since last meeting of 2nd July 2026

13.07.2026	Expenses Cllr Cross	12.99	Receipt
13.07.2026	Expenses Cllr Cross	9.60	Receipt
13.07.2026	Wilby Village Hall	44.00	Invoice
20.07.2026	Bank Charges	4.25	
04.08.2026	Wilby Village Hall	22.00	Invoice
18.08.2026	Bank Charged	4.25	

Payments still to be made

Community Heartbeat	120.00	Invoice
Salaries	332.98	Payslip
HMRC	83.20	P30
Zurich Insurance	241.00	Invoice

Payments into the account

01.09.2026	Mid Suffolk	3398.87	Parish Precept Pt 2
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Finance Report was approved by all in attendance.

Payments still to be made were approved.

Action; Community Heartbeat to be contacted to establish if we still need this service from them. Clerk to make payments when access has been obtained.

13. Procedural reviews

There were no procedures to review at this time.

Action; Clerk to check over policies and to complete Safeguarding, Health & Safety, IT, Data protection, and Equal Opportunities policy.

14. To note the NJC pay settlement has been agreed for the 2026/27 financial year with the pay scale taking effect 1st April 2026.

All noted the NJC pay settlement agreed for the period of 2026/27.

15. Deleted emails

Cllr Lee advised us of deleted items cannot be retrieved as not currently stored in the cloud, this raises concern in regards to transparency and therefore further investigation to be conducted as to the best way for us all to have added protection so that emails cannot permanently be deleted. Suffolk online have advised it would be £62 a year per mailbox for this cover. Cllrs reported that

they did not find the Zoho mail easy to use.

Action; Cllr Lee to see if we can be moved over to Outlook emails so this cover is provided, and will obtain a cost for this process.

16. Availability of the defibrillator code

The code for the defibrillator is a standard code for all defibrillators that is given when you call 999 and state your location.

17. Community engagement

There were no comments to make in regards to community engagement at this meeting.

18. Grit Bins

Cllr cross has advised us that there is 1 grit bin in the village and this has been cleared out ready for Mid Suffolk to refill before the winter months.

19. Laptop for the clerk

Quote for the laptop has been received but not believed to have enough storage.

Action; Clerk to research further laptops to ensure there is enough storage.

20. Overgrown Parish Land

The area in which is under question is not Parish Council land, and if any resident wishes to contact Mid Suffolk in regards to this area for maintenance to be carried out then they are to do so. This is not however, the responsibility of Wilby Parish Council.

21. Items for consideration for inclusion of the next agenda

To receive an update on the Wilby Neighbourhood plan
To consider, and agree new policies

22. Items for Parish Councillors

Cllr Lee wanted to give his formal thanks to Cllr Ball for carrying out the Clerks role for the past 16 months, to which has been some hard work. For giving her time freely and investigating/learning as necessary along the way, and for updating and leaving admin all in good shape for the incoming clerk. Without Cllr Ball's efforts, the Parish Council would not have been able to operate during this time.

Cllr Lee also advised us that he has been talking to Russell Webb Community First Responder and Neil Parsons of Brundish Parish Council and they have 3 local First responders that are currently working with only 2 full medical kits. They are looking for additional funds in order that they can purchase a third medical kit. Further investigation to be done as to if we can provide them with these funds to help serve the community in a medical emergency and also if other funds can be sourced elsewhere.

23. Date of next meeting – Thursday 12th November 2026

Signed; _____ **(Chair) Date;** _____