**ANNUAL MEETING OF HASKETON PARISH COUNCIL**

**held at Hasketon Victory Hall**

**on Thursday 9th May 2019 at 6.15pm.**

**Final Draft Minutes**

**Present**; Parish Councillors (Cllr) Alastair McWhirter, (AM)(Chairman), Cllr Sarah Butters,(SB) Cllr Iain Whyte (IW), Cllr Beccy Batley (BB); David Keeble,(DK) (Parish Clerk), Suffolk Coastal District Cllr (DC) Colin Hedgley,(CH) Three Residents of the Parish. Georgie Wells, (GW) joined the meeting.

**1. Election of Chairman and signing of Declaration of Acceptance of Office.**

Cllr IW assumed the chair in order to elect the Chairman for year 2019-20.

There being no other nominations Cllr AM was duly elected by a unanimous vote

 to serve as Chairman for the year 2019-20.

 Proposed –SB

 Seconded - BB

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

 Meeting.

 Clerk confirmed that all the Councillors had completed the Declaration of Acceptance

 of Office.

**2. Welcome and Introduction.** The Outgoing Chairman Cllr AM welcomed everyone to the

 Annual Parish Council Meeting advising all present of the usual domestic matters.

**3. Apologies for Absence.**  Cllr Stuart Dack, due to prior engagement. Apologies were

noted and accepted by themeeting.

 **4**. **Chairman welcomed** all re-elected Cllrs and in particular Cllr BB being newly elected.

 **5. Election of Vice Chair.** There being no other nominationsCllr IW was duly elected by

 a unanimous vote to serve as Vice Chairman for the year 2019-20.

 Proposed – SB

 Seconded – BB

 Cllr IW accepted the position.

**6**. **Co-option of Parish Councillors.** There were only 5 nominations for the Council for 7

 seats which allows the PC to co-opt to fill the 2 vacant seats. Georgie Wells indicated her

 willingness to be co-opted. Proposed - IW

 Seconded - BB

Chairman has identified a resident who has expressed an interest in filling the final

 vacancy and hopefully they will attend the next meeting.

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**7. Appointment of Parish Council Representatives.**

 Playground/car park – Cllr IW

 Tree Warden – Cllr AM

 Finance – Cllr SD

 Website admin – Cllr IW

 Allotments – Cllr SB

 Victory Hall – Cllr IW

 Footpaths – Cllr GW/BB

 Planning – Whole Committee

**8. Declaration of Interests.**

 Cllr SB declared her position as an allotment holder.

**9. Minutes of the Previous Meetings.**

Minutes of the previous PC meeting (14/03/2019) (previously circulated) were

 Accepted and approved as a true record and initialled by the Chairman.

 Proposed – IW

 Seconded - SB

**10. Matters Arising.**

 i) The Clerk advised the village litter pick on the 7th April 2019 had again been

 successful with 18 participants including several younger residents and several bags

 of miscellaneous rubbish had been collected from around the village. The Chairman

 thanked all those who took part.

 **11. Invitation for Members of the Public to Speak.** Two matters were raised by the

 residents present.

i) Concern was expressed over the condition of the highways within the Parish, in

 particular Blacksmiths Road and also the dirty condition of many of the road signs

 which in some cases are impossible to make out or obscured by overgrown hedges.

 Chairman replied that Highways issues are an ongoing concern and although some

 progress has been made with changes to the way Suffolk County Council manages

 their maintenance programme, particularly regarding pothole repairs, there are

 clearly further matters to address. Cllr IW advised of the SCC online reporting tool that

 can be used to report highways issues and also the benefit of using Hasketon

 Happenings to highlight issues of concern for local people.

 ii) A further question related to where PC information was available i.e. clerk and Cllr

 details etc. Cllr IW explained parish Council website contained this information along

 with minutes, and other documents the PC is required to make publicly accessible. The

 PC does not have a facebook/twitter or other social media site although PC

 information is sometimes advertised on Hasketon Happenings site, although this is

 operated by a private individual for the benefit of the village. The PC also submits a

 regular PC news article to the Parish Magazine each month.

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 **12. Report from County Councillor.** County Councillor was not in attendance but his

 report was previously circulated and is attached.

 **13. Report from District Councillor.** D**.**Cllr Colin Hedgley provided two reports (previously

 circulated and attached). The first from the three outgoing Suffolk Coastal District

 Councillors, (SCDC) Colin, Goeff Holdcraft and Patti Mulcahy and providing an overview

 of the SCDC key challenges and achievements for the past year 2018-19.

 CH pointed out that he was the only one of the three to be re-elected onto the new

 East Suffolk Council (ESC) and he along with DCllr Tony Fryatt will now represent

 Carlford and Fynn Valley Ward which covers Hasketon parish on the new ESC. He

 explained that the intention was that he would attend Hasketon PC meetings with Cllr

 Fryatt deputising on the occasions he was unable to attend. Under the new

 arrangements the two Cllrs have 19 Parishes to represent so time pressures will

 dictate.

 His report included comment on various matters including the new contact telephone

 number for ESC, 03330 162 000. He stated he is happy to be contacted by individuals by

 telephone or email and would always endeavour to assist when appropriate. Contact

 details will be found on the ESC website.

 Cllr Hedgley is a member of the planning committee and advised of the changes to the

 way planning applications would be processed in future and urged Cllrs to make

 themselves familiar with these changes.

 He also advised of the communities grant available to him and Cllr Fryatt (£7000 each)

 which is available to local groups through the DCllrs to assist with projects to benefit

 local people.

The Chairman brought forward agenda item 25, Planning, to accommodate residents and DCllr Hedgely.

**25. Planning.**

 i) Application DC/19/1466/FUL Os 3134 Shimmens Lot Boulge Road. Use of land for

 leisure/tourism comprising 6x holiday cabins. Construction of amenity pond and

 conversion of stables and associated buildings as office, games room, and machinery

 store. Formation of car park for up to 9 cars.

 After due consideration of the available documents and listening to representations

 from residents the PC voted unanimously to recommend refusal of this application for

 the following reasons; -

 a- This application appears to be an example of 'scope creep' this scheme now being

 double the size of the previous application for 3 lodges - DC/18/1187/FUL

 b - Pollution; This scheme is likely to result in an increase in both light and noise

 pollution in what is fundamentally an unlit isolated rural situation and would

     have an adverse impact on neighbouring residents.

 c -Traffic - There would likely be significantly more numbers of traffic movements onto

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**25. Planning (cont’d)**

 a narrow single track country lane that has no footpaths and is currently used by not

 only vehicles but also pedestrians, cyclists and horse and agricultural traffic.

      This section of Boulge road is not subject to a 30 mph limit.

 d - Impact on wildlife; The site is open land and is frequented by a variety of wildlife,

 particularly deer which are known to cross this area often.

 e - Village Envelope; This development is outside the village envelope in a

 predominantly open countryside setting.

 f - The development is unlikely to significantly benefit the local community.

 Proposed – IW

 Seconded - BB

 ii) Application DC/19/1586/FUL Proposed Replacement outbuilding to rear of Highfield

 House, Boulge Road. Hasketon.

 After due consideration of the available documents the PC voted unanimously to

 recommend approval of the application with the following comments; -

 a – the application is not a like for like replacement.

 b - the increase in height and dimensions are noted and the building should be subject

 to meeting the requirements of any planning conditions.

 Proposed – BB

 Seconded – SB

 Cllr GW left the meeting at 7pm.

 iii) Update on previous applications – Application DC/18/3086/FUL - appeal under

 section 319A, Town and Country Planning Act.

 Oak Tree Cottage, Whitehouse Farm Road, Hasketon, Erection of replacement

 dwelling and outbuilding etc.

 After further consideration the PC resolved to support the original decision of the

 District Council in respect of this application and respond to the planning

 inspectorate accordingly.

 Proposed – IW

 Seconded – SB

 The Members of the public left the meeting at this point, 7.17pm

 **14. Adoption of Standing Orders.** Updated and revised Standing Orders (S/O) have been

 circulated and it was resolved that these be adopted.

 Proposed – SB

 Seconded - IW

**15. Adoption of Media Policy.**  The NALC model media policy has been adapted for

 Hasketon Parish Council and was previously circulated. It was resolved to adopt this

 policy. Proposed – SB

 Seconded - IW

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**16. Review and Adoption of Codes of Practice.** The Codes of Practice had been

 previously circulated and it was resolved that these be adopted.

 Proposed – SB

 Seconded - IW

**17. Review and Adoption of Asset Register.** The Asset register has been reviewed and

 circulated. It was resolved to adopt the revised Asset register.

 Proposed – SB

 Seconded - IW

**18. Review and Adoption of Risk Assessment and Register.** The risk assessment and

 register had been updated and previously circulated. SB queried whether the ‘risk’

 was clearly identified in the register. It was agreed that SB and the Clerk would

 further consider the register to clarify the wording.

 To be presented at next meeting. **Action – SB/Clerk**

**19. Finance.**

 **i) Adoption of Internal Audit Report.** (previously circulated) The Internal Audit had

 been completed by SALC (Suffolk Association of Local Councils) with some minor

 recommendations. It was resolved to adopt the Internal Audit report.

 Proposed – IW

 Seconded – SB

DCllr CH left the meeting at this point, 7.25pm.

  **ii) Internal Audit Recommendations.** (previously circulated)

 Section 2 – Financial Regs and Standing Orders.

 Recommendation : Appointment of RFO;

 RFO was appointed in 2017 reference PC Meeting 11/5/2017 minute 5.

 Section 4 – Risk Management.

 Recommendation; Outstanding Audit point – Review of Financial Risk

 Management controls; **Action – Clerk**

 Section 14 - Additional Comments;

 Recommendation; Publication of AGAR and Accounts for year 2018-19

 Refer Agenda items 19 (iii), (v), (vi) and (vii). Publication period Monday 17th June

 2019 to Friday 26th June 2019. **Action – Clerk**

Other comments in the Audit report will be actioned by the Clerk where appropriate

  **iii) Review and Adoption of Finance Regulations.** The Finance regulations have been

 reviewed and updated and have been circulated. It was resolved that

 these be adopted. Proposed – IW

 Seconded – SB page 5 of 8

 **iv) Adoption of End of Year Accounts – 2017/18. (attached)** The end of year accounts

 had been previously circulated. Paper copy was initialled b the Chairman and it

 was resolved that these be adopted.

 Proposed – IW

 Seconded - SB

 **v) Adoption of Annual Governance Statement 2017/18.** The statement was read to

 the meeting by the Chairman and signed and dated by the Clerk and Chairman.

 It was resolved to adopt the statement. Proposed - IW

 Seconded – SB

 **vi) Adoption of Accounting Statements 2017/18.** The draft Accounting statement

 hadbeen previously circulated and it was resolved to adopt this. The

 Accounting Statement was signed by the Chairman having been previously

 signed by the Clerk. Proposed – IW

 Seconded - SB

 **vii) Adoption of Annual Return (AGAR) for the Year 2018/19.** The annual return was

 signed by the Chairman and Clerk (RFO) at the meeting and it was resolved to

 adopt the return. Proposed – IW

 Seconded – SB

 In accordance with the Transparency Code for Smaller Authorities Hasketon Parish

 Council can declare itself exempt from an external audit and in compliance

 with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities)

 Regulations 2015 and the Transparency Code for Smaller Authorities will publish

 the required documents on the HPC website and Noticeboard as soon as possible

 following the date of this meeting and not later than Monday June 17th, 2019.

 Proposed – IW

 Seconded – SB

 **viii)** **Review and Adoption of Finance Monitoring Procedures.** In accordance with the

 requirements of Standing Orders, (S/O) Sect 18 a and b, and Financial Regulations

 (F/R) S.2, particularly S.2.2. Cllr SD was appointed to verify bank reconciliations

 and sign statements and accounts at each PC meeting. Proposed – SB

 Seconded – IW

 Bank Account Signatories. It was resolved to appoint Cllrs AM, IW and BB as

 signatories to the HPC bank accounts and remove all others currently named as

 signatories on the accounts. The Clerk is currently named as administrator (not a

 signatory) and will continue in this role.

 Proposed – SB

 Seconded – IW

 Clerk advised that in accordance with the Internal Audit recommendation

 (Section 4), (refer Agenda item 19 (ii) Financial Risk Management, he would

 review the Internal control procedures and amend if necessary. **Action – Clerk**

 **ix) Earmarked Reserves. (Review).**  Agenda for next meeting.

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 **x) Clerk Matters.** Annual appraisal and salary review to be undertaken by Chairman

 **xi)**  **Accounts and Approval of Invoices and transfer of Funds.** Clerk presented the

 current bank account balances, Current A/C standing at £3202.01 and the Savings

 Account at £27783.73.

 Invoices to be paid as follows;

 Victory Hall Hire (Inv No 437) ………………….…………………………………£60.00

 Clerk Expenses (Inv No 2019/1) …………….…………………………………..£69.91

 BHIB Annual Insurance (Inv No 249157) Refer Agenda item 20...£643.95

 Clerk Salary (Month End 30/4/19) …….……………………………………..£184.28

 SALC (Inv No 22022) ………………………………………………………………...£174.00

 Invoice for rebinding Old Minutes book received at meeting from IC. Amounting

 to £100.00

 Clerk recommended transfer of £2000.00 from HPC Savings A/C to the current

 A/C to over these and future expenses as indicated on Financial Accounts

 summary. It was resolved to authorise the transfer of £2000

 and payment of invoices as recommendation. Proposed - IW

 Seconded - SB

 Clerk advised that until the new signatories had been notified and processed by

 Barclays Bank no payments can be made. Barclays have advised this is likely to

 take up to 10 days from receipt of relevant information.

**20. Annual Insurance. (BHIB).** Clerk reported details had been received from BHIB and

 that they are still the preferred Insurer nominated by NALC**.** Chairman queried

 whether alternative quotes should be obtained however the consensus was subject to

 NALC confirming due diligence in relation to BHIB it was resolved to appoint BHIB as

 Insurers for HPC. Proposed – IW

 Seconded –SB

 **Action – Clerk**

**21. Highways.** Refer agenda item 11.

**22. Village Amenities Reports.**

i) Allotments. Annual Meeting date to be set for early August 2019

 ii) a -Victory Hall. Ongoing discussion over lighting to Car Park area.

 b – Successful plant and Book sale once again.

 iii) Trees. Nothing to report

 iv) Grass/Hedge cutting. Concerns were raised regarding overgrown hedges on some

 roads. The Norse contract includes only two hedge trims per year and Councils do

 not generally trim hedges during the bird nesting season. The entrance to Tymmes

 Place is a particular issue as the hedge obstructs the visibility splay. Clerk to

 contact NORSE. **Action – Clerk**

v) Bus Shelter. Nothing to report

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**22. Village Amenities Reports (cont’d)**

 vi) Play area. Spring issue reported on one of the gates. **Action – IW**

**23. GDPR.** Clerk reported that subject to final checks HPC was now compliant with GDPR

 Regulations.

**24. Charitable Donations.** (Air Ambulance and others). Requests for support had been

 received from EACH (Children’s Hospice), Merchant Navy Association, CAB and NSPCC.

 HPC had donated to Air Ambulance for a number of years. It was resolved to donate

 £50.00 each to CAB and EACH, both of whom benefit local people directly and Clerk

 was authorised to make payment arrange payment asap. (S.137) Proposed – BB

 Seconded – SB

**25. Planning.** See following agenda item 13.

**26. See Agenda item 24.**

**27. Request to view Historical PC Minutes.** Local resident has requested to view Old

 minutes covering war periods in relation to research regarding service personnel

 living in the village who survived the war. It was resolved to arrange access to the

 minutes, AM will coordinate. Proposed – IW

 Seconded -SB

 **Action- AM**

**28. Correspondence. (list attached).**

**29. Date of Next Meeting.** Due to Holidays commitments the date of the next meeting is

 moved to Thursday July 18th, 2019 to be held at 6.30pmat the Victory Hall Tymmes

 Place, Hasketon.

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

Signed…………………………………………………………………………………. Chairman …………………Date

David Keeble, Hasketon Parish Clerk.

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