

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

Present: Cllrs R Alexander (Chair), P Barham, P Baker, H Brewis, C Carr, J Bulbrook & J West. C Hibbert (Clerk).
SC Cllr K Soons; one member of the public.

Apologies: N/A.

The meeting started at 7.30pm.

The filming statement was taken as read. Cllr JB was welcomed to his first meeting.

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

N/A.

2. PUBLIC FORUM

2.1 Public participation. No comments made.

2.2 County Council. Item taken out of turn - see below.

2.3 West Suffolk Council. See report at item 2.2.

2.4 Police; N/A.

3. DECLARATION OF INTERESTS

3.1 JB declared a pecuniary interest in item 5.4 below.

3.2 No dispensation applications were received.

4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 14th SEPTEMBER 2023.

The minutes from the Parish Council meeting dated 14th September 2023 were **APPROVED** and signed as a true and accurate record of this meeting.

5. CONSERVATION

The Chair reported that; (i) she had attended a useful WSC networking event recently and heard an impressive presentation from the Environment Strategy Team; (ii) she sought approval to register an expression of interest (subject to consultation with the community council) about an EV charging point for the village hall car park. Discussion followed about the pros and cons of this type of initiative. It was by majority **AGREED** to register an interest, subject to undertaking some more detailed research on the scheme; (iii) she will attend a River Lark Catchment Area Landowners meeting shortly and will report back.

5.1 Greens: The meeting considered and **APPROVED** the quote for mole control from Command Pest Control (£410pa plus VAT – three year contract). The meeting further **AGREED** to; (i) amend the grass cutting spec for 2024 by including the edges of the three traffic triangles in order to promote good visibility; (ii) investigate the installation of a flood gauge at the bottom of Bells Lane; and (iii) monitor any authorised driving over the Green – this has been an issue recently with the surface of the Green having been churned up.

5.2 Footpaths: The meeting heard that the footpaths are in good condition. It was **AGREED** that the Council should purchase additional grit to top up those bins owned by the Parish Council.

2.2 County Council (item taken out of turn). SC Cllr Soons presented her report, a copy of which will be uploaded onto the website. She highlighted the new SCC highway repair contract and invited questions. She also talked about funding for libraries and the digitally excluded. One councillor thanked her for facilitating a response from WSC officers to his questions raised about hybrid working at West Suffolk House ('no data available') and air quality (no plans to introduce ULEZ style restrictions in town). There was also discussion as to why no audited accounts from WSC are available yet.

7.3 Quiet Lanes (item taken out of turn). It was **AGREED** that the Council should write to SCC to express an interest in the Quiet Lanes initiative re Bull Lane (to promote respectful use of the

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road between the various class of road users through special signage) and to ask SCC whether there is funding currently available.

5.3 Bird boxes: The meeting heard that two of the three owl boxes in the village are down; one is beyond repair; the other can be renovated and rehung. It was **AGREED** to buy one new owl box (£184 inc VAT plus £30 delivery – Barn Owl Trust).

5.4 Trees on the Green: The meeting heard that; (i) work has been done to clear the path blocked by a fallen tree at Brook Green (SB £120 plus VAT-**APPROVED**); (ii) further tree works are required to clear the remainder of the fallen tree (to prevent erosion of the brook) and remove a dead willow together with some additional tree work recommended by the tree officer and installation of two owl boxes- It was **AGREED** to contact SB for advice/quote; (iii) SB had done an emergency item of work to remove a hanging branch from the willow by the village hall – costs of £50 plus VAT **AGREED**; (iv) tree works proposed by UK Power Networks near the church were (on advice from the tree warden) **APPROVED**.

JB declared a pecuniary interest in this item as applicant/landowner and left the meeting.

Works are required to make safe a sycamore straddling the boundary of the Green/ JB's' property. It is not clear where responsibility for the tree lies, but JB has sourced a quote (£800 plus VAT) to make the tree safe and has requested that the Council considers making a donation towards the costs of this work. The Council resolved to make a donation of 50% of the total cost (i.e. £480) in this regard on the grounds that this work would support the safety of members of public using the green.

JB re-joined the meeting.

6. REPORTS

6.1 Communications; HB reported that the various communication lists/WhatsApp groups were working well. It was **AGREED** that consideration would be given to preparing a flier for residents inviting them to join the village WhatsApp group – possibly to be circulated with the final emergency plan at item 7.2 below. It was **NOTED** the further text/photos are required to get the new Council website up and running; Councillors are requested to get the new email box loaded onto their own devices, before the new email account is put into use.

6.2 Highways; no issues reported; questions/issues to put via SALC to the new SCC highway contractor were invited.

6.3 Volunteering: the meeting heard that the volunteer group has had a quieter month; – plans are afoot to do some further work under the direction of the tree warden at Hawstead Brook. Thanks to JW.

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

7 TO CONSIDER

7.1 Play area proposal. The meeting considered various options to treat (or not) the surface beneath the swings on the far end of the Green in accordance with the recommendations of the monthly WSC play area reports which flags the surface as a 'low risk'. It was **AGREED** that bark should be laid in the new year.

7.2 Emergency Plan. The meeting heard that the plan has been updated and a final draft will be circulated shortly; thanks to PB

7.3 Quiet Lanes proposal. See above.

7.4 Honoraria It was **AGREED** to give CG £100 and AE £50 in recognition of their efforts (litter picking and website maintenance) through the year.

7.5 Grant Application An application for a donation towards the annual Macmillan coffee morning was received. Noting that this cause is of potential benefit to many residents as well as the wider community, a grant of £150 was **AGREED**.

7.6 Christmas Tree. It was **AGREED** that HB would purchase an Xmas tree for outside the village hall - (say up to £150 exc VAT)– for which thanks.

8. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

8.1 Planning notifications: The following notifications were received;-

- (i) DC/23/1303/HH Proposal Householder planning application - a. demolition of garden room, b. single storey rear extension, c. demolition and reconstruction of garage Location Cooks Farmhouse Lawshall Road Hawstead Suffolk IP29 5NR; Granted.

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(ii) DC/23/1304/LB Proposal Application for listed buildings consent - a. removal garden room b.construction single storey rear extension oak framed garden room, c. demolition of existing garage, d. construction of replacement garage/storage building Location Cooks Farmhouse Lawshall Road Hawstead Suffolk IP29;Granted.

(iii) 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 Whelneatham, Nedging Tye, Hadleigh and Great Horkesley - Land Along Bury St Edmunds To Colchester Water Pipeline Rushbrooke Lane Bury St Edmunds Suffolk

Ref. No: DC/22/2206/HYB | Status: Application Granted | Case Type: Planning Application.

It was noted that a further planning consultation DC/23/1807/HH | Householder planning application - a. replace existing flat roof to pitched on side elevation; b. additional parking spaces | 4 Bull Lane Pinford End Hawstead Bury St Edmunds Suffolk IP29 5NU had been received after the agenda had been circulated for this meeting. The Council **AGREED** to delegate authority to the clerk to respond on its behalf.

9. FINANCE

9.1 To receive and approve the quarterly financial summary to 30th September 2023. The quarterly summary to 30th September 2023 was received and **APPROVED** – copy attached.

9.2 To receive and approve the bi-monthly financial summary for September-October 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	Suffolk.Cloud	online	320.00		320.00
3	SALC	online	19.00	3.80	22.80
4	West Suffolk Council	online	2104.22	420.84	2525.06
5	CH - exps	online	52.00		52.00
6	Macmillan Cancer	Cheque	150.00		150.00
7	Stuart Bradnam	online	120.00	24.00	144.00
8	SALC	online	60.00	12.00	72.00
9	CH website	online	59.97	11.99	71.96

9.4 To review and approve the draft budget for 2024/2025; reviewed and **APPROVED** – copy attached.

9.5 To agree precept application for 2024/2025 The precept application request was **AGREED** in the sum of £7,400.

9.6 To review reserves policy. The policy (attached) was reviewed and **APPROVED**.

10. CHAIRMAN'S SUMMARY: thanks to all.

11. CORRESPONDENCE AND CIRCULARS

The following correspondence was received;-

11.1 Play area reports for Oct/Nov 2023;

11.2 Feedback from SCC on highways

11.3 Info re strategic pipeline

11.4 Polling station review

11.5 Emergency generator correspondence. It was noted that BM is stepping back from servicing the generator. It was **AGREED** to send a letter of thanks; councillors were invited to make suggestions as to who might take on this annual task going forward.

The National Pay Award information was received, confirming the increased hourly pay rates for the year commencing 1 April 2023 which will be applied to the clerk's pay with immediate effect.

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12. DATE OF NEXT MEETINGS

Thursday 11th January 2024 and 14th March 2024 all at 7.30pm .
 The meeting closed at 9.10pm.

Distribution
 All Cllrs
 Website
 Noticeboard

Docs before the meeting

CC report
 Clerk report
 Bi Monthly summary

Attachment 9.1 Quarterly summary to 30th September 2023

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

<u>RECEIPTS</u>	2022/23		Variance
	Actual	Budgeted	
	£		
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	516.06	1,500.00	-983.94
reserves		200.00	-200.00
Misc		0.00	0.00
VAT	274.68		274.68
	<u>8,412.78</u>	<u>9,400.00</u>	<u>-987.22</u>

<u>PAYMENTS</u>	Actual	Budgeted	Variance
Misc	500.00	350.00	-500.00
Admin	35.00	200.00	165.00
Audit fees	161.00	180.00	19.00
Clerk's salary(inc tax)	1,817.80	4,000.00	2,182.20
Clerk exps	57.58	0.00	-57.58
Greens	3619.28	3,020.00	-599.28
Insurance	0.00	350.00	350.00
Repairs/maintenance	435.50	300.00	-135.50
Training	0.00	150.00	150.00
Subscriptions	189.91	250.00	60.09
VAT	1,250.10		-1,250.10
Grants	0.00	150.00	150.00
Trees	1,720.00	0.00	-1,720.00
defib	181.00	150.00	-31.00
website	149.88	300.00	150.12
	<u>10,117.05</u>	<u>9,400.00</u>	<u>-717.05</u>

<u>Reconciliation of R. & P. Book</u>	
Balance b/f 01.04.22	£21,419.09
Receipts	£8,412.78
Payments	-£10,117.05
	<u>£19,714.82</u>
TOTAL	<u>£19,714.82</u>

Bank Reconciliation balances as at
 Lloyds Balance as at 30.09.22 £19,714.82
 less unrepresented cheques as at

£0.00

£19,714.82

TOTAL Bank Reconciliation **£19,714.82**

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Attachment 9.4 Draft budget 2024/2025

	Year End 2020/21	Year end 2021/22	Year End 2022/23	Budget 2022/23	YTD 2023/24	Budget 2023/24	variance 23/24	2024/2025 Draft Budget
Income								
Electoral roll								
Precept	7,200.00	7,400.00	7,400.00	7,400.00	7,400.00	7,400	0.00	7,400.00
Local Council Tax Support Grant								
VAT	1182.65	517.14	274.68		1499.79			
Wayleaves	41.44	41.44	41.44	50.00	41.44	50	-8.56	41.44
Bottle bank	420.00	481.80	402.60	250.00	216.00	250	-34.00	250
Grant reserves	1963.15	1,897.87	2266.17	1500.00	419.30	1500	-1080.70	1500
interest/misc	841.00			200.00		200	-200.00	648.56
Sub total	11,648.24	10,338.25	10,384.89	9,400.00	9,607.43	9400	-1,292.36	9,940.00
Expenditure								
Admin	210.9	73.00	73.00	200	35.00	200	165.00	100
Misc	185.99	769.10	260.75	350	98.91	350	251.09	350
Audit fees	155	158.00	161.00	180	169	180	11	180
Clerk's Salary/HMRC payments	3,460.80	3,460.80	3,820.80	4,000.00	1,880.40	4000	2,119.60	4100
Clerk's expenses	242.66	208.00	109.58		160.7	0	-160.7	100
Greens	1271.26	390.00	3619.28	3020.00	390	3020	2630	3200
Insurance	304.30	304.30	374.02	350.00	399.15	350	-49.15	400
Repairs & maintenance	98.00	78.46	1019.30	300.00	124.61	300	175.39	300
SALC Training	25.00	0.00	0.00	150.00	0	150	150	150
Subscriptions	185.72	214.44	189.91	250.00	151.89	250	98.11	160
VAT	517.14	274.68	1,499.79		227.26			
Trees	0.00	165.00	2,303.00	0.00	0	0		
Grant GPOC	150	750.00	1,000.00	150	0	150	150	150
Website	299.76	299.76	299.76	300	499.88	300	-199.88	600
defib	135	223.00	181.00	150	384.00	150	-234.00	150
HCC	984.54							
Orchard	47.01							
Xmas tree	88.96							
Sub Total	8,362.04	7,368.54	14,911.19	9,400.00	4,520.80	9400	5,106.46	9940

to cover interim period whilst maintaining two sets of email/ websites
 to cover ICO, payroll
 To cover xmas tree/honoraria
 Slight increase to allow for national pay award
 slight increase to cover inflation
 premium has increased
 Funds repairs undertaken by volunteer group
 new councillor training
 Slight decrease
 Reserves available for tree work
 McMill am
 Two websites required for time being
 parts recently replaced

Attachment 9.6 Approved reserves policy

HAWSTEAD PARISH COUNCIL

RESERVES POLICY

Approved 09 Nov 2023

REVIEW DATE: Nov 2024

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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