

MINUTES OF MEETING OF HASKETON PARISH COUNCIL  
HELD ON THURSDAY 10<sup>th</sup> March 2022  
At 6.30pm in the Victory Hall, Hasketon, Suffolk

Final Draft Minutes

**Present:** Councillors (Cllrs) A McWhirter (AM) (Chairman), I Whyte (IW), (Vice Chair), Stuart Dack, (SD), Ann Turner, (AT), Rebecca Batley, (RB), Sarah Butters, (SB), plus David Keeble, (DK) Hasketon Parish Clerk, Steve Leckie, (SL), Clerk in waiting.  
Also present W.Helm, (WH) (Quiet Lanes Working Group) and District Councillor (DCllr) Colin Hedgley, (CH).

1. **Welcome:** Chairman A. M. opened the meeting at 6.30pm and welcomed everyone present. He reminded those present that the meeting could be recorded in any format.
2. **Apologies for Absence:** Apologies were received from County Councillor Elaine Bryce.
3. **Declaration of Interests:** SB acknowledged she was also an allotment tenant. IW also acknowledged his membership of the Village Hall committee.

4. **Co-option of Parish Councillor:**

W. Helm has been approached to fill the vacancy created by the resignation of J Withey. It was resolved to co-opt W. Helm to the Parish Council subject to his completion of a Declaration of Acceptance of Office form.

Proposed – SD

Seconded – AT

**ACTION - CLERK**

5. **Minutes from the previous meeting:** Minutes of the scheduled meetings held on 13/1/2022 and 11/11/2021 plus the EO meeting held on 1/3/2021, all previously circulated, were accepted and approved as a true record and initialled by the Chairman. Clerk pointed out that minutes from the COVID lockdown periods, whilst accepted and approved have yet to be signed by the Chairman. It was resolved that these minutes have been accepted and adopted and recorded in the minutes and therefore can be signed by the Chairman at the first available opportunity outside a scheduled meeting.

Proposed – SB

Seconded - IW

**ACTION – CLERK/AM**

6. **Matters arising from the previous minutes:** None

7. **Invitation to Members of the public to speak:** None present.

8. **Report from District Councillor:** (previously circulated)

CH presented his report as circulated. Clerk requested feedback from a previous question relating to a Certificate of Lawful occupation application at Wilderness Farm. CH confirmed that the District Councillor had requested the back payment of Council tax resulting from the Parish Council request.

IW asked for clarification on the definition of housing 'clusters' in the revised planning policy document. CH referred to the forthcoming seminar regarding this and advised we should attend. It was agreed we would request two delegate places.

**ACTION - CLERK**

9. **Report from County Councillor:** The report from CCllr EB was previously circulated.

**10. Quiet Lanes Update:**

WH reported the scheme in Hasketon is more or less completed. All signs have been erected, although WH felt that they have been erected somewhat high up on the posts. The Pinners Lane sign will require repositioning to accommodate wide farm vehicles. He also reported some errors with the repeater signs but in general the scheme is complete. AM thanked the Working Group (WH,SD & AT) for their work.

**11. Finance:**

**i. Summary of Accounts to 28/02/2022. (attached)**

SD had checked the accounts and reported an error in the total anticipated expenditure expenses on the summary page due to an incorrect excel formula. The corrected total (A + B should equal £5960.46 not £8690.72).

Clerk reported an overall balance of £39558.10 being £36653.27 Savings account and £2904.83 current account. This partly reflects the fact that the precept was received in full in April whereas it has previously been paid in two instalments in April and October.

This also includes approximately £15000 earmarked sums for various works yet to be undertaken. It was resolved to approve and adopt the accounts as corrected.

Proposed – IW  
Seconded - AT

**ii. Approval of Invoices and Transfer of Funds. Clerk advised he had two received two further invoices which increase the unpaid invoice figure from £2730.26 to £2807.26. Unpaid invoices are as the account's summary plus**

Cheque No. 100802 – Hasketon Victory Hall Fund – 3 bookings ,,,,,,£60.00

Cheque No. 100803 - Cllr R Batley- Wreath for Remembrance day.....£17.00

The revised unpaid invoice total is £2807.26.

Clerk recommended a transfer of £4000.00 from the Savings account to the current account.

It was resolved to approve the invoices and transfer of funds as above. Proposed – SB

Seconded - AT

**ACTION - CLERK**

Clerk confirmed the accounts had been checked and approved by SD

**iii. Adoption of Internal Control Report. Previously completed by SD. It was resolved to accept and adopt the report.**

Proposed – IW  
Seconded – AT

**ACTION – CLERK**

**iv. 2021-22 Internal Audit (Appointment of Auditor). Clerk confirmed SALC have been appointed to carry out the Internal Audit 2021-22.**

**v. 2020-21 Audit Recommendations. Clerk confirmed these have been completed.**

**vi. Personnel Matters. a) New Clerk Appointment. Steve Leckie has been appointed and has completed six SALC training modules. Current Clerk will continue in post until 31<sup>st</sup> March to facilitate the handover.**

AM thanked the outgoing Clerk for his work over the past five/six years.

b) 2021-22 Pay Award. Clerk reported agreement has been reached between the relevant parties and an increase of 1.75 % has been agreed backdated to April 2020.

**12. Planning:**

**i. Update on Previous Applications. Not available**

**ii. Feed back from Cllr SD on the Town and Parish Council Forum Meeting (4/11/21) SD provided a brief overview of this forum meeting. The powerpoint presentation slides from the Forum have been circulated previously.**

**13. Village Amenities and Events:**

- i. Allotments. Nothing to Report.
- ii. Play Area. a) IW advised the slide will be out of commission for a period whilst essentials repairs are carried out. The equipment requires a general spring clean.  
b) Refurbishment Plan. Clerk advised he had not received any response to his request for individuals to join a working group. It was agreed to set up internal Working Group who could enlist the help of residents to move the refurbishment plan forward. Members IW, SD and AT. They would report back to the Council at the next meeting.  
c) Gate at lower end of Area. To be included in the Refurbishment plan.  
**ACTION – IW/SD/AT**
- iii. Victory Hall. (Village Hall). IW reported bookings were increasing although finances generally, were reduced due to COVID. The committee is currently applying for various grants.  
The electrical PAT testing is completed.  
The rules concerning kitchen refurbishment has meant a rethink on this aspect and it is on hold for the time being.
- iv. Tree Management. He annual maintenance work has been completed.
- v. Amenity Area. a) Clerk advised the new sign has been received and now requires a frame.  
**ACTION – Clerk**  
b) Maintenance. IW advised no further progress has been made due to the difficulty in finding a suitable contractor. IW also commented the tarmac on the disabled parking area in front of the Victory Hall is breaking up and will need replacing soon.

DCllr Ch left the meeting at 19.25.

- vi. Bus Shelter. SD and IW have completed the repainting.
- vii. Benches. Nothing to report.
- viii. Footpaths/Public Rights of Way/Bridlepaths. a) Broken Openreach manhole cover. (Blacksmiths Road/Tmmes Place) This has been reported.  
b) Public Rights of Way (PROW). Concerns regarding the PROW near Wilderness Farm have been reported to Suffolk County Council PROW team.  
SD advised he had reported several broken footway sign posts on the online reporting tool.
- ix. Dog Waste Bins and Rubbish Bins. Nothing to report.
- x. Grit Bins. These have been refilled.
- xi. Grass cutting/Hedge Trimming. Annual Maintenance Contract quotation had been received from Suffolk Norse, (previously circulated). SB asked about the hedge alongside Blacksmiths Road /Amenity area. Clerk would check it is included.  
It was resolved to accept the quote from NORSE.  
Proposed – RB  
Seconded – SD  
**ACTION – CLERK**
- xii. Village Litter Pick. Clerk to contact East Suffolk Council. **ACTION – CLERK**
- xiii. Treebilee (Queens Platinum Jubilee). Clerk advised he had collected the Oak tree. It was agreed the most suitable location would be near the existing village sign on the amenity area. SD and WH will organise planting as soon as possible and a 'planting' ceremony will be held in June when a suitable commemorative plaque can be installed.  
**ACTION – SD/WH**

**14. Highways:**

- i. Report from community Partnership Traffic Safety meeting Forum. SD provided feedback on this meeting. He commented the meeting was more about setting the Terms of Reference for the group. Other Parishes offered advice regarding SID usage, Safety Watch and SAVID forum, all of which the Council is are of and has considered at various times. and his view was the Council should continue to

14. **Highways: (cont'd)**
- i. Report from community Partnership Traffic Safety meeting Forum. (cont'd)  
work with CCllr EB and SCC highways direct in relation to the issues with Hasketon.
  - ii. Manor Road. Covered in 14 i.
  - iii. B1079. Covered in 14 i.
  - iv. Other Traffic Issues. Potholes in Shrubbery Road continue to present a problem.  
These have been reported to the online reporting tool.
15. **Local Community Partnership:** (details previously circulated)  
SD reported on his attendance. He has a one-to-one meeting with Andrew Jolliffe, which he will attend and report back. **ACTION - SD**
16. **Annual Insurance Premium Renewal:**  
Clerk advised this has not yet been received but often comes between meetings and Clerk requested agreement from the Council to renew so long as any increase is with 10% of the previous premium. **Proposed – SD**  
**Seconded – AT**
17. **Data Protection Legislation:** (Use of own Devices)  
Clerk reminded Councillors of the GDPR rules relating to data, confidentiality, and freedom of information requests, and the implications that could have for Councillors when using their own devices. It was agreed that Councillors would set up a separate email account for HPC business. **ACTION – All Councillors.**
18. **Queens Platnum Jubilee Celebrations 2022:**
- a) Treebilee – refer item 13viii.
  - b) Beacons – No interest.
  - c) Festival of Suffolk – No events
  - d) Street Parties – RB is considering organising this event. HPC have allocated funds towards the Celebrations and RB needs to submit request. **ACTION - RB**
19. **Fly tipping:**  
Clerk reported there have been reports of fly tipping in the Parish and it is a common problem for many rural parishes. Information has been regularly published on Hasketon Happenings and the website and it is a question of residents remaining vigilant and reporting any suspect behaviour to the Police or District Council.
20. **Training:**  
SL has completed the six SALC Clerk training modules. SALC also have regular training Councillor training opportunities which the Clerk will circulate to WH. **ACTION – CLERK**
21. **Sizewell 'C' Consultation Process:** (Details previously circulated)  
Clerk advised the process is currently with the Planning Inspectorate.
22. **Correspondence:** (previously circulated)  
An addendum list was shared with correspondence to 10<sup>th</sup> March. AM announced this included the resignation from the Parish Council of SB. AM said she had been an invaluable source of local knowledge over the past six years and her contribution would be very much missed.  
Clerk advised he would notify East Suffolk Council who would issue the vacancy Notice. **ACTION - CLERK**
23. There being no further business the Chairman closed the meeting at 20.31. The date of next meeting will be the annual meeting of the Parish Council to be held immediately

following the annual meeting of the Parish commencing at 6pm in the Victory Hall Tymmes Place.

**Signed;** .....**Chairman. Date**.....  
David Keeble Parish Clerk