

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON 19<sup>th</sup> September 2013.**

- Present:** Cllrs John West (Chairman), Clive Robinson, Christabel Carr (in part), Henry Brewis, Ros Alexander (in part) and Michael Harrison. Catherine Hibbert (Clerk).  
C Cllr T Clements, B Cllr A Rushen, PC Trish Sinclair and eleven members of the public.
- Apologies:** Cllr Jayne Robertson.

*The meeting recessed for Public Forum at 7.30pm.*

The following items were raised under Public Forum:  
Concerns about two damaged grit boxes within the Parish;  
Continued fly tipping onto private land within the Parish was noted;  
A Parrett has agreed to take over the position of Hawstead history recorder from the Caldwells;  
any local news contributions welcome; he hopes to use the PC website to share his work;

*Cllrs Carr and Alexander arrived during the public forum.  
The meeting reconvened at 7.40pm.*

**1. APOLOGIES.**

Noted.

**2. DECLARATIONS OF INTEREST.**

None.

**3. MINUTES OF PARISH COUNCIL MEETINGS DATED 18<sup>th</sup> JULY 2013.**

**3.1** The minutes of the meeting held on 18<sup>th</sup> July 2013 were approved as a true and accurate record and signed accordingly. **Unanimously approved.**

**4. REPORTS**

**4.3 Police (taken out of turn)**

PC Trish Sinclair reported that there have been no recorded crimes since the last Council meeting. She noted that in response to local feedback, speeding continues as a local police focus. She alerted the meeting to the possibility of (1) theft from fuel tanks - possibly by vehicles posing as suppliers; and (2) rogue power tool traders in the area. She also advised that sheds and outbuildings remain vulnerable to burglary and that landowners should be cautious.

*PC Sinclair left at 7.45pm.*

**4.1 County Council report** – C Cllr Clements' report covered (1) exam results in Suffolk; (2) apprenticeships; (3) consultation on homecare services and community meals; (4) fly tipping; (5) free school meals; (6) Suffolk School Reorganisation Review consultation ending 13/12/13; (7) free electric blanket testing. Report attached to minutes.

**4.2 Borough Council report** – B Cllr Rushen's report included (1) an update on restructuring at Forest Heath BC and St Edmundsbury BC; (2) the forthcoming Parish conference scheduled for 22 October 2013 at the Apex; (3) the ongoing car parking review; (4) the proposed waste transfer station at Rougham Hill designed to minimise lorry traffic (information sheet attached to minutes); (5) the travellers currently based at Nowton Park.

Signature.....

- 4.4 Communications:** Cllr Brewis reported that (1) according to advice from Suffolk CC for those on the Hawstead exchange and living within 1.8km of the box at the junction of Bells Lane and the village green, Broadband speeds should increase significantly from June 2014; (2) Andy Parret has kindly agreed to help develop the Hawstead PC website; (3) the email distribution list continues to work well – new additions welcome; (4) consideration will be given to holding a coffee morning in October 2013.
- 4.5 Environment:** Cllr Carr reported that (1) the footpath officer has confirmed that the footpaths are in reasonable order, although one section over the Cranks by Pinford End is rather overgrown. Following discussion it was **AGREED** to leave this section of path as it is passable and the growing season is coming to an end; (2) it was noted that the bridges over the Cranks are slippery. Following discussion it was **AGREED that the PC would investigate setting up a working party to put chicken wire over the bridges and would approach the footpath officer in the first instance;** (3) the barn owl boxes have had their annual check from Suffolk Wildlife Trust – no owls this year; **(4) she will contact the person who has undertaken rabbit control on the Green in recent years at no charge to see if this arrangement can be continued;** **(5) quotes for mole control will be arranged for the next PC meeting;** **(6) quotes for the tree work at Brook Green needed over the winter will be arranged for the next meeting.**
- 4.6 Highways and safety:** Cllr Harrison reported that Suffolk CC has undertaken a spot check exercise in the village recently which will identify the existence of any speeding problem. Cllr Brewis reported that he had investigated the possibility of creating a safe off-road walkway between Cullum Cottage and the Green but there were concerns that the extent of pruning required to achieve this might kill the boundary hedge. Discussion followed about the possibility of creating a safe walkway using both sides of that section of road. **It was AGREED that Cllr Alexander would investigate this further with both landowners and the Highways Authority.**
- 4.7 Achieving Excellence;** In the absence of Cllr Robertson it was reported that; (1) three broadly similar quotes (approx. £75 plus VAT) had been received for a replacement laminated village map (showing available footpaths) for the village hall only. **Cllr West proposed and Cllr Brewis seconded the proposal that an order be placed with LAH Signs with whom Cllr Robertson has had previous dealings – all agreed;** (2) sample standard anti-dog fouling signs have been obtained from St Eds. These were tabled and discussed. **It was AGREED that Cllr West would investigate the possibility of sourcing signage similar to that found in the churchyard.**
- 4.8 Planning and legal:** Cllr Robinson reported that (1) whilst the easement is yet to be completed by the landowners, the Council has no further part to play, given that it has agreed terms and has been billed for the agreed contribution to the landowners legal costs. **It was AGREED that the Council should clarify that settlement of the invoice for the legal fees is conditional upon release of the Council from any ongoing liability;** (2) the potholes at the Almshouses have been repaired.
- 4.9 Clerk Report** – The clerk report (document 4.9) was received and noted.

## 5. TO CONSIDER

**5.1 CCTV in Hawstead (including possibility of initial survey to advise on potential systems);** Voting on this item had been deferred from the previous Council meeting where it had been discussed in some detail. Following discussion, a majority of Councillors voted not to proceed with this initiative. Those present were grateful to Cllr Brewis for the research he had undertaken on this item.

### **5.2 Horse chestnut tree project;**

The report from the contractors who had undertaken experimental treatment on horse chestnuts on the village green afflicted by bleeding canker in 2011 was received and noted;

Signature.....

the disease has been halted on three of the trees. It was noted that any further progress would be kept under review.

**5.3 Outcomes of the rural profiling pilot:** the meeting discussed the information posted on the data bank established by St Eds following the desktop survey exercise. **It was AGREED that the case officer should be invited to make a short presentation of his findings at a forthcoming meeting.**

**5.4 Procedure for handling planning applications:** **It was AGREED to keep this item under review** in the event that the number of planning applications the Council is required to consider outside of its scheduled meetings becomes unmanageable.

**5.5 Soil Protection Review:** **Cllr Carr agreed to progress this item in order to ensure the Council is operating within the appropriate regulations concerning soil protection.**

**5.6 Signage on Green:** see item 4.7 above.

**5.7 Bottle bank review:** The meeting reviewed the operation of the bottle bank. The following issues were discussed; (1) instances of overflowing; (2) procedure for emptying; (3) speed of response by St Eds; (4) the possibility of a second bank and any impact on visual outlook from hall and associated damage to car park; (5) use of signage on bank to direct customers to next bank if full/ provide tel number to trigger the emptying of the bank; (6) the possibility of a single bigger bank. **It was AGREED that the Council should (i) affix signage to the bank providing contact details for emptying/ details of the nearest alternative bank; (ii) give the hall cleaner the telephone number to enable her to arrange for the bank to be emptied; and (iii) review this issue in six months.**

**5.8 Insurance renewal:** consideration was given to the insurance renewal proposal from Suffolk Acre dated September 2013 and the possibility of securing a small discount for a long term commitment. **Given that the Council will be subject to re-election in less than two years it was UNANIMOUSLY AGREED to renew for a single year only on the terms proposed.**

**5.9 Play inspection report:** the play inspection report dated August 2013 from St Eds BC was received and noted. Risks identified were all graded at low or very low.

**5.10 Spare number**

**5.11 Councillor's responsibilities.** The meeting discussed the allocation of responsibilities amongst Councillors **and it was AGREED that with immediate effect, Cllr Alexander would take over responsibility for footpaths and trees, leaving Cllr Carr continuing as greens warden.**

## **6. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS**

**6.1 Grant of SE/13/0726/FUL re proposed cart lodge at land west of Pinfold End Farmhouse.**  
Noted.

**6.2 Refusal of appeal APP/3525/A/13/2192395 re land south of the Firs, Pinfold End.**  
Noted. **It was AGREED that copies of this decision letter should be circulated.**

**6.3 To consider application SE/13/0829/LB and SE/13/0830 re erection of a single storey side extension at 10 the Pound:** Cllr Robinson described the proposals to the meeting; discussion covered the proposed improvements in insulation/energy efficiency and the external elevations. **It was UNANIMOUSLY AGREED that the Council had no objection to these applications.**

**6.4 Planning application SE/13/0878 Oak Lodge:** Cllr Robinson described the proposals; discussion included any impact on neighbours; insulation; improvements in spatial use. **It was UNANIMOUSLY AGREED that the Council had no objection to these proposals.**

## **7 FINANCE**

**7.1 To receive and review the quarterly summary of finances dated 31 August 2013;** the summary of finances dated 31 August 2013 (copy attached) was received and noted.

Signature.....

**7.2 To receive and review the bi-monthly summary of finances;** the bi-monthly summary of finances for July-August 2013 (copy attached) was received and noted. **It was AGREED that proposals for transferring money onto deposit would be brought to the next meeting.**

**7.3 To approve cheques to be issued.** The issue of the following cheques was **UNANIMOUSLY APPROVED:-**

Detail	Cheque no	TOTAL £
BDO	092	120.00
Hawstead Parochial Council	093	173.57
Ricoh	094	41.77
Pretty's	095	200
Catherine Hibbert	096	112.17
HMRC	097	126.00
Catherine Hibbert	099	504.00
Suffolk Acre	098	394.51

**7.4 To receive and approve the BDO audit report for 2012/13:** The BDO audit report for 2012/13 was received and noted.

**7.5 To consider issues arising from the BDO audit: it was AGREED that further information relating to the Council's property assets should be identified prior to the next audit.**

## **8. CHAIRMAN'S SUMMARY**

The Chair proposed that, given the Council's current reserves, and the current poor bank interest rates, consideration should be given to the following expenditure for the benefit of the local community; (i) benches up to £500 each (possibly at Pinford End and Whepstead Road); (ii) replacement Xmas lights up to £2-300; (iii) a quality mini goal post for use by children on the appropriate part of the Green up to about £400; (iv) replacement noticeboards at the village hall and the Pound (up to £500 in total). If agreeable in principle, Councillors will be asked to approve these items at the next meeting, provided that suitable quotes can be obtained.

The Chair also noted the following:- (1) the pub continues to be marketed; (2) no planning application has been received in respect of the Khaki Devil enterprise at Brook. Green

## **9. CORRESPONDENCE**

The following correspondence was noted:-

9.1 Letter from J Dainty dated 25 July 2013

9.2 Traffic restriction order effective from 30 September

9.3 The Local Councillor August 2013

9.4 Letter from All Saints Church dated 31 August 2013 confirming that the churchyard is open. There was some discussion on this item and it was **AGREED that the clerk would investigate whether there is a grant available for Councils to use for mole control etc. on Parochial Council land.**

## **10. DATE OF NEXT MEETING**

**21<sup>st</sup> November 2013.**

Signature.....

There being no further business, the Chairman thanked Councillors and members of the public for attending.

*The meeting closed at 9.35pm*

Distribution  
Cllr C Robinson  
Cllr R Alexander  
Cllr J West  
Cllr C Carr  
Cllr Jayne Robertson  
Cllr H Brewis  
Cllr M Harrison

Website ) following approval  
Noticeboard ) following approval

Attachments Terry Clements Report – September 2013  
Angela Rushen Report - September 2013  
Police report – September 2013  
Clerk report to September 2013  
Quarterly summary of finances to 31 August 2013  
Bi monthly summary of finances 19 September 2013

Signature.....