

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 19th MARCH 2015.**

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

Apologies: N/A.

The meeting opened at 7.30pm and the Chairman read out a short statement confirming that filming/recording of the meeting would be permitted in line with recent legislative changes.

It was noted that item 5.7 would be taken out of turn at the end of the meeting in closed session to enable the consideration of legal advice.

The meeting recessed for Public Forum at 7.35.

The following matters were raised during Public Forum:-
A horse regularly exercising on the Green is churning up the footpath;
The parking arrangements on the Havebury-owned land at Whepstead Road are inadequate;
A barking dog is causing a nuisance;
The new Pinford End sign is misspelt;
The quality of grass on the Green looks poor and there are too many paths mown over it (it was noted that the grant money paid in respect of the Green is on the basis that it is an unimproved grass sward);
A large number of complaints were received from residents about gunfire from a private property which is disturbing horses, walkers and neighbours; police and environmental health have been notified. Discussion followed with the PCOS in attendance;
There is a need for additional affordable housing;
The view was expressed that Parish Council should do more to welcome new villagers.

The meeting reconvened at 7.50pm.

1. APOLOGIES.

Noted.

2. DECLARATIONS OF INTEREST.

None.

3. MINUTES OF PARISH COUNCIL MEETING DATED 15th January 2015 and 5th February 2015.

3.1 The minutes of the meetings held on 15th January and 5th February 2015 were **UNANIMOUSLY APPROVED** as a true and accurate record and signed accordingly (subject to corrections to paragraphs 4.6 and 5.1 of the minutes dated 15th January 2015).

4. REPORTS

4.3 Police report (taken out of turn): PCOS Anthony Welford confirmed that there had been no reported crime in Hawstead since the last meeting, but urged residents to remain vigilant against theft.

4.1 County Council Report: In the absence of C Cllr Clements, his March report was noted (report to be posted on Hawstead PC website).

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4.2 Borough Council Report: B Cllr Rushen referred to her March 2015 report (report to be posted onto the Hawstead PC website).

4.4 Communications report: Cllr Brewis reported that; (1) the Hawstead PC website continues to operate well, thanks to Mr Andy Parrett, (2) the Hawstead email distribution list continues to operate well; and (3) Broadband service around the village continues to be variable and unsatisfactory to some. The possibility of securing improved service is still being explored.

4.5 Greens: Cllr Carr reported that; (i) final guidance for the Basic Farm Payment scheme (formerly Single Farm Payment) has been received; it is necessary to register and submit an application by 15 May 2015 to ensure that the Council continues to qualify; (2) a paper application for the Environmental Stewardship scheme needs to be resubmitted before 15 May 2015.

4.6 Footpaths and trees; Cllr Alexander referred to her tree maintenance update and reported that; (i) the majority of the tree work has been satisfactorily completed; four identified trees need to be dealt with later in the year; it was **AGREED** that the invoice should be settled in full now; (ii) the ground works to even out land near Brook Green need to be completed at the end of the season (September 2015); (iii) the footpaths are in reasonable condition; (iv) Mr Carr (tree warden) should be asked to assess a fallen willow tree on the Green; (v) Suffolk County Council has been invited to reconsider the lack of pedestrian refuge outside the hedge at Hawstead House; it was **AGREED** that the County Council would be invited to meet with representatives from the Council on site in this regard to ensure that the Council's concerns are understood.

The Council noted its thanks to; (1) Mr Carr and his colleagues for re-laying the hedge in the Millennium Field at no cost to the Council; and (2) B Cllr Rushen for her efforts in helping to resolve the issue of the overflowing drain at Little Mead House. It was **AGREED** following discussion that; (a) the re-laid hedge into the Millennium Field should be kept low; and (b) the proposals to plant a new hedge at the back of the Millennium Field with saplings should proceed (noting that there would be some additional costs for hedge guards etc. in addition to the likely base cost of the saplings at around £100 noted in Cllr Alexander's report).

4.7 Highways and safety; Cllr Harrison reported that; (i) the roads are in reasonable condition; (ii) white lines at Larkfield Corner have been completed; (iii) the double bend sign is now up; (iv) SCC has agreed to provide 'A' frame flood signs which it will be the Council's responsibility to store/erect when necessary; and (v) a replacement for the misspelt Pinford End finger post has been requested. It was **NOTED** that Mick Baker (SCC) has been in touch regarding the proposed dredging of the bridge near Brook Green which is likely to be undertaken September 2015.

The meeting heard about the Quiet Lanes initiative which is a signage scheme in use in East Suffolk which (without changing the speed limit) aims to encourage drivers to expect and respect all road users including cyclists, horse riders and pedestrians. This initiative was discussed and it was generally **AGREED** that further investigation should be undertaken before the next meeting as to impact and cost to assess whether such signage would be suitable for sections of Bells Lane, Church Lane and Whepstead Road.

4.8 Planning and legal (including Speedwatch, update from byelaws working party);

Cllr Robinson reported in relation to the Speedwatch scheme that two teams of volunteers have been identified and are being CRB checked; necessary signage will be purchased and then training is scheduled to enable the scheme to get underway. It was **AGREED** that an update from the byelaws working party would be brought to the next meeting. It was generally **AGREED** that a link to the St Eds planning department website should go onto the Council website subject to St Eds having no objections and it being clear that it is not the Council's responsibility to keep this up to date.

4.9 Achieving Excellence; Cllr Robertson reported that; (1) she has sourced various quotes for a defibrillator. These quotes were tabled and considered, it being noted that the defibrillator element has broadly the same basic cost, but the cost of the protective steel cabinet/ training/after use counselling provision is variable. The various proposals were discussed together with the practicalities of where the unit should be located and how one would gain access to codes etc. during an emergency. It was **AGREED** that the Council should proceed with the Community

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Heartbeat Trust quote at £1995 plus VAT and carriage (£25), which package includes a heavy duty cabinet and a generous training and after-care provision. It was noted that; (i) monies from the village of the year competition (£500) plus donations received from local businesses (circa £600) would be used, with the balance to be made up by the Council; and (ii) fund raising efforts may continue in the meantime. It was noted that there would be some further associated costs including installation, connecting an electric supply and insurance, although it is hoped that Hawstead CC insurance may be sufficient. The suggestion of a plaque to record the donors was discussed.

It was noted that this was Cllr Robertson's last meeting and the Chairman thanked her on behalf of the Council for all her hard work and support during her period of service.

4.10 Clerk report. The clerk report (document 4.10) was received and noted. It was noted that the internal checks on finance controls/risk assessment have been undertaken and that the clerk's appraisal is due.

5. TO CONSIDER

5.1 Elections May 2015; it was noted that the Council elections will take place on 7 May 2015; nomination forms are available on the St Eds website and it is the responsibility of nominees to download these, complete them and return them to St Eds by 4pm on 9 April.

5.2 Mowing quotes for 2015; Cllr Carr had obtained two quotes for the mowing schedule for 2015/16 (7 visits over the summer season); a third contractor had been approached but had declined to tender. (St Eds £1056 plus VAT; Proscap £2400). It was **AGREED** to proceed with the St Eds quote.

5.3 Home Start Mid Suffolk grant application; The Home Start grant application was considered, along with the work which this organisation does in the locality; it was **AGREED** that a grant of £150 should be awarded.

5.4 Proposal to undertake regular filming of meetings; the meeting discussed a proposal to film all Council meetings and make the recordings available on the website to ensure total transparency. It was noted that closed sessions would not be filmed; nor would filmed sessions be edited in any way. The meeting discussed the burden this might place on volunteers undertaking the filming and whether this ought to be a paid service; the view was expressed that it is desirable to encourage residents to attend meetings rather than view them online. Following discussion it was **AGREED** that for a trial period, where possible, meetings would be filmed and the link posted on the website; this arrangement to be reviewed when appropriate.

5.5 Proposal to purchase bat boxes; it was **AGREED** that bat boxes described in Cllr Alexander's tree maintenance update at document 4.6 should be purchased.

5.6 Letter from Hawstead CC re further lighting of car park at village hall; the letter from Hawstead CC re additional lighting at the village hall car park was discussed and in particular the following issues; (1) the desirability of low level/ focussed lighting to avoid causing unnecessary light pollution; (2) the desirability of a timer; (3) cost of specialised lighting; (4) the impact of a further light on the end of the building (to match the existing single provision). It was **AGREED** that the Council should confirm that it has no objection in principle to the addition of further discreet lighting, subject to consideration and approval of any detailed scheme.

5.7 Work on village green; to be dealt with in closed session.

6. PLANNING APPLICATIONS APPEALS AND NOTIFICATIONS

6.1 DC/15/0358/HH (i) single story extension; (ii) replacement of glass roof to tile roof on conservatories at Cobwebs, Brands Lane, Hawstead. The application was considered and it was **UNANIMOUSLY AGREED** that the Council had no objections to this proposal.

6.2 DC/15/0451/FUL for continued use of barn at Hawstead Place as a conference and wedding venue (resubmission of previous application DC/14/2184/FUL which has been withdrawn). It was noted that this application, which was originally considered by the Council on 15 January 2015, has been resubmitted with (at the request of the planning officer) additional

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information about transport. This application was generally **APPROVED** subject to; (1) two councillors repeating observations made at the previous meeting about the need for use of fireworks to be restricted; (2) two councillors querying whether the need for any listed building consent (mentioned in the original planning consultation) had been followed up by St Eds.

7. FINANCE

7.1 To receive and review the bi-monthly financial summary for January –February 2015:

The bi-monthly summary was received, considered and approved.

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

SALC - training	16.8
SALC - training	24
HMRC	56
C Hibbert - wage	664
C Hibbert - expenses	92.71
Ricoh UK Ltd - printing	173.10
Home Start Mid Suffolk	150
S Bradnam - trees	1900
Command Pest Control	422.40
The Parking Shop	167.64 + 33.53
All Park Ltd - bench	668.40
The Community Hearbeat Trust (Solutions) Ltd (inc VAT and carriage)	2424.00

7.3 Quarterly summary of finances; to follow at next meeting.

7.4 Proposed budget amendment; the amendment to the approved budget to reflect the need for expenditure on election costs was **APPROVED**.

8. CHAIRMAN'S SUMMARY

The Chairman highlighted that the Council (with potentially new membership) would be moving forward into the next four year phase of office with healthy reserves, yet having held the precept steady for some years. Councillors were invited to consider any projects which might be of benefit to the village.

9. CORRESPONDENCE AND CIRCULARS

The following correspondence was noted:-

Hawstead playground inspection reports Nov and Dec 2014

St Eds letter re-election costs

Hawstead CC minutes

Education and Learning Infrastructure Plan

Rural Youth Opportunities expression of interest

Notice of adoption of Joint Development Plan

LAIS re electronic summons, Councillors Transport expenses, Transparency code, automatic precept referendums

10. DATE OF NEXT MEETING

21st May 2015 7.30pm following the annual parish meeting at 7.00pm.

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It was noted that a closed session would follow the meeting. There being no further open 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

Documents before meeting
March SCC report
March BC Report
Clerk report to March 2015
Bi monthly summary of finances 19 March 2015

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