

MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON THURSDAY 14TH SEPTEMBER 2017
At 6.30pm in the Victory Hall, Hasketon, Suffolk

Final Draft Minutes

Present: Councillors (Cllrs) A McWhirter (Chairman), P Strugnell (Vice Chairman), I Whyte, S Batley, P Stafford, S Butters, P Hunter, District Cllr C Hedgley and David Keeble, Hasketon Parish Clerk.

1. **Chairman- A McWhirter** welcomed everyone and reminded all of emergency procedures and that it was permissible to record and or film the proceedings. (openness of Local Government Regulations 2014). Cllr S Batley offered his apologies for missing the previous meeting due to the change of date.
2. **Apologies for Absence:** There were none received.
3. **Declaration of Interests:** Cllr S Butters is an allotment holder.
4. **Minutes from the previous meeting:** The minutes of the previous meeting of the 11th July 2017 (previously circulated) were accepted and approved as a true record and initialled by the Chairman. Proposed Cllr P Strugnell, Seconded Cllr P Hunter.
5. **Matters arising form the previous minutes:**
 - Item 9. Planning. The Clerk confirmed he had responded accordingly to all the planning issues.
 - Item 7. Finances. Annual Return 2016-17 There had been several issues resulting from the submission of the Annual Return which are dealt with under item 9(i) of this agenda.
 - Item 7(iii). VAT refund has been received in full (£1096.56)
 - Item 7(v). Outstanding invoices have been paid.
 - Item 7(viii) Review of Standing Orders. Model Standing Orders, Financial Regulations and Codes of conduct have been circulated.
 - Item 7(ix) Transparency Code requirements. Refer agenda item 9(vii) of this agenda.
 - Item 7(x). Payroll service now in place with SALC. Clerk confirmed he is keeping a log of hours worked which will be considered next meeting.
 - Item 10(i). Cllr Whyte confirmed purchase of temporary fencing. Sand for playpit has yet to be resolved.
Tree survey. Cllr Hunter advised work was progressing on tree plan and quote for required work to be obtained ready for work to be carried out January 2018.
 - Item 10(ii). Chairman reported he had spoken with allotment holder concerned and was confident issue now resolved.

Matters Arising item 10(iii) cont'd.

- Item 10(iii). Bus shelter refurbishment completed. Refer item 11(iv) of this Agenda.
The Chairman confirmed no further evidence or reports of drug paraphernalia have been forthcoming in relation to the bus shelter.
- Item 10(v). Cllr Whyte is progressing the location sign.
- Item 11. Hedge at exit to Tymmes Place has been cut back.
- Item 12. Chairman has not yet responded and will check on current Status with SCDC planning. Action - Chairman
- Item 14. Cllr Hunter and Clerk are attending briefing session at SALC on 12th October 2017.
Cllr Stafford is booked on Councillor training course for 20th/27th February 2018 as September course is cancelled.
- Item 16. Chairman has spoken with Reverend Canon Clare Sanders and agreed PC will purchase 2 suitable books to serve as Books of Condolence as agreed, cost not exceeding £25.00. Action - Clerk
- Item 17. Chairman noted Parish Plan to be on Agenda for November meeting. Action - Clerk

6. **Invitation to Members of the public to speak:**

There were no members of the public in attendance.

7. **Report from District Councillor:** The report from Cllr C. Hedgley was previously circulated and is attached.
Cllr Hedgley highlighted the Local Consultation Process and encouraged both individuals and organisations to respond and comment.
He also advised that the District Council were in the process of negotiating the takeover of the management and monitoring of on street parking probably effective in summer 2018. All revenue raised would go to the District Council.
He also advised on the changes to dog legislation in certain areas i.e. some beaches and public areas. This would mean dogs being kept on leads under Public Space Protection Orders legislation.
Cllr Strugnell requested update on the Drummer Boy statue which he noted had disappeared from its position outside the old SCDC offices. Cllr Hedgley advised it was likely to be located on the Market Hill in Woodbridge under ownership of Woodbridge Town Council.
Cllr Hedgley advised the planning process in respect of the old SCDC site had attracted over 400 objections and the Planning Committee intend to make an early site visit to facilitate public participation in the process.

The Clerk requested an update on the issue of overgrown hedges and refuse collection in Riverside. Cllr Hedgley advised his understanding was this had been resolved and he thought the issue arose because of misunderstandings more than anything.

The Chairman thanked Cllr Hedgley for his attendance and report and he left the meeting at 6.55pm.

8. **Report from County Councillor:**

There was no County Councillor present and no report had been received.

9. **Finance:**

- i. Annual Returns:2016-17. The External auditor (BDO) raised 5 outstanding points which required the Annual return to be amended thus incurring an additional £35.00 charge. The Clerk was unable to resolve one of the outstanding points to the satisfaction of the external auditor and therefore BDO has raised a qualified issue regarding the fixed assets balance (refer attachments).
- ii. Adoption of Annual Return. It was resolved to adopt the Annual Return as amended subject to receipt of original from BDO. Proposed Cllr Strugnell, seconded Cllr P Stafford.
- iii. Bank signatories. Clerk confirmed bank signatories have been amended. Three signatories are Chairman A McWhirter, Cllrs P Strugnell and S Batley.
- iv. Summary of Accounts since 11th July (previous meeting). (Attached). It was resolved these be adopted subject to audit. Proposed Cllr P Strugnell, seconded Cllr S Batley.
- v. Approval of Invoices and transfer of funds. There were 3 outstanding invoices plus Clerk expenses. In addition, Clerks backdated salary payment slip had been received today. It was resolved that all these invoices be authorised for payment. Proposed S Batley seconded P Hunter. Action - Clerk
It was resolved to accept the recommendation to transfer £1000.00 from the Savings Account to the Current Account. Proposed Cllr P Strugnell, seconded Cllr S Batley. Action -Clerk
- vi. Review of Standing Orders, Financial Regulations and Code of Conduct. It was agreed the Clerk would seek further definitive clarification from SALC on how PC's could and should utilise the Model forms of these documents and to make amendments and circulate for approval. Action - Clerk
- vii. Transparency Code requirements. Clerk reported that the PC already complied with the requirements in relation to posting relevant information on the PC website but clarification was required in respect of whether an external Auditor had to be appointed and timescales. Action-Clerk

- viii. Transparency Funding. The Clerk reported that it was still possible to make applications to this fund until March 2018 and that submissions could be for retrospective expenditure. The Cllrs felt no further applications were required.
- iv. Clerk Handover. The current Clerk has met with the previous Clerk on several occasions to facilitate the handover of PC affairs. The Chairman and Clerk will arrange to meet with the previous Clerk to ascertain the number of hours involved and whether any additional payment is due. The Clerk reported that due to an error by the bank the previous Clerk has been paid to August 2017.
Action – Clerk/Chairman
- v. Clerk – Payroll. The Clerk reported that the payroll system has now been put in place with SALC. The first payslip has been received with salary backdated to the 11th May 2017(start date). This appears to have incurred a payment of £33.00 Employers National Insurance contributions which the Clerk will check with SALC. Action – Clerk

10. **Planning:**

- i. The Local Plan Consultation period is current and organisations and individuals are being encouraged to respond before the closing deadline of 13th October 2017. Cllr S Batley agreed to consider the proposals and formulate a response to be circulated to all Parish Councillors for views before submission. Action – S Batley
- ii. There were no planning applications for consideration.

11. **Village Amenities and Events:**

- i. Play Area Report. The Clerk reported that due to missing the Rospa response date for confirming the order for the inspection Rospa are requiring a charge of £220 plus Vat instead of £65 plus VAT. Clerk to investigate whether an annual inspection is required (Insurance purposes) and whether there are alternative companies available. Action - Clerk
Cllr Whyte noted the rubber on the infant swing seat needs replacing. Cllr Whyte estimated cost about £200. It was resolved that this could be replaced expenditure not to exceed £200.00 Proposed S Batley seconded P Strugnell. Action – I Whyte
- ii. Tree Management. Tree survey has been completed and Cllr Hunter has yet to obtain quote for identified work. This would not be carried out until January 2018. Cllr Hunter is also working on preparation of tree identification list. Action – P Hunter
- iii. Allotments. No issues to report.
- iv. The Clerk reported that the bus shelter had been refurbished by default. The decorator had been asked to paint the outside of the Victory (village) hall adjacent the bus shelter (and the same finish) by Cllr Whyte and

Item 11(iv) cont'd

assumed they were both Parish Council responsibilities and had completed the work before the error became apparent. As a result no other quotes had been obtained.

Chairman stated that he checked the shelter regularly for signs of inappropriate usage.

- v. Victory Hall report. Cllr Whyte reported the finances were in a healthy state and bookings were up. Some work had been carried out on the drains and flooding issues have been reduced although further help was required to unblock down pipes.

A resident of Tymmes Place had raised the issue of parking by some users of the Victory hall particularly on Whist night. Cllr Whyte will address.

Action – I Whyte

- vi. Broadband report. Cllr Batley reported that Hasketon is now on the map for the Suffolk Better Broadband programme. The website gives a date of December 2017 he is aware there is currently a 3 month delay and the date is more likely to be March 2018. There was some concern that Tymmes Place would be excluded but Cllr Batley is confident this is not the case.

12. **Highways:**

- i. The Clerk reported he had been notified of potholes being only partially filled, particularly in Boulge Road. Cllr Whyte to investigate and will use the on-line reporting tool to report findings if necessary.

Action – I Whyte

- ii. Access for Refuse trucks and overgrown hedges in Riverside appears to have been resolved.
- iii. Cllr P Hunter reported the stile on Boulge road between Highfield Ho. And Highfield Cottage (TM 2529351437) has been repaired thanks to the efforts of Cllr Stafford. The Council supplied the gate and the landowner installed it.

13. **Data Protection:** Cllr P Hunter and Clerk are booked on SALC briefing Session for the 12th October 2017. Action – Clerk/P Hunter

14. **Litter Strategy:** (SALC LAIS 1401 Litter Strategy previously circulated) Cllrs agreed this did not appear to warrant further action from the PC.

15. **Operation London Bridge:** Previously dealt with under matters arising agenda item 5 (item 16).

16. **Training:** Forthcoming training courses booked as follows: -

- i. Clerks Networking day 15/9/2017 – cost £16.00. Proposed S Batley seconded P Stafford.

item 16 – Training cont'd

- ii. Data Protection briefing session 12/10/2017 – Clerk and Cllr Hunter- cost £44.00. Proposed P Strugnell seconded P Stafford.
 - iii. Budgeting Course 21/9/2017 – Clerk – cost £28.00. Proposed P Strugnell seconded S Batley
 - iv. Standing Orders Course 24/10/2017 – Cllr Butters – cost £28.00. Proposed I Whyte seconded S Batley
 - v. Councillor Course 20th and 27th February 2018 Cllr P Stafford– cost £100.00. Proposed S Batley seconded I Whyte.
- All costs are plus VAT which can be reclaimed.

17. **Correspondence:** All correspondence previously circulated (list attached).
Chairman raised email received from resident in Low Road where there is currently an issue with a shared sewer pipe which runs under the rear gardens of the properties in Low road and appears to have a blockage somewhere along the line. Chairman had received comments from Cllrs and Clerk via email prior to meeting and it was concluded that whilst sympathetic to the problems it did not fall within the remit of the PC. Chairman will respond accordingly. Action – Chairman

18. **Date of next meeting:** November 9th 2017 at 6.30pm in the Victory Hall Hasketon.

Meeting closed at 8pm

