

ANNUAL MEETING OF HASKETON PARISH COUNCIL

held at Hasketon Victory Hall

on Thursday 10th May 2018 at 6.15pm.

Final Draft Minutes

Present; Parish Councillors (P.Cllr) Alastair McWhirter, (Chairman), Paul Strugnell, (Vice Chairman), Cllr Sarah Butters, Cllr Iain Whyte, Cllr Phil Hunter; David Keeble, (Parish Clerk), Suffolk Coastal District Cllr (DC) Colin Hedgley, One Resident of the Parish.

1. Welcome and Introduction.

The Vice Chairman Cllr Paul Strugnell assumed the Chair and welcomed everyone to the Annual Parish Council Meeting advising all present of the usual domestic matters, also advising on the rules governing recording of meetings.

2. Apologies for Absence. P.Cllr S. Batley. Apologies were noted and accepted by the meeting.

3. Election of Chairman. There being no other nominations Cllr Alastair McWhirter was proposed by Cllr Paul Stafford and seconded by Cllr Sarah Butters and confirmed by a unanimous vote.

Cllr McWhirter accepted the position and resumed the Chair for the remainder of the meeting.

4. Election of Vice Chair. There being no other nominations Cllr P. Hunter proposed that Cllr P. Strugnell be re-elected as Vice Chairman. The proposal was seconded by Cllr P. Stafford and was confirmed by a unanimous vote.

5. Appointment of Parish Council Representatives.

Playground – P.Cllr I. Whyte

Tree Warden – P.Cllr P. Hunter

Finance – P.Cllr P. Hunter

Website admin – P.Cllr I. Whyte

Allotments – P.Cllr S. Butters

Victory Hall – P.Cllr I Whyte

Footpaths – P.Cllr P. Hunter

Emergency Planning – P.Cllr P. Stafford

5. (cont'd)

Suffolk Better Broadband – current Representative P.Cllr S Batley not present – to be confirmed at next meeting.

Planning – Planning applications are considered by full Parish Council committee.

- 6. Declaration of Interests.** Cllr S. Butters declared her interest as an allotment holder but it was deemed there were no issues which presented a conflict of interest.

7. Minutes of the Previous Meetings.

Scheduled Parish Council Meeting - 8th March 2018 – approved and signed.

Proposed by P.Cllr P. Hunter, seconded by P.Cllr P. Strugnell

Extraordinary Parish Council Meeting – 5th April 2018 – approved and signed.

Proposed by P.Cllr P. Hunter, seconded by P.Cllr P. Strugnell

8. Matters Arising. (from minutes of 8/3/2018)

i) The Chairman and Clerk reported they had had one session sorting the accumulated Parish Documents stored in the filing cabinet in the Victory Hall. Amongst these were various important documents i.e. original deeds for Victory Hall and documents (deeds) relating to transfer of land at Tymmes Place. The volume has now been reduced to half a filing cabinet draw. A further session is to be arranged tackle the remainder of material currently held by the Clerk.

Action Clerk/Chairman

ii) The village litter pick on the 8th April 2018 had been successful with 18 participants from the village amassing several bags of miscellaneous rubbish from around the village. The Chairman thanked all those who took part.

- 9. Invitation for Members of the Public to Speak.** There were no members of the public who wished to speak.

- 10. Report from County Councillor.** County Councillor was not in attendance and no report had been received.

- 11. Report from District Councillor.** D.Cllr Colin Hedgley presented the District Councillors Report on behalf of the three elected District Cllrs for the Woodbridge Ward which includes the Parish of Hasketon. (Report previously circulated – see attached).

The report included comment on various matters including Suffolk Broadband progress, Reopening of Deben Leisure Centre in a few weeks, more information on the Garden Waste collection service, approval for outline planning consent for Adastral Park (now renamed Brightwell Lakes) development, Waveney and Coastal District merger, disposal of old vehicles and other topics.

District Cllr C Hedgley left the Meeting at 6.25pm following his report.

- 12. Adoption of Standing Orders.** Updated and revised Standing Orders (S/O) had been previously circulated and it was resolved that these be adopted.
Proposed by Cllr P. Hunter and seconded by Cllr S. Butters
- 13. Adoption of Media Policy.** The Clerk highlighted S/O 22 which refers to the Councils Policy for dealing with the media. The NALC model media policy had been previously circulated and it was resolved to adopt this policy.
Proposed by P. Strugnell and seconded by Cllr P. Stafford
- 14. Review and Adoption of Codes of Practice.** The Codes of Practice had been previously circulated and it was resolved that these be adopted.
Proposed by Cllr S. Butters and seconded by Cllr I. Whyte.
- 15. Review and Adoption of Asset Register.** The Asset register had been reviewed and amended in line with the External Audit comments 2017/18 and had been previously circulated. It was resolved to adopt the revised Asset register.
Proposed by Cllr P. Hunter and seconded by Cllr P. Stafford.
- 16. Review and Adoption of Risk Assessment and Register.** The risk assessment and register had been updated and previously circulated. It was resolved to adopt the updated register.
Proposed by Cllr P. Hunter and seconded by Cllr P. Stafford.
- 17. Finance.***
- i) Review and Adoption of Finance Regulations.** The Finance regulations had been updated and reviewed and had been previously circulated. It was resolved that these be adopted.
Proposed by Cllr I. Whyte and seconded by Cllr P. Strugnell.
- ii) Adoption of End of Year Accounts – 2017/18.** The end of year accounts had been previously circulated and it was resolved that these should be adopted subject to Audit.
Proposed by Cllr P. Strugnell and seconded by Cllr S. Butters.
- iii) Adoption of Annual Governance Statement 2017/18.** The statement was read to the meeting by the Chairman and it was resolved to adopt the statement subject to Audit.
Proposed by Cllr P. Stafford and seconded by Cllr S. Butters.
- iv) Adoption of Accounting Statements 2017/18.** The Accounting statement had been previously circulated and it was resolved to adopt this subject to Audit.
Proposed by Cllr S. Butters and seconded by Cllr I. Whyte.
- v) Adoption of Annual Return for the Year 2017/18.** A copy of the annual return was presented at the meeting it was resolved to adopt the return subject to Audit.
Proposed by Cllr P. Strugnell and seconded by Cllr I. Whyte

17. (cont'd)

vi) Review and Adoption of Finance Monitoring Procedures. The Clerk drew attention to the requirements of S/O Sect 18 and Financial Regulations (F/R) and particularly F/R 2.2. It was resolved to confirm the nomination of Cllr P. Hunter under item 5 of these minutes in compliance with F/R 2.2.

Proposed by Cllr P. Stafford and seconded by Cllr I. Whyte.

vii) Clerk Matters.

i. Pension requirements had now been complied with.

ii) The Chairman reported that the Clerk's contract stipulates that on receipt of satisfactory appraisal his salary should increase by one spinal point. He also reported that the new pay scales for Parish Clerks had been published. He sought approval for the increase in pay by one spinal point and for the Clerk's salary to increase in accordance with the published pay scales. It was resolved to agree the 1 Spinal point increment for Clerk pay at the relevant pay scales backdated to the relevant date.

Proposed by Cllr S. Butters and seconded by Cllr P. Strugnell

Action - Clerk

iii) Chairman reported on the issue of a working from home allowance. He reported that sect. 5 Local Government (Financial Provisions) Act, 1963 states 'A Council may pay a contribution towards expenses incurred by the Clerk. HRMC guidance allows the payment of £4 per week as a tax-free contribution towards expenses incurred by working from home'. It was resolved to agree the £4 per week allowance backdated to commencement of employment May 17th 2017.

Proposed by Cllr I. Whyte and seconded by Cllr P. Strugnell.

Action - Clerk

viii) Approval and Payment of Invoices and transfer of Funds. The following invoices were presented for approval and payment;

SALC -Inv No 20699 Training (Clerk Bookkeeping Course)	£36.00
SALC -Inv No 20441 Annual membership Subs	£179.97
Clerk Expenses – Inv No 2018/19-01.....	£104.55
Clerk Salary – Month ending 30 April 2018.....	£147.94
Clerk additional Hours – (Training course -29/3/18) 5 hours @ £9.237.	£46.18
(Refer PC meeting dated 11 th January 2018 Item 9vi(b))	

The Clerk presented summary of accounts since 1/4/2018 with a recommendation to transfer £2000.00 from the Barclays savings account to the Barclays current account.

It was resolved to agree and authorise invoices for payment and to the transfer of funds as recommended.

Proposed by Cllr P. Strugnell and seconded by Cllr S. Butters.

Action - Clerk

*Note All financial documents and Annual Return documents (including cheque

17. (Cont'd)

Books) are currently with the Internal Auditor and will be signed and processed on return.

18. Annual Insurance. BHIB were now the preferred Insurers by NALC and had quoted a premium of £620.82. The Clerk had contacted Came & company Insurers who required considerable further information before providing a quote. Given the renewal date of 1st June 2018 and that BHB were NALC preferred Insurers it was resolved to accept the BHIB quote of £620.82 (payable before 1st June 2018).

Proposed by Cllr P. Strugnell and seconded by Cllr P. Hunter.

Action - Clerk

19. Highways. i) The Chairman had written to County Cllr Jane Storey regarding the speed issue on the B1079 and was awaiting a response.

ii) Potholes. It was felt that the PC were not in a position to employ contractors directly to undertake repairs even if legislation would permit it due to costs of signage, insurance, safety issues. It was considered the only option at present was to continue reporting on the County Council reporting tool on line. (Suffolk County Council (SCC) website).

iii) Road Signage. The PC had received a correspondence from a resident of Riverside expressing concerns about its use by HGV and other large vehicles which is causing significant damage to verges, hedges and property (i.e. fences). It was resolved to make representations to SCC (Highways) regarding additional road signage to indicate the roads unsuitability for heavy/commercial vehicles. The Clerk was instructed to write to SCC (Highways) in this respect.

Proposed by Cllr P. Hunter and seconded by Cllr P. Stafford

Action - Clerk

The Clerk was also instructed to write to SCC (Highways) regarding making Utility Companies undertaking work requiring road diversions to adequately inform themselves of the suitability of diversion routes to avoid unsuitable traffic using the narrow village roads, Riverside, Low road and Pinner Lane in particular.

Proposed by Cllr P. Stafford and seconded by Cllr P. Hunter

Action - Clerk

20. Village Amenities Reports. i) Allotments. Waiting List: All people on the old waiting list had been written to regarding the scrapping of the list and advised that in future when an allotment vacancy arises it would be advertised on the Parish Council website, the village noticeboard and in the Parish Magazine.

Stones. Cllr Butters reported that piles of stones have been deposited on a corner of the allotments and although this was not a particular problem it was inconvenient. Cllr Butters also advised the PC of a letter posted through her door regarding issues between allotment holders and the immediate properties. This matter would be dealt with by the PC.

20.(Cont'd)

Cllr Butters also raised rights of way, safety awareness and noise pollution issues in respect of the Allotments. It was resolved that the Clerk should arrange a date for an annual meeting of the allotment holders where these matters can be addressed.

Action – Clerk

ii) Victory Hall. Cllr I. Whyte presented a report requesting financial assistance to help fund the refurbishment of the hall kitchen. He pointed out people were very discerning when looking to hire premises and to attract potential hirers the village hall needed to provide modern facilities, especially kitchen facilities. He considered upgrading the kitchen facilities would help attract more hirers in what is a very competitive market. He considered it would be an appropriate use of some of the monies donated as part of the Turks Head development. The approximate cost of the refurbishment would be about £3500 to £4000 and was requesting a contribution from the PC of £2000. Following discussion, it was resolved by majority to agree to a contribution not exceeding £2000.

Proposed by Cllr P. Stafford and seconded by Cllr P. Hunter.

Action – Cllr I Whyte/Clerk

The matter of disabled parking was raised by Cllr P. Strugnell and Cllr Whyte was also asked to present a report to the next meeting regarding improvements to disabled parking facilities at the village hall.

Action – Cllr I. Whyte

iii) Trees. The Clerk reported he was awaiting a second quote for tree maintenance work. As the work would be best carried out before the next scheduled PC meeting it was resolved that Cllr P. Hunter and the Clerk would consider the quotes and were authorised to spend up to £800 to complete the work.

Proposed Cllr P. Strugnell and seconded by Cllr S. Butters.

Action – Cllr P. Hunter /Clerk

iv) Grass/Hedge Maintenance. The Clerk reported he had been unable to obtain any other quotes within the timescale required. The current contract expired at end of March so the Chairman had sanctioned the renewal with NORSE at the same cost as the 2017/18 contract i.e. £906.00 +VAT. It was resolved to accept this decision retrospectively.

Proposed by Cllr I. Whyte and seconded by Cllr P. Hunter.

Action – Clerk

v) Bus Shelter. No issues reported

vi) Play area. Cllr I Whyte reported he had carried out a visual safety check last week and found no significant issues.

21. GDPR (Data Protection). Clerk reported he has not yet completed the Local Council Public Advisory Service DPO service agreement as agreed at previous meeting.

Action – Clerk

22. Air Ambulance Donation. Clerk reported the PC appears to have made an annual Donation of £50.00 for several years but was overlooked last year. Following discussion it was resolved by majority decision to make a £50 donation to the Air ambulance for this year.

Proposed by Cllr P. Strugnell and seconded by Cllr I. Whyte.

Action – Clerk

23. Planning. i) Application DC/18/1563/FUL – Vehicle Surgeon, Grundisburgh Road, Retrospective application for Sales portakabin for vehicle sales. It was resolved to recommend approval for this application.

Proposed by Cllr P. Stafford and seconded by Cllr P. Stugnell.

ii) Application DC/18/1407/FUL – Grange Farmhouse, Grundisburgh road, Amendments to original application. It was agreed there was no impact as a result of the proposed changes and it was resolved to recommend approval of this application.

Proposed by Cllr I. Whyte and seconded by Cllr S. Butters.

The Clerk was instructed to respond in respect of both applications accordingly.

Action – Clerk

The Clerk up dated Council on recent planning applications as follows; -

- i) DC/17/5068/FUL – Bluntswood Cottage – Refused
- ii) DC/18/0157/FUL - Home Farm, Blacksmith Lane – Permitted
- iii) DC/18/0427/FUL – Vehicle Surgeon, (change of land usage)- Permitted
- iv) DC/17/2536/VOC – Riverside House – Permitted
- v) DC/18/0850/FUL – Carpenters Cottage – Permitted
- vi) DC/18/1187/FUL – Shmmens Lot, Boulge road, - Awaiting.

24. Hasketon Welfare Trust. The Clerk reported that during the sorting of PC documents the Chairman and Clerk had found papers relating to this small local charity and were bringing it to the attention of Parish Councillors for future reference. It is a registered charity and more information can be found on line.

25. Correspondence. The correspondence list had been previously circulated and is attached.

26. Date of the next meeting. The date of the next meeting is on Thursday July 12th at 6.30pm to be held at the Victory Hall, Tymmes Place Hasketon.

There being no other business the meeting was closed at 8.20pm

Signed..... ChairmanDate

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