

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON 21<sup>st</sup> MAY 2015.**

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

**Apologies:** Cllr Michael Harrison.

The meeting opened at 7.45pm 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 7.6 would be taken out of turn at the end of the meeting in closed session to the extent necessary to enable the consideration of legal advice.

*The meeting recessed for Public Forum at 7.50pm.*

No matters were raised during the public forum.
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*The meeting reconvened at 7.50pm.*

**1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN AND SIGNATURE OF DECLARATION OF ACCEPTANCE AND REGISTER OF INTERESTS.**

Cllr J West was re-elected as Chairman; proposed by Cllr Robinson, seconded by Cllr Carr - all in favour.

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

The annual declarations of acceptance and registers of interest were received and signed.

**2. APOLOGIES.**

Noted.

**3. DECLARATIONS OF INTEREST.**

None.

**4. MINUTES OF PARISH COUNCIL MEETING DATED 16<sup>th</sup> April 2015.**

**4.1** The minutes of the meeting held on 16<sup>th</sup> April 2015 were **UNANIMOUSLY APPROVED** as a true and accurate record and signed accordingly.

**5. APPOINTMENT OF REPRESENTATIVES**

**Field and footpath work;** it was noted that Mr S Butt has stepped down following a long period of much appreciated service in this role. This role involves monitoring the state of the footpaths and reporting (email/verbal) to the Council. It was AGREED that Cllr Robinson would take on this role in the main village and that Cllr Brewis would consider potential volunteers to take on this role at Pinford End.

**Tree warden;** it was AGREED that Mr 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**

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It was noted that reports from the B Cllr, C Cllr and police had been received in the APM of the same date.

**6.1 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; new additions welcome; 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.

**6.2 Greens:** Cllr Carr reported that; (i) the Green is looking beautiful at present; (ii) the Basic Farm Payment application needs to be submitted by mid June 2015; (iii) a ragwort pull will be organised shortly; (iii) a parish walk to focus on peripheral areas of the Green is proposed. Upon challenge, the meeting heard that the whole Green is designated as a County wildlife site; it also benefits from environmental stewardship grant payments from Natural England and grant payments under the Basic Farm Payment scheme (formerly Single Farm Payment). The meeting heard that a parishioner had voluntarily cut back high grass on the Whepstead Road junction (maintainable by SCC) in order to ensure good visibility for vehicles following a recent near miss.

**6.3 Footpaths and trees;** nothing additional to report.

**6.4 Highways and safety;** In his absence, a report from Cllr Harrison on the current condition of local roads was read out. The meeting heard reports about 2 x potholes near Melpost Farm; B Cllr Rushen informed the meeting that she was pursuing this matter.

**6.5 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, trained and CRB checked; the scheme can now get underway and this item can come off the agenda. It was noted that the byelaws working party was making progress.

**6.6 Achieving Excellence;** Cllr West reported that the automatic defibrillator had been purchased and installed; donations circa £1000 had been raised; a launch event is planned for 23 May 2015 and an awareness event will be held in June. There will be some minimal ongoing costs (including electricity and insurance) and it is hoped that Hawstead CC will meet some of these. Thanks to former Cllr Robertson and Mrs G West for their efforts in this regard.

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

## **7. TO CONSIDER**

**7.1 Elections outcomes May 2015;** it was noted that there was one vacancy on the Council following the recent uncontested election; six of the former Councillors had re-presented themselves for election. Council to write to thank Cllr Robertson for her service. The Council discussed the possibility of co-opting a seventh Councillor and Councillors were invited to consider potential nominees.

**7.2 Standing Orders and Financial Orders for 2015/16;** the proposed Standing Orders and Financial Orders for 2015/16 were reviewed and **APPROVED**.

**7.3 Code of Conduct for 2015/16;** the proposed Code of Conduct was **ADOPTED**; it was **AGREED** that the documents at 7.2 and 7.3 should be uploaded onto the website.

**7.4 Churchyard maintenance request;** the meeting considered the request for Churchyard maintenance received from the PCC in the sum of £679.87 and was reminded of the Council's original commitment in July 2013 to pay up to £450 pa in this regard supported by invoices for two years. The Council has since then made a single payment of £173.57 in September 2013. The Council **APPROVED** the requested payment in full. It was **AGREED** that the PCC should be asked to submit any future requests for payments within the relevant calendar year to assist budgeting.

**7.5 Report re digger in village;** correspondence received about a farmer handling foul smelling matter in the locality was discussed; the meeting, noting that farmers are legally able to handle compost/co-compost, concluded no further action was required.

**7.6 Works done on Green;** the meeting heard that work had been done by the owners of Maglia Rosso to break open the surface of the Village Green without consent of Council (landowner and

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custodian) and no action has been taken to reinstate the area despite request. Correspondence has been exchanged. Further consideration of this matter will take place in closed session to the extent necessary to enable consideration of legal advice.

**7.7 Risk assessment report from 14/15 and proposed risk assessment schedule for 15/16;** noted and **APPROVED** subject to any risk assessment of the trees being undertaken in conjunction with a qualified tree surgeon.

**7.8 Quiet Lanes Initiative.** The meeting heard that limited information is available about this signage initiative to promote respectful use of designated quiet lanes; further investigations will be made. It was noted that Chedburgh/Chevington PC may have some information on this issue.

## **8. PLANNING APPLICATIONS APPEALS AND NOTIFICATIONS**

**8.1 DC/15/0680/HH two storey side extension and single storey rear extension at 6 Bull Lane, Hawstead** The application was considered and it was **UNANIMOUSLY AGREED** that the Council had no objections to this proposal.

## **9. FINANCE**

**9.1 To receive and review the quarterly summary of finances to 31/03/15;** received and noted.

**9.2 To appoint SALC as internal auditor for the end of year accounts for 2014/15;** **APPROVED.**

**9.3 To receive and approve the end of year accounts for 2014/15;** received and **APPROVED.**

**9.4 To approve the Councillors statement in the end of year accounts;** **APPROVED.**

**9.5 To confirm BDO as external auditor for the year ending 31/3/15;** **APPROVED.**

**9.6 To receive and review the bi-monthly financial summary for March- April 2015:**

The bi-monthly summary was received, considered and **APPROVED.**

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

C Hibbert	expenses	92.71
C Hibbert	wages	664.00
Ricoh	Printing	173.10
Homestart	grant	150.00
SALC	payroll	16.80
SALC	training	24.00
Command	Pest control	422.40
HMRC	tax	56.00
S Bradnam	Tree surgery	1900.00
Parking Shop	VAT on signage	33.53
Parking Shop	signage	167.64
SALC	Internal audit	141.60
Hawstead PCC	Churchyard maintenance	679.87
Ricoh	Printing	135.07

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

The comments made by the Chairman at the earlier APM were reiterated. The possibility of reviewing Councillors' responsibilities was noted.

## **9. CORRESPONDENCE AND CIRCULARS**

Guidance note for code of conduct

Play equipment inspection reports March-April 2015

Letter from Tim Passmore

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Letter from West Suffolk re dog fouling  
Transparency Code for smaller authorities  
LAIS re Councillors travel expenses

#### 10. DATE OF NEXT MEETING

**16<sup>st</sup> July 2015 7.30pm – TO BE REARRANGED as several Councillors unable to attend.**

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 9.30pm*

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

Website ) following approval  
Noticeboard ) following approval

Documents before meeting  
May SCC report  
May BC Report  
Clerk report to May 2015  
Bi monthly summary of finances 21 May 2015

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