

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 15th May 2014.**

Present: Cllrs John West (Chairman), Clive Robinson, Henry Brewis, Ros Alexander Christabel Carr and Jayne Robertson. Catherine Hibbert (Clerk).
Six members of the public.
Apologies: Cllr M Harrison.

The meeting recessed for Public Forum at 8.20pm.

The following items were raised during Public Forum:

Broadband: works to complete a local fibre optic cabinet were discussed; improvements in the service are anticipated over the course of the next couple of months, but the actual scope of these is as yet unknown.

The meeting reconvened at 8.25pm.

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

Cllr J West was re-elected as Chairman; proposed by Cllr Brewis, seconded by Cllr Carr - all in favour. The annual declaration of acceptance was received and signed.

Cllr C Robinson was re-elected as Vice Chairman; proposed by Cllr West, seconded by Cllr Robertson - all in favour.

2. APOLOGIES.

Noted.

3. DECLARATIONS OF INTEREST.

None.

4. MINUTES OF PARISH COUNCIL MEETINGS DATED 20th March and 6 May 2014.

4.1 The minutes of the meetings held on dated 20th March 2014 and 6 May 2014 were **UNANIMOUSLY APPROVED** as a true and accurate record and signed accordingly.

5. APPOINTMENT OF REPRESENTATIVES.

Footpath officer; it was AGREED that Steve Butt should be asked to continue in this role.

Tree warden; it was AGREED that James Carr should be asked to continue as tree warden.

Play area; it was AGREED that Cllr Harrison should be asked to continue as play area warden.

SALC; it was AGREED that Cllr West should continue as SALC liaison officer.

6. REPORTS

6.1 Communications; Cllr Brewis reported that; (1) Broadband had been discussed during the public forum; and (2) efforts to improve local communication via the upgraded website, email list, noticeboards and coffee mornings continue. **It was noted that Cllr Brewis would try to source two A frame advertising boards for the coffee mornings.**

6.2 Greens; Cllr Carr reported that; (1) arrangements for mowing the main Greens will be considered at item 7.2 below; (2) additional quotes are being sought in relation to mowing some additional areas of Parish Land; (3) this is the last year of the Single Farm Payment scheme from which the Council has received grant payments. Information about the replacement

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scheme will be monitored as and when it is received to ascertain whether the Council will be able to qualify for grant under the new arrangements; and (4) the goalposts are on order.

6.3 Footpaths and trees; Cllr Alexander reported that the footpaths have been walked by the footpath officer recently and are all passable. The meeting discussed the Cranks footpath which is passable despite being overgrown; it can be difficult when wet. **It was AGREED that the landowners should be requested to cut back the overgrowth and a working party set up if necessary to undertake this.** The forthcoming Hawstead Open Gardens event was discussed and it was agreed that clear footpaths would assist the event. The issue of new dog bins at Pinford End (and accessibility for emptying these) was discussed. **It was AGREED that Cllr West would discuss this further with St Edmundsbury DC.**

6.4 Highways and safety; to be discussed at the next meeting.

6.5 Planning and safety; Cllr Robinson reported that; (1) the listed building consent application at Cooks Farmhouse (considered at the Council meeting on 6 May 2014) had been rejected; (2) Cllr Clements has indicated that SCC will support the Council's application for Speedwatch equipment and this will be progressed; (3) County Cllr Clements had also recommended that the Council acquire some flashing moveable speeding signs. Information received about this scheme will be circulated for consideration at next meeting.

6.6 Achieving Excellence; Cllr Robertson reported that; (1) the application for the Village of the Year competition has been submitted; (2) residents of Whepstead Road are being consulted as to the proposed location of the benches. **It was AGREED to review the siting of the Whepstead Road bench at the end of the consultation period, but that given the strong objection received from one set of residents, the bench should not go outside number 13, as originally proposed.** Following discussion, **it was AGREED that (i) residents should be consulted as to the location of the bench at Pinford End and the position of the noticeboard for the Pound; and (ii) a copy of the electronic map of the village should be loaded onto the website.**

6.7 Clerk Report – The clerk report (document 6.7) was received and noted.

7. TO CONSIDER

7.1 Application for grant from Mrs Joyce Dainty in respect of Macmillan Coffee morning; it was AGREED that a grant of £150 should be given to this event.

7.2 To review and confirm arrangements for village green mowing for summer 2014; Cllr Carr reported that three quotes were received for mowing the Greens for summer 2014. **It was AGREED to (i) proceed with the quote from West Suffolk DC who provided the most competitive quote (£720 plus VAT) and who had provided a good service last year; and (ii) review the schedule of works with the contractor to check they are doing no more than is required.**

7.3 To review and confirm the Standing Orders and Financial Orders; the meeting noted that the Standing Orders and Financial Orders have been reviewed in line with new model drafts received from SALC. An additional amendment has been made to the Standing Orders to enable the clerk to respond on behalf of the Council (without any public meeting being called) following consultation on a planning application where all Councillors have been notified of the application and none have raised any objection. In all other cases the application needs to be considered by the Council at a public meeting in the usual way. **The revised Standing Orders and Financial Standing Orders were unanimously APPROVED.**

7.4 Area of land north of Bells Lane next to the river; this area of land was discussed and it was noted that nightingales have been noticed here. **It was AGREED that Cllr Carr would approach Suffolk Wildlife Trust to ascertain whether and how this area could be opened up for better access whilst maintaining the biodiversity.**

7.5 Update on byelaws working party. It was reported that SALC have confirmed that non – councillors can join a working party. It was noted that David Carter has been approached to join this group.

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7.6 The risk assessment and financial risk assessment and monitoring schedules for 2014/15 were tabled, considered and unanimously APPROVED.

8. PLANNING APPLICATIONS APPEALS AND NOTIFICATIONS

n/a.

9 FINANCE

9.1 To receive and review the quarterly summary of finances to 31/03/14; the quarterly summary of finances to 31 March 2014 was received and noted.

9.2 To appoint SALC as internal auditor for the end of year accounts for 2013/4; it was AGREED to appoint SALC as internal auditor (quote @ £142-182);

9.3 To receive and approve the end of year accounts for 2013/4; the draft end of year accounts for 2013/14 were received, considered and APPROVED.

9.4 To approve the Councillors statement in the end of year accounts; The Councillors statement in the year end accounts was read out and unanimously APPROVED.

9.5 To confirm BDO as external auditor for the year ending 31/3/14; BDO was unanimously confirmed as external auditor for 2013/14.

9.6 To receive and review the bi-monthly financial summary for March-April 2014; the bi-monthly summary was received, considered and approved.

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

Detail	Cheque no	Net (of VAT)	Vat	TOTAL
SALC - subscriptions		170.00		170.00
Open Spaces Society				45.00
Community Action Suffolk				30.00
C Hibbert - expenses				69.51

8. CHAIRMAN'S SUMMARY

The chairman's comments from the Annual Parish Meeting on the same date were noted.

9. CORRESPONDENCE

The following correspondence was noted:-

The Local Councillor

Samaritans letter

10. DATE OF NEXT MEETING

17th July 2014 7.30pm.

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

The meeting closed at 9.20pm

A confidential discussion took place which is the subject of a separate minute.

Distribution
Cllr C Robinson
Cllr R Alexander
Cllr J West

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Cllr C Carr
Cllr Jayne Robertson
Cllr H Brewis
Cllr M Harrison

Website) following approval
Noticeboard) following approval

Documents before meeting

Clerk report to May 2014
Bi monthly summary of finances 15 May 2014
Quarterly Summary 15 May 2014
Draft Accounts for 2013/14
Standing Orders and Financial Standing Orders
Risk assessment and financial risk assessment

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