

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 17th July 2014.**

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

The meeting recessed for Public Forum at 7.30pm.

<p>The following items were raised during Public Forum: The footpath beyond the Church is impassable – see item 4.3. Broken glass in the decommissioned telephone box at Pinford End.</p>

The meeting reconvened at 7.35pm.

1. APOLOGIES.

Noted.

2. DECLARATIONS OF INTEREST.

JW declared an interest in item 7.3 (reimbursement of costs).

3. MINUTES OF PARISH COUNCIL MEETINGS DATED 15th May 2014.

3.1The minutes of the meeting held on dated 15th May 2014 were **UNANIMOUSLY APPROVED** as a true and accurate record and signed accordingly.

4. REPORTS

4.1A County Council Report:

C Cllr Terry Clements updated the meeting on; (i) initiatives to ensure that Children Centres across the County are supporting families in need; and (ii) his purchase of three VAS (flashing vehicle speed) signs for use by parishes in the locality.

Cllr Carr joined the meeting at 7.40pm.

C Cllr Clements assured the meeting that SCC would reimburse the Council the cost of the Speedwatch equipment and **it was AGREED that the Council should purchase this and then seek recovery from SCC.**

5.8 Tree maintenance programme (taken out of turn);

Mr J Carr (tree warden) tabled his July 2014 report and proposals for tree maintenance on Parish land around the village. Following discussion **it was AGREED that the priority work; (i) at Bull Lane (estimated £500-600); (ii) at Brook Green (estimated £1000-2000); and (iii) along the roads on Great Green (£500-1000) should be formally costed** with a view to being progressed over winter 2014. Liaison with the utilities will be required. Discussion followed about; (a) disposal of resulting timber; (b) the possibility of planting fruit trees in Millennium Field; and (c) concerns about the tree hygiene practices of utility-appointed contractors. The Council expressed its thanks to Mr Carr for his helpful and well researched report.

4.1B Borough Council Report:

B Councillor Rushen tabled her July 2014 report. It was noted that she has a locality budget (£100-500 per village) and will consider requests from Hawstead for use of this money;

4.1.C Police Report:

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PCOS R Wilson noted that there had been no formally recorded crimes since the last meeting (a crime had been reported, but subsequently withdrawn). It was noted that both the police and environmental health officer had been alerted to reports of gunfire and dog nuisance from a property within the village.

4.1 Communications; Cllr Brewis reported that; (1) efforts to improve local communication via the upgraded website, email list, noticeboards and coffee mornings continue; (2) no further update on improved Broadband service is yet available; (3) an A frame notice board has been obtained to promote various events such as PC meetings/coffee mornings; (4) discussion with Maglio Rosso about possibility of them taking delivery of parcels for villagers has taken place; **(proposals to be discussed further with Maglio Rosso, the Royal Mail and Hawstead Journal)**; (5) a welcome pack is on the website; (6) repairs to the broken perspex noticeboard (estimated around £20) are required. **It was UNANIMOUSLY AGREED that the Council would reimburse the website administration costs which have to date been funded by one of the Councillors personally.**

4.2 Greens; Cllr Carr reported that; (1) 13 volunteers removed 8 sacks of ragwort from the village Green recently; (2) the hay on the Green will be cut shortly; (3) the mowing contractors have been instructed to leave the land where a willow recently came down in order to protect the bee orchids which are growing around that area; and (4) quotes are awaited from the contractors about cutting an additional stretch between Cullum Cottage and the Green to provide a safe walkway; and (5) rabbit control measures are in hand.

4.3 Footpaths and trees; Cllr Alexander reported that some of the local footpaths are impassable. Discussion followed as to how to ensure these footpaths are maintained routinely and appropriately. Views were expressed that; (i) it is the duty of landowners to keep overhanging vegetation cut back and it is the duty of SCC to keep the surface of footpaths clear; (ii) Hawstead footpaths are not on SCC's regular maintenance programme and should be added; (iii) SCC may operate a priority maintenance programme which means that some rural footpaths which do not link hubs may be given less priority by SCC; (iv) letters to/ meeting with the adjoining landowners may be beneficial; (v) the best way to keep vegetation at bay is to walk the paths and trample the vegetation; (vi) the need for a robust policy approach to this issue; and (vii) the possibility of investing in a village strimmer to keep paths clear. Following discussion it was **AGREED that the Council should review their options following a formal on-site assessment which has been arranged with the SCC rights of way officer** (in about 3 weeks). Discussion followed about the clearance of a tree which came down recently on the Green and **it was AGREED (a) to proceed with the cheapest quote (£120); and (b) offer resulting timber to any villagers.** Cllr West reported he had spoken to St Eds about the possibility of dog bins down by the Cranks; St Eds will charge to empty these. Following discussion it **was agreed that Cllr West should instead pursue the provision of appropriate signage** to remind dog owners to clear up.

4.4 Highways and safety; Cllr Harrison reported that; (i) potholes have been repaired following notification to SCC (the relevant section of road has been subsequently resurfaced); (ii) SCC has confirmed that a further directional type sign for Pinford End has been ordered. **Clarification has been sought as to whether the signage originally requested announcing arrival into the Hamlet of Pinford End can be obtained and the likely cost of this.** (Discussion followed about whether this could be funded out of the B Council locality monies); and (iii) other replacement signage is on order.

4.5 Planning and safety; Cllr Robinson reported that; (1) no planning applications have been received; and (2) Speedwatch equipment will now be ordered (see item 4.1.A above); and (3) Mr D Carter is agreeable in principle to leading the byelaws working party and will be briefed on the background by Cllr Carr.

4.6 Achieving Excellence; in Cllr Robertson's absence, it was noted that Hawstead was successful in the first round of the Village of the Year competition, and had won £500. The visit by judges for the next round went well and Cllr West thanked all those involved in meeting the judges and, in particular, Mr and Mrs Taplin who had created a wonderful video to support the application, for which many thanks.

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4.7 Clerk report. The clerk report (document 4.7) was received and noted.

5. TO CONSIDER

5.1 Annual playground inspection report; The annual (May 2014) playground inspection report provided by St Eds was received and noted, together with the July 2014 operational report. Following discussion about the recommendations within the reports, **it was AGREED that Cllr Harrison would seek quotes for refurbishing the wood on the bench and that Cllr Robinson would repair the base of the bench.** Cllr Harrison has requested that the goalposts are added to the schedule of items considered by St Eds in its playground inspections.

5.2 Damaged grit bins;

It was noted that three out of the ten PC grit bins have been damaged/destroyed in varying circumstances. Discussion followed about the quality/colour/size/position of replacement bins and it was **AGREED that further research was required. Quotes to next meeting.**

5.3 Almshouses car park;

It was noted that following a site meeting with representatives from the Council, the Almshouse Trustees have set out their proposals to refurbish the almshouse car park by means of impermeable surface dressing over the entirety of the existing area of the car park. This matter was discussed and the following views were expressed; (i) the surface ought to be permeable; (ii) the car park is large in comparison to the number of houses it serves; originally permission for just two spaces was sought; the existing larger car park was built without permission; modern car parking standards would provide about 1.5 spaces per dwelling; (iii) the car park, being on village Green, ought to be available for use by all residents from time to time; (iv) the car park should not be made more substantial; (v) the visual appearance of the car park is important, given this land is part of the village Green. Following discussion it was **AGREED that the Council would in principle support the permeable resurfacing of the current usable area of the existing car park (i.e. representing a reduction in size of the existing car park, but leaving a reasonable amount of car parking for residents) and that Cllr Robinson would prepare a specification for these works for costing and consideration at the next meeting.**

5.4 Village hall car park – additional lighting;

It was noted that Hawstead Community Council was considering lighting for the village hall car park which would require the consent of the Council as landowner; further details will come to the PC when available.

5.5 VAS signage; the meeting heard that C Cllr Clements has purchased some speed signage equipment which he would like to share around the villages within the locality. It was noted that any Parish Council that wishes to participate would need to enter into a legal undertaking in this regard and to agree to permanent posts being erected to take the signage from time to time. **Following discussion it was AGREED that participation in this scheme was something which the Council would support in principle, but that location of such signage should be informed by use of the Speedwatch equipment once this initiative is up and running.**

5.6 Correspondence re churchyard maintenance;

The meeting heard that correspondence had been received about the poor state of the churchyard; this correspondence has been acknowledged and forwarded to the PCC for consideration. A working party cleared the churchyard recently and will reconvene in October. The meeting was reminded that the Council agreed in principle in July 2013 to funding maintenance costs of up to £450 pa over two years on presentation of invoices (claims for £175 received and paid since then).

5.7 Position of benches;

Some objections have been received to the suggestion that benches should be positioned in Whepstead Road and Pinford End. It was noted that no comments in support of these proposals had been received. Following discussion it was **AGREED not to pursue the purchase of these benches.**

5.8 Tree maintenance programme; see above.

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5.9 Printer arrangements; It was NOTED that the five year lease of the printer has come to an end. Ricoh are prepared to continue the lease of the printer on its current rental arrangements (£10 pcm plus copying; repairs included). **It was UNANIMOUSLY agreed that the current arrangements should continue.**

5.10 Area of land to north of Bells Lane next to river; It was noted that treatment of this area is covered by the proposals in the tree maintenance report at item 5.8 above. It was **AGREED** that the informal bike track area should be levelled and the area opened up slightly as per these proposals (without detriment to the wildlife) to make this a quiet, accessible area for use by all.

5.11 Automated external defibrillator (AED); Cllr West proposed that consideration should be given to the purchase of an AED for the village for use in the event that anyone suffers a heart attack and needs assistance. Discussion followed about; (i) potential for vandalism; (ii) training; (iii) the spread out nature of the village; (iv) security codes etc.; (v) cost and potential availability of locality money for this. **It was generally AGREED that further research should be undertaken including seeking the impartial professional opinion of a body such as St John's Ambulance on the merits of acquiring such equipment.**

5.12 War memorial;

It was noted that there is no WW1 memorial outside the church and the meeting discussed whether the Council should support the provision of such a memorial, given this is the centenary year following the outbreak of WW1. Following discussion it was **AGREED not to pursue the provision of any such memorial at this stage.**

5.13 Revised code of conduct.

The revised code of conduct was received, considered and UNANIMOUSLY accepted

6. PLANNING APPLICATIONS APPEALS AND NOTIFICATIONS

n/a.

7 FINANCE

7.1 To receive and review the internal audit report; the internal audit report was received and noted.

7.2 To receive and review the bi-monthly financial summary for May-June 2014; the bi-monthly summary was received, considered and approved.

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

Detail	Cheque no	Net (of VAT)	Vat	TOTAL
LAH Signs	129	75	15	90
Action play and leisure	136	215.00	98.00	313.02
Auto Innovations (Sudbury) Ltd*	135	16.00	3.20	19.20
Auto Innovations (Sudbury) Ltd*	134	33.00	6.60	39.60
C Hibbert	137	592		592
HMRC	138	38		38
ICO	139	35		35.00
J Dainty	140	150		150.00
SALC	141	116.00	23.20	139.20
Ricoh	142			36.37
J West	143			13.18
SALC	144	200.00	40.00	240.00

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C Hibbert	145			135.74
Ricoh (UK) Ltd	146			162.41

8. CHAIRMAN'S SUMMARY

The chairman; (1) thanked Cllr Robertson and Mr and Mrs Taplin for their efforts in the Village of the Year competition where Hawstead is now in the final 6 (out of a potential 530) Suffolk Villages; and (2) invited fellow councillors to consider any long term projects which might benefit the village.

9. CORRESPONDENCE

Recent correspondence received by the PC is referred to in the clerk report (document 4.7).

10. DATE OF NEXT MEETING

18th September 2014 7.30pm. (Cllr Robinson to chair)

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

The meeting closed at 9.55pm

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

Documents before meeting
July BC Report
Clerk report to July 2014
Bi monthly summary of finances 17 July 2014

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