

GAZELEY PARISH COUNCIL

Clerk: Karen Peck, email: clerk@gazeleyparishcouncil.gov.uk

Chairman: Paul Kinnon

NOTICE OF MEETING: Meeting of Gazeley Parish Council
TIME: 7pm
DATE: Wednesday 16th September 2026
VENUE: Gazeley Village Hall

MEMBERS 7
VACANCIES 0
QUORUM 3

Minutes

Present: Councillor Kinnon Chair (PK), Raithaha (SR) Vice, Jolly (SJ), Burnip (DB) . 13 members of the public and District Councillor Dicker (RD)

160926/1 TO RECORD APOLOGIES FOR ABSENCE

Councillor Grimwood – vacation. Apologies accepted.

The Council noted that Cllr Connelley has not attended any meeting of the Parish Council for a period exceeding six consecutive months. In accordance with Section 85 of the Local Government Act 1972, and with no prior approval for extended absence having been granted, Cllr Connelley is now disqualified from office. The vacancy will be declared and notified to the Returning Officer.

160926/2 MEMBERS' DECLARATIONS OF INTEREST

None were made.

160926/3 TO RECEIVE DISTRICT AND COUNTY COUNCIL REPORTS

District Councillor Dicker gave a brief verbal report, highlighting key issues Higham Proposed Development, LGR Review now implemented by Central Government.

160926/4 TO SIGN AND APPROVE MINUTES OF THE ANNUAL MEETING OF: 8th July 2026

The minutes from the Annual Meeting of Gazeley Parish Council were **APPROVED** unanimously as a true and accurate record of the meeting. Motion carried unanimously. **Proposed PK Seconded SR**

160926/5 OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes maximum)

A member of the public raised concern over the rotten and missing bollards on the green space by the Church. Council noted the concerns and will seek quotations and take into budgetary account.

A member of the public wished to raise concerns over HGV's using the village and the dangers. As this matter was on the agenda the Chairman agreed to discuss 160926/6 (e) forward and open discussions.

160926/6 COUNCIL BUSINESS

- a) The review the play area inspections reports

The Council had reviewed the recent inspections and there were no items to discuss.

- b) Update from the War Memorial Working Group – next steps, planning permission and fundraising August 18, 2026

Requested Amount: £11,000.00

1. Executive Summary: The Community War Memorial Project seeks funding to erect a permanent monument dedicated to the local servicemen and servicewomen who have served in global conflicts over the past century. To be located in the heart of Gazeley Village Green, this monument will provide a peaceful space for reflection, education, and community gathering. The parish has been canvassed and agreed in a vote that the Village needs a War Memorial and that this should be progressed as quickly as possible. We are requesting £11,000.00 to cover final material and construction costs and are asking for donations to support this along with looking at national supporting and granting bodies.

2. Statement of Need Currently, our Village lacks a unified physical space to honour local veterans of whom there are over 30 currently going back over a 100 years. As generation shift, the direct, personal links to wartime history are fading. Local schools lack a physical, local anchor point to teach students about civic duty, sacrifice, and global history. This memorial will

permanently engrave the names of these local heroes and leaving space for future heroes if needed, ensuring their legacy inspires future generations.

3. Project Description and Timeline The memorial features a minimalist, durable design: four polished granite plaques mounted on the base of the Village sign arranged in on the square base around Village sign, with a flagged/paved area around the base for resident and student or anyone to walk and pay their respects (See drawing designs). Key milestones include: * Phase 1 (Weeks 1-2): Site excavation and foundation pouring. * Phase 2 (Weeks 3-4): Granite engraving and masonry assembly. * Phase 3 (Week 5): Landscaping, accessibility pathway installation, and lighting. * Phase 4 (Week 6): Public dedication ceremony on Veterans Day.

4. Budget and Financial Plan The total projected cost of the memorial is £11,000.00 The requested grant funds and donations will strictly fund raw materials and professional labour costs. Expense Category Total Cost Grant Request Polished Granite Pillars Bronze Name Plaques Foundation & Stonemasonry £5,995.00 Cost of building and installation £3,500.38 Parish Council and Regional Funds already committed ~£1,000.00 Landscaping & Lighting Permits & Dedication Event Total Project Cost £2,284.00 Once completed, the memorial will be integrated into the municipal parks' maintenance budget, ensuring zero long-term degradation. It will serve as an educational hub for hundreds of local resident and students annually and serve as the official location for annual Remembrance Day events. A successful grant proposal for a war memorial requires clear objectives, a defined community need, a realistic budget, and a strong plan for long-term care. It must show how the project honours veterans, educates the public, and preserves local history.

Project Summary * Project Name: Community War Memorial Project * Grant Support Request Amount: e.g., £11,000 including all planning and permits and repair of Villages sign * Target Completion Date: Mar 2027 * Core Purpose: To build a public space that honours local service members and educates future generations about their sacrifice.

Statement of Need * Community Gap: The local area lacks a central space dedicated to remembering residents who served in conflicts. * Public Benefit: A physical memorial provides a place for reflection, healing, and annual remembrance ceremonies. * Educational Value: It teaches young people and visitors about the historical impact of war on the local community. The Clerk is to provide the working group with details of bank that could help with set up.

c) To receive Gazeley Gazette Update

It was noted that a meeting had not been possible with the Events Committee to establish funds and position for the future of the Gazette. The editor noted that he had been made aware that there were no funds remaining for Gazette publication within the committee ownership. It was proposed by Councillor Kinnon and seconded by Councillor Burnip that the Parish Council with immediate effect with take over the financial management of the Gazeley Gazette to allow the publication to be protected for the community. Motion carried unanimously.

d) Highways – A14 traffic

Covered under 1609/6 (e).

e) Formal Request for HGV Traffic Investigation and Weight Restriction – Gazeley

The Parish Council had received a formal request to take action regarding the increasing number of large HGVs and articulated lorries using Gazeley and the surrounding country lanes when the A14 is closed or severely congested. The Council and the community in attendance had a open and productive conversation over concerns and possible solutions. County Councillor Hopfensperger gave an overview of avenues that could be approached by Community and Parish/County Level. Councillor Hopfensperger will take forward the concerns and update at the next meeting.

f) Highwood Garage Block situation

Update on the garage block

Update regarding the garage site following recent concerns raised by residents on social media. Rather than responding through informal channels, we have taken a professional and constructive approach to ensure the issues are addressed properly. We have therefore been in contact with Flagship, who own the site, and the matter has now been passed to their Neighbourhood Team. They will be investigating the vehicles left on the site, clearing the overgrown vegetation, and ensuring that the garage doors are properly secured.

In the longer term, Flagship intend to consult with the community regarding the future of the garage site, with the consultation expected to take place later this year. As part of this process, a range of options will be considered. These include tidying up the site and maintaining the existing garages, rebuilding with new garages, selling the site, or exploring the potential for housing development. These are just some of the possibilities that will be reviewed as part of the consultation.

Street Light and Parking Concerns

The street light near 1 Highwood Court, number 17, was recently struck by a vehicle and has now been replaced. Although the damage appeared minor, an assessment found that replacement was necessary. This was one of the newer lamp posts, so it is disappointing that it had to be replaced so soon.

I believe the council should ask Suffolk Highways to install signage making clear that the path must not be used for vehicle parking. At present, vehicles are often parked there, including a camper van that has been connecting to a power supply at 1 Highwood Court and staying overnight just a few feet from the lamp post.

Recommended Action

That the council takes the following steps:

Ask Suffolk Highways to install signage making clear that the path must not be used for vehicle parking.

Take a proactive approach to prevent further damage and keep the path clear for residents.

- g) To note street light 17 (struck by vehicle) has now been replaced
It was noted the damaged street light had now been replaced and is operational.
- h) Community Safety concerns Update
The Parish Council noted that members of the community had raised safety concerns. The Clerk had contacted Suffolk Police and the local PCSO team for the Parish, who confirmed that all logged concerns will be investigated. The Clerk also requested a report for circulation within the Parish and for inclusion at the next meeting. This report is attached to the minutes.
- i) Events Committee activities and suggestion
No new suggestions had been made.
- j) Priorities and requirements for next year's budget
The Clerk requested that as we move toward the 2027–28 financial year, they would be grateful if Council could begin considering any budget requirements for the forthcoming precept. In particular any anticipated expenditure relating to projects intended to be brought before the Council between now and the January 2027 deadline.
Having early sight of potential costs will help ensure that the draft budget reflects the Council's priorities and allows sufficient time for discussion and refinement. Gazeley Gazette and green space bollards were highlighted.
- k) To approve the NALC Annual Pay Award and approve payroll to take necessary action
The Council considered the NALC Annual Pay Award and unanimously agreed to approve it. The Council further approved that payroll take all necessary actions to implement the award.

160926/7

FINANCE

- To approve payments, income, and bank reconciliation up to 31st August 2026

August

SP Landscapes – grass cutting	£1008.00
HMRC, Staffing and Expenses	£414.70
Lloyds – Service Charge	£4.25
IK Ellis – Emergency Fencing Play Area	£450.00

July

HMRC, Staffing and Expenses	£535.99
SP Landscapes – Grass Cutting	£582.00
Lloyds – service charge	£4.25

Income

Lloyds – Bank Interest August	£19.17
Lloyds - Bank Interest July	£18.52

All payments, income and bank reconciliations we approved unanimously. Motion carried.

Proposed PK Seconded DB

160926/8

PLANNING TO DISCUSS None

160926/9

DIARY DATES –11th November 2026, 7pm Gazeley Village Hall

Meeting closed at 20.16

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K Peck
Clerk & Responsible Finance Officer

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P Kinndon
Chair

Dated: In draft format until the next full meeting of the council.

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