

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
ON 9th March 2023 at 7.30pm.**

Present: Cllrs G Rushen (Vice Chairman), P Barham, C Carr, R Alexander & J West. C Hibbert (Clerk).

SC Cllr K Soons; four members of the public.

Apologies: Cllrs. P Baker & H Brewis.

The meeting started at 7.30pm.

The filming statement was taken as read.

GR was thanked for agreeing to chair this meeting; it was noted that he is the third generation of his family to have fulfilled this role for the Council over the years, for which thanks.

1. APOLOGIES FOR ABSENCE

Noted.

2. PUBLIC FORUM

2.1 Public participation

The following matters were raised during the public forum;-

-The street sign at Park Lane has fallen over; it needs to be reported via the SCC online reporting tool; KS asked to be copied in with the report reference number.

- A resident sought support in principle to his suggestion to investigate acquiring a copy of the tithe map for Hawstead – item 6.5 below. The availability of any locality funding to support this proposal was discussed.

- A grit bin at Hawstead Lodge needs to be restored to its upright position. It was **AGREED** that a report should be lodged using the SCC highway reporting tool.

2.2 Anglian Water presentation. It had been hoped that Anglian Water would be in attendance to make a presentation; presentation date to be re-arranged; notification to be sent to village email list.

2.2 County Council. C Cllr K Soons presented her report, a copy of which will be loaded onto the website. The meeting thanked KS for supporting the coronation grant application (£300).

2.3 West Suffolk Council. No report received. The meeting heard that KS intends to stand as WS District Councillor for Hawstead at the forthcoming election

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 Cllrs GR and RA declared a pecuniary interest in item 6.1 below as affected landowners.

3.2 No dispensation applications were received.

4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 12th JANUARY 2023.

The minutes from the Parish Council meeting dated 12th January 2023 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; (i) CC would source quotes for two new finger posts for 'Brook Green Path'; (ii) some tree work/stump grinding had been completed by SB – item 6.8 below; the fallen willow on Bull Green needs to be tidied away; it w **AGREED** that JW would undertake this task and make a contribution for any wood taken; (iii) JW/JS have installed a new wooden handrail in the Brook Green area, for which thanks; (iv) the Basic Payment Scheme is changing and an application for 'delinked payments' will need to be made at the appropriate time to secure future grant funds; (v) (in response to HCC request for PC to undertake weeding on hall car park) it was **NOTED** that the Council does not have responsibility for maintenance of the car park, although it has agreed to share the costs of ground work associated with the car park from

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time to time. It was **AGREED** to request that the volunteer group consider undertaking such work and to write to HCC accordingly.

5.3 Conservation; following receipt of information about bio-diversity action plans for parish councils, it was **AGREED** to consider this in more detail at the next meeting.

5.4 Footpaths; the meeting heard that the material used to restore the eroded section of market path was likely to be trommel fines – an accepted, safe product for this purpose.

5.5 Highways; nothing to report, except that there are a number of outstanding pothole reports for the village. It was noted that the request for an improved defibrillator sign (at Pinford End) remains outstanding.

5.6 Volunteering The meeting heard that the volunteer group has undertaken a variety of work including trimming the hedge between Millennium Field and the churchyard and installing the new handrail; a small pathway near Brook Green has now been opened up; JW will do an update for the Village Voice.

5.7 Clerk. The clerk report was received and **NOTED**. The meeting heard that the clerk continues to seek an IT supplier who might be able to test the current website for accessibility in order that an accessibility statement can be prepared; those approached have declined unless they have supplied the website themselves. The search continues. The meeting heard that the clerk had responded to the solicitors letter re the deed of easement following the last meeting; no further correspondence received.

6. TO CONSIDER

6.1 Footpath Project

RA and GR left the meeting.

The meeting **AGREED** that JW should chair this item. The Acting Chair outlined the history of this matter, namely that a working group had been established around a year ago at the suggestion of a resident to explore the extent/ practicality of seeking to restore any lost/ historic footpaths to the definitive map in order to increase the number of public rights of way available in the parish. A number of proposed routes were identified by the working group; landowners affected by these potential routes have been consulted; feedback had been received from most consultees – none of which was supportive of these proposals. CC proposed that the working group should meet again to review the proposals in light of the consultation responses and to return to the Council with an (updated) proposal; it was **AGREED** in the meantime that a standard courtesy letter to update the consultees should be sent. Discussion followed about the possibility of attempting to engage with local landowners to encourage creation of permissible paths in the area.

RA and GR joined the meeting. GR resumed the Chair.

6.2 Risk Assessment. The risk report for 22/23 was received and **NOTED**; the risk assessment for 23/24 was **APPROVED**; thanks to PB who has undertaken quarterly checks on the assets in the village and checked the defibrillators regularly; thanks to BM who serviced the emergency generator; it was noted that WSC regularly check the swings on the Green and there are some minor defects. It was **AGREED** to share the latest play area report with the volunteer group.

6.3 Asset register: The updated asset register (attached) was received and **APPROVED**.

6.4 Election update: All councillors seeking re-election at the forthcoming May elections will need to complete and submit their nomination papers to WSC in accordance with the relevant timetable – to be confirmed by WSC shortly.

6.5 Request for grant funding for map. A request had been received from a villager seeking an indication as to whether the Council would support a proposal to acquire a copy of the tithe map for the village. The cost is unknown at present. Those present **AGREED** that the Council was supportive in principle, subject to cost. Once the project has been costed, a grant application will need to be completed for proper consideration by the Council in due course.

6.6 Coronation update. A grant application had been received from HCC for various coronation festivities. It was **AGREED** that a grant of £300 should be awarded.

6.7 Hawstead Emergency Plan. It was **AGREED** that the plan should be updated prior to re-circulation to households/ lodging with WSC/ posting on website.

6.8 Tree work Tree work undertaken by Stuart Bradnam (£336 inc VAT) was **APPROVED**.

7. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

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7.1 Planning notifications

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

Application for lawful development certificate for proposed use or development - use of The Red Shed as single dwelling (class C3) - The Red Shed The Pound Hawstead Bury St Edmunds Suffolk IP29 5NJ

Ref. No: DC/22/2116/CLE | Status: Application Granted | Case Type: Planning Application
 Planning application - installation of ground mounted photovoltaic array and laying of connecting cable - Metcalfe Almshouses The Pound Hawstead Suffolk IP29 5NJ

Ref. No: DC/22/2119/FUL | Status: Application Granted | Case Type: Planning Application

7.2 re-consultation in respect of a planning proposal DC/23/0036/FUL - one dwelling with detached garage at land off, Church Road, Hawstead;

The meeting considered this application, which is the latest in a series of applications for this site; the meeting discussed the extent to which this application addressed concerns raised previously and the extent to which the application site could be regarded as an infill plot. The meeting unanimously resolved to **OBJECT** to this application on grounds that; (i) the application site is not small enough to properly be considered as an infill plot; (ii) the grant of permission on this site would set an unacceptable precedent; (iii) there needs to be a sewerage treatment plant – the reed bed alone will be insufficient; (iv) the water/drainage service in this area is inadequate to serve the existing houses, let alone a further dwelling; (v) endorsement of concerns put in writing to WSC from neighbours.

7.3 DC/22/2206/HYB Proposal Hybrid planning application - A. Full application - proposed 69 kilometre pipeline and above ground infrastructure at Raydon, Rushbrooke, Raydon Tee and Wherstead; and B. Outline planning application - proposed ancillary above ground infrastructure at Little Saxham, Little Whelnetham, NedgingTye, Hadleigh and Great Horkesley

The meeting had hoped to be able to consult with representatives from Anglian Water who had been due to attend this meeting; it is hoped to re-arrange a meeting with Anglian Water to discuss concerns/ seek clarification. In the meantime, those present expressed concerns about; (i) potential disruption to residents; (ii) the safeguarding of the roadside nature reserve which appears to be earmarked for use as a layover compound; (iii) the construction method – will the ground be opened to lay the pipe or will the surface be left undisturbed?; (iv) the compensation package to be offered to affected landowners. It was **AGREED** that authority would be delegated to the clerk to submit a representation on behalf of the Council, once a new meeting has been set up with Anglian Water to discuss the above concerns..

8. FINANCE

8.1 To receive and approve the bi-monthly financial summary for January-February 2023; 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	CH 1&1	Online	59.97	11.99	71.96
2	JW - materials	Online	102.44	16.65	119.09
3	SB –tree work	Online	280.00	56.00	336.00
4	CH wage	Online	1069.60		1069.60
5	HMRC wage	Online	50.60		50.60
6	HCC grant	Online	300.00		300.00
7	SALC payroll	Online	19.00	3.80	22.80

8.3 Review and approved adequacy of internal controls. The meeting reviewed and **APPROVED** the statement of internal controls and **NOTED** the adequacy of the current arrangements for internal control.

8.4 Appoint SALC as internal auditor. The meeting **AGREED** to appoint SALC as internal auditor.

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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 February/March 2023;

10.2 Election material

11. DATE OF NEXT MEETING

Thursday 11th May 2023 at 7.30pm to follow the Annual meeting at 7pm.

The meeting closed at 8.50pm.

Distribution

All Cllrs

Email list

Website

Noticeboard

Docs before the meeting

CC report

Clerk report

Bi Monthly summary

Attachment 6.3 asset register

Description	Location/location held	Value	Date of acquisition (where known)
The Green	Adjoining Bells Lane and Bury Road	£1 nominal value	
Pound Green	Bury Road, adjacent to Almshouse	£1 nominal value	
Bull Green	Bull Lane	£1 nominal value	
Brook Green	Adjoining Bells Lane	£1 nominal value	
Millennium Field	Church Road – adjoining Cemetery	£1 nominal value	
Village sign	The Pound	£3157	
Bus shelter	Junction of Bury/Lawshall Road and Whepstead Road	£2000	
Swings x 2	The Green – southern boundary	£1501	
Seats x 3	(1)The Green – adjacent to swings (2) The Green adjacent to play area (3) Millennium Field	(1) £557 (2) (3) £300 Total £857	(1)2015 (2)? (3)?
Memorial bench x1	The Green adjacent to play area	£500	
Dog bins x 2	(1)The Green – village hall car park (2) The Green –Bells Lane	£150	
Dog fouling signs	The Green – various	£148	2014

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	locations		
Litter bins x1	Adjacent to bus shelter	£100	
Grit bins x 13	Various locations around village	(1) £687.50 (x5) (2) £115 (x2) (3) 297 (x3) (4) 366.92 x (3) Total £1466.42	(1)? (2)2014 (3)2019 (4)2022
Shovels x 13		108	2019
(5) 1x set outside xmas lights; (6) Internal decorations as follows: Xmas tree LED lights x1 2 x colour garlands, 1x white garland, plus timer in box with connector	Village hall	(1)£235 (2) £345 Total £580	(1)2014 (2)?
Emergency plan equipment; generator x 1, gas ring burnerx1, gas cylinders x2	1 Manor Cottages; The Green Village Hall; Kellycroft, the Green	£594	
Noticeboards x3	(1) Village hall car park; (2) Church Road adjacent to Pinford End Farmhouse, (3) The Pound.	(1) £1013.50 (2) £913.50 (3) £340 (est) Total=£2267	(1) 2014 (2) 2014 (3) ?
Interpretation Board	The Green	£990	2019
Finger posts x 2	Hawstead Brook	£400	2019
Gating to village entrances		£598	
Village bench and table	The Pound	£800	
Goal posts	The Green	£215	2014
Defibrillator	Village Hall	£2020	2015
Speedwatch signage	Village Hall	£170	2015
Bat boxes	The Green	£114	2016
Orchard sign	Millennium Field	£98	2021
Well	Bull Green	Notional value	?
Footbridge	Hawstead Brook	£1375	2017
Speed gun	c/o Cllr West	£1110	2017
Phone box	Pinford End	£1	2017
Defibrillator	Pinford End	£2010	2019
Waymarker signs	Brook Green	£210	2019
Road signage	Larkfield Corner	£324.40	2022
Tree plaque	Village green	£50	2022
TOTAL		£23,918.82	

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