

# *Hawstead Parish Council*

*In the County of Suffolk*

## **Chairman**

Mr J West  
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## **Responsible Finance Officer and Parish Clerk**

### HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON JULY 19<sup>TH</sup> 2012

**PRESENT:** Cllrs John West (Chairman), Clive Robinson, Michael Harrison, Ros Alexander, Jayne Robertson, Christabel Carr and Henry Brewis.

C Cllr Terry Clements, B Cllr Angela Rushen and PCSO Kayla Packman and 5 members of the public.

APOLOGIES: None

The meeting was opened by the Chairman at 7.34. The Chairman welcomed and thanked everyone for attending. The Chairman requested a volunteer to take the minutes. Cllr Brewis volunteered to take the minutes.

The meeting recessed for PUBLIC FORUM. The following items were raised under public forum:

- Various fences requiring repair were discussed and it was thought that most had been repaired. The chairman would contact Havebury.
- A member of the public thought that the Whepstead Road sign was a bit tatty. It was pointed out that in this time of 'austerity' that as long as it was serviceable then it is unlikely that there would be the money available to replace it.
- A member of the public expressed concern that people had been leaving chicken bones on the village green and that this was a worry for dog owners.
- Cllr Rushen raised the point that it was sad that some of the local names for parts of the village were disappearing. It was agreed that if possible a piece on local names would appear in the Journal in the near future.

The chairman agreed to change the running order to facilitate the police report.

### POLICE REPORT

PCSO Kayla Packman was pleased to be able to report that there had been no reported crimes in the village since the last report. The Chairman thanked PCSO Packman for the help with the speed cameras which had been effective and for coming to give her report.

### NEW MODEL CODE OF CONDUCT

It was agreed to adopt the new model code of conduct- proposed by Cllr Alexander and seconded by Cllr Harrison. All in favour.

### ELECTION OF VICE CHAIRMAN

Cllr Alexander was proposed by Cllr Carr and seconded by Cllr Robertson.

Cllr Robinson was proposed by Cllr Harrison and seconded by Cllr Brewis.

The Chairman asked Cllrs Alexander and Cllr Robinson to leave the room whilst the situation was discussed by the remaining councillors. Cllr Brewis expressed the view that while there was nothing personal in it he

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felt that Cllr Robinson would be a better choice because due to work commitments Cllr Alexander is not available for as many meetings. Cllr West pointed out that Cllr Alexander does put in a lot of work behind the scenes. It was decided that there should be a vote. The vote was swiftly conducted and the result was 4 votes to 3 in favour of Cllr Robinson.

COUNCILLORS' DECLARATION OF INTEREST IN ANY ITEM ON THE AGENDA No interests were declared

### MINUTES OF THE PARISH COUNCIL MEETING 17<sup>TH</sup> MAY 2012

The minutes of the meeting held on the 17<sup>th</sup> May 2012 were approved as a true and accurate record and signed accordingly. Proposed by Cllr Robertson and seconded by Cllr Brewis. All in favour.

### MINUTES OF THE PARISH COUNCIL MEETING 18<sup>TH</sup> JUNE 2012

The minutes of the meeting held on the 18<sup>th</sup> June 2012 were approved as a true and accurate record and signed accordingly. Proposed by Cllr Harrison and seconded by Cllr Carr. All in favour.

### COMMUNICATIONS

Cllr Brewis reported that things were broadly on track but apologised that the web site had not always been as up to date as it could have been – he took full responsibility for any deficiencies. Cllr Brewis said that he hoped that the new clerk will be able to post minutes and agendas etc. directly onto the website and so remove one link in the chain which will improve matters. Cllr Brewis reported that the email list was working well but would try and increase the numbers on it. It was decided that there should be another 'PC coffee morning' in August to give villagers further opportunity to comment on any village matter.

### ENVIRONMENT

Cllr Carr reported that the footpath from Pinford End to the 'cranks' was in need of cutting back and would see if she could organise a working party. Cllr Carr reported that the mole and rabbit situation was in hand. There was a discussion about how much of the village green could be cut in order to facilitate a little more area for children to play ball games. Cllr Alexander wondered whether we should find out whether young people wanted more space and that we shouldn't lose the wildlife if not required. Cllr Brewis expressed the opinion that whilst the flora and fauna was important it was important that the children of the village should have sufficient area to throw or kick a ball around. Cllr Carr would investigate whether an area behind the play area could be mown and report back at the next meeting.

### HIGHWAYS AND SAFETY

Cllr Harrison reported that there had been a written response from Suffolk County Council regarding the Larkfield corner signage and the 30mph sign. A representative from SCC would meet him to discuss the dangers of Larkfield corner. With regard to the suggested 30mph sign in Bell's lane by Broad View – Suffolk County Council felt that it was unlikely to be approved as it doesn't fall within the standard criteria.

After a report from a villager about a crack in the Bell's Lane bridge, this has been inspected by the appropriate authority and declared fit for purpose.

Cllr Harrison reported that he –

- Has chased 3 times for a replacement 30mph sign and was glad to report that it has just been replaced.
- Mr and Mrs Brown of the Pound have had problems with their verge being eroded and had sought help from the Parish Council. Due to a clerical error nothing had happened but this is now in hand.

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- Only 8 fluorescent jackets had thus far been purchased for grit bin operations however after a brief discussion it was decided that no more should be purchased until it was seen over the winter exactly how many volunteers became involved.
- Suffolk County Council repaired the pot hole in Bull Hill within 72 hours of it being reported.
  
- Three of the village benches require repair and renovation at a cost of £165. Proposed by Cllr West and seconded by Cllr Robinson – all in favour.
- The goal posts on the village green were needed to be taken down for safety reasons but reported that an owl regularly perches there. It was agreed that a single post should be sited in this position as it would be a shame if the owl left. Cllr Carr pointed out that it should be a good quality post that has been creosoted. Cllr Robinson kindly offered to donate a barn owl box that he has spare.
- More work was required to update the emergency plan.
- He has the ‘Jubilee bench’ and that this now needs to be fixed in position outside the Alms Houses.

### ACHIEVING EXCELLENCE

Cllr Robertson reported back on the recent Parish Plan meeting. A representative from Suffolk ACRE gave a talk about parish plans in general. This was a very general talk but when questioned about her own Parish and what had the plan achieved it was good to find out that Hawstead Parish council was already implementing several of the initiatives that would be included in a Parish plan. Cllr Robertson reported that although the meeting was well attended and there were several people who thought that a Parish plan might be a good idea there were not sufficient volunteers to form a committee. Some people did volunteer to help but only in the capacity of distributing questionnaires. It was agreed that there would be no further action regarding a parish plan at present.

Cllr West reported that the financial situation regarding the printing of the Hawstead journal is all on track.

### PLANNING AND LEGAL

Millpost Farm – Cllr Robinson gave a synopsis of the situation and reported that there is no further immediate action required. Mr and Mrs Hatton’s easement is in the hands of the solicitors and no further immediate action is required at present.

### TO CONSIDER

**Village hall car park resurfacing** – Cllr West has had a quotation for the work. It was decided to get more quotations for the work and consider this at the September meeting where the work could be scheduled for October which would be good timing prior to the winter.

**Bylaws review** – Cllr Carr reported that bylaw 19 concerned with skateboarding needed to be changed in line with the standard wording as did bylaw 25 concerning pollution.

**Process for the appointment of the new Parish Clerk** – all councillors agreed that the proposed process to replace our parish clerk which had been distributed to councillors by the Chairman was good. The Chairman reported that SALC had been consulted at every stage and they entirely agreed with our approach over this important matter. An employment panel consisting of councillors King, Robertson and West was formed to take the process forward.

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## PLANNING APPLICATIONS

CLlr Robinson reported that a planning application had been received for a property in Hawstead Lane/Sicklesmere lane but it was outside the Hawstead Parish Council boundary and so not due for consideration.

## FINANCE

**Summary of finances** - This had been distributed to all Councillors prior to the meeting.

**Cheques for approval** – the following cheques to be issued were proposed by Cllr Brewis and seconded by Cllr Carr – all in favour.

<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
45	Woodberry	Millennium bench	178.80
46	ICO	Data Protection	35.00
47	Command Pest Control	Invoice 134028/02 03 2012/mole treatment	648.00
48	Clerk	Expenses May to end June	41.23
49	SALC	Audit 2012	133.20
50	Genesis	Brandon Bench/ordered by M Harrison	503.50
51	Ricoh	Printer - rent & usage (2 invoices)	195.60
52	Mrs Jayne Robertson	Parish Plan evening at hall (refreshments)	57.09
53	Hawstead Community Council	Grant for Jubilee Celebrations	272.00
54	Macmillan Cancer Support	Grant for Coffee Morning	100.00

**Grant applications** – From Hawstead Community Council £272 towards the cost of the Hawstead jubilee celebrations and £100 towards a Macmillan coffee morning to raise money for Cancer research made by Joyce Dainty. Proposed by Cllr West and seconded by Cllr Harrison – all in favour.

## CHAIRMAN'S SUMMARY

The Chairman thanked Cllr Robertson for all her work regarding the parish plan meeting and Cllr Brewis for chairing the meeting in June in his absence also to all Councillors for their hard work behind the scenes. The Chairman thanked all members of the public for attending.

## DATE OF NEXT MEETING

Next Parish Council meeting 20<sup>th</sup> September 2012

The meeting closed at 9.51 p.m.

REPORTS presented by the Borough and County Councillors are attached.

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