

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 26th MARCH 2020 at 7.30pm.**

Present: Cllrs J West (Chairman), R Alexander, C Carr, P Barham, H Brewis, P Baker and G Rushen. C Hibbert (Clerk).

One member of the public.

Apologies: n/a.

Upon advice from SALC/NALC (20 March 2020) in relation to the Covid-19 outbreak this meeting was held by video conferencing; a recording was made. The filming statement was taken as read.

1. APOLOGIES FOR ABSENCE

Noted.

2. PUBLIC FORUM

It was noted that a vehicle continues to drive behind the bus stop causing damage to the Green. It was **AGREED** that a further informal approach would be made to the relevant landowners in an effort to stop this.

3. DECLARATION OF INTERESTS

3.1 No declarations of interest received;

3.2 No dispensations granted in relation to any identified pecuniary interests.

4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 5th MARCH 2020.

The minutes from the Parish Council meeting dated 5th March 2020 were **APPROVED** and will be signed as a true and accurate record.

5. REPORTS

5.1 County Council; C Cllr Soons' reports were received and noted in her absence and will be uploaded onto the website.

5.2 West Suffolk Council; no report had been received from WS Cllr T Clements.

5.3 Police; a link to the most recent police report will be uploaded onto the website.

5.4 Communications; it was reported that communications in the village had been working well with regard to both the Covid-19 response and the volunteer group.

5.5 Greens; it was reported that; (i) 30 mole traps belonging to the Council's appointed contractor had been stolen from the Green; (ii) grant money receivable from the Rural Payments Agency under the Basic Farm Payment scheme will be phased out over the next seven years and replaced by the similar, but different, Environmental Land Management Scheme.

5.6 Footpaths and trees; nothing to report.

5.7 Highways and safety; some bad potholes persist which have been reported to SCC. SCC has agreed to replace grit bins damaged by SCC contractors, but the replacements are yet to materialise. SCC has confirmed that it will not allow the Council to erect its own safety signage along the dangerous bends in the village regardless of any Council funding.

5.8 Village survey/emergency plan: it was **AGREED** to defer circulating the plan for the time being whilst all efforts are focused on the Covid-19 response.

5.9 Clerk; report received and noted.

6 TO CONSIDER

6.1 To receive and approve Council corona virus contingency plan and (i) make corresponding delegations of authority to the Clerk to enable essential business of the Council to be continued; (ii) suspend meetings during the corona virus outbreak; (iii) keep date of Annual meeting under review; The draft contingency plan was received and **APPROVED**; it was **AGREED** that given the advice from SALC/NALC on 20th March 2020, the Council would continue to meet by video conference for the duration of the Covid-19 pandemic, during which time Government advice requires public gatherings to be restricted; written questions/statements from members of the public received in advance of future meetings will be

Signature.....

put to the Council during the usual public participation slot; the Annual meeting will be deferred to a later date; arrangements shall be made for payments to be made online.

6.2 To agree Council's support for the community response to the corona virus outbreak;

The meeting heard about the volunteer scheme which had been set up to ensure residents required to stay at home would continue to receive essential supplies and resolved to **SUPPORT** this initiative – thanks to all those volunteers involved.

6.3 Grant application from HCC; it was **AGREED** to make a grant of £358 towards HCC for repairs to the car park. It was noted that locality funding might be made available to HCC for a new bench. It was **AGREED** that this matter would be deferred to the next meeting to enable a review of the VAT position.

6.4 Review and approve Standing Orders and Financial Regulations; received and **APPROVED.**

6.5 Review and approve Councillors Code of Conduct; received and **APPROVED.**

6.6 To appoint SALC as internal auditor; **APPROVED.**

6.7 To receive and approve statement of internal controls; received and **APPROVED.**

6.8 To receive and approve risk assessment; received and **APPROVED.**

6.9 To consider mole control quotes and greens cutting quotes for 2020, if any; quotes for mole control having been received from D Barnsby and Command Pest Control, it was **AGREED** that Command Pest Control should be appointed for a further three year term at £390pa plus VAT. It was **AGREED** that the mowing schedule for 2020 would be finalised and that the clerk would put this out to tender, circulated to Councillors by email with the appointment to be formalised at the next meeting. It was **NOTED** that GR could undertake any mowing required pending formal appointment of the 2020 contractor.

6.10 Community orchard proposals. An anonymous donor has made a significant donation to this project, for which many thanks. A request for further expenditure towards this project (mulch/ additional trees/signage) was received. It was **AGREED** in principle that the Council would pay up to £200 towards the bark and additional trees. Any decision on signage would be deferred until such time as there is clarity about the level and timing of any financial contribution towards the church monument under s137 (see minutes 16 January 2020).

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

7.1 DC/20/0346/HH Proposal Householder Planning Application - 3no. bay cart lodge with first floor storage area and lean to log store (following demolition of existing garage) Location Melpost House Whepstead Road Hawstead IP29 5N: It was unanimously **AGREED** to **SUPPORT** this application.

7.2DC/20/0347/LB Proposal Application for Listed Building Consent - 3no. bay cart lodge with first floor storage area and lean to log store (following demolition of existing garage) Location Melpost House Whepstead Road Hawstead IP29 5NS: It was unanimously **AGREED** to **SUPPORT** this application.

7.3 DC/20/0392/LB Proposal Application for Listed Building Consent - (i) removal of partition walls to create bathroom (ii) removal of partition wall to create larger bedroom 1 (iii) opening made through internal wall from kitchen to bedroom 2 to create access Location 5 The Pound Hawstead IP29 5NJ: It was unanimously **AGREED** to **SUPPORT** this application.

7.4 Appeals and notifications.

The following decisions were noted:-

DC/19/1720/FUL Development at land adjacent to 1The Pound 1no dwelling has been **APPROVED.**

8. FINANCES (taken out of turn)

8.1 To receive and approve the bi-monthly financial summary for January–February 2020; received and **APPROVED.**

8.2 To approve payments. The following payments were APPROVED:-

Detail	Cheque no	Net (of VAT)	Vat	TOTAL
C Hibbert 1 and1	138	59.97	11.99	71.96

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Approved

C Hibbert Botanica	141	104.42	20.88	125.30
S Bradnam	137	300	60.00	360.00
C Hibbert wage	768	768.00		768.00
C Hibbert exps	140	93.31		93.31
Command Pest Control	142	370.00	74.00	444.00

8.3 To receive outcome of internal financial monitoring. Received and **NOTED.**

9. CHAIRMAN'S SUMMARY: The Chairman thanked those present for their contributions.

10. CORRESPONDENCE AND CIRCULARS

The following correspondence was received.

10 .1 Play area inspection report January and February 2020;

10.2 Defibrillator correspondence;

10.3 Requests for funding from Neighbourhood Watch 6 Jan 2020 and EACH;

10.4 Covid-19 information and advice – various;

10.5 SCC grass cutting schedule.

11. DATE OF NEXT MEETING

Thursday 28th May 2020 at 7.30pm.

The meeting closed at 8.30 pm.

Distribution

All Cllrs

Email list

Website

Noticeboard

Docs before the meeting

CC reports

Police report

Clerk report

Bi Monthly summary

Signature.....