

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
ON 11th May 2023 at 7.30pm.**

Present: Cllrs P Baker (Outgoing Chair), R Alexander (incoming Chair), P Barham, C Carr, H Brewis & J West. C Hibbert (Clerk).
Six members of the public.

Apologies: SC Cllr K Soons.

The meeting started at 8.00pm.

The filming statement was taken as read.

1. ELECTION OF OFFICERS

1.1 Chairman The Chairman reported that following the recent unopposed election; (i) the Council has one vacancy; (ii) he wished to stand down due to work commitments, but would be prepared to stay on for a short time only if no one else came forward to take this role. Following discussion CC proposed RA as Chair, seconded by P Barham – unanimously **AGREED**. RA accepted the Chair for one year and thanked P Baker for the work he had done in this role.

1.2 Vice Chairman The Council unanimously **AGREED** to defer appointment into this role until the Council is running at full complement.

1.3 Completion of declaration of acceptance of office. Councillors signed their declarations of acceptance.

2. APOLOGIES FOR ABSENCE

None.

3. PUBLIC FORUM

3.1 Public participation

No matters raised.

3.2 County Council. A copy of C Cllr K Soons report is available on the HPC website.

3.3 West Suffolk Council. See report at item 3.2.

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 To complete registers of interest Councillors completed their registers of interest.

4.2 Cllr RA declared a pecuniary interest in item 8.10 below as affected landowner.

4.3 No dispensation applications were received.

5. MINUTES FROM THE PARISH COUNCIL MEETING DATED 20th APRIL 2023.

The minutes from the Parish Council meeting dated 20th April 2023 were **APPROVED** and signed as a true and accurate record of this meeting.

6. REPORTS

6.1 Communications; the meeting heard that communications were running well; it was **AGREED** that the possibility of a community village WhatsApp group would be explored.

6.2 Greens; the meeting heard that; (i) applications have been submitted for the 2023 BFP/ Countryside Stewardship grant; and (ii) the cut logs at Bull Green had been removed before JW had a chance to clear them.

6.3 Conservation; nothing to report.

6.4 Footpaths; the meeting heard that; (i) PB had nothing to report to this meeting but that feedback from any walkers would be welcome; (ii) the new grit bins need filling. The forthcoming festival of walking was mentioned.

6.5 Highways; the meeting heard that there are some significant potholes around the village.

6.6 Volunteering; the meeting heard that the volunteer group had tidied the village hall car park; the group would welcome suggestions from the community as to suitable projects.

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

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8. TO CONSIDER

8.1 Election outcomes and co-option; the meeting heard that only six councillors had come forward for election recently, leaving one vacancy. It was **AGREED** that efforts should be made to encourage candidates for co-option to come forward and to present written applications/CV for consideration by the Council prior to any formal decision on co-option.

8.2 Standing Orders, Financial Regulation Orders and Code of Conduct (review and re-adoption); the Standing Orders, Financial Regulations Orders and Code of Conduct were reviewed and **RE-ADOPTED**.

8.3 Review of asset register; the asset register as at 1 April 2023 (last reviewed March 2023) was **NOTED**.

8.4 Review of arrangements with other businesses; The following arrangements were **APPROVED** for a further year; (i) subscription to the ICO (£35pa); (ii) SALC (payroll provider - £38 pa);(iii) 1&1 (now Ionos) website and email platform (£300pa).

8.5 Review of appointments to outside bodies; it was **NOTED** that the current Chair would be the SALC representative.

8.6 Confirmation of insurance cover for all insurable risks; The Council's insurance (BHIB underwriter - Aviva) provides property cover of up to £51,000 for contents, street furniture and gates and fences; The existing cover 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 in its bank account.

8.7 Review of Councils subscriptions to other bodies; subscriptions to SALC (£38.89pa); The Open Spaces Society OSS, (£45pa), Suffolk Preservation Society SPS (£30pa) and Suffolk Wildlife Trust SWT were **APPROVED**.

8.8 Review of policies; the following policies were reviewed and **RE-APPROVED** disciplinary, grievance, complaints, subject access request, personal data breach, data management, FOI, equal opportunities and reserves.

8.8 Review of expenditure under s137 Local Authority Act 1972/ GPOC s1 Localism Act 2011; The Council, noting that over two thirds of the Council had been returned by election and the clerk has a Cilca qualification **RESOLVED to RE-DECLARE** that the conditions for the general power of competence were met.

8.9 Meeting dates for 2023/24; the meeting dates for 2023/24 were **AGREED** as follows 11th May 2023, 13th July 2023, 14th September 2023, 9th November 2023, 11th January 2024 and 14th March 2024.

8.10 Footpath project update; the meeting heard that the lost footpath working group had not yet met to review the feedback received from affected landowners. The meeting discussed; (i) the largely negative feedback from landowners about potential public rights of way being (re-) opened up over their property and (ii) the aspiration to work with (rather than against) local landowners. It was **AGREED** (four in favour; one against; one abstention) that the Council would (i) discontinue further pursuit of the lost footpath project; (ii) disband the lost footpath working party; and (iii) write to update landowners accordingly. The meeting thanked all members of the lost footpath working party for the work they had undertaken to investigate this project.

8.11 Website update. The meeting heard that the website is non-compliant in terms of accessibility. Efforts have been made to source a website accessibility audit to enable the Council to identify specific areas of non-compliance and publish a website accessibility statement but potential suppliers have been unwilling to assist unless they take on responsibility for supplying the website platform. One supplier (The Shaw Trust) has offered to undertake a website accessibility audit at around £4k (excluding any upgrades required to the website in consequence) which those present **AGREED** was too expensive in the context of the Council's resources. The meeting **NOTED** that the HPC website is used to meet the Council's statutory publicity requirements and to display a wealth of community information and that there is an aspiration to keep the community pages which are regularly updated by volunteers available. It was **AGREED** that a new standalone Council website should be established by Suffolk.Cloud (Cost £150 transfer plus £120 annual hosting charge plus email at £15 plus £25 per email box) to meet the Council's statutory requirements; the existing HPC website (paid for by HPC) will continue to be maintained

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for the community information pages and a link should be provided to the new website. An interim accessibility statement will be published on the existing website.

9. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

8.1 Planning notifications: None. Discussion followed about the scale of recent authorised development at Church Farm.

9. FINANCE

9.1 To receive and approve the quarterly summary to March 2023; received and **APPROVED** – copy attached to minutes.

9.2 To receive and approve the bi-monthly financial summary for March-April 2023; received and **APPROVED**.

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

	Detail	Cheque no/online payment	Net (of VAT)	Vat	TOTAL
1	CH 1&1	online	14.97	2.99	17.96
2	SALC - subs	online	38.89		38.89
3	Community Heartbeat Trust	online	39.00	7.80	46.80
4	CH - exps	online	108.70		108.70
5	Ch 1&1	online	59.97	11.99	71.96
6	OSS	online	45.00		45.00

9.4 To approve exemption certificate AGAR 22/23; received and **APPROVED**.

9.5 To approve governance statement in AGAR 22/23; received and **APPROVED**

9.6 To approve annual return AGAR 22/23; received and **APPROVED**.

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

9.8 To confirm continuation of arrangements for internet banking; APPROVED. It was **NOTED** that PB and HB are experiencing difficulties accessing online banking.

10. CHAIRMAN'S SUMMARY: the Chairman thanked GR for his service as Councillor and PB for his service as Chair over the last year.

11. CORRESPONDENCE AND CIRCULARS

The following correspondence was received:-

11.1 Play area reports for April/May 2023;

11.2 Open letter to PCs re planning issues.

12. DATE OF NEXT MEETING

Thursday 13th July 2023 at 7.30pm

The meeting closed at 9.15pm.

Distribution

All Cllrs

Email list

Website

Noticeboard

Docs before the meeting

CC report

Clerk report

Bi Monthly summary

Standing Orders, financial regulation orders, code of conduct

AGAR 22 23

Summary of finance to 31 March 2023

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Attachment 8.2 asset register as at 1 April 2023

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 Wkepstead 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 locations	£148	2014
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;	(1) £1013.50	(1) 2014

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	(2) Church Road adjacent to Pinford End Farmhouse, (3) The Pound.	(2) £913.50 (3) £340 (est) Total=£2267	(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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Attachment to item 9.1 - Summary of receipts and payments 22-23 as at 31 March 2023.

HAWSTEAD PC
SUMMARY RECEIPTS & PAYMENTS
FOR THE YEAR ending 31/3/23

RECEIPTS	<u>2022/23</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budgeted</u>	
	£		
Precept	7,400.00	7,400.00	0.00
Wayleave	41.44	50.00	-8.56
Bottle Bank	402.60	250.00	152.60
Grant reserves	2,266.17	1,500.00	766.17
Misc		200.00	-200.00
VAT		0.00	0.00
	274.68		274.68
	<u>10,384.89</u>	<u>9,400.00</u>	<u>984.89</u>

PAYMENTS	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc	260.75	350.00	89.25
Admin	73.00	200.00	127.00
Audit fees	161.00	180.00	19.00
Clerk's salary(inc tax)	3,820.80	4,000.00	179.20
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	1,019.30	300.00	-719.30
Training	0.00	150.00	150.00
Subscriptions	189.91	250.00	60.09
VAT	1,499.79		-1,499.79
Grants	1,000.00	150.00	-850.00
Trees	2,303.00	0.00	-2,303.00
defib	181.00	150.00	-31.00
website	299.76	300.00	0.24
	<u>14,911.19</u>	<u>9,400.00</u>	<u>-5,511.19</u>

<u>Reconciliation of R. & P. Book</u>	
Balance b/f 01.04.22	£21,419.09
Receipts	£10,384.89
Payments	-£14,911.19
	<u>£16,892.79</u>
TOTAL	<u>£16,892.79</u>

<u>Bank Reconciliation balances as at</u>	
Lloyds Balance as at 31.03.23	£16,892.79
less unpresented cheques as at	£0.00

£16,892.79

TOTAL Bank Reconciliation	<u>£16,892.79</u>
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Attachment to item 9.7 - Reserves policy

HAWSTEAD PARISH COUNCIL

RESERVES POLICY

Approved 11 May 2023

REVIEW DATE: Nov 2023

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: £5000.

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

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