

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 16th May 2013.**

Present: Cllrs John West (Chairman), Clive Robinson, Henry Brewis, Christabel Carr, Jayne Robertson, Ros Alexander and Michael Harrison. Catherine Hibbert (Clerk).
Borough Cllr Angela Rushen, County Cllr T Clements and twenty five members of the public.

The meeting recessed for Public Forum at 8.20pm.

The following items were raised under Public Forum:

Bull Green requires mowing: reference to item 7.4;

Inadequate parking provision for homes on Whepstead Road; this has been considered previously without significant interest from affected residents;

Pub: query as to current status.

The meeting reconvened at 8.35pm.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN AND SIGNATURE OF DECLARATION OF ACCEPTANCE.

Cllr West left meeting room.

Cllr Brewis proposed that Cllr West continue as Chairman for the forthcoming year. Seconded by Cllr Alexander and unanimously **APPROVED**.

Cllr West re-joined the meeting and Cllr Robinson left the meeting room.

Cllr Robinson was unanimously **APPROVED** as Vice Chairman for the forthcoming year.

Cllr Robinson re-joined the meeting.

2. APOLOGIES: N/A.

3. DECLARATIONS OF INTEREST: None.

4. APPOINTMENT OF REPRESENTATIVES: the following appointments were **UNANIMOUSLY APPROVED:-**

4.1 Field and footpath work; Cllr Carr-field representative; Mr Steve Butt – footpaths officer;

4.2 Tree warden; Mr James Carr;

4.3 Play area; Cllr West;

4.4 SALC; Cllr West.

5. MINUTES OF PARISH COUNCIL MEETING DATED 21st MARCH 2013.

5.1 The minutes of the meeting held on 21st March 2013 were approved as a true and accurate record and signed accordingly. **Proposed by Cllr H Brewis and seconded by Cllr J Robertson – all in favour.**

6. REPORTS

6.1 Communications; Cllr Brewis reported that communications in the village were improving; uptake on the village email distribution list is increasing; new members are welcome; the website is improving and Cllr Brewis will undertake further training; volunteers to assist with the

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website are welcome. An announcement as to the upgraded broadband coverage for Suffolk is expected from Suffolk County Council imminently; feedback in relation to the website is welcome. **It was noted that the now defunct previous PC website needs to come down and that the link from the village hall web page to the PC site needs updating.**

6.2 Environment; Mr Steve Butt reported that the footpaths in the Parish were in good condition, although quite overgrown in parts. In particular, the section of path in between Pinford End and the Cranks first bridge requires some attention and **further consideration will be given by Cllr Carr and Mr Butt to clearing this by voluntary working party/external contractor. If the latter, Cllr Carr will organise quotes.** Cllr Carr reported that:-

- (1) Brook Green requires some extensive tree work in winter 2013/14 and **Cllr Carr agreed to arrange the necessary quotes;**
- (2) the high level stewardship scheme adjustment (to enable an area of green to be maintained for children's ball games), is with Natural England for consideration; and
- (3) it is hoped that the Suffolk Wildlife Trust will organise a wildflower identification workshop on the green at Hawstead shortly, notice for which will be circulated.

6.3 Highways and safety; Cllr Harrison reported that the signage has been moved at Larkfield Corner to an improved position.

6.4 Achieving Excellence; Cllr Robertson reported that:-

- (1) she had investigated the provision of a sign to encourage visitors to the Millennium Field and tabled a sample for a sign which could be riveted to the gate (£75+VAT); **It was AGREED that the church wardens should be kept informed.**
- (2) the map outside the village hall was faded so she had investigated the possibility of a UV coated replacement map which could withstand sun damage yet remain legible (£75+VAT). Discussions covered the possibility of highlighting local footpaths on the map, the provision of a similar map at the Millennium Field and the issue of how to display any sign (freestanding posts/attachment to gate). It was **UNANIMOUSLY AGREED that the provision of signage for the village hall and Millennium Field should be progressed and Cllr Robertson would investigate the details of this further and report back to the next meeting;**
- (3) she had undertaken further investigation regarding the creation of a new section of footpath to provide a safe link between Whepstead Road and Church Farm including discussions with the County Rights of Way officer who was supportive of the proposal; on his advice, affected landowners had been approached to consider the creation of a permissive path (which has the advantage from the landowner's perspective of not creating a right of way in perpetuity. **Update to the next meeting.**

6.5 Planning and legal; Cllr Robinson reported that:-

- (1) he had attended a St Edmundsbury planning meeting where the local planning authority considered an application to which Hawstead PC had objected and this had provided him with a useful insight into the local planning process.

6.6 Clerk Report – The clerk report (document 6.6) was received and noted.

7. TO CONSIDER

7.1 CCTV in Hawstead (including possibility of initial survey to advise on potential systems); Cllr Brewis reported that he had done some initial investigation into the possibility of a CCTV installation in the village, accessible only by the police; he had identified a company to undertake an initial survey which would provide information on the cost/benefit of such a system and advice on which equipment might be suitable (reduced survey cost of £120+VAT; normal cost £500+VAT); he confirmed that this company do not supply the equipment themselves and are thus impartial; Cllr Brewis considered this initiative was worth pursuing as a deterrent to crime; it could also be a source of evidence in the event of a burglary. Support for this proposal was divided and discussion covered the following areas; (1) positioning of CCTV cameras; (2) loss of privacy; (3) deterrent effect of CCTV on crime; (4) increase of risk to those parts of village not covered by cameras; (5) additional signage to go with CCTV; (6)

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available evidence of deterrent effect/ case studies; (7) appropriateness of CCTV in rural locations; (8) the broken CCTV system at the village hall and whether this should take priority; (9) the risk of crime being pushed out from towns to the villages through increased use of CCTV in town centres; (10) the benefits of increased communication between villagers to combat crime; (11) the benefit of inviting police to run training for the village on crime prevention. **It was AGREED that the Council should undertake some further (i) research (particularly case studies on use of CCTV in similar locations) and (ii) reflection and that this item should be rolled onto the next meeting for further consideration.**

7.2 Application for grant from Mrs Joyce Dainty in respect of Macmillan Coffee morning;

There was some discussion about whether charitable donations from the Parish Council should be limited to local charities only **and it was AGREED that the Council should in due course formulate a policy for charitable giving.** Notwithstanding this, the point was made that the Macmillan annual coffee morning has become a regular and well-supported village event and it was **UNANIMOUSLY AGREED that the Council should make a donation of £100 as requested.**

7.3 Extension of insurance cover; it was reported that the level of fidelity guarantee cover on the insurance policy needs to be extended to ensure adequate cover on the Councils' bank balances; the proposed additional annual premium to extend the cover would be £27.17. **Proposed by Cllr Brewis and seconded by Cllr Harrison – all agreed.**

7.4 Tenders for village green mowing for summer 2013; Quotes for mowing the village greens were obtained from B Colson Esq, Proscap and St Edmundsbury BC. Cllr Carr confirmed that all quotes related to the same schedule of works. It was noted that there was a significant difference between these quotes, which ranged from £610 +VAT up to £1705 +VAT. The meeting discussed the following issues; (1) duty to make best use of public funds; (2) the need for reliability; (3) the excellent service rendered to the Council in previous years by Mr Colson; and (4) the benefit of working with a known contractor. **Cllr Alexander proposed that the Council accept the cheapest quote. Seconded by Cllr Harrison – all in favour. It was further AGREED that the Council should write to the unsuccessful bidders.**

7.5 Website costs; it was reported that costs of £71.96 have been incurred in running the Council website for Jan-April 2013; a similar charge will be incurred for the period May-July 2013. **It was UNANIMOUSLY AGREED that the Council should reimburse these costs.** It was noted that Cllr Brewis will receive website training in July 2013 which may inform how the Council chooses to proceed with the website.

7.6 The draft letter referred to at minute 9; 21/03/13. The meeting was reminded that the Council resolved on 21 March 2013 to send out a letter to the operator of a local shoot clarifying the extent of the village green– wording to be agreed by all Councillors- in response to representations made by a resident at that meeting. As the wording of the draft letter was not agreed, this item has been returned to this meeting for further consideration. Two Councillors were strongly of the opinion that the Council should not write at all. However, **Cllr Harrison proposed and Cllr Robertson seconded the proposal that the letter in the terms drafted be sent– proposal approved by five Councillors.**

7.7 To review and confirm the Standing Orders and Financial Regulations; It was UNANIMOUSLY AGREED that the Standing Orders and Financial Regulations be re-confirmed without amendment and adopted by the Council for the forthcoming year.

7.8 Pot holes outside the almshouses. It was reported that there are three potholes on the path leading to the almshouses which pose a trip hazard requiring immediate attention. Cllr Robinson reported that he had obtained one quote and that a second is being sought. **It was UNANIMOUSLY AGREED that Cllr Robinson should proceed to arrange for these repairs (authorised up to £50) as a matter of urgency in order to avoid the risk of injury. Subsequent consideration will be given to seeking a contribution to these costs.**

7.9 Confidential item subject to a separate minute.

8. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

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8.1 To consider application SE/13/0228/FUL re land at Lodge Farmhouse, Hawstead. Cllr Robinson outlined the proposals, the details of which the Councillors had viewed previously on the St Edmundsbury website; the impact of the proposals was discussed. **Cllr Robinson proposed that no objections be lodged in respect of this application; seconded by Cllr Brewis – all in favour.**

9. FINANCE

9.1 To receive and review the summary of finances dated 16 May 2013; the summary of finances dated 16 May 2013 (copy attached) was received and noted.

9.2 To receive the internal audit report for the end of year accounts for 2012/2013; the internal audit report for the end of year accounts for 2012/2013 was received and noted.

9.3 To receive and approve the end of year accounts for 2012/13; the end of year accounts for 2012/13 were received and noted. **It was noted that the Asset Register should include Brook Green.**

9.4 To approve the Councillors statement in the end of year accounts; The Chair read out the annual governance statement 2012/13 and this was **UNANIMOUSLY APPROVED and signed by the Chair.**

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

Command Pest Control	072	422.40
Open Spaces Society	073	45
SALC	074	166
SALC	085	136.80
Air Ambulance (s137)	076	50
C Hibbert	077	792
HMRC	078	198
C Hibbert	079	220.72
Website	080	71.96
Suffolk Community Action	081	30
Suffolk Wildlife Trust	082	38
Suffolk Acre	083	27.17
A Baker	084	795

It was AGREED that the Council would raise an invoice for recovery of 50% of the costs of resurfacing the village hall car park from the Hawstead Community Council.

9.6 To confirm BDO as external auditor for the year ending 31/3/13. It was **UNANIMOUSLY AGREED** that BDO should be appointed as external auditor.

10. CHAIRMAN'S SUMMARY

The Chair reiterated his comments from the earlier Annual Parish Meeting (copy attached).

11. CORRESPONDENCE

The following correspondence was noted:-

- 11.1 Precept referendum bill and associated emails;
- 11.2 Letter dated 5/4/13 J Horner to Hawstead PC;
- 11.3 West Suffolk Letter dated 11/4/13 re strategic housing;
- 11.4 Letter dated 24/4/13 confirming precept for 2013/14;
- 11.5 Parish conference details 10/6/13;
- 11.6 The Councillor;

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- 11.7 SALC training schedule;
- 11.8 Letter from Mrs Richardson 25/3/13.

12. DATE OF NEXT MEETING

18th July 2013.

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

The meeting closed at 9.40pm

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 – May 2013
Angela Rushen Report - May 2013
Police report – May 2013
Summary of Finances 16 May 2013
Chairman's summary

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