

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON 15<sup>th</sup> March 2018.**

**Present:** Cllrs John West (Chairman), Penny Barham, Michael Harrison, Henry Brewis, Ros Alexander, Clive Robinson and Christabel Carr (*in part*). Catherine Hibbert (Clerk). 15 members of the public.

**Apologies:** C Cllr Soons and B Cllr Chester.

The filming statement was noted and the meeting opened at 7.30pm.

*Cllr Carr joined the meeting at 7.32pm.*

**1. APOLOGIES FOR ABSENCE**

Noted.

**2. PUBLIC FORUM**

The following matters were raised during public forum:-

- Request for grit bin outside Oak Hill House (and shovels in all grit bins) following recent experience in snowy weather;
- Planning application site (item 7.1 below) contains species-rich meadow land which is interesting from an ecological perspective; no botanical survey was contained in the application pack and it is important that the impact of the proposals on ecology is considered before any decision is made.

**3. DECLARATION OF INTERESTS**

None.

**4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 18<sup>th</sup> JANUARY 2018.**

The minutes from the Parish Council meeting dated 18th January 2018 were APPROVED and signed as a true and accurate record. It was agreed that no further action was required in relation to item 6.2 of the draft minutes from the previous meeting as B Cllr Chester had agreed to refer the matter for further investigation to St Eds BC.

**7. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS (taken out of turn)**

**7.1 Application DC/18/0220/FUL for wigwam holiday park, Metcalfe Arms, Lawshall Rd, Hawstead.** Mr Barry Denny made a short presentation about this proposal and answered queries about the visibility of the site, siting of the units, screening, any plans for future expansion, impact on existing trees and hedges, proposed access track, impact on existing village infrastructure (drains/power), lighting and ecology. The Council then considered the application. Some Councillors considered themselves unable to form a view on the proposals given the lack of ecological impact information currently available (the meeting heard that a wildlife survey had been commissioned and was being undertaken – results awaited). The Council resolved by a majority of 5:2 to SUPPORT the application. Such support was conditional upon the planning authority giving due consideration to; (1) the outcomes of the wildlife survey when available; and (2) the proposed lighting scheme to ensure it is in keeping with the rural location.

**5. REPORTS**

**5.1 County Council;** in her absence, C Cllr Soons' report was received; a copy will be uploaded onto the website.

**5.2 Borough Council;** in his absence, B Cllr Chester's report was received; a copy will be uploaded onto the website.

**5.3 Police;** the current SNT report was noted – a copy will be uploaded onto the website.

**5.4 Communications;** Cllr Brewis reported that whilst many residences in Hawstead are now benefitting from Broadband improvements a handful remain unimproved - further discussion at

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item 6.1 below. It was noted that operation of the village email list will need to comply with the forthcoming changes in data protection legislation – further advice awaited.

**5.5 Greens;** Cllr Carr reported that; (i) a response to the Countryside Stewardship application is still awaited; (ii) St Eds has confirmed it only undertook seven rather than eight cuts in 2017 and has adjusted its invoice accordingly (item 8); (iii) St Eds have quoted for £1451 plus VAT for mowing the greens for 2018. This quote, whilst slightly increased is still lower than the other competing tenders received for the same work in 2017 and it was therefore agreed that it should be **APPROVED** given the difficulty experienced in sourcing alternative tenders for this work; (iv) consideration would be given to providing signage for the Hawstead Brook river path/information on the website to highlight the availability of this area. Cllr West reported that (v) the individual recently parking on (and damaging) the Green during wet weather had agreed to park elsewhere; and (vi) a letter of thanks should be sent to the residents who had kindly repaired the village hall car park entrance.

**5.6 Footpaths and trees;** Cllr Carr reported that (i) extensive planned tree maintenance was undertaken in February 2018, thanks to the tree warden for overseeing this and also for his work on the Millennium Field hedge; and (ii) the trees on the edge of Pound Green were trimmed, it having been established that they were not subject to any tree preservation order. It was noted that the low fencing by the village hall car park has been removed without permission – C Cllr Carr to investigate.

**5.7 Highways and safety;** Cllr Harrison, reported that the roads nationally are in a very poor condition exacerbated by the poor winter weather. SCC is not responding quickly to repair requests. Councillors were invited to reply directly to the recent SCC consultation exercise on minor highway works.

**5.8 Speedwatch;** Cllr West reported that Speedwatch sessions would resume with the improving weather.

**5.9 Emergency Plan:** A resident reported that; (1) an updated emergency plan was issued with the most recent edition of the Hawstead Journal together with a questionnaire for residents which will help identify vulnerable residents and equipment available for use in an emergency; (ii) a resident has agreed to undertake responsibility for servicing the emergency generator, for which may thanks; (iii) first responders' efforts in checking on residents during the recent poor weather were greatly appreciated; (iv) a volunteer emergency telephone system (enabling a lone responder to summon local assistance from a single call) was available from Community Heartbeat Trust free of charge for two years (with no obligation to continue thereafter) together with a free first aid course. It was unanimously **AGREED** that this system should be obtained.

**5.10 Clerk;** The clerk report was received and noted. It was noted than an appraisal was due.

## 6. TO CONSIDER

**6.1 Location of Broadband equipment;** those present **AGREED** that Cllr Brewis could commence a conversation with local stakeholders including the Church and local MP as to the viability/ acceptability of siting broadband equipment on the church tower sometime in the future to boost local service.

**6.2 Churchyard maintenance request;** the Council considered correspondence received from All Saints PCC requesting financial assistance for the churchyard maintenance costs for 2016 and 2017 for the churchyard. SALC having confirmed that the Council had the requisite power under s214 LA Act 1972, it was **UNANIMOUSLY AGREED** that a cheque in the sum of £928.07 should be issued to cover these costs which have been incurred by the Church.

**6.3 Consultation response regarding ward boundary changes;** it was noted that a consultation exercise lead by St Eds is underway as regards proposed ward boundary changes which affect Hawstead. It was **AGREED** that Hawstead PC should respond with a preference to join the Horringer group (rather than Cavendish/Rede).

**6.4 Risk assessment report for 17/18; approve risk monitoring schedules for 2018/19;** The risk assessment report for 17/18 was received and noted and the recommendations **ACCEPTED**. The monitoring schedules for 18/19 were **APPROVED**.

**6.5 Standing Orders and Financial Orders for 18/19;** the draft Standing Orders and Financial Orders for 2018/19 which largely follow the SALC/NALC model orders which had been circulated prior to the meeting were reviewed and **APPROVED.**

**6.6 Code of conduct for 2018/19;** the draft Code of Conduct circulated prior to the meeting, which follows the Suffolk CC code of conduct was **APPROVED**

**6.7 Asset register as at March 2018;** the asset register (updated to include footbridge and telephone box) was reviewed and **APPROVED.**

**6.8 Reserves policy;** the revised draft reserves policy (circulated prior to the meeting) was considered and **ADOPTED** allocating current reserves as follows:- General reserves: Up to £7,000 being the level of the precept for the forthcoming year; Tree Work Fund: £6000; and Village Furniture and Asset Provision and Replacement Fund: £6,000.

**6.9 Memorial proposals update.** Indicative quotes for an information board were received (£1,170 plus VAT and £990 plus VAT); it was agreed that further research on costings and design should be brought to the next meeting; it was further agreed that the milestone proposal, having the support in principle of the Rushen family, would be investigated further.

**6.10 Phone box update.** Cllr Brewis reported that Pinford End residents supported the provision of a defibrillator and –perhaps- a book exchange in the Pinford End phone box. Community Heartbeat Trust has indicated the availability of grant funding for a defibrillator. It was noted that a resident would be required to monitor the defibrillator once a month for the equipment to remain linked to the Suffolk Ambulance service. It was agreed that costings should be brought to the next meeting.

## 8. FINANCES

**8.1. To receive and review the bi-monthly financial summary for January-February 2018;** noted and **APPROVED.**

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

Detail	Cheque no	Net (of VAT)	Vat	TOTAL
C Hibbert – 1 and 1	30	59.97	11.99	71.96
C Hibbert - exps	31			73.60
S Bradnam	32	3960	792	4752
Ricoh UK Ltd	33	143.04	28.61	171.65
Command Pest Control	34	370.00	74	444
Botanica	35	238.70 (of which £60.87 relates to s137 planting)	47.74	286.44
All Saints Church	36			928.07
St Eds-mowing revised invoice	37	1308.80	261.76	1570.56
C Hibbert -wages	38	720		720
<b>Total</b>				<b>9015.18</b>

## 8.3 Internal Finance report for 17/18; approve internal finance monitoring regime for 18/19.

The internal finance control report for 17/18 was received and reviewed. Thanks to the relevant Cllr for her assistance. The internal monitoring regime for 18/19 was **APPROVED.**

**9. CHAIRMAN'S SUMMARY:** The Chairman thanked those present for their contributions. The chairman noted that the position of chairman was due for renewal at the next meeting and invited Councillors to consider whether this might be of interest to them.

## 10. CORRESPONDENCE AND CIRCULARS

The following correspondence was received and noted:-

10.1 Playground equipment operational inspection reports for January and February 2018;

10.2 St Edmundsbury Newstalk Assoc and Neighbourhood Watch requests for funding;

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- 10.3 GDPR toolkit and advice on reporting data breaches;
- 10.4 NALC note on financial assistance to the church and associated PC/SALC email correspondence;
- 10.5 SCC highway maintenance consultation.

**11. DATE OF NEXT MEETING**

Thursday 17th May 2018 at 7.30pm to follow Annual Parish meeting at 7pm.

*The meeting closed at 9.15 pm.*

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

CC report  
BC report  
SNT report  
Clerk report  
Bi-monthly financial summary  
Reserves policy

Signature.....