

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
ON 13th July 2023 at 7.30pm.**

Present: Cllrs R Alexander (Chair), P Barham, C Carr & J West. C Hibbert (Clerk).
One member of the public.

Apologies: Cllrs P Baker and H Brewis; SC Cllr K Soons.

The meeting started at 7.30pm.

The filming statement was taken as read.

1. TO RECEIVE APOLOGIES AND CONSIDER ANY APPLICATIONS FOR APPROVAL OF ABSENCE

Apologies from Cllrs P Baker and H Brewis were received and **APPROVED**.

2. PUBLIC FORUM

2.1 Public participation

-The tree warden noted that a large, ancient sycamore on the boundary between the green and a private property needs work to prevent collapse and minimise risk of associated damage; it was **AGREED** that further investigation would be undertaken before the next meeting to ascertain ownership/responsibility for the tree and secure quotes for felling/pollarding the tree to make it safe before any decision would be made on whether the Council should consider making a financial contribution towards the costs of such work.

-The possibility of a village tree survey was discussed.

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

2.3 West Suffolk Council. See report at item 2.2.

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 No pecuniary interests were declared.

3.2 No dispensation applications were received.

4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 11th MAY 2023.

The minutes from the Parish Council meeting dated 11th May 2023 were **APPROVED** and signed as a true and accurate record of this meeting.

5. REPORTS

5.1 Communications; in the absence of HB, the meeting heard that the creation of the new parish council website (and email boxes) was in hand; it was **AGREED** that SC Cllr K Soons should be asked about priorities for use of the available rural broadband grant; councillors present encouraged continued use of the noticeboards for display of PC documents.

5.2 Greens; the meeting heard that; (i) the Green has not been cut, but the contractor is lined up to do so when the weather conditions agree; (ii) following a visit to Hawstead by the County Wildlife Site panel, there are proposals to expand the County Wildlife Site to both sides of the road; a branch is down on a tree on the Green – JC to review. There was agreement in principle (with the support of the volunteer group) to open up the area of Brook Green next to the river to ensure that it is easily accessible for residents and visitors alike to enjoy as an amenity area/ picnic spot.

5.3 Conservation; the meeting agreed that there should be a standing conservation agenda item going forward to consider all matters relating to conservation (greens/ footpaths/conservation and relevant work projects) in a holistic manner. There was discussion about encouraging visitors to report flora/fauna in the locality to Suffolk Biodiversity Information Service (SBIS) in order that this can help build up a data bank about local wildlife species. RA to circulate details via the village email group.

5.4 Footpaths; the meeting heard that the Cranks footpath has been recently cut and that the Market Path will be tackled next weekend. Thanks to both RB and Mr B for their continuing support in this regard. It was noted that there is a significant range of voluntary maintenance ongoing in the village. It was further noted that all landowners consulted on the lost footpath proposal have received correspondence confirming that the Council does not propose to pursue this initiative further; it is open to any individual to pursue an application in this regard.

5.5 Highways; the meeting heard that there are some significant potholes around the village which have been reported and filled (badly).

5.6 Volunteering; the meeting heard that the volunteer group had repaired the bus shelter which had been vandalised – council to write letter of thanks to DD in particular; the suggestion of making a wooden seat was **APPROVED** in principle. The next project involves repairing the swings. Thanks to JW and his team.

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

6. TO CONSIDER

6.1 Co-option (to consider any application/ agree procedure where more than one application); the meeting heard that the current vacancy had been advertised; councillors were invited to try and identify any potential co-optees; the Council will need to approve any co-option by formal resolution, after a fair selection process.

6.2 Appointment of representatives; the following appointments were **AGREED**:-
Tree officer – JC; footpaths – PB; Greens- CC; communications - HB; conservation – RA; JW and volunteering – JW.

6.3 20s Plenty initiative; this initiative was reviewed and **NOTED**.

6.4 SWT course for parish councils; it was **AGREED** that RA would circulate details of these courses (along with the Suffolk Biodiversity Information Service (SBIS) digital newsletter) to the village.

6.5 Any action required in response to proposed sale of property adjoining the Green; it was **NOTED** that the relevant estate agent has been made aware of the registered village green status. It was **AGREED** that no further action was required.

6.6 Update to community emergency plan. The plan needs updating – clerk to circulate a copy of the plan.

7. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

7.1 Planning notifications: The following notifications were received;-

Ref. No: DC/23/0036/FUL | Status: Application Refused | Case Type: Planning Application
Planning application - one dwelling with detached garage - Land Off Church Road Hawstead Suffolk

DC/23/0396/HH Address High Trees Lawshall Road Hawstead Suffolk IP29 5NR |Proposal :Householder planning application - first floor rear extension | Approved

7.2 DC/22/2206/HYB Anglian Water, Hybrid planning application – re-consultation.

Following discussion, it was **AGREED** that no further comment was required.

8. FINANCE

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

8.2 To receive and approve the bi-monthly financial summary for May-June 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 SPS sub	online	30.00		30.00
2	CH - exps	online	52.00		52.00

3	CH 1&1	online	14.97	2.99	17.96
4	SWT	online	38.00		38.00
5	Command pest control	online	390.00	78.00	468.00
6	JW – bus shelter exps	online	43.48	8.70	52.18
7	AP – community orchard expenses	online	17.00		17.00
8	HMRC – tax on wage	online	14.40		14.40
9	CH - wage	online	925.80		925.80
10	SALC - audit	online	169.00	33.80	202.80
11	JW materials sub	online	55.00		55.00

8.4 To receive internal audit report and agree actions in response. The internal audit report was received and **NOTED** and the action plan in response (attached) was **AGREED**.

8.5 To note compliance with pension regulator re-enrolment duties. Compliance **NOTED**.

8.6 To consider investment options Following discussion it was **AGREED** to; (i) leave £10,000 in the current account and move all other funds to a Lloyds 32 day notice interest-bearing account; and (ii) confirm that the clerk has full authority to transfer monies in between the current and 32 day accounts in order to ensure access at all times to sufficient funds.

9. CHAIRMAN'S SUMMARY: thanks to all.

10. CORRESPONDENCE AND CIRCULARS

The following correspondence was received;-

10.1 Play area reports for June/July 2023;

10.2 Correspondence from WSC re application DC/22/1635/FUL.

11. DATE OF NEXT MEETING

Thursday 14th September 2023 at 7.30pm

The meeting closed at 9.00pm.

Distribution

All Cllrs

Email list

Website

Noticeboard

Docs before the meeting

CC report

Clerk report

Bi Monthly summary

Summary of finance to 30 June 2023

Attachment to item 9.1 - Summary of receipts and payments 23-24 as at 30 June 2023.

HAWSTEAD PC
SUMMARY RECEIPTS & PAYMENTS
FOR THE YEAR ending 31/3/24

<u>RECEIPTS</u>	<u>2023/24</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		250.00	-250.00
Grant reserves		1,500.00	-1,500.00
Misc		200.00	-200.00
VAT		0.00	0.00
	1,499.79		1,499.79
	<u>8,941.23</u>	<u>9,400.00</u>	<u>-458.77</u>

<u>PAYMENTS</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc	0.00	350.00	350.00
Admin		200.00	200.00
Audit fees	0.00	180.00	180.00
Clerk's salary(inc tax)	0.00	4,000.00	4,000.00
Clerk exps	108.70	0.00	-108.70
Greens	0.00	3,020.00	3,020.00
Insurance	0.00	350.00	350.00
Repairs/maintenance	0.00	300.00	300.00
Training	0.00	150.00	150.00
Subscriptions	83.89	250.00	166.11
VAT	22.78		-22.78
Grants	0.00	150.00	150.00
Trees	0.00	0.00	0.00
defib	39.00	150.00	111.00
website	74.94	300.00	225.06
	<u>329.31</u>	<u>9,400.00</u>	<u>9,070.69</u>

Reconciliation of R. & P. Book

Balance b/f 01.04.23	£16,892.79	
Receipts	£8,941.23	
Payments	-£329.31	
	<u>£25,504.71</u>	
TOTAL	<u>£25,504.71</u>	

Bank Reconciliation balances as at

Lloyds Balance as at 31.06.23	£25,504.71
less unrepresented cheques as at	£0.00

£25,504.71

TOTAL Bank Reconciliation **£25,504.71**

Attachment to item 8.4

Hawstead PC – internal audit report action points 2022/23

Ref	Audit finding	Proposed action
2	Include contract value limits effective 1 Jan 22 in Standing orders for contracts £25-£30k	May 2024
8	Reminder to re-enrol with Pensions Regulator	In hand
12	Minuting of apologies; council should consider whether it approves apologies or not	Clerk will put an additional standing item on the agenda
14	No list of councillors interests on PC website	Clerk to provide link to WSC Registers of interest on HPC website once all councillors interests have been returned to WSC
14	No list of items of expenditure over £100 on website	All expenditure whatever value goes onto website via the minutes