

MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON TUESDAY 11th January 2018
At 6.30pm in the Victory Hall, Hasketon, Suffolk.

Final Draft Minutes

Present: Councillors (Cllrs) A, McWhirter (Chairman), P Strugnell (Vice Chairman), S. Butters, P. Hunter, I. Whyte, P Batley, P. Stafford, Suffolk Coastal District Councillor (D.Cllr) Geoff Holdcroft, David Keeble, (Hasketon Parish Clerk) and five members of the public, (MotP).

1. Chairman A. McWhirter opened the meeting at 6.30pm and welcomed all those present particularly the MotP in attendance. He advised there was no fire practice scheduled and the normal fire safety procedures should be followed in the event of an emergency. He advised that the meeting could be recorded in any format should anyone present wish to do so.
2. Apologies for Absence: Apologies were received from Suffolk County Councillor Robin Vickery.
3. Declaration of Interests: Cllr S. Butters declared her position as an allotment Holder.
4. Minutes from the Previous meeting: The minutes of the previous meeting of the 9th November 2017 and the extraordinary meeting of the 7th December 2017 (both 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 from the Previous Minutes: There were no matters arising from either the minutes of the 9th November or 7th December 2017.
6. Invitation for Members of the Public to Speak: Representations were made to the Councillors by the MotP present in respect of planning application DC/17/5068\FUL and hedge trimming and refuse collection in Riverside.
7. Report from District Councillor: (Previously circulated and attached). D.Cllr Holdcroft highlighted the introduction of the garden waste collection charges (£43 annually) which SCDC are introducing and will come into force in the next financial year 2018-19. This prompted considerable discussion with concerns expressed regarding increases in fly tipping and garden bonfires. Cllr Butters inquired into the funding process of the composting of garden waste which D.Cllr Holdcroft agreed to investigate further. Action; D.Cllr Holdcroft
The D.Cllrs report also included comment on future management of off street car parking in preparation for Civil Parking Enforcement; Amendment to Renovation Grant Policy – Introduction to Warm Homes Grant; Local Council Tax Reduction Scheme 2018-19; The District Council's Capital Programme for 2018/19 to 2021/22 which sets out anticipated Capital Investment of £43.45m in total for the Period.

Other topics covered are the work in preparation for the creation of a new super district council as a result of merging Suffolk and Waveney District Councils (comments can be offered via sajid:javid@communities.gsi.gov.uk); A new domestic abuse website, Coastal Action Against Abuse (CAAA) (website www.c-aaa.uk); Disposal of natural Christmas trees, and finally a report on a recent prosecution by SCDC under the Environmental Protection Act (waste disposal/fly tipping). If anyone has suspicions regarding fly tipping they can be reported via www.eastsuffolk.gov.uk/waste/fly-tippig/how-to-report-fly-tipping.

8. Report from County Councillor: Apologies received from C.Cllr Vickery and no report received. In the absence of C.Cllr Vickery the Chairman asked D.Cllr Holdcroft to follow up on the issue of traffic speed measures on the B1079 near the entrance to Grange Farm shop complex which C.Cllr Vickery was investigating following a meeting with the Chairman. Action; D.Cllr Holdcroft

The Chairman brought forward item 10 on agenda to accommodate the MotP attending the meeting.

10. Planning:

- i) Planning application DC/17/5068/FUL – Bluntswood Cottage, Grundisburgh Road, Hasketon.

Proposal; Segregation of site to provide two individual properties.

After due consideration of the available documents and representations made to the Parish Council the Councillors recommended the application as submitted be refused for the following reasons;

- a) Local information provided at the Parish Council meeting indicates the plans provided fail to show all current buildings in the vicinity of the annex and therefore do not allow for an objective and considered judgement of the full impact of the proposal.
- b) The Parish Council has concerns regarding the viability of such a proposal in respect of the likelihood of 'scope creep' on the property.
- c) There could be no guarantees regarding future planning submissions to extend the newly designated property.

Proposed; Cllr I Whyte

Seconded; Cllr S.Button

The Clerk was instructed to respond to SCDC accordingly. Action; Clerk

ii) Updates on previous applications.

- a) Cllr Batley reported he had not had a response from SCDC planning regarding his enquiry regarding the Grove Cottage application and requested support from D.Cllr Holdcroft to establish clarity on the matter. D.Cllr Holdcroft will report back on his findings. Action; D.Cllr Holdcroft

b) Application DC/17/4734/FUL – Carpenters Workshop 2 Top Road Hasketon; Clerk advised according to SCDC planning portal this application appears to have been withdrawn and therefore would no longer require a response from the Parish Council.

c) Application – DC/17/4847/FUL – Oak Tree Cottage, Whitehouse Farm Road, Hasketon. Permission granted.

d) Application – DC/17/4969/FUL – Shimmens Lot, Boulge Road Hasketon.
application still pending.

- iii) A complaint has been received concerning a possible planning breach on the garage/car sales site, B1079 which the Chairman asked D.Cllr Holdcroft to investigate with SCDC planning department. Action; D.Cllr Holdcroft

19.05. D.Cllr Holdcroft and two MotP left the meeting at this point.

9. Finance:

- i) Summary of Accounts to 31st December 2017 (previously circulated and attached). It was resolved to accept and adopt the accounts subject to audit. There was no requirement for the transfer of funds from savings account to current account. Proposed Cllr I. Whyte.
Seconded Cllr P. Strugnell.

- ii) Approval of Invoices and Transfer of funds.
Suffolk Norse grass cutting /hedge trimming – £543.60
SALC – payroll services to 30/9/2017 - £45.00
SLCC subscription year 2018 - £125.00
Clerk salary Dec 2017 - £184.74 (gross – nett £147.94)
HRMC (Employers tax) - £73.60
Clerk expenses - £15.79

It was resolved that all these invoices be authorised for payment.

Proposed; Cllr P. Strugnell

Seconded; Cllr P. Stafford

Action; Clerk

- iii) 2018-19 Budget and Precept Setting. (Provisional Budget previously circulated). There was some discussion relating to whether the PC could subsidise the garden waste collection service for residents in light of the proposed charge by SCDC. It was decided this required further investigation before any decision could be made. Following further discussion it was resolved to accept the proposed budget.

Proposed; Cllr P. Hunter

Seconded; Cllr P. Strugnell

It was resolved to maintain the Parish Council's tax charge at 0% increase resulting in a charge of £49.10 (Band D property) providing a precept of £8562.55 for 2018-19.

Proposed; Cllr I Whyte

Seconded; Cllr S. Batley

The Clerk was instructed to return the completed precept request form to SCDC by the required date (19th January 2018). Action; Clerk

- iv) Asset Register. The working party had not yet met to review the Asset Register. Date fixed for working party meeting – 17th January 2018.
- v) Audit Arrangements 2017-18. Clerk confirmed that SALC had been requested to carry out the internal audit and the Clerk is required to advise SALC of a convenient booking date from the 16th April 2018. In respect of the External audit requirement the Clerk advised the meeting that following further correspondence with SALC the Parish Council appears to meet the necessary criteria for exemption under Section 9 of

the Local Audit (Smaller Authorities) Regulations and should return the Certificate of Exemption once received from the appointed external auditors towards the end of the financial year.

Action; Clerk

vi) Personnel Matters.

a) Payroll arrangements; There were no issues regarding the current arrangement and Councillors were satisfied for it to continue.

b) Clerk hours. The Clerk confirmed the hours had become less onerous, although additional requirements, i.e. training requirements were not manageable within the 5 hours per week. The Chairman confirmed that the NJC conditions of service (Green Book) part 2, Key National Provisions, Section 8.1(a) training and development for Part time Staff – made provision for additional payments when on training courses outside their contracted hours.

It was resolved that this provision should apply to for future training courses attended by the Clerk.

Proposed; Cllr P. Strugnell

Seconded; Cllr P. Stafford

c) Working from home allowance. The Clerk provided information obtained from SALC however it was decided this issue requires further explanation which the Chairman will undertake.

Action; Chairman

d) Clerk – Pension; Chairman confirmed that the Parish Council were not required to make any pension provision under the regulations but it was required to register with the Pension Regulator which has been done.

11. Village Amenities and Events:

i) Allotment issues; a) Cllr Butters stated there were no issues to report regarding the allotments.

b) Clerk drew attention to the allotment waiting list which was several years old and probably no longer relevant. In view of the forthcoming Data Protection Legislation Clerk moved that the Parish no longer kept a waiting list but merely advertised any vacancy when it arises. It was resolved the Clerk would write to everyone on the waiting list advising of the change.

Proposed; Cllr I. Whyte

Seconded; Cllr P. Stafford

Action; Clerk

ii) Play Area issues. a) Cllr Whyte reported his last inspection was on the 19th December 2017 and there were no significant issues. He reported the swing seat is showing signs of breaking up and requested agreement to renew this as and when required. It was resolved to allocate expenditure up to £100 for the replacement and authorised Cllr Whyte to undertake this when necessary.

Proposed; Cllr S. Batley

Seconded; Cllr P. Hunter

Action; Cllr I. Whyte

b) Cllr Whyte advised that repositioning the sand pit would require the purchase of new paving slabs. It was resolved to allocate up to £150 for this task which will be undertaken when weather permits.

Proposed; Cllr S. Butters

Seconded; Cllr P Strugnell

Action; Cllr I Whyte

Clerk requested Cllr Whyte to contact him prior to any expenditure on materials etc to ensure the VAT can be reclaimed on any purchases.

- iii) Tree Management. Cllr Hunter had obtained a quote for the tree management work detailed in the tree survey carried out in 2017. The work would need to be carried out in early summer 2018. The Clerk advised it was advisable to obtain more than one quote. The meeting instructed the Clerk to obtain two further quotes for the work.

Action; Clerk

- iv) Bus Shelter issues. None reported

- v) Victory Hall issues. None reported

- vi) Village Litter Pick. Clerk confirmed preferred date of April 8th 2018 subject to confirmation.

Action; Clerk

- vii) Maintenance contracts – Grass cutting/Hedge trimming. Clerk advised it was advisable to obtain comparative quotes from two other sources as well as Suffolk Norse. It was resolved to the Clerk would obtain three quotations for the 2018/19 contract.

Action; Clerk

12. Annual Insurance:

Clerk advised he had requested a copy of the Insurance schedule from BHIB the NALC preferred Insurers. He had received an acknowledgement with a note advising they would contact the Parish Council nearer the renewal date. Clerk advised it was advisable to obtain comparative quotes even though BHIB were the preferred insurers by NALC. Cllr Batley advised contacting SALC to check their view on the preferred Insurer arrangement. Clerk instructed to obtain one other quote at this stage.

Action; Clerk

13. Broadband:

Cllr Batley reported the situation remains unchanged from previous meeting.

14. Highways:

Clerk advised that Suffolk County Council now subscribes to a new system that hosts a complete and up to date copy of the Council's street works register data and allows the County Council to broadcast information about current roadworks to anyone with access to the internet. Website- www.roadworks.org

15. Training:

Cllr Stafford is scheduled to undertake his previously postponed councillor training in February.

16. Data Protection Legislation Changes:

The Clerk conformed that recent information from NALC confirms information about the responsibilities of the Data Protection Officer (DPO) and adds some clarification as to who might be eligible for the role. It also appears to confirm that most Clerks and Responsible Finance Officers would not be eligible mainly due to the conflict of interests issue. This would also seem to exclude Parish

Councillors fulfilling the role. Further updates are expected.

17. Buckingham Palace Garden Party Invite Opportunity:
Chairman confirmed this opportunity was restricted to the Chairman only and the nominee should not have previously attended a Garden Party which he has.

18. Parish Council Documents/Archive:
The Clerk advised that the previous Clerk still held some Parish Council documents including previous minute books. With the forthcoming Data Protection Legislation changes there is some urgency to reconcile the archive and decide what should be passed to Suffolk County Archives. The Clerk also advised that the previous Clerk was willing to rebind the old minutes book. It was resolved that the minutes book should be passed to Suffolk County Archives in it's present form and the Chairman and Clerk would begin the process of sorting through the accumulated documents in February.

Proposed; Cllr S. Batley
Seconded; Cllr P. Strugnell
Action; Chairman/Clerk

19. Parish Plan:
Clerk stated there had been no responses from Parishioners to the invitation to put forward suggestions/ideas for future plans for the parish/community.

20. Correspondence: Previously circulated and attached

21. Date of next meeting:
Thursday March 8th, 2018 at 6.30pm in the Victory Hall Hasketon.

Meeting closed at 8.00pm

SignedAlastair McWhirter, Chairman