

**HAWSTEAD PARISH COUNCIL REMOTE MEETING  
ON 6<sup>th</sup> May 2021 at 8.00pm.**

**Present:** Cllrs J West (Chairman), C Carr, R Alexander, P Barham, P Baker and G Rushen.  
C Hibbert (Clerk).  
C Cllr K Soons (in part); six members of the public.

**Apologies:** Cllr H Brewis.

The meeting was held remotely due to the Covid-19 outbreak; a recording was made. The filming statement was taken as read.

**1. ELECTION OF OFFICERS**

**1.1 Chairman;** Cllr JW was proposed for the role of chairman by RA; seconded by GR; JW was unanimously **APPROVED** as chairman.

**1.2 Vice Chairman;** Cllr PB was proposed for the role of vice chairman by P Barham; seconded by RA; P Baker was unanimously **APPROVED** as vice chairman.

**1.3 Completion of declaration of acceptance of office.** It was **AGREED** to complete these as soon as reasonably practicable after the meeting.

**2. APOLOGIES FOR ABSENCE**

Noted.

**3. PUBLIC FORUM**

No points raised.

**3.2 Covid-19 update.** The meeting heard that with the easing of lockdown restrictions, the Hawstead Covid-19 volunteer group has been stood down.

**3.3 County Council.** C Cllr K Soons presented her report, a copy of which will be uploaded onto the PC website. KS agreed to support this Council in its efforts to engage with SCC regarding flooding at Bells Lane and Pinford End.

**3.4 West Suffolk Council.** Please refer to WS Cllr T Clements' report submitted to this year's annual parish meeting dated 6 May 2021.

**3.5 Police;** a link to the most recent police report is available at <https://www.suffolk.police.uk/your-area/haverhill>.

**4. DECLARATION OF INTERESTS**

**4.1** RA declared an interest in item 9.1 to the extent she is a neighbour of the application site;

**4.2** No dispensations were granted in relation to any identified pecuniary interests.

**5. MINUTES FROM THE PARISH COUNCIL MEETING DATED 26<sup>th</sup> APRIL 2021.**

The minutes from the Parish Council meeting dated 26<sup>th</sup> April 2021 were **APPROVED** and will be signed as a true and accurate record of this meeting.

**6. APPOINTMENT OF REPRESENTATIVES**

**6.1 Field and footpath work;** PB agreed to continue as field/footpath rep, for which thanks.

**6.2 Tree warden;** JC agreed to continue as tree officer, for which thanks.

**6.3 Play equipment;** PB agreed to continue to monitor the swings on the Green, for which thanks.

**6.4 SALC.** JW agreed to continue as SALC representative, for which thanks; he continues to participate in SALC forums.

**7. REPORTS**

**7.1 Communications;** the meeting heard that; (i) communication within the village is working well; (ii) the possibility of bringing 5G to the village continues to be explored; (iii) HB is keen to explore the provision of electric car charging points in the village further.

**7.2 Greens;** the meeting heard that; (i) the Green has been chain harrowed; (ii) claim forms for the RPA/Defra grants have been submitted; (iii) the first cut of the Green by WSC has taken place.

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**7.3 Footpaths and trees;** the meeting heard that the footpaths are in reasonable condition; the finger post is yet it be mended; WSC has no capacity at present to add any new dog waste bins into its rounds.

**7.4 Highways;** the meeting heard that the roads are in reasonable condition; various potholes/signage issues have recently been reported to SCC.

**7.5 Safety (emergency plan);** nothing to report. The wheelie bin speed stickers are on order, thanks to TC for relevant locality grant.

**7.6 Volunteering;** it is hoped that the volunteer group will be able to resume its activities after lockdown.

**7.7 Clerk.** The clerk report was received and **NOTED**.

## **8. TO CONSIDER**

**8.1 Standing Orders, Financial Regulation Orders and Code of Conduct (review and re-adoption);** The Standing Orders, Financial Regulation Orders and Code of Conduct were reviewed and **APPROVED**.

**8.2 Review of asset register;** the asset register was reviewed and **APPROVED**.

**8.3 Review of arrangements with other businesses;** the following arrangements were reviewed and **NOTED**; (i) as a data controller, the Council must subscribe to the ICO (£35pa); (ii) the Council employs SALC as payroll provider at £38 pa; (iii) the Council pays 1&1 for use of the website and email platform cost circa £300pa.

**8.4 Review of appointments to outside bodies;** none at present.

**8.5 Confirmation of insurance cover for all insurable risks;** The Council reviewed its insurance cover and **NOTED** that the current cover is adequate.

**8.6 Review of Councils subscriptions to other bodies** The Council **NOTED** and confirmed subscriptions to SALC, The Open Spaces Society, Suffolk Preservation Society and Suffolk Wildlife Trust.

**8.7 Review of policies;** The Council **NOTED** that its current range of policies includes disciplinary, grievance, reserves, complaints, subject access request, data protection, FOI, Equal opportunities; these can be seen on the website. All policies are due for review in May 2022, except the reserves policy - see agenda at item 10.7.

**8.8 Review AGREED of expenditure under s137 Local Authority Act 1972/General Power of Competence;** the Council having declared that the conditions for the general power of competence have been met, should now use s1 Localism Act 2011 rather than s137 LGA 1972 to support any grants in relation to which it has no alternative specific powers.

**8.9 Meeting dates for 2021/22.** The following meeting dates for 21/22 were **NOTED**: 6th May 2021 (remote); 8th July 2021; 9th September 2021; 11th November 2021; 13th January 2022 10th March 2022.

**8.10 Agree response to Government consultation on remote meetings (12.3 below).** It was **AGREED** that the Council should respond to the effect that it would like to be able to retain the option of online/hybrid meetings after the law allowing online PC meetings ceases on 17 May 2021.

**8.11 Consider potential booking for car club at the village hall.** The Council considered this proposal which would involve some cars parking on the Green. There was discussion about the impact of such an event upon the surface of the Green and the meeting heard that some private land might be available for wet weather parking. The Council **AGREED** that it was supportive of the potential booking provided that no parking should take place on the Green in the event of wet weather.

## **9. PLANNING, APPEALS AND NOTIFICATIONS**

**9.1 /21/0905/P3QPA | Prior approval application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 - (a) change of use of agricultural building to dwellinghouse (class C3) to create one dwellings (b) associated operational development | Agricultural Barn Adjacent To Little Mead Whepstead Road Hawstead Suffolk.** After discussion, it was **AGREED** that the Council would reiterate comments made in relation to previous versions of this application, highlight that the barn appears to being used for lorry haulage rather than agriculture;

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query where the haulage lorries will be parked/stored if displaced from the barn and highlight that the application site comprises the footprint of the barn only with no external land except the access included.

**9.2 Appeals and notifications;** the following planning approval was **NOTED**:

DC/21/0330/CLE application for lawful development certificate for existing use or development – continued use of dwelling without agricultural occupancy restriction – Church Farm Church Road Hawstead IP29 5NT.

## 10. FINANCE

**10.1 To receive and approve the bi-monthly financial summary for March-April 2021;** received and **APPROVED**.

**10.2 To approve payments;** the following payments were **APPROVED**:-

	Detail	Cheque no/online payment	Net (of VAT)	Vat	TOTAL
1	SALC	06/05/21	144.44		144.44
2	CH	1&1 website charge	14.97	2.99	17.96
3	CH	1&1 website charge	59.97	11.99	71.96
4	CH	Mywheeliebin.com	405.96		405.96

**10.3 To approve draft accounts for year ending 20/21 (including financial summary to 31/3)** received and **APPROVED**.

**10.4 To approve exemption certificate AGAR 20/21. APPROVED.**

**10.5 To approve governance statement in AGAR 20/21. APPROVED.**

**10.6 To approve annual return AGAR 20/21. APPROVED.**

**10.7 To update the reserves policy;** it was **AGREED** to transfer a further £3,000 to earmarked reserves (village furniture and asset provision and replacement fund) and to update the policy as follows:-

*HAWSTEAD PARISH COUNCIL*

*RESERVES POLICY*

*For approval 06 May 2021*

*REVIEW DATE: Nov 2021*

*The reserves of Hawstead Parish Council are held for the purposes of;*

- i. improving the quality of the Parish's amenities;*
- ii. promoting the village and encouraging visitors by the use of all forms of communication;*
- iii. strengthening and encouraging community cohesion; and or*
- iv. Optimising the Council's administrative costs, assets and income from assets;*

*and shall be allocated as follows:-*

*General reserves: Up to £7,200 being the level of the precept for the forthcoming year.*

*Tree Work Fund: £6000.*

*Village Furniture and Asset Provision and Replacement Fund: £6,000.*

**10.8 To confirm continuation of arrangements for internet banking. APPROVED.**

**11. CHAIRMAN'S SUMMARY:** The chairman thanked those present for their contribution and emphasised the need for team work and effective communication going forward.

## 12. CORRESPONDENCE AND CIRCULARS

The following correspondence was received:-

12.1 Play area reports for April and May 2021;

12.2 Various covid-19 information;

12.3 <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>

12.4 Police guidance on speeding initiatives plus letter from local police

12.5 Correspondence with SCC re Bells Lane bridge/flooding

12.6 Correspondence from WSC on dog bins

12.7 Correspondence re dog walkers

12.8 PK Littlejohn audit info

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12.9 SARS request for funding

12.10 RPA grant application

**11. DATE OF NEXT MEETING**

Thursday 8<sup>th</sup> July 2021 at 7.30pm.

*The meeting closed at 9.00 pm.*

Distribution

All Cllrs

Email list

Website

Noticeboard

Docs before the meeting

CC reports

Clerk report

Bi Monthly summary

Accounts to 31/03/21 including financial summary

Reserves policy

Clerk report

Standing Orders, FRO and Code of Conduct

Asset register

Signature.....