

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 17th November 2016.**

Present: Cllrs Clive Robinson (Vice Chairman), Henry Brewis, Ros Alexander (*in part*) and Christabel Carr. Catherine Hibbert (Clerk). 4 members of the public.
Apologies: Cllrs Penny Barham, John West and Michael Harrison.

The meeting opened at 7.30pm and the Vice Chairman noted that filming/recording of the meeting would be permitted in line with current legislation.

The meeting recessed for Public Forum at 7.30pm.

No matters raised.

The meeting reconvened at 7.30pm. Cllr R Alexander joined the meeting.

1. APOLOGIES.

Noted.

2. DECLARATIONS OF INTEREST.

None.

3. MINUTES OF PARISH COUNCIL MEETING DATED 29th SEPTEMBER 2016.

3.1The minutes of the meeting held on 29th September 2016 were **UNANIMOUSLY APPROVED** as a true and accurate record and signed accordingly.

4. REPORTS.

4.1 County Council report; taken out of turn - see below.

4.2 Borough Council report; B Cllr Rushen presented her report and it was noted that this would be uploaded onto the website. It was noted that B Cllr Rushen is hoping to arrange some planning training for local Parish Councils – further details awaited.

4.3 Police; the SNT October report for Haverhill (encompassing Hawstead) was noted and will be uploaded onto the website. Correspondence received from the Haverhill SNT in response to the Council's query as to the appropriateness of its allocation within that particular SNT was noted. It was **AGREED** that further enquiries would be made with the PCC office as to whether Hawstead could be attached to a more geographically appropriate Safer Neighbourhood Team.

4.4 Communications; Cllr Brewis, reported that; (i) the Council's website was awarded second place in the website of the year (smaller villages) competition run by SALC; many thanks to Mr Andy Parrett for all his effort in making the website such an informative and professional resource for the village; and (ii) progress with Broadband improvements is still awaited. The possibility of raising this issue with the local MP (who is also the Minister for Culture and Digital Affairs) was discussed.

4.5 Greens; Cllr Carr reported that; (i) an area of Brook Green needs clearing again to ensure the grit bin is accessible. It was **AGREED** that Councillors would meet on site on 27 November 2016 to review this area and agree a scheme of works for which any necessary quotes could be sought; and (ii) any issues/suggestions regarding Greens' maintenance can be forwarded to Cllr Carr.

4.6 Footpaths and trees; Nothing to report on footpaths. Cllr Carr reported that; (i) Mr Carr (tree warden) has undertaken his annual assessment of trees on Parish land and concluded that only minor tree works are anticipated in the year ahead, including pruning of low level branches; (ii) Mr Bradnam will complete outstanding tree works (from scheme of works undertaken earlier in the

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year) at the end of the month; (iii) quotes will be sought for six small hazelnut trees to replace the fallen willow; and (iv) preparation of the tree preservation order application at Pound Green remains outstanding.

4.7 Highways and safety; Nothing to report in the absence of Cllr Harrison. It was noted that Cllr Harrison has completed a consultation response on behalf of the Council to the proposed SCC highway maintenance operational plan. The October playground equipment inspection report has been received from St Eds - no action required. It was noted that the quarterly monitoring of Council assets has been undertaken – no action required.

4.8 Speedwatch; Cllr Robinson is working to register new volunteers for this scheme.

4.9 Clerk. The clerk report was received and noted.

5. TO CONSIDER

5.1 Tyre tracks on Green; the meeting noted that an area of the main Green is apparently being used for regular parking and it was **AGREED** that this should be investigated further.

5.2 Key policies; it was noted that the SALC internal audit for year end 31 March 2016 had recommended that certain policies should be adopted by the Council. The following draft policies (based on SALC model policies, where appropriate) were considered and **APPROVED:-**

Grievance policy – review date May 2019;

Equal opportunities policy - review date May 2019;

Complaints policy – review date May 2019;

Disciplinary policy – review date May 2019;

Reserves policy – review date November 2017.

5.3 Various matters re churchyard: Email correspondence received raising various matters was discussed; it was **AGREED** that; (i) a suggestion that dog bins either end of the footpath running between the church and the bridge should be explored further with the Borough Council; (ii) the Council should assume responsibility for maintaining both sides of the new hedge planted entirely on the Millennium Field and it was agreed that quotes for such maintenance should be sought when appropriate; and (iii) confirmation to be sought as to whether the Council’s existing mole control arrangements encompass the churchyard.

4.1 County Councillor report (taken out of turn). C Cllr Clements presented his report, a copy of which will be made available on the website.

5.4 Approach by the River Lark Catchment partnership. The establishment of this group which aims to identify local groups/communities with an interest in enriching and enhancing the River Lark was considered. It was **AGREED IN PRINCIPLE** that the Council would support this initiative, recognising that, at this stage, the proposals are rather nebulous. Cllr Carr agreed to become point of contact, for which many thanks.

6. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

It was noted that the following applications considered previously by the Council have now been approved by the Local Planning Authority:-

DC/16/1834/HH – 1 no dormer window on rear elevation of Copperfield Barn, Lawshall Road, Hawstead IP29 5NR.

DC/16/1800/HH – two storey side extension and single storey rear extension (amendment to previously approved DC/15/0680/HH) at 6 Bull Lane Pinford End.

7. FINANCES

7.1 To receive and review the bi-monthly financial summary for September-October 2016; received and **APPROVED.**

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

Detail	Detail	Cheque no	Net (of VAT)	Vat	TOTAL
C Hibbert	wages	256			720
C Hibbert	Website	257	14.98	74.94	89.92

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SALC	payroll	258	15	3.00	18.00
C Hibbert	Expenses	259			73.73
St Eds BC	mowing	260	1056.01	211.20	1267.21

7.3 To receive the quarterly financial summary to 30 September 2016; received and noted.

7.4 To receive the Issues Report for Hawstead PC from BDO for year ended 31/3/16; received and noted.

7.5 To review and approve draft budget and precept for 17/18. The draft budget for 2017/18 was received and considered; it has been cast on the basis that; (i) planned expenditure is met from planned income rather than reserves; (ii) the Council will receive less income for 17/18 than previous years, once the existing Natural England Agreement terminates; (iii) the proposed combined 17/18 precept and grant figure for Hawstead is £8,000, which is identical to the combined precept/grant raised by Hawstead for the last five years. It was noted that the Council holds healthy reserves (largely derived from a windfall payment received some years ago) which are allocated to general reserves, a development fund and a tree work fund in line with the reserves policy referred to in item 5.2 above. The importance of keeping the reserves policy under regular review (at the annual November budget meeting) was noted. The draft budget for 17/18 was **APPROVED** and it was agreed that the precept application for 17/18 should be submitted on this basis.

8. CHAIRMAN'S SUMMARY

The Chairman thanked those present for their contributions. He congratulated Mr Andy Parrett on his work with the website and was pleased to note that his efforts have been officially recognised by SALC. It was proposed that honorarium payments should be presented to Mr Parrett (£50 vouchers) for his voluntary work for the village on the website and Mr Riggall (£100 vouchers) for his voluntary work litter picking in the village. All agreed. Volunteers are sought for helping install the Christmas tree.

9. CORRESPONDENCE.

The following items was received and noted:-

9.1 SCC Highways maintenance operational plan (see item 4.7 above);

9.2 Suffolk Constabulary (see item 4.3 above);

9.3 October play equipment report (see item 4.7 above);

9.4 Boundary Commission proposals;

9.5 SARS;

9.6 Lawshall Neighbourhood Plan pre consultation.

In relation to item 9.5 it was agreed to issue a grant application form to SARS and in relation to item 9.6 Councillors were invited to review the pre-consultation material for further consideration at the next meeting whether any formal comment is required.

9. DATE OF NEXT MEETING

Thursday 19th January at 7.30pm.

The meeting closed at 8.40 pm.

Distribution

Cllr C Robinson

Cllr R Alexander

Cllr J West

Cllr C Carr

Cllr H Brewis

Cllr M Harrison

Cllr Barham

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Website) following approval
Noticeboard) following approval

Documents before meeting

BC report
CC report
SNT report
Clerk report
Bi-monthly financial summary
Quarterly summary to 30 Sept 2016
Draft budget for 17/18

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