

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON 19<sup>th</sup> May 2016.**

**Present:** Cllrs John West (Chairman), Ros Alexander, Michael Harrison, Christabel Carr and Penny Barham. Catherine Hibbert (Clerk). 8 members of the public.

**Apologies:** Cllrs Clive Robinson and Henry Brewis.

The meeting opened at 8.15pm and the Chairman noted that filming/recording of the meeting would be permitted in line with recent legislative changes.

*The meeting recessed for Public Forum at 8.16pm.*

The following matters were raised during public forum:-

- A number of residents have approached the tree warden raising concerns about the extent of trees being felled on private land and the impact this might have on the appearance and wildlife of Hawstead. Request to invite St Edmundsbury to consider whether additional TPOs/extended conservation area is necessary in order to protect and preserve trees. To next agenda.

*The meeting reconvened at 8.20pm.*

**1. ELECTION OF OFFICERS**

Cllr J West **ELECTED** as Chairman – proposed by Cllr Carr, seconded by Cllr Harrison, all in favour.

Cllr C Robinson **ELECTED** as Vice Chairman – proposed by Cllr West, seconded by Cllr Barham, all in favour. Declarations of acceptance to be signed.

**2. APOLOGIES.**

Noted.

**3. DECLARATIONS OF INTEREST.**

None.

**4. MINUTES OF PARISH COUNCIL MEETING DATED 17th MARCH 2016.**

4.1 The minutes of the meeting held on 17<sup>th</sup> March 2016 were **UNANIMOUSLY APPROVED** as a true and accurate record and signed accordingly **SUBJECT TO** amendment of para 6.4 to reflect that any charitable contribution should be made to All Saints Church, Hawstead.

**5. APPOINTMENT OF REPRESENTATIVES**

**Field and footpath work;** it was **AGREED** that Cllr Barham should take on responsibility for this role. Existing volunteers to be invited to continue to monitor the footpaths 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 (monitoring the swings on the Green and taking an overview on the HCC-managed play area next to the village hall).

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

**6. REPORTS (to the extent not already dealt with during the Annual Parish Meeting which preceded this meeting).**

**6.1 Communications;** in the absence of Cllr Brewis, his report was received and noted; (i) thanks to Mr Parrett for his ongoing work on the website and to streamline the village email distribution

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list; and (ii) a fibre optic box has been installed at Pinford End, but is yet to be connected. It is hoped that provision of the fibre optic box on the Green will follow.

**6.2 Greens;** Cllr Carr reported that; (i) she inspected Bull Green following a complaint about its condition and that Mr Carr has kindly agreed to remove nettles and fallen branches, for which many thanks; (ii) mowing of the Greens is underway; (iii) the regular ragwort pull on the main Green will take place in June – volunteers welcome; (iv) Natural England has confirmed that the first date that a new claim may be made (following the expiry of the existing ten year agreement period in Jan 2017) is January 2018, resulting in a loss of 11 months' grant during the intervening period. The Natural England advisor will however be able to support the PC in its application without the need for external professional advice; and (v) Councillors will be invited to meet to review the layout of the area of Green by the stream in due course;

**6.3 Footpaths and trees;** it was noted that the footpaths at Pinford End are in reasonable condition apart from some dog fouling (thanks to Doc and Flo Lacey for their report in this regard); Cllr Alexander reported that the majority of the tree work recently commissioned by the Council has now been satisfactorily completed.

**6.4 Highways and safety;** Cllr Harrison reported in relation to the preceding 12 months that; (i) the local roads are in reasonable condition; (ii) a new and improved highway fault reporting system is in place on the SCC website; (iii) grit bins were hardly used this winter; (iv) the order for a flood sign on Bells Lane is being processed; and (v) (as regards safety) the old bench on the main green was replaced.

**6.5 Speedwatch;** Cllr Robinson is running this scheme and will report to the next meeting.

**6.6 Clerk.** The clerk report was received and noted.

## 7. TO CONSIDER

**7.1 Standing Orders and Financial Orders for 16/17;** the proposed revised standing orders and financial orders, updated as per current NALC/SALC model orders and circulated before the meeting were reviewed and **UNANIMOUSLY APPROVED**.

**7.2 Code of conduct for 2016/17;** the proposed Code of Conduct was **UNANIMOUSLY ADOPTED**.

**7.3 Churchyard maintenance request;** the request for a contribution of £437.50 towards the cost of churchyard maintenance for 2015 was discussed and **UNANIMOUSLY APPROVED**.

**7.4 Risk assessment** from 15/16 was received and reviewed and the proposed risk assessment schedule for 16/17 and accompanying monitoring schedules were **UNANIMOUSLY APPROVED**;

**7.5 Grant application re Macmillan Coffee morning;** the application was considered and it was **AGREED** to make a grant of £150 pursuant to powers under s137 Local Authority Act 1972 to this event;

**7.6 Open Spaces Society Subs;** Subs of £45 **APPROVED**.

**7.7 Bouncy castles – update and review;** the meeting was reminded that Hawstead Community Council had requested that the Council give permission for use of bouncy castles on the Green when the hall is hired out for functions and this was approved in principle at the last meeting. Since then, the tragic death of a young child on a bouncy castle elsewhere in East Anglia has prompted the HCC to revisit this issue and it has concluded that it does not want to pursue this type of hire arrangement for the time being. It was **UNANIMOUSLY AGREED** that the Council's previous resolution (17<sup>th</sup> March - resolution 6.6) to allow bouncy castles on the Green should therefore be quashed.

**7.8 Resident query re arrangements at Whepstead Road;** a request from a resident to review parking provision on Whepstead Road was received and discussed and it was noted that; (i) the Council has no power in this regard – it is neither landowner nor highway authority; (ii) the Council has made previous attempts to address this issue, but there has been insufficient engagement from residents directly affected to press for any change. It was **UNANIMOUSLY AGREED** that (a) the Council would support any residents' group which wishes to pursue this issue with the relevant authorities; and (b) the Chair would discuss this issue further with the resident who has raised this as an issue.

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**7.9 Resident complaint re low flying helicopters.** An email regarding an incident of low flying in April was received and discussed. B Cllr Rushen noted that her farm had already reported this incident to the relevant military airbase. It was **AGREED** that contact details for where to direct this complaint should be provided to the complainant.

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

Nothing to report.

## **9. FINANCES**

**9.1 To receive and review the quarterly summary of finances to 31/03/16; APPROVED.**

**9.2 To appoint SALC as internal auditor for the end of year accounts for 2015/16; APPROVED.**

**9.3 To receive and approve the end of year accounts for 2015/16 including Accounting Statements for 2015/16; UNANIMOUSLY APPROVED.**

**9.4 To approve the Councillors' Annual Governance Statement in the end of year accounts; UNANIMOUSLY APPROVED.**

**9.5 To confirm BDO as external auditor for the year ending 31/3/16; APPROVED.**

**9.6 To receive and review the bi-monthly financial summary for March-April 2016; APPROVED.**

**9.7 To approve cheques to be issued.** The following cheques were **APPROVED**.

Payee	Detail	Cheque number	net	VAT	Total
Open Spaces Society	Subs renewal	236			45.00
Suffolk Preservation Society	Training	237			40.00
C Hibbert	Website fees	238	59.97	11.99	71.96
C Hibbert	Exps	239	139.18	6.75	145.93
Hawstead Community Council –	tea party approved 19/3/16	244			425
Macmillan Cancer	Donation under s137	240			150
All Saints Church	Approved item 7 19/5/16	241			437.75
SALC	Subs	242			140.07
Geraldine West	defibrillator first aid course – approved by PC 17/9/16	243			190.50

## **10. CHAIRMAN'S SUMMARY**

The points made in the Chairman's summary to the earlier Annual Parish Meeting were repeated and the Chairman; (i) noted that the clerk's annual appraisal had been undertaken in April 2016; and (ii) suggested the possibility of an informal meeting to review Councillors' areas of responsibility.

## **10. CORRESPONDENCE.**

Correspondence referred to in this meeting together with the following items was received and noted:-

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Natural England Letter Feb 2016;  
Correspondence from Suffolk Constabulary;  
SALC response to planning and housing bill consultation.

**9. DATE OF NEXT MEETING**

**Thursday 21st July at 7.30pm.**

*The meeting closed at 9.15pm.*

Distribution

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

Website ) following approval  
Noticeboard ) following approval

Documents before meeting

BC report  
CC report  
Clerk report  
Bi-monthly financial summary  
Quarterly financial summary  
Draft Annual accounts for 15/16

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