



MINUTES of the PARISH COUNCIL MEETING held on Monday 03 June 2024 commencing at 7.30pm held at Tattlingstone Village Hall.

### LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

**PRESENT:** Cllrs R Abbott, D Clarke, J Lee, S Page (Chair), B Plumbly and B Stennett.

Also in attendance: S Keys (Clerk), 3 members of the public, County Councillor S Harley.

#### 01. WELCOME AND OPENING STATEMENT

**Council agreed that in the absence of Cllr Mendel the Vice Chair should Chair the meeting, aif.** Cllr Page declared the meeting open at 7.30pm and thanked all for attending. A statement was read out indicating that, in accordance with legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting. A full transcript is on the Council's website.

#### 02. APOLOGIES FOR ABSENCE

- a) Council to receive apologies for absence – The Council noted the apologies received from Parish Cllrs Hawes, Mark and Mendel.
- b) Council agreed to approve the apologies submitted – **The Council unanimously approved the apologies as noted.**

#### 03. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £50

- a) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – none received.
- b) To receive notification of gifts of hospitality exceeding £50 – there were none received.
- c) To receive requests for dispensations – none received.

#### 04. MINUTES

- a) To approve the minutes of the meeting on 13 May 2024 – **Cllr Clarke proposed that the minutes were approved as an accurate record and signed by the Chair of the meeting, this was seconded by Cllr Stennett, aif.**

#### 05. CLERK'S REPORT

- a) To review actions from the previous meeting, the Clerk gave the following updates:
  - Map of village litter and dog bins – this was currently being compiled by Cllr Stennett and would be circulated shortly.
  - Cllr Page confirmed that he had discussed the hedge at Chedworth Place with the Wildlife Working Group. This is currently administered by St Mary's Trust. The group is now aware of this and have agreed to ask a team of volunteers to cut back the hedge.
  - The Clerk confirmed that the issue of the tree impeding vision for high vehicles by The Wheatsheaf had been reported on the SCC reporting tool. Other issues would be discussed as part of the agenda.
- b) To receive the reports of items actioned under delegated powers – the Clerk confirmed that since the last meeting work had been mostly focused on providing evidence for the Internal Auditors and answering queries when necessary.
- c) To receive items of correspondence for noting only – Council noted the following emails:
  - From a local resident highlighting a sign along a local footpath using inappropriate language – the Council noted that this has now been removed.
  - An email from a local resident raising queries about settlement boundaries as part of the Neighbourhood Plan. The Clerk confirmed that a response had been sent from Ian Poole and the resident had confirmed they had no further queries.
- d) To receive an update from the Clerk on any other Council issues – none.

#### 06. REPORTS FOR INFORMATION

- a) A written report had been submitted from Cllr. Harley (available as Appendix C). Cllr Harley provided an update on the following issues:
  - Refusal of an application for a reduction in the speed limit from Woolverstone to Chelmodiston



- Tattingstone pot holes – these have been highlighted to SCC Highways but will not be addressed until at least next year.

b) A written report had been submitted from Babergh District Council (available as Appendix D).

### 07. PUBLIC FORUM

- a) To receive questions and matters of concern from members of the public in attendance on the agenda submitted – none received
- b) To receive comments or questions relating to Tattingstone in particular – a member of the public highlighted that Tattingstone no longer has a tree or footpath warden and queried whether the Parish Council would be trying to recruit another. The Clerk confirmed that this had previously been included in The Tattler and would be added to The Tattler and FB again. Cllr Abbott informed the Council that he knew a local person and would be happy to ask if they would like the role. (*ACTION – Cllr Abbott*)
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none received.

### 08. STATUTORY MATTERS

- a) To receive/approve the updated Finance Regulations from NALC adapted for Tattingstone Parish Council – Council reviewed the updated Finance Regulations as circulated by the Clerk and the amendments that had been made. Following discussion **Cllr Abbott proposed that the updated Finance Regulations should be approved by the Council, this was seconded by Cllr Lee, aif.**
- b) To review, update and approve the following policies – Data Protection and Information Management Policy, Complaints Policy, General Reserves Policy, Grant Awarding Policy, Health and Safety Policy and Staff Appraisal Policy – the Council noted that there had been no changes to circumstances or law and these policies did not need to be amended. **Cllr Stennett proposed that these policies were approved by the Council, this was seconded by Cllr Clarke, aif.**
- c) To review/update and approve the following statutory documents; Internal Control Policy, Risk Register and Standing Orders - the Council noted that there had been no changes to circumstances or law and these policies did not need to be amended. **Cllr Stennett proposed that these policies were approved by the Council, this was seconded by Cllr Clarke, aif.**

### 08. FINANCE

- a) To note the balance of accounts as at 31 May 2024 – Lloyds Account, £45,542.14, Current Account, £5.60 and Deposit Account £3,229.01, **Council noted the balance of accounts, aif.**
- b) To note the accounting spot check undertaken by Cllr Page prior to the meeting – Cllr Page noted that a spot check had been undertaken and financial records were in order.
- c) To approve the accounts awaiting payment including those coming forth and the receipts allocated since the last meeting – an updated Paper 3 was circulated to Council. The items awaiting payment and the receipts allocated were verified and explanations given where appropriate. **All were in agreement to approve those items as submitted under Paper 3 for payment, as seen at Appendix A, aif.**
- d) To note the CIL report for May 2024 including nominal sums for potential CIL expenditure for the coming year – the Council reviewed the report circulated by the Clerk and noted the balance remaining after committed funds as £12,825.61.
- e) To receive and adopt the Annual Internal Audit Report for the year ending 31 March 2024 as produced by the Council's appointed Internal Auditor – Council reviewed the completed report received from SALC and noted that the report included only one recommendation to ensure that a General Reserves Policy is in place. Council noted that this is already in place. Following discussion, **Cllr Page proposed that the Annual Internal Audit report for 2023-24 should be approved, this was seconded by Cllr Stennett, aif.**
- f) To review and approve Bank Reconciliation statement to 31 May 2024 - Council noted the overall bank balances of £48,776.75 across all accounts held in the name of the Parish Council. **It was confirmed that the accounts to the end of May 2024 were approved, aif.**
- g) To note donations made to date in 2024-25 – Council noted that to date one donation of £500 had been made to the Tattingstone Fete Committee.
- h) To consider any requests for financial support received from local people or groups – none received.

### 09. PLANNING MATTERS



- a) To consider and agree response to the following planning matters relating to Tattingstone:

DC/24/02394

Apple Cottage Tattingstone Park Tattingstone Ipswich Suffolk IP9 2NF

Application for works to a tree protected by Tree Preservation Order BT79/G2 - Fell 1 No Holm Oak (T1) to ground level as it sounds hollow tapped with a mallet with an open cavity at the base on the east side with significant decay from the east to west side. Intends to plant another tree to replace.

**Cllr Abbott proposed that the Council had no comment to make, this was seconded by Cllr Plumbly, aif.**

DC/23/04109

Former HMS Ganges Site Shotley Gate Shotley Suffolk

Application under S73a for Removal or Variation of a Condition following grant of Planning Permission B/12/00500 dated 18/12/2015 under the Town and Country Planning Act 1990- The full and partial demolition of buildings associated with the redevelopment of the site for uses including: dwellings; Class C2 specialist older persons accommodation; Class E uses (flexible use within Class E such as retail, café, office, gym, clinic, indoor recreation); Class C1 (hotel, boarding and guest houses); Class F.1 (museum, library, exhibition halls); Class F.2 (community use); the use of Nelson Hall to include Class E uses (including co-working, café and indoor recreation), Class F.2 (community use) and Class F.1 (museum); together with parking and landscaping to form parks and landscaped gardens together with associated further landscaping and lighting (as amended).- To vary Condition 27 (Approved Plans)

**Cllr Lee proposed that the Council had no comment to make, this was seconded by Cllr Clarke, aif.**

DC/24/02007

Morant, Stutton Lane, Tattingstone, Ipswich Suffolk IP9 2NZ

Erection of building for use as dog grooming service (following demolition of existing outbuildings)

Cllrs reviewed the application and noted concerns about access to the proposed building, particularly onto Stutton Lane. **Council proposed that the Council should ask that the application looks at alternative access options, aif.**

- b) To note the following decision notices received:

None received.

## 10. SCHOOL ISSUES

- a) To consider support necessary/available for Tattingstone Primary School – Cllr Stennett highlighted that school numbers are currently low and queried whether additional signage could be requested by the Parish Council in order to boost numbers. The Clerk stated that this request should be lead by the school to Suffolk County Council Highways.
- b) To review speeding/parking issues as related to Tattingstone Primary School - The Council discussed the issues relating to speeding cars and parking along Church Road causing obstructions. Cllr Harley pointed out that one solution would be yellow lines along this section of road, however this would need to be funded by the Parish Council and may push the issue elsewhere.  
Cllrs queried whether part of the playing field could be used for parking during school pick up and drop off times.
- c) To consider/agree next steps as necessary - Following discussion it was agreed that a meeting to discuss the issues and possible solutions should be arranged. Attendees to include; headteacher, Playing Field Committee Chair and Parish Council representatives.

## 11. DOG FOULING PREVENTION

- a) To consider the recommendation from Cllr Stennett to put in place Wildlife Trail Cameras to detect and prevent dog fouling in the village – Cllr Stennett informed the Council that dog fouling has become a serious issue in the village and he had discussed his concerns with Babergh District Council who had recommended the use of a wildlife trail camera.
- b) To consider/agree next steps as appropriate – following discussion **Council agreed that further information should be requested from Babergh District Council on the protocols related to the use of these cameras and next steps.**  
*(ACTION – Clerk)*

## 12. VILLAGE MATTERS

- a) To receive an update from the Playing Field Representative if appropriate – Cllr Page gave an update the following:
- Village Hall Committee Annual meeting – current Village Hall Committee trustees and officers agreed to continue in post



- Playing Field Committee Annual meeting – current Playing Field committee trustees and officers agreed to continue in post.
- New contractor for cutting of the Playing Field has now been sourced.

Cllr Stennett provided the following update:

- Village Fete will take place on 15 June 2024. All help gratefully received
- Meeting about the Playing Field play equipment was delayed due to the forthcoming election
- Application for solar panels on the roof has now been submitted.

b) To receive an update from the Neighbourhood Plan – Cllr Lee provided the following update:

- Currently reviewing responses to the consultation.
- Meeting to discuss the responses will take place in the near future.

### 13. DATE OF NEXT MEETING

a) Parish Council meeting – Monday 01 July 2024, 7.30pm at Tattingstone Village Hall

**14. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed – Cllr Lee proposed that the meeting be closed to the public, this was seconded by Cllr Clarke, aif.**

**Meeting closed to the public at 9.02pm**

The Chair informed the Council that following an interview last week he and Cllr Mendel proposed the following to Council:

- Fiona Coley be appointed as the Clerk/RFO for Tattingstone Parish Council
- Start date: 10 June 2024
- Hours: 12 per week to allow her to complete her work and training necessary
- Pay Scale: SCP 16
- End date for Sarah Keys: 31 July 2024 to enable a handover

**Cllr Lee proposed that this recommendation should be approved, aif.**

The Clerk pointed out that a new laptop should be purchased for the new Clerk, along with a Microsoft package. **Cllr Lee proposed that the Clerk should be given delegated authority to make those purchases, aif.**

**Meeting closed to the council at 9.23pm**

SIGNED.....DATED.....



## ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
June	07	Find out if local resident would be interested in becoming a tree warden	RA
June	11	Request information on Wildlife Trail Cameras from Babergh District Council	Clerk

DRAFT



**Appendix A – Finance Report**

**Accounts submitted for payment – Current Account**

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
S. Keys	Clerk/RFO May 24 Salary	Bank Transfer	508.50		508.50
S. Keys	Clerk's Expenses – May 2024	Bank Transfer	9.00		9.00
Tattlingstone Playing Field Committee	Grass cutting contribution 2024-25	Bank transfer	1370.00		1370.00
Babergh District Council	Annual Play Inspection – Playing Field (inv. No. 1007691)	Bank Transfer	53.15	10.63	63.78
R. Talman	Bus shelter repairs and weatherproofing	Bank Transfer	303.72		303.72

**Receipts allocated**

	<b>Detail</b>	<b>Method</b>	<b>TOTAL</b>

DRAFT

**Appendix B - Glossary of Common Abbreviations used**

<b>Aif</b>	<b>All in favour</b>
<b>AGAR</b>	<b>Annual Governance and Accountability Return</b>
<b>APM</b>	<b>Annual Parish Meeting</b>
<b>ASB</b>	<b>Anti-social Behaviour</b>
<b>BACS</b>	<b>Bankers Automated Clearing Services</b>
<b>BDC</b>	<b>Babergh District Council</b>
<b>BMSDC</b>	<b>Babergh &amp; Mid Suffolk District Council</b>
<b>CAS</b>	<b>Community Action Suffolk</b>
<b>Chq</b>	<b>Cheque</b>
<b>Cllr</b>	<b>Councillor</b>
<b>Cttee</b>	<b>Committee</b>
<b>DC</b>	<b>District Council</b>
<b>DCLG</b>	<b>Department of Communities and Local Government</b>
<b>FOI</b>	<b>Freedom of Information</b>
<b>FR</b>	<b>Financial Regulations</b>
<b>GPoC</b>	<b>General Power of Competence</b>
<b>HMRC</b>	<b>Her Majesty's Revenue and Customs</b>
<b>LAIS (from SALC)</b>	<b>Local Association's Information Services</b>
<b>LPA</b>	<b>Local Planning Authority</b>
<b>NHS</b>	<b>National Health Service</b>
<b>NDP</b>	<b>Neighbourhood Development Plan</b>
<b>NP</b>	<b>Neighbourhood Plan</b>
<b>PC</b>	<b>Parish Council</b>
<b>PCSO</b>	<b>Police Community Support Officer</b>
<b>Rec</b>	<b>Recreation</b>
<b>RFO</b>	<b>Responsible Finance Officer</b>
<b>SALC</b>	<b>Suffolk Association of Local Councils</b>
<b>SCC</b>	<b>Suffolk County Council</b>
<b>SID</b>	<b>Speed Indicator Device</b>
<b>SLA</b>	<b>Service Level Agreement</b>
<b>SNT</b>	<b>Safer Neighbourhood Team</b>
<b>SO</b>	<b>Standing Order</b>
<b>TPC</b>	<b>Tattinstone Parish Council</b>
<b>TPF</b>	<b>Tattinstone Playing Field</b>
<b>TVH</b>	<b>Tattinstone Village Hall</b>
<b>TPO</b>	<b>Tree Preservation Order</b>
<b>VAS</b>	<b>Vehicle Activated Sign</b>
<b>VCSE</b>	<b>Voluntary, Community and Social Enterprise Organisations</b>



## **APPENDIX C**



### **Funding for Local Government**

My group proposed a motion for council on Thursday 23 May to lobby the government for improved funding for local authorities, which was seconded by the Conservative administration and voted through unanimously in the chamber. Politicians of all parties are concerned by the £4 billion funding 'gap' predicted for councils in the next few years, particularly for social care. To balance the books this year, Suffolk County Council had to withdraw £15.9 million from its reserves - the equivalent of council savings accounts – but this is not a sustainable approach. Councils that have become bankrupt have to cut services back to the minimum they have to provide by law, and seek to raise revenue by increasing council tax and other avenues they have such as charges for parking or social care.

### **Norwich to Tilbury Pylons**

At Cabinet on Tuesday 21 May, two reports were tabled on Nationally Significant Infrastructure Projects (NSIPs) in the region. The first was our response to the Five Estuaries wind farm proposals, this will have landfall in Essex but will be visible from the Suffolk coast and the developers are paying for a wildlife project on Orford Ness as environmental compensation. The second report detailed the council's response to the proposed Norwich to Tilbury 400kV grid reinforcement, and the Cabinet voted that the council should object and call for a pause until alternative options have been explored. The proposals include 183 kilometres of pylons, with four sections of underground cabling running through and near to the Dedham Vale National Landscape and the Waveney valley, but the council wants to see alternative options explored for additional undergrounding in the Waveney valley and expressed concerns about the route which see pylons placed close to several Suffolk airfields. The council also discussed how to make sure that energy projects in the county were coordinated, as it was agreed that the impact of all the proposed projects in a similar timeframe would have a massive impact on the county, its landscape, economy, and transport routes.

### **Transport for Post-16 Students**

Cabinet also considered a paper on recommendations for charges for post-16 school transport. Although students now have to be in education or training up to the age of 18, the council receives no funding from the government to pay for their transport. This means the council asks parents and carers to pay for part of the cost with the rest subsidised by the council. In 2023-24, the average cost for a mainstream seat was £1,701 and the average cost for a SEND student seat is £11,819.

The proposal approved by Cabinet was for the charge for a mainstream seat to rise to £1,050 a year, which is a £90 increase from last year. There will be no increase for SEND students so their seats will remain at £780 a year. The 50% reduction in charge for families on a low income and in receipt of free school meals will continue for another year. The council will continue to signpost families to public transport routes where these may be cheaper and in addition, many schools have bursaries for travel which students can apply for.

### **SEND Strategy 2024-29**

On Tuesday 21 May, Cabinet approved the new SEND Strategy for the Local Area SEND Partnership, which is made up of the council's inclusion service and relevant NHS services. The new strategy takes on board recommendations from the recent Ofsted/CQC inspection to set the Partnership's direction for SEND services for the next five years. The strategy was co-produced with children, parents, carers, and members of staff who work in SEND services and aims to improve services in several areas: communication, outcomes for SEND children and improved timeliness and





quality of Education, Health, and Care Plans (EHCPs) and Annual Reviews. The strategy still requires some formatting/design work but will soon be available to view on the council's website.

### **Children's Services Inspection**

The council has just received notification that Ofsted will be coming for a two week inspection of its children's services. This inspection is focused on social care, youth justice, corporate parenting, family services and safeguarding. It will also look at partnership working with other council teams and external partners to support children and keep them safe. Suffolk County Council had its last children's services Ofsted inspection five years ago and was rated as Outstanding.

### **Dementia Strategy**

Suffolk County Council, NHS partners and adult social care organisations have launched a dementia strategy. The number of people with dementia in the UK was estimated to be close to one million in 2021, but by 2050 this figure is expected to rise to 1.6 million people. In Suffolk, a predominantly rural county with an ageing population where 23.6% of Suffolk residents are 65 years or over - higher than the England average - the number of people who develop dementia is likely to be higher, so having a robust and effective strategy to manage this is essential. The strategy has been co-produced with people with dementia and their carers, and will look to promote early diagnosis, providing better information about care and treatment options, and focus on improved signposting for people of all ages with dementia, their carers and families, to help them get the support they want and need to enable them to live well with dementia within their own community. You can read the new dementia strategy here:

[suffolk.gov.uk/asset-library/digital-version-suffolk-dementia-strategy-2024-20292.pdf](https://suffolk.gov.uk/asset-library/digital-version-suffolk-dementia-strategy-2024-20292.pdf)

### **New Vehicles and Equipment for Suffolk Fire and Rescue**

Suffolk Fire and Rescue Service has unveiled a £3.5 million investment in new firefighting vehicles and equipment, including a 32m turntable ladder vehicle, a specialist rescue tender, six new fire engines, a driver trainer vehicle plus a fleet of electric pool cars. The new vehicles will be on the road by summer 2024. The new vehicles are part of a planned replacement programme whereby fire engines are replaced every 15 years, and include the latest technology to help keep Suffolk residents safe. They also support the council's net zero targets as officer and pool cars will now be electric vehicles. Fire engines are generally diesel vehicles, although there are some electric-hybrid vehicles currently being trialled in London.

### **Nature survey**

In order to prepare Suffolk's Local Nature Recovery Strategy, the council has launched a public survey so residents can share their favourite nature spots and which habitats they think should be protected. Farmers, landowners and land managers are also encouraged to submit practical, achievable proposals to support nature conservation, as well as sharing how land is currently managed and any challenges faced applying for government funding schemes. The strategy will form a plan to help reverse the decline in nature across the county, and to connect and expand existing areas that are important for wildlife and the landscape.

You can share your thoughts in the Suffolk Local Nature Recovery Strategy Survey by visiting <https://www.nsnrp.org/get-involved>. It closes on 30 June 2024.

### **Failure of application to reduce speed limits on B1456**

I have been working with Woolverstone Parish Council for the last 2 years to try to reduce the speed limit between Woolverstone and Chelmondiston to 40mph where it is currently 60mph (the only National Speed limit section of this road between Freston and Shotley).



Most local people support this, and many have been actively calling for it due to concerns over some drivers travelling at excessive speeds on this narrow and windy section. There have been serious accidents as well but fortunately no fatal ones. We have commissioned speed surveys and a report, and this was considered by the Cabinet Member responsible and the Director of Highways, but they decided against the new speed limit of 40mph (which seems entirely reasonable to most) on this section of road.

Unfortunately, there is no appeal process to these decisions (unless circumstances change, such as new housing developments along that stretch of road or further serious accidents).

I am conscious of the serious concerns many local people will still have and am calling for a change in the system, which seems to our group to be undemocratic (with two individuals making these decisions in private) and prevents local communities having a proper say in the traffic issues that directly affect them.

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**Website** - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

Cost of Living help and advice:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6>

Benefits advice and support:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/preparing-for-flooding>

Flood recovery advice and support: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

**Simon Harley    Suffolk County Councillor for Peninsula Division**



## APPENDIX D

### [Upcoming elections and referendums](#)

The next election within our district is on Thursday 4 July. More details about the UK general election, as well as all other elections and referendums being held on the same day, can be found [on the council's website](#).

### [Councils' commercial property arm continues to outperform market](#)

Babergh and Mid Suffolk's commercial property investment company raised more than £1.26m in net income last year.

### [Funding boost for Babergh and Mid Suffolk communities](#)

Town and parish councils across Babergh and Mid Suffolk are set to receive more than £1.2m in developer contributions to help community infrastructure keep pace with housing growth.

### [Councils secure funding to improve swimming pool](#)

Babergh and Mid Suffolk District Councils have both been awarded funding to help ease financial pressures and reduce the carbon footprint of the districts' swimming pools.

### [Food waste collections for Babergh and Mid Suffolk residents from 2026](#)

Funding to begin food waste collections in Babergh and Mid Suffolk from 2026 has been agreed, as part of a nationwide requirement by central government.

### [Feel Good Suffolk helps over 2,000 people to improve their health and wellbeing](#)

A service supporting Suffolk residents to make healthier choices has helped over 2,000 people to improve their health since its launch in October 2023.

### [Capital grant window reopens as £368k awarded in 23/24](#)

Community groups can apply for capital grants once more as Babergh and Mid Suffolk District Councils highlight some successful projects from the 2023/24 financial year.

### [Thousands raised for Men's Shed by council Chair](#)

Babergh District Council Chair, Cllr Elisabeth Malvisi, presented a cheque for £3,280 to a charity supporting the mental health of men in the district.

### [Newly-elected council leader: 'We need to rethink, rebuild and repair'](#)

Cllr Deborah Saw has been elected the new leader of Babergh District Council, with a pledge to tackle housing issues, empower communities and address climate change.

### [Half term fun for families in Babergh and Mid Suffolk](#)

A healthy selection of half term activities is on offer for children across Babergh and Mid Suffolk as the district councils help to support families during the school break.

