

MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON THURSDAY 9th January 2020
At 6.30pm in the Victory Hall, Hasketon, Suffolk

Final Draft Minutes

Present: Councillors (Cllrs) I Whyte (IW), S Butters (SBu), R. Batley (RB), S. Dack, (SD), David Keeble (DK) Hasketon Parish Clerk and District Councillor (DCllr) T. Fryatt. (TF), and Ann Turner, (prospective Parish Councillor).
One member of the public (MOTP) (from 6.35pm)

1. **Welcome:** Vice Chairman IW opened the meeting at 18.30 and welcomed all present, especially Ann Turner and Colin Fryatt. He reminded everyone of the usual emergency procedures and other housekeeping matters.
2. **Apologies for Absence:** Apologies received from Alastair McWhirter (personal reasons), Jemima Withey, (personal reasons), DCllr Colin Hedgley and CCllr Robin Vickery. and were accepted by the meeting.
3. **Co-option of Parish Councillors:** Clerk confirmed receipt of letter from elections office at East Suffolk Council stating the casual vacancy could be filled by co-option, (Rule 8(3) of the Local Elections (Parishes and Communities) Rules 1986. It was resolved to co-opt Ann Turner accordingly.
Proposed - RB
Seconded – SBu

Declaration of Acceptance of Office form was duly completed, and Ann assumed her position as Parish Councillor. Clerk to email other documents. **ACTION - Clerk**

4. **Declaration of Interests:** Cllr S Butters declared her interest as an allotment holder.
5. **Minutes from the previous meetings:** Minutes of the scheduled PC meeting held on 14th November 2019 and the EO meeting held on the 26th November 2019 were accepted and approved as a true record and initialled by the Vice Chairman.
Proposed – SD
Seconded – SBu
6. **Matters Arising from the Minutes:** There were no matters arising.
7. **Invitation for Members of the Public to Speak:** The MOTP present voiced the difficulties experienced in accessing the ESC planning portal to register comments in respect of planning applications. Also raised was a request to post planning applications on the village noticeboard. Other planning concerns related to the planning application at Shimmens Lot, Agenda item 12 (i), and the merits of a Neighbourhood plan for the village.
Also commented on was the refurbishment of the playarea.
12. **Planning:** i) Planning Application DC/19/4765/FUL – Shimmens Lot, Boulge Road.
The PC resolved to recommend approval of this application with the following observations:
1) traffic; Boulge Road is mostly narrow country lane just about accommodating two passing cars. Any increase in traffic movements is likely to be significant in percentage terms as this is not a highly used road and is likely to impact on the adjacent roads and those within the village, none of which have footpaths.
2) - Pollution. The site is in a quiet rural location with few adjacent properties. This development will likely cause a significant increase in light and noise pollution in particular the installation and use of outdoor hot tubs to each lodge.

12. Planning: i) Planning Application DC/19/4765/FUL – Shimmens Lot, Boulge Road. (cont;d)

The Parish Council requests that all possible measures are taken to minimise the impact of this development in respect of the above concerns.

Proposed – SD
Seconded – SBU

Clerk to respond to ESC accordingly.

ACTION - Clerk

ii) Updates on previous applications. There was nothing to report on previous applications.

iii) New Committee Management Information System; (CMIS). This new system is now operational at ESC which is intended, et al, to improve communications between the District and Parish Councils. This is a public facility that any one can sign up to.

A member of the Democratic Services Team will be in attendance at the Riverside in Lowestoft on January 27th Planning Forum meeting to give a brief presentation how CMIS is intended to work.

iv) Town and Parish Planning Forum invite, 24th January 2020. Clerk advised he has booked one place.

ACTION - Clerk

8. Report from District Councillor: (Previously circulated). In the absence of DCllr Hedgley DCllr TF presented the DCllr's report.

Ipswich Northern Bypass: TF reported he was expecting a paper from Matthew Hicks to be presented at the ESC cabinet meeting on the 4th February 2020, but has no other information at present.

He advised that ESC was proposing to build 250 affordable housing units over the next three years locally 50 of which will be Council housing. Locations not yet known.

He encouraged the PC to have representation at both the ESC Annual Budget Review meeting (SD is attending) and the East Suffolk Community Partnership meeting at Martlesham (20th January 2020.

He also highlighted the current ESC consultation regarding dog control orders (PSPOs), and the Greenprint Forum meeting in Lowestoft (3rd February 2020). He advised that ESC has declared a climate emergency.

DCllr TF left the meeting at 7.38pm

9. Report from County Councillor: No report was received from CClrs.

10. Ipswich Northern Bypass: Refer to DCllrs update item 8.

IW reported the STOP campaign had organised a cycle ride on 6th January and have a walk scheduled for 26th January 2020, starting from Tuddenham Village Hall at 10.45am.

11. Finance:

i. Summary of accounts since last meeting (attached)

Clerk presented accounts stating the Savings Account at 31/12/2019 stood at £26644.40 and the Current Account at £4410.35. Invoices awaiting payment represented £1164.35 and forthcoming anticipated expenses including the unpaid invoices total amounted to £2988.35. This figure excludes any future expenditure in relation to STOP campaign donation and the B1079 signage (refer item14.)

The bank statements and accounts summary have been checked and initialled by SD.

It was resolved to accept and adopt the Accounts summary as presented.

Proposed - SBU
Seconded – AT

ii. Approval of Invoices and transfer of funds.

Details of invoices awaiting payment were provided by the Clerk as follows:

SLCC (Annual Membership renewal 2020).....	£78.00
Suffolk NORSE.....	£543.60

11. Finance:

ii. Approval of Invoices and transfer of funds. (cont'd)

Clerks salary (December 2019)..... £191.93
Clerk expenses. (1st Nov 2019 to 31st Dec 2019)..... £50.00
Victory Hall booking (6 bookings May2019 to end Nov 2019) £120.00
HRMC (3rd quarter ending 5/1/2020).....£148.40
The Sign Shed (I Whyte – replacement signs for play area)..... £41.22
Clerk recommends transfer of £1000.00 from Savings account to current account.
It was resolved to accept and approve payment of these invoices and the transfer as recommended.

Proposed – SBu
Seconded – AT
ACTION - Clerk

iii. 2019-20 Budget (previously circulated) Clerk advised that the draft budget presented at the November meeting excluded any allowance for the B1079 costs advised by SCC Highways. Clerk advised Budget should be amended to take account of this expenditure if agreed (item 14).

Play area refurbishment costs would also probably be in excess of the current earmarked figure allowed i.e. £1000 + £500 for repairs. There is also no amount identified for a possible donation to the STOP campaign. However, sums are earmarked for various other anticipated work which may or may not be undertaken over the next two to three years and given the relatively high reserves Clerks recommendation was that the budget should be amended to account for the B1079 costs but other costs could be accommodated with in the current reserves.

It was resolved to accept and adopt the amended draft budget as recommended.

Proposed – SD
Seconded – RB
ACTION - Clerk

iv. Precept 2020-21.

If the 2020/21 Precept figure is maintained at the same amount as for 2019-20, i.e. £8475.15, this would result in a charge of £48.40 for Band D property and the charge will show as a -1.43% change on the 2020/21 Council Tax bills against the Parish element.

It was resolved to request a precept figure of £8475.15 for 2020/21..... Proposed – AT
Seconded – SD

ACTION - Clerk

v. Audit Arrangements 2020/21. It was resolved to appoint Suffolk Association of Local Councils (SALC) as the internal Auditors for 2020/21.....

Proposed - SBu
Seconded – SD

ACTION - Clerk

vi. Personnel Matters.

New Pay Scales (previously circulated); The National Joint Council for Local Government Services (NJC) issued new pay scales for 2019/20 to be implemented from 1st April 2020. The Clerk will be paid on SPC 8 from 1st April 2020.

Proposed – SD
Seconded – SBu

It was resolved to implement the new pay scales in accordance with the agreement.

13. Village Amenities and Events:

i. Allotments matters. a) Vacancy. Clerk reported he had received one application for the vacant tenancy, from a village resident (KM). It was resolved to offer the tenancy to the applicant commencing from Saturday 18th January 2020.

ACTION - Clerk

13. Village Amenities and Events: (cont'd)

- b) Other Matters. There were no other matters.
- ii. Play Area Matters. a) Refurbishment Update. The one and only response to this proposal from residents indicated the slide is very popular and should not be replaced. IW had looked at costs and a new slide plus associated works was likely to cost between £6000 to £10000. It was agreed IW would put together proposal to retain slide but carry out works to comply with modern safety standards and to install new picnic tables to make more family friendly and appeal to wider age range. Clerk confirmed DCllrs CH and TF have offered monies from their Enabling Communities Fund amounting to £2500 towards these costs. It was resolved to accept this grant offer. Proposed – SBU
Seconded – SD
ACTION – Clerk/IW
- b) Safety Check. completed
- c) Fencing. IW reported fencing repairs identified in the Safety report have been completed. SBU requested that a gate be installed at the bottom end of the play area to facilitate easier access from Blacksmiths Road. **ACTION – Clerk/IW**
- d) Equipment Repairs. IW reported minor repairs have been carried out as indicated by the annual safety report.
- iii. Tree Management. Clerk was instructed to arrange the annual tree survey. The tree surveyor will be asked to provide comment on the tree next to the village hall as it has out grown its site and has the potential to cause root damage to the hall foundations. If the tree is to be removed, the surveyor will be asked to provide suggestion for replacement(s). **ACTION - Clerk**
- iv. Bus Shelter/Bench. Repairs to bench still to be completed. **ACTION - Clerk**
- v. Victory Hall. Hall now has new curtains (fire regulations compliant). IW currently in discussions regarding purchase of a dishwasher. **ACTION - IW**
- vi. War Memorial. Nothing to report
- vii. Village Litter Pick. Date agreed 19th April 2020. Clerk to contact Suffolk Norse. **ACTION - Clerk**
- viii. Maintenance Contract – The annual grass/hedge maintenance contract is due for renewal before the next PC meeting. Clerk advised the current contract with NORSE be renewed. It was resolved to renew the NORSE contract when due. Proposed – SD
Seconded – RB
ACTION – Clerk
- ix.. Car Parking Area. IW reported area around tarmac entrance apron is very worn, muddy and potholed. He also said users had commented that a handrail alongside the access would be helpful. IW had also considered the installation of improved lighting. Clerk also reminded that car park area requires sign advising that users park at their own risk. Current condition of area around entrance does present a safety issue to users and needs to be addressed. IW and Clerk to liaise.
RB reminded meeting that DCllr TF had mentioned he still had monies available in his ECG Fund which could be put towards these costs. **ACTION – Clerk/IW**
- x. Signage – Refer items 13 ii and 13 ix..

14. Highways:

Details of costs involved with improvements to signing on the B1079 discussed at the October meeting with Highways had been previously circulated. Correspondence from David Chenery, SCC Safety and Speed Management Engineer, stated the design element would cost £723.88 VAT and the provision and installation costs would be approximately £500 to £1000 bring an approximate total of £1473.83 to £1723.83.

It was resolved to authorise this work subject to agreement by the PC to any wording on the signs.

Proposed – SD
Seconded – RB

14. **Highways:** (cont'd) **ACTION – Clerk**
15. **East Suffolk Community Partnerships:** (Mtg Thursday 20th January 2020)
Clerk to circulate information again. **ACTION – Clerk**
16. **SALC East Suffolk Forum:** (Mtg Thursday 23rd January 2020, Darsham)
Clerk advised this meeting tended to be attended by Councillors rather than Clerks.
17. **Annual Insurance Renewal:** (BHIB)
The renewal notice has not been received yet but is usually received before the March PC Meeting. BHIB are the preferred provider of NALC. It was resolved to approve the renewal subject to any increase being minimal. Proposed – AT
Seconded – RB
ACTION – Clerk
18. **Training:**
IW advised that the new Councillor training course was regular run by SALC and new Councillors were encouraged to attend. Clerk will circulate details. **ACTION – Clerk**
19. **Consultations:** (Updates)
i. Sizewell C. SBU mentioned current issue of Coronation Wood Leiston which is currently under threat for car park provision for Sizewell C.
ii Other – No other updates were available.
22. **Correspondence:** (List previously circulated)
Various grant requests have been received from CAB, DAS and EACH et al. Clerk advised these should be discussed en block at March PC meeting.
Clerk highlighted correspondence from SOLO Housing, a registered charity based in Diss which arranges and supports lodgings for single people with homeowners with spare rooms. The organisation maintains a register of possible accommodation and endeavours to help individuals access affordable and sustainable accommodation. Contact No 01379 640250.
23. **Date of Next Meeting and Close:**
The date of the next meeting Thursday March 12th, 2019 at 6.30pm at the Victory Hall, Tymmes Place, Hasketon.
There being no other business the Chairman closed the meeting at 20.53.

SignedVice Chairman Dated.....

