

HINTLESHAM AND CHATTISHAM COMMUNITY COUNCIL
ANNUAL GENERAL MEETING
Thursday 24th April 2025 - 7PM
Hintlesham & Chattisham Community Hall

Attendees: RS, SL, LDB, JH, DA, JW, KK, CVL

Steph Coupland (SC), Margaret Langton (ML), Anne Thomas (AT), Chris Banyard (CB),
Ginette Cook (GC), John Cook (JC), Matt McLaughlin (MM), Dave Sergeant (DS), Richard De
Banks (RDB), Phil Dibbin (PD), Cecelia Polley (CP)

1. Apologies for absence

Jane Whyman, Tym Moore, Michaela Debenham, Les Cole, Thelma Cole

2. Approval of Minutes

Approved

3. Chairman's Report

Welcome everyone to the Community Council AGM. As last year I will give the Chair's report and Stephen Lee will present our financial situation as HCCC Treasurer.

This has been a very busy year for the HCCC and all our working groups and other committees. I would like to start with a huge thank you to everyone who makes things happen in Hintlesham and Chattisham. The amount of activity here, for such a small community, is astonishing. Everyone gives their time freely to enrich the life and environment of the villages.

As last year, the first of many thanks this evening must go to Lauren, not only for her role as Secretary in getting all the reports together from all the many village groups, but, as we will see, for so much of all that happens in the community.

I am delighted to report that most of the Community Council Executive members are re-standing for election this year and I'd particularly like to thank my fellow officers, Jim Hammond, Steve Lee and Lauren. However, both Cristiana Velloso Langton and Haydon Wilding are standing down from the Exec and I'd like to extend a huge thank you to both of them for all that they do for the Community.

A small presentation and particular thanks will be paid to them both.

Very positive news is that we have three nominations for the Community Council: more on this later in today's agenda.

The Community Centre has been used extensively over the last 12 months and this has resulted in a healthy financial situation that Stephen will report on in a few minutes time.

Richard De Banks supported, as always, by all the volunteers has done a wonderful job in keeping the whole Community Centre in such good order and keeping everything running so well.

A major project this year has been the renewal of the kitchen, which was achieved on time and in budget, thanks, above all to the amazing work of Les Cole and Steve Lee who led on this project and, indeed, did most of the work. Huge thanks to them and to everyone who helped. This was a real community project.

The high level of activity at the community centre has continued throughout the year. There have been an amazing number of events including: the very successful Beer & Cider festival which has now become an established part of the villages' year; the Community breakfasts, which are ever more popular; special theme nights; the Bingo sessions and many more.

None of this is possible without the dedication and hard work of all the volunteers who work tirelessly for the whole community.

Current and Future Developments.

Cris Velloso Langton has spearheaded a working group to look after the care of the Chattisham Play area and I'm sure that despite no longer being on the Exec will be active in ensuring the development of this facility.

For the MUGA: the CC and the MUGA committee agreed a revised agreement between the two parties relative to the operation and running of the facility to run until September 2028 when it will be renegotiated.

The Future

Last year I spoke about a major project of development to extend the facilities and space at the Community Centre. We have been successful until now with renting the Hall and facilities but it is clear that we are limited by lack of bar space both in terms of space for visitors to sit and space behind the bar to work.

We have been fortunate, with the help of Babergh DC and Suffolk Pro-Help, to obtain pro-bono services of a specialist architect and Quantity Surveyor. After a number of meetings and site surveys we now have a proposal to present to the village communities to considerably extend the bar and seating areas and improve bar and cellar storage. Having a very detailed quantity survey has enabled us to understand the dimensions of this project and to help direct our thinking on accessing the necessary funding for what will be a considerable project with final costs in excess of £200K.

On the issue of funding, I mentioned last year that we have been having early discussions with the Grants Officers at Babergh DC who have been really supportive and made some excellent suggestions. We have made a preliminary enquiry already to BDC for CIL funding (Community Infrastructure Levy) and also discussed smaller, Capital Grants available from the DC.

However, we are also planning to apply to other sources of funding including the National Lottery Communities Fund and the Rural Prosperity Fund, which is part of Suffolk's economic development Group, as well as some potential private social funding organisations.

We plan to present our project to the community within the next months and will then be applying for funding. I believe that we will be able to put a strong argument for developing this resource for our community and achieve a portfolio of external funding.

Steve Lee has agreed to lead on this vital project and we look forward to strong community support in realising this development, which will involve as many members of the community as possible to bring it to fruition.

Look out for coming announcements about the project and take part in the consultation. This will again be a really exciting year in the two villages and, as ever, will rely on the help of a huge number of villagers to voluntarily give their time and support the Community.

Steve Lee will now give his Treasurer's report.

Thank you so much.

4. Treasurer's Report

Appendix A attached

SL summarised the financial report and asked if there were any questions. There were none at this time.

Hintlesham & Chattisham Community Council					
Profit and Loss					
1 January - 21 April, 2025					
	JAN 2025	FEB 2025	MAR 2025	1-21 APR, 2025	TOTAL
Income					
Contribution from the MUGA				2,039.00	£2,039.00
Contribution to hall costs - Social club			14,694.83		£14,694.83
Hall Hire	1,458.00	701.00	1,475.00	924.00	£4,594.00
Other Income		1,290.00			£1,290.00
Playing Field Income	200.00				£200.00
Recycling fees			349.98		£349.98
Total Income	£1,698.00	£1,991.00	£16,519.81	£2,963.00	£23,171.81
GROSS PROFIT	£1,698.00	£1,991.00	£16,519.81	£2,963.00	£23,171.81
Expenses					
Babergh Rubbish Disposal	24.35	24.35	24.39		£73.09
Council Tax				59.06	£59.06
Entertainment			150.00		£150.00
Environment (Hall) Repairs & Maintenance		12.90			£12.90
Equipment & assets purchased	6.60	157.43			£164.03
Hall Broadband & Zoom costs	38.39	38.39	38.39	38.39	£153.56
Hall Caretaker & Cleaner Costs	420.32	397.44	451.64	100.00	£1,369.40
Hall Electricity	366.82	330.40	331.38	385.00	£1,413.60
Hall Heating (LPG Gas)			997.50		£997.50
Hall Hygiene & Cleaning Materials		124.32			£124.32
Hall Repairs & Maintenance	60.00	378.00			£438.00
Hall Water Rates	57.00	57.00	57.00	57.00	£228.00
Information commissioner- data protection			47.00		£47.00
Insurance			2,502.57		£2,502.57
Kitchen Refurb	2,065.94	2,634.77	124.65	72.89	£4,707.71
MUGA & Hut Electricity					£16.94
Office/General Administrative Expenses	10.95	5.99			£16.94
Playing Field maintenance				675.00	£675.00
Playing Field Water Rates	4.50	11.00	11.00	11.00	£37.50
Purchases		18.49			£18.49
Total Expenses	£2,994.87	£3,872.48	£5,113.52	£1,398.34	£13,379.21
NET OPERATING INCOME	£-1,296.87	£-1,881.48	£11,406.29	£1,564.66	£9,702.60
Other Income					
Interest earned	68.41	68.12	57.14	80.10	£271.77
Total Other Income	£68.41	£68.12	£57.14	£80.10	£271.77
NET OTHER INCOME	£68.41	£68.12	£57.14	£80.10	£271.77
NET INCOME	£-1,228.46	£-1,815.36	£11,463.43	£1,644.78	£10,064.37

Current 4331.97
 Savings 57990.70
 MUGA 5135.48

 67,457.85

JW commented a note of congratulations to the SC for doing such a sterling job in raising money and contributions toward the CC. This was agreed.

RS shared that there is a question about reserve funds and that around £30k is realistic and we can therefore, as of now, put forward around £30k funding towards the major project which should help with additional funding.

5. Reports from Community Council Groups

5.1. Hall Management Committee (Richard De Banks)

Additions: The kitchen has been replaced. An integrated music system has been installed across the meeting room, bar and outside seating space. Lighting in the Meeting room has been upgraded with LED spots. Some progression with decorating the Meeting room and the back-store storage space has been improved.

Building safety, security and maintenance: Annual maintenance and fire alarm and emergency lighting checks have been completed by Anglian Security. The boiler and heating system have been serviced and repaired where needed by Elnar Plumbing and Heating. The extinguishers have had their annual service and repair by Matchless Extinguishers.

Hires: We have gained additional hire from Anglia Woofers Dog Training every Friday, AFM Church every Sunday. This has helped address concerns with dropping hires that we saw at the beginning of 2024.

Planned work: To complete the redecoration of the Meeting room. Deep clean the carpets. Redecorate the entrance hall area. Redecorate the toilets. Maintenance work in the bar and hall (touch up paint work, address issues with blinds). Evaluate further improvements that support a growth strategy.

5.2. Social Club Committee (Jim Hammond)

2024 was a good year for the social club. We finished the year with 224 members which is the highest so far. This included players from the 2 football teams joining and a Rugby group that used the field during the summer. This inflated our numbers by circa 30 people who I'm not sure will renew this year.

The revenue and profit for the club was good which allowed us to pass back an additional £11k towards future projects on top of our contribution towards costs. This was generated by not only our normal opening hours but from all the activities laid on by the events team and beer festival. A big Thank you to Lauren and the events team for their tireless work.

Volunteers remain strong although we could always do with some new volunteers to help. We have managed to split the evenings up with volunteers so nobody has to do a very long shift.

I would like to thank the social club committee who work in the background to keep us heading in the right direction.

RS shared that the major drivers of the CC are clearly the SC and EC which enable us to do more.

5.3. 200 Club (Liz Stones)

The Monthly draw, is a registered Small Society lottery which raises money for the Community Council. The draw takes place on the last Friday of each month in the Community Hall. We give out £1,740 each year in prize money.

There were 278 members at the end of December. The bank balance as at that date was £3,484.75. £2,000 of this was transferred to the main Community Council bank account in March 2025

We are looking for new collectors to help with signing up new members and delivering prize money, if you think you can help please contact Liz on 07595 710861 or email liz.stones3@gmail.com

John Mower retired this year as a collector after 35 years and we would like to thank him so much for his contribution. The lottery could not continue without the work of the collectors who do an amazing job and we offer all of them our thanks.

5.4. Events Committee (Lauren De Banks)

2024 was another successful year for the Events committee. We were able to continue with our regular, popular events such as the bingo and Community Breakfast. We also held our annual Easter egg hunt; Halloween party and Christmas draw as well.

Our aim, as ever, continues to be to bring the community together, introduce and promote all we have to offer to new visitors and host events that people enjoy and want to return to and bring family and friends along to. Money raised is then held onto to help fund other events and provide free for the community such as the Easter Egg hunt and buffet at the Christmas draw. We will of course be looking at and planning events to help fund raise toward the major project.

We made the decision early on last year to invest some of our profits from the previous year into the events and purchased new Halloween and Christmas decorations, storage boxes and kept the kitchen stocked with equipment.

RS added his thanks to Lauren and the team.

5.5. Hall Environs (Jane Whyman)

Since last year's AGM, we have continued to operate under the new 'working party' model, rather than as a committee. This has worked well. Our working parties are sometimes held in conjunction with the Woodland Working Party, or at other times, when deemed necessary.

We met four times this year:

2nd June - containers planted, paths hand weeded, long grass strimmed and a general tidy up.

12th June - hanging baskets collected and installed, and sycamore saplings removed from former play area. Norman also started working on renovating and applying preservative to the wooden outdoor tables – thank you Norman!

20th October 2024 - another good turn out when brambles were removed from around the oil tank, which was a massive job, but it is hoped that these can be sprayed off in the spring. We replaced the damaged wooden post by the car park entrance as well as general tidying around.

16 February 2025 - large pothole on way into car park partially filled in – this has been further improved by stalwarts, Norman and Peter who do a lot of jobs around the hall when they can see things need attention, which is greatly appreciated. Large quantity of fallen leaves raked away from grass and gravelled areas.

Throughout the season, the containers and hanging baskets were nurtured, and shrubs and trees cared for and watered.

As always, a big thank you to everyone who comes to help keep the hall environments looking tidy and welcoming.

RS expressed his thanks to all and Jane for their work

5.6. Woodland Group (Mark Smith)

No report

JW added that there is a big responsibility with the woodland and the costs that come with it and that they can be quite significant. A lot of work goes in to it by the volunteers. MS carries some big responsibility in managing the volunteers and directing their skill set accordingly.

This was agreed and thanks was expressed to Mark.

5.7. Hintlesham & Chattisham Playing Fields (Richard De Banks)

Hintlesham

The field continues to be well used by children before and after school and at weekends. The Football pitch is used through the season by Foxhall, and areas of the field are used by various teams and organisations.

The facility is in fair order, with ongoing help from Norman Davey and Peter King kindly helping with many repairs to the walkways, play area, boundaries and the hut. Jason Bullard is our grass/hedge cutting contractor and his locality to the field ensures he keeps on top of the cutting when it is needed.

The Hut continues to be used on match days by Foxhall and it is occasionally hired by parents hiring the PF or MUGA. It also provides additional storage for the Events/SC teams for Beer Festival items.

Going forward we need to...

- Work with Foxhall to ensure they keep the hut and surrounding areas tidy
- Work with the MUGA team to ensure issues with MUGA are collaboratively resolved i.e. parking (prices are being gathered to consider the likelihood of a resurface of the PF parking area)
- Maintenance and consider improvements to the hut.

Chattisham playing field

Grass and Hedges - Trevor Martin continues to cut the grass with his sit on mower as access for anything larger is still not possible. To enable us to cut back hedges this access issue was addressed in 2024 by kind permission of Jamie Bostock and Jason did his best to cut back to the required levels, however as anyone attending can see this has stunted any growth so far this year.

Chattisham working party - Thanks to Cris VL we have a small team of villagers helping with the upkeep of the area, so far tidying the area and identifying next steps has been done, a further get together in early May will create some targets and agree areas/items of improvement.

ISSUE YOUR PF COMMITTEE NEED YOU

We currently are a committee of 1 (Me), with a few great volunteers who fix problems and help where they can. This does mean that as the driving force for change, if it's not me then it does not happen, I could really do with at least one committee helper to take some of the load.

ML asked about the boundary issues at Chattisham. **RS** replied that they have been resolved in terms of what belongs to us. The plants have been planted on the right of way that we don't own. It's a very difficult situation as it could be very costly for us to try to resolve.

6. Reports from Village Organisations

6.1. Parish Council (Les Cole)

The year started with a People and Place Plan (PPP) being developed, led by Peter Eaton and Caroline Bates, one of the key activities was to create and distribute a questionnaire to all residents and businesses in the 2 villages.

The questionnaire had a good level of response and provided key information to help shape what the parishioners would like their villages and communities to look like in the future.

However, following further discussions with Babergh District Council, it became clear that a PPP could not provide the planning safeguards we had previously been assured of, therefore it was decided to alter course and produce a Neighbourhood Plan (NP)

The NP is progressing well, and a grant has been provided to cover the cost of a planning expert to develop our village specific NP, fortunately the information previously obtained from PPP questionnaire is suitable to be used in the NP.

“Village Gates” have now been installed on the 3 primary roads entering Hintlesham, it is hoped these will encourage drivers to be more respectful to the speed limits. The gates are manufactured from re-cycled PVC and other than cleaning should not require much maintenance. They were funded from our Community Infrastructure Levy (CIL).

During the year, 2 additional Vehicle Activated Signs (VAS) were purchased making the total installed 4, these are moved at different times to the 6 VAS approved locations, consensus from the public is that the majority people do slow down, although there is still a minority of road users who take no notice, these were funded from our Community Infrastructure Levy (CIL).

After a long dispute with Suffolk County Council Highways, they have finally relented and issued a licence to enable us to replace 2 of the “20 is Plenty” signs outside the primary school. The new signs contain flashing LED lights to warn drivers of the 20MPH limit at school drop off and collection times. It is hoped to have the new posts and signs installed by summer 2025, these will be funded from our Community Infrastructure Levy (CIL).

6.2. MUGA (Phil Dibbin)

Revenue stream is still good. Some minor expenditures in the last year including new netball posts and tennis net – and follow the purchase of new football goals the previous year.

Bookings have remained solid over the past year and while the ladies’ netball team did not renew their booking slot as they needed a larger facility their place has been taken by another football group.

One of the fence panels required maintenance after it became loose and misaligned – this required two visits from the supplier to fully resolve. The fence had a three-year warranty but we were able to get this done at no charge.

We have completed the full annual maintenance - cleaning and moss/weeding treatments, power brushing, re-sanding with 550kg and full court brushing. Thanks to Andrew Bryce, Helen and John Kent, Kevin Knuckey and Stuart Kellett for their help with this.

Minor works undertaken – fixing the sign on the gate, installing a small storage box for players to put items while playing, improving the drainage along the side of the MUGA. Thanks to Norman Davey and Peter King for their help with the drainage work and to Robin Baldrey for the loan of the auger.

We provided free tennis coaching in the summer school holidays last year with a fully qualified tennis coach and plan to run this again this year – dates to be agreed.

Enquired about getting pickle-ball markings added to the MUGA, but this was not possible as court markings are bonded to the surface when its manufactured not painted on.

The MUGA will be 7 years old this year and while it is still in very good condition – we need to plan for additional maintenance and ultimately its replacement. We have obtained current budget costs for a full replacement of the surface with the same standard materials and will over the coming years plan and work towards having the funding in place to ensure we have the budget for replacing the MUGA surface. I stress that the current surface is in good condition and this work is needed to safeguard its future for the next generation.

One of the main objectives of the MUGA was for the benefit of the primary school and while this has not been fully realised it is our intention to pursue this as I strongly believe it is a valuable asset for the school.

MUGA AGM is 20th May and people are welcome to come along and/or submit any ideas for future items/developments.

LDB added that the school were looking into the possibility of using the MUGA again. **SL** asked about replacement and to clarify it was just the surface. **PD** confirmed this.

6.3. Bowls (Frank Wilkin)

This year the club will be celebrating the 40th year our club has been formed. It has been a bitter sweet season for us, the sweet bit being two firsts for the club. Firstly, four of our club players became Suffolk champions in the fours competition and will go on to represent Suffolk in the Eastern counties champion of champions at Littleport and then play in Durham for the all English champion of champions.

The second first for the club was to have three players from our club in the Suffolk squad, both are great achievements for the club.

We also reached the semi-finals of the Chairman's plate as a club this year. The bitter part of the season is finishing bottom of Division 1, it is disappointing but that is bowls, I am sure we will have a lot better season next year however.

There is a great team spirit within the club to keep it going for another 40 years!

6.4. PCC (Jenny Cox)

The church continues to thrive with Rev Clement leading us supported by the Local Ministry Team.

Churchwardens and PCC are pleased that congregation numbers are holding their own. The Friends of the Churches continue to raise funds to repair and conserve the buildings.

6.5. Harriet Lloyd (Jenny Cox)

The Harriet Lloyd Trust continues to present bibles to year 3 at the local school and to give grants to individuals for educational purposes.

6.6. T Circle (Annie Eaton)

2025 is the Centenary year of the first meeting of the Women's' Institute of Hintlesham and Chattisham which took place at 3pm on 26th November 1925.

T Circle is proud to carry on this tradition of regular monthly meetings in the main hall of the Community Centre on the first Thursday of the month at 7.30pm. Non-members are welcome to attend these events for a small fee of £3.50, which includes refreshments. The annual membership fee is currently £20, which we have held for another year despite rising costs. Many of the speakers donate their fees to charity.

In 2024, we had talks on a wide variety of topics from Life as a Hi-de-Hi Yellow Coat, HSBC Fraud Awareness, Ipswich Housing Action group to the Felixstowe Ukulele Band.

In 2024, the Macmillan Tea and Cake event raised £814.27 for the charity. This was supported by the H&C Primary School with bakes from the children. The 2025 event will take place on the 26th September at 2.00pm in the H&C Community Hall.

At the start of 2025, our annual Soup and Sweet Event was combined with T Circle's AGM. Our 2025 programme has already included Benton End Flower Farm and East Coast Textiles. Our open musical evening on Thursday 4th September will feature music by De Capo and be themed around the official ending of the Second World War.

All our future talks and outings are detailed monthly in The Link, the H&C Website and advertised on the Hintlesham and Chattisham Noticeboard on Facebook.

We currently have 42 members but we are always delighted to welcome more participants to join our friendly community group.

6.7. School (Headteacher – Emma Burgess)

No report

6.8. Gardening Club (Cathey Leney)

No report

6.9. The Link (Caroline Bates)

SC shared that the print has now been changed which makes a lot of difference as it can be read better. Please get your things in to her as soon as possible.

6.10 Hall Lunch (Thelma Cole)

The hall lunch is going very well. I took over in January 2025 up until then Jill Fish had stood in for Stephanie but did not want to continue doing the job.

With the support of Stephanie and the team, all is going well. Thanks to John Whyman we were able to obtain a grant from Babergh district council for £272 which we used to build a cupboard for our equipment and purchase jugs and other cooking equipment we needed. The numbers have increased and if everyone comes to the hall lunch we now cater for 60 people.

6.11 Chattitude (Cristiana Velloso Langton)

Chattitude was set up by Margaret Anderson in 2019 with the aim of opening the beautiful, medieval church in Chattisham for non-religious events thereby creating a community meeting place in the village and helping to preserve the building through fundraising. Chattitude inspired use of the church by others; a discussion group, a crafting group, and a coffee morning (hosted by the Rural Coffee Caravan) are now held monthly. After a pause of over two years, Chattitude returned in the autumn of 2024 with a successful event in each of our churches: an afternoon of talks by local residents Gerald Main and Phil Archer in Hintlesham and a one-man performance of Dickens' A Christmas Carol, adapted and performed by our former Vicar, Jackson Crompton-Battersby, in Chattisham. In total, £505.50 was raised from the sale of tickets and donations, of which £204 was sent to Ipswich Outreach (ipswichoutreach.co.uk), a charity supporting the homeless in our local town. Art and well-being workshops, music concerts, exhibitions and another one-man performance are on the cards for 2025. The committee welcomes volunteers and ideas for events. Please contact Di Chase for information (r.d.chase@uwclub.net).

All reports were summarised by Robert Smith

7. Election of Officers of the Community Council and Executive

7.1. Election of Chairman

Nomination for Chairman: Robert Smith

Nominated by Jim Hammond Seconded by Steve Lee

There being no other nominations, Robert Smith was elected unopposed

7.2. Election of Vice-Chairman

Nomination for Vice-Chairman: Jim Hammond

Nominated by Robert Smith Seconded by Steve Lee

There being no other nominations, Jim Hammond was elected unopposed

7.3. Election of Secretary

Nomination for Secretary: Lauren De Banks

Nominated by Cecelia Polley Seconded by Jim Hammond

There being no other nominations, Lauren De Banks was re-elected unopposed

7.4. Election of Treasurer

Nomination for Treasurer, Steve Lee

Nominated by Robert Smith Seconded by Jim Hammond

There being no other nominations, Steve Lee was re-elected unopposed

8. Election of Village Representatives for Community Council and other members/organisations of the Community Council

9.

RS asked if anyone is not willing to continue to let us know but also that we are reviewing the constitution and looking at how this looks in the future.

This was agreed

Village Representatives: Phil Archer, Margaret Langton, John Mower, Cecelia Polley, Kevin Knuckey

Village Organisations: Parish Council (Les Cole), MUGA (Phil Dibbin), Bowls (Frank Wilkin), PCC (Jenny Cox), T Circle (Annie Eaton), Hintlesham & Chattisham School (Emma Burgess), Gardening Club (Kathy Leney), The Link (Caroline Bates), Hall Lunch (Thelma Cole).

10. Election of Executive Committee

As said, Haydon and Cristiana have decided to step down from there roles on the committee, we already had an existing vacancy as we have positions for 6 members. We therefore have three new positions on the committee. DA, KK and JW have agreed to re-stand and have completed nomination forms prior to the meeting. We have also received three new nominations from John Cook, Matt McLaughlin and Richard De Banks. All candidates have been proposed and seconded so unless there are any objections, they can be elected on mass.

John Whyman Nominated by Robert Smith
Seconded by Steve Lee

Kevin Knuckey Nominated by Robert Smith
 Seconded by Lauren De Banks

Richard De Banks
Nominated by Cecelia Polley
Seconded by Lauren De Banks

RS thanked the new members for putting themselves forward and welcomed them to the committee.

11. Any other Business

JW suggested that we review the constitution and any changes are put forward at the AGM next year.

Meeting closed 20:15

