

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
ON 12th January 2023 at 7.30pm.**

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

Apologies: Cllr. H Brewis.

The meeting started at 7.30pm.
The filming statement was taken as read.

1. APOLOGIES FOR ABSENCE

Noted.

2. PUBLIC FORUM

2.1 Public participation

No matters were raised during the public forum.

2.2 County Council. C Cllr K Soons presented her report, a copy of which will be loaded onto the website.

Cllr CC joined the meeting at 7.35pm.

KS confirmed that the whip has been withdrawn from Matt Hancock MP and that a new local MP will be appointed in May 23. KS asked to be included in any village WhatsApp group.

2.3 West Suffolk Council. No report received. It was **NOTED** that SC Cllr K Soons is covering the WS Councillor role in relation to this village until May 2023.

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

3. DECLARATION OF INTERESTS

3.1 Cllr PB declared a non-pecuniary interest in item 6.3 below to the extent that he is a close neighbour of the property owners. Cllr GR and RA have previously declared an interest in item 5.4 as landowner.

3.2 No dispensation applications were received.

4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 17th NOVEMBER 2022.

The minutes from the Parish Council meeting dated 17th November 2022 were **APPROVED** and signed as a true and accurate record of this meeting.

5. REPORTS

5.1 Communications; in the absence of HB, there was no update.

5.2 Greens; the meeting heard that the *malus evereste* had been planted on the Green before Christmas to commemorate the late Queen's 2022 Jubilee; thanks to all involved.

5.3 Conservation; nothing to report.

5.4 Footpaths; the meeting heard that; (i) SCC has repaired the damaged market footpath; (ii) the clerk has written to land owners affected by lost footpaths project – responses requested before end of February; (iii) the new grit bins will be installed ready for winter shortly.

5.5 Highways; nothing to report, except that SCC has now formally been approached to include Hawstead in the ANPR pilot.

5.6 Volunteering The meeting heard that the volunteer group has met once since the last PC meeting and plans further sessions shortly. It was agreed in principle that the group should install a wooden handrail near Brook Green where the path is steep and slippery, provided this would not prevent mower access.

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

6. TO CONSIDER

6.1 Quote for mowing for 2023. WSC have quoted £2,104.22 exc VAT for the mowing work on the Green this summer. The meeting noted that: (i) this amount is slightly more than the WSC

Signature.....

quote from previous year; (ii) WSC did a great job last year and have the right equipment plus knowledge of the spec having held this contract for the last ten years or so; (iii) it has been difficult in previous years to find contractors willing to provide alternative quotes; (iv) WSC will only hold this quote until 31/1/23. It was **AGREED** that WSC should be appointed as mowing contractor for 2023, despite only one quote being available.

6.2 Request from Headway. The meeting heard that Headway wish to bring a mobile shop to the village from time to time as a means of providing services to the community and promoting their own charity. It was **AGREED** that there was no objection to a trial run.

6.3 Correspondence re easement; correspondence had been received from solicitors on behalf of the owners of land with the benefit of an easement over the Green. The meeting discussed the; (i) history of this matter, noting the existence of the easement and the damage to the green caused in recent years by vehicles using other routes; (ii) the statutory protection which the registered greensward benefits from and (iii) the Council's duty as landowner to safeguard the greensward. It was **AGREED** that the clerk would check the legal advice previously received and prepare a draft response for approval.

6.4 Conservation report from SWT; the conservation report prepared by SWT was received and discussed; RA has reviewed this with a local landowner who has expertise in creating ponds/leaky dams; there are some uncertainties about creating any new pond (cost, health and safety, land availability). As such it was **AGREED** that RA should continue to explore the possibility of creating leaky dams with both SWT/interested landowners/ the volunteers group and consider any funding opportunities. The meeting thanked RA for her efforts in this regard.

6.5 Quiet Lanes initiative update; the meeting discussed the Quiet Lanes initiative and it was **AGREED** that the Council should register its interest on the relevant website in preparation for any future funding opportunities which might present themselves.

6.6 Website update. It was noted that AE has taken on the community element of the PC website, for which many thanks. Thanks were noted to AP for his work on the website for so many years. It was **AGREED** that the clerk should seek a quote for an accessibility audit in order to ensure compliance with the internal audit recommendations from 21/22.

7. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

7.1 Planning notifications

The following planning decisions have been issued since the last meeting:-

Planning application - a. change of use of agricultural land to residential b. Single storey dwelling for holiday let - Land Off Bull Lane Pinford End Hawstead Suffolk

Ref. No: DC/22/1224/FUL | Status: Application Refused | Case Type: Planning Application

Planning application - one dwelling (following demolition of existing dwelling) - Church Farm Church Road Hawstead Suffolk IP29 5NT

Ref. No: DC/22/1635/FUL | Status: Application Granted | Case Type: Planning Application

DC/22/1564/FUL - The Spinney Bury Road Hawstead Suffolk | Planning application - one dwelling | Refused Fri 18 Nov 2022

DC/22/1349/FUL | Land Off Church Road Hawstead Suffolk IP29 5PE | Planning application - a. change of use of paddock land for the siting of four bell tents b. conversion of stable block to amenity block | Approved Tue 15 Nov 2022

7.2 DC/22/2116/CLE Application for lawful development certificate for proposed use or development – use of The Red Shed as single dwelling (class C3) at The Red Shed, The Pound, Hawstead, Bury St Edmunds, Suffolk

The meeting heard that sworn statements asserting that the property had been in continuous use as a single dwelling for over four years and been submitted with the application. The only issue for consideration in this type of application was whether - as a matter of fact - the property has been in use for at least four years as a separate dwelling. Following discussion it was unanimously **AGREED** by those present that there were no known grounds of objection to the evidence submitted in support of this application.

7.3 DC/22/2119/FUL Proposal Planning application;- installation of ground mounted photovoltaic array and laying of connecting cable at Metcalf Almshouses, The Pound, Hawstead, Suffolk IP29 5NJ The meeting considered this application and noted that the proposal

Signature.....

would create environmental benefits and was well screened from public view, although the panels would be clearly visible from the upper windows of the almshouses themselves. On balance, it was unanimously **AGREED** to support the proposal.

8. FINANCE

8.1 To receive quarterly finance summary to 31 December 2022; the summary attached was received and **APPROVED**.

8.2 To receive and approve the bi-monthly financial summary for November and December 2022; received and **APPROVED**.

8.3 To approve payments; the following online payments were **APPROVED:-**

	Detail	Cheque no/online payment	Net (of VAT)	Vat	TOTAL
1	Stuart Bradnam PAID	Tree work	80	16	96
2	CH	Honoraria voucher	150		150
3	CH	wage	877.60		877.60
4	HMRC	Tax on wage	2.60		2.60
5	CH	1&1	14.97	2.99	17.96
6	Rougham Estate Sales	Xmas tree	110.75	22.15	132.90
7	JW	Tree plaque	50.00		50.00
8	CH	Barchams trees – card payment by ch	223	44.60	267.60

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 reports for December/January 2022;

10.2 Strategic pipeline information;

10.3 Email info re King Charles III coronation.

.The clerk will circulate the link to the strategic pipeline application

11. DATE OF NEXT MEETING

Thursday 9th March 2023 at 7.30pm.

12. CONFIDENTIAL ITEM - STAFF MATTER

The meeting went into private session; a confidential report was received which summarised the outcome of the national annual salary scale review. The adjusted contractual hourly rate (effective from 1 April 2022) was accepted and **NOTED**.

The meeting closed at 8.45pm.

Distribution

All Cllrs

Email list

Website

Noticeboard

Docs before the meeting

CC report

Clerk report

Bi Monthly summary

Signature.....

Attachment 8.1

HAWSTEAD PC				
SUMMARY RECEIPTS & PAYMENTS				
FOR THE YEAR ending 31/3/23				
2022/23				
RECEIPTS		Actual	Budgeted	Variance
		£		
Precept		7,400.00	7,400.00	0.00
Wayleave		41.44	50.00	-8.56
Bottle Bank		180.60	250.00	-69.40
Grant		1,966.17	1,500.00	466.17
reserves			200.00	-200.00
Misc			0.00	0.00
VAT		274.68		274.68
		<u>9,862.89</u>	<u>9,400.00</u>	<u>462.89</u>
PAYMENTS		Actual	Budgeted	Variance
Misc		500.00	350.00	-500.00
Admin		54.00	200.00	146.00
Audit fees		161.00	180.00	19.00
Clerk's salary(inc tax)		1,820.40	4,000.00	2,179.60
Clerk exps		109.58	0.00	-109.58
Greens		3619.28	3,020.00	-599.28
Insurance		374.02	350.00	-24.02
Repairs/maintenance		850.21	300.00	-550.21
Training		0.00	150.00	150.00
Subscriptions		189.91	250.00	60.09
VAT		1,358.26		-1,358.26
Grants		200.00	150.00	-50.00
Trees		1,800.00	0.00	-1,800.00
defib		181.00	150.00	-31.00
website		224.82	300.00	75.18
		<u>11,442.48</u>	<u>9,400.00</u>	<u>-2,042.48</u>
Reconciliation of R. & P. Book				
Balance b/f 01.04.22	£21,419.09			
Receipts	£9,862.89			
Payments	-£11,442.48			
	<u>£19,839.50</u>			
TOTAL	£19,839.50			
Bank Reconciliation balances as at				
Lloyds Balance as at 28.12.22	£19,839.50			
less unrepresented cheques as at	£0.00			
	<u>£19,839.50</u>			
TOTAL Bank Reconciliation	£19,839.50			

Signature.....