

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
ON 12th May 2022 at 7.30pm.**

Present: Cllrs P Baker (Incoming Chairman), J West (Outgoing Chairman), R Alexander, P Barham, C Carr, H Brewis and G Rushen. C Hibbert (Clerk).
Six members of the public.

Apologies: N/a

The filming statement was taken as read.

The meeting started at 8.10pm.

1. ELECTION OF OFFICERS

1.1 Chairman The appointment of PB as Chairman was proposed by CC, seconded by HB and **UNANIMOUSLY APPROVED**; PB agreed to undertake the role for one year and was welcomed to the role by those present.

1.2 Vice Chairman. The appointment of GR as Vice Chairman was proposed by CC, seconded by HB and **UNANIMOUSLY APPROVED**.

1.3 Acceptance of declaration of acceptance of office. The declarations of acceptance of office were signed.

2. APOLOGIES FOR ABSENCE

None.

3. PUBLIC FORUM

3.1 Public participation.

No matters raised.

3.2 County Council. See SCC report to the Hawstead annual meeting on 12th May 2022.

3.3 West Suffolk Council. No report received.

3.4 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 No declarations of interest were disclosed;

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

5. MINUTES FROM THE PARISH COUNCIL MEETING DATED 10th March 2022.

The minutes from the Parish Council meeting dated 10th March 2022 were **APPROVED** and signed as a true and accurate record of this meeting.

6. APPOINTMENT OF REPRESENTATIVES

The following representatives were appointed - for which thanks:-

6.1 Greens – CC;

6.2 Conservation – RA;

6.3 Tree warden – JC;

6.5 Play equipment and volunteering – JW;

6.6 SALC – PB;

6.7 Communications – HB;

6.8 Roads and Safety – GR.

7. REPORTS

7.1 Communications; the meeting heard village communication groups continue to work well; unfortunately AB is not in a position to take on the website at present; AP has therefore agreed to continue to look after the website until a replacement can be found - for which thanks.

5.2 Greens; the meeting heard that; (i) CC had a useful meeting with the WSC mowing contractor to discuss the contract requirements at Hawstead; (ii) Phase one of the work to clear a path on the left hand verge of Bells Lane has been undertaken; some stumps remain in the verge which will prevent mower access, so it will be good to involve volunteers in the maintenance of this area; (iii)

Signature.....

a fallen tree in Bells Lane has been made safe but will need to be removed later in the year; (iv) the Council is now entering the last year of its five year Countryside Stewardship agreement. It is likely that an extension of this scheme may be offered pending implementation of the replacement Local Recovery Scheme in the future; (v) the playground needs some drainage work (a soakaway) as it is damp and boggy – JS is organising this and may welcome support from the volunteer group; (vi) a wild service tree from SWT has been planted on the Green; (vii) JC has proposed that a crab apple *malus evereste* should be planted near the village hall to mark the Platinum Jubilee - £300 budget **AGREED**; JC to source the tree; (viii) The Millennium Bench has been removed from the Millennium Field as it is unsafe. It was **AGREED** to write this off as it is beyond repair. CC will source quotes for a replacement bench. A resident raised some concerns about the grass cutting work on the Green which CC agreed to look into.

7.3 Conservation; the meeting heard that RA has made contact with the SWT conservation officer who plans to come and survey the Green with flood prevention (leaky dams) in mind; the aspiration is to involve landowners in any ensuing conservation project which might follow. The need to keep the Green accessible to the community was highlighted.

7.4 Footpaths; the meeting heard that; (i) KS has followed up on various footpath issues – action awaited from SCC; (ii) a sub-group has met to identify those local old footpaths which it might be worthwhile/viable to reinstate and register under the ongoing national scheme.

7.5 Highways; the meeting heard that signage for Larkfield Corner has been purchased and is ready to install; the road markings on Bury Road are lopsided and GR will raise this with KS.

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

8. TO CONSIDER

8.1 Standing Orders and Financial Regulation Orders and Code of Conduct (review and re-adoption); these documents were reviewed and **APPROVED** subject to amendment of the lower threshold for which three quotes must be sought (financial reg 11) to contracts over £500.

8.2 review of asset register. This was reviewed in March 2022 and is now further updated to include new Larkfield road signage and exclude the bench in the Millennium Field. **APPROVED**.

8.3 Review of arrangements with other businesses

The following arrangements were **NOTED**; (i) The Council is a data controller and as such must subscribe to the ICO (£35pa); (ii) The Council has appointed SALC as payroll provider at £38 pa; 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 meeting heard that the Council's insurance provides asset cover of up to £50,000 which is adequate for the current range of assets; £50,000 Fidelity cover is provided which is adequate to cover the funds held by the Council.

8.6 Review of Councils subscriptions to other bodies. The Council subscribes to; (i) SALC; (ii) The Open Spaces Society; (iii) Suffolk Preservation Society; (iv) Suffolk Wildlife Trust.

8.7 Note current range of policies; The current policies include disciplinary, grievance, reserves, complaints, subject access request, data protection, FOI, Equal opportunities; these can be found on the website and are due for review in May 2023; the reserves policy requires updating in order to ensure the general reserve does not exceed the precept level from time to time – see item 10.7.

8.8 Review of expenditure under s137 Local Authority Act 1972/General Power of

Competence; as under two thirds of the councillors have been elected to role, the conditions for the general power of competence have not been met for 22/23; s137 LGA 1972 will therefore be used to support any grants in relation to which it has no alternative specific powers.

8.9 Meeting dates for 2022/23: 12th May 2022; 14th July 2022; 8th September 2022; 10th November 2022; 12th January 2023; 9th March 2023.

8.10 Tree work; A quote from SB for removing a fallen tree near the church and re-siting the owl box was **APPROVED** - up to £380 max + VAT.

9. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

9.1 Planning notifications

The following decisions have been granted since the last meeting;-

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(i) Householder planning application - a. re-render east elevation and eastern extensions b. partial demolition of flat roofed east extension and re-build - Pye House Lawshall Road Hawstead IP29 5NR Ref. No: DC/21/2451/HH

(ii) Application for listed building consent - a. re-render east elevation and eastern extensions b. partial demolition of flat roofed east extension and re-build - Pye House Lawshall Road Hawstead IP29 5NR Ref. No: DC/21/2452/LB

9.2 DC/22/0695/HH: Householder planning application - a. single and two storey front extensions and b. two - storey side extension (following demolition of existing building) at Woodlands, The Pound Hawstead Suffolk IP29 5NJ. Whilst noting that the proposals were an improvement on the current structure (which it is proposed to replace), there was concern about the lack of trees left on the application site following implementation of DC/20/2212/H. Despite DC/20/2212/H imposing a planning condition relating to arboricultural management, the majority of trees on the application site have been removed, leaving a bleak frontage. WSC is investigating whether planning enforcement action is required. It was **AGREED** that there was no objection to the principle of the current proposal providing any development was conditional upon the provision of an appropriate landscaping scheme.

9.3 DC/22/0593/HYB Hybrid planning application - a. outline application (means of access to be considered) for a new hospital (use class C2) of up to 100,000 square metres etc etc construction compound and demolition of existing hospital buildings. b. full planning application - change of use of Hardwick Manor from a single residential dwelling (use class C3) to health related uses associated with the new hospital (use class C2) - Hardwick Manor. The meeting heard that the proposal to close Gypsy Lane has now been withdrawn; it was **AGREED** that no comment was required.

10. FINANCE

10.1 To receive and approve the bi-monthly financial summary for March-April 2022; received and **APPROVED**.

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

Payee	Chq no/online	Net of VAT	VAT	Gross
CH 1 &1	Online	14.97	2.99	17.96
SALC	Online	144.91		144.91
CH 1&1	Online	59.97	11.99	71.96
CH road signs	Online	324.40	64.88	389.28
WSC	Online	1436.00	287.20	1723.20
OSS	Online	45.00		45.00
CH exps	Online	5.58		5.58
SB	online	1170	234	1404

10.3 To approve draft accounts for year ending 21/22 (including financial summary to 31/3/22); received and **APPROVED** – copy attached to minutes.

10.4 To approve exemption certificate AGAR 21/22; reviewed and **APPROVED**.

10.5 To approve governance statement in AGAR 21/22; reviewed and **APPROVED**.

10.6 To approve annual return AGAR 21/22; reviewed and **APPROVED**.

10.7 To update the reserves policy; reviewed and **APPROVED** – copy attached to minutes.

10.8 To confirm continuation of arrangements for internet banking. Reviewed and **CONFIRMED**.

11. CHAIRMAN'S SUMMARY: see Chairman's report to the annual parish meeting.

12. CORRESPONDENCE AND CIRCULARS

The following correspondence was received;-

12.1 Play area reports for April and May 2022 – extension of SLA to 31/3/23;

12.2 Council tax rebate information;

12.3 Correspondence from WSC re planning enforcement.

Signature.....

13. DATE OF NEXT MEETING

Thursday 14th July 2022 at 7.30pm.

14. CONFIDENTIAL STAFF MATTER

14.1 To resolve to exclude public from the meeting to enable a confidential matter to be discussed. APPROVED.

14.2 To receive and note a confidential report. The meeting received and **NOTED** a confidential report.

The meeting closed at 9.15pm.

Distribution
All Cllrs
Email list
Website
Noticeboard

Docs before the meeting

CC report
Clerk report
Bi Monthly summary
Asset register
AGAR 22 23
Financial summary to 31/3/22.
Standing Orders/Code of Conduct/Finance Regs

Signature.....

Attachment to item 10.3 HAWSTEAD PARISH COUNCIL: SUMMARY OF RECEIPTS & PAYMENTS YEAR ENDING 31 MARCH 2022 as at 31 MARCH 2022

RECEIPTS	21/2022 Actual	Budget 20/21	20/2021 Actual		PAYMENTS	Actual 21/22	Budget 21/22	Actual 20/21
DEFRA /RPA grant	1,897.87	1500	1963.15					
Precept	7400	7400	7200					
Wayleaves	41.44	50	41.44					
Bottle bank	481.80	250	420					
Locality grant			841		HCC		0	984.54
Community orchard					Community orchard		0	47.01
Contribution to Xmas tree					Xmas tree			88.96
Contributions to printing					Journal (Printer costs)		0	
VAT REFUND	517.14		1182.65		VAT PAID	274.68 +234	0	517.14
					Grants s137		150	150
					Grants GPOC	750		
					Personnel (wages/tax + expenses)	3460.80 + 208	4000	3460.80+ 242.66
					Admin (ICO, room hire/payroll)	73	350	210.90
					Subscriptions	214.44	250	185.72
					Training		150	25
					Insurance	304.30	350	304.30
					Audit fee	158	170	155
					Misc	769.10	300	185.99
					Reserves/legal fees			
					Tree work	165+ 1170		
					Village maintenance	78.46	400	98
					Village greens	390	2730	1271.26
					Defibrillator	223	50	135
					Website fees	299.76	300	299.76
TOTAL RECEIPTS	10338.25	9,200	11,648.24		TOTAL COSTS	7368.52 +1404	9200	8,362.04

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RECEIPTS AND PAYMENTS

Bank reconciliation

Bal B/F 1/04/21

Lloyds treasurers account bank balance as at 31/3/21- £18,449.36

Less £1333.20 (payments unrepresented as at 31/3/21)

Net book balance as at 31/3/21 £18,449.36

ADD Total receipts for 21/22 YTD £10338.25

Less total payments for 21/22 YTD £7368.52

Book Balance Total as at 31/03/22 £21,419.09

Lloyds treasurers account bank balance as at 31/03/22- £21,419.09

Less unrepresented payments £ 0

Total **£ 21,419.09**

Attachment to item 10.1 Reserves policy

HAWSTEAD PARISH COUNCIL

RESERVES POLICY

For approval 12 May 2022

REVIEW DATE: Nov 2022

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 £7,400 being the level of the precept for the forthcoming year.

Tree Work Fund: £7000.

Village Furniture and Asset Provision and Replacement Fund: £7,000.

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