

**MINUTES OF MEETING OF HASKETON PARISH COUNCIL**  
**HELD ON 14<sup>TH</sup> JULY 2022**

At 6.30pm in the Victory Hall, Tymmes Place, Hasketon, Suffolk

**Final Draft Minutes**

**Present:** Stuart Dack Chairman (SD), Parish Councillors (PCllrs), Iain Whyte (IW) (Vice Chairman), Ann Turner (AT), Bill Helm (BH) and Steve LECKIE (SL), (Hasketon Parish Clerk).

There was one member of the public (MOTP) in attendance.

**1. Chairman Stuart DACK** chaired the meeting, which was opened at 6.30pm, and welcomed everyone in attendance.

**2. Apologies for Absence:** Apologies were received from PCllr's Rebecca BATLEY, (personal reasons) and District Councillor Colin Hedgley had also given his apologies.

**3. Declaration of Interests:** none

**4. Minutes of Previous Meetings:** The minutes from both the annual Parish Council (PC) and Parish Meeting on 12<sup>th</sup> May 2022 and the extraordinary PC meeting on the 30<sup>th</sup> May and 20<sup>th</sup> June 2022 (both previously circulated) were accepted and approved as a true record and initialled by the meeting Chairman.

**5. Matters Arising form the Previous Minutes:**

Pension regulator: The Clerk indicated that they had contacted the relevant body and after Informing HMRC that the chairman had changed registration was now in order.

ICO Registration: The Clerk indicated that they had been contacted in response to the Internal audit recommendations and Hasketon Parish Council was now registered upon service of a cheque from the meeting.

Minutes requiring signatures Meetings 2021-22: All parties have now endorsed copies - Most had not been signed due to COVID restrictions at that time.

CIL signature 2021-22 this document had been endorsed by the outgoing Chairman.

**6. Invitation for Members of the Public to Speak:**

A member of the public raised the issue of potential discharge from a septic tank belonging to the Turks Head Public House. There was discussion about the potential contamination to the local waterways, health hazards to the community and the need to speak to the owners. The chairman stated he would speak to the Public House directly. However, the Clerk was directed to contact the environmental Agency to inform them of the issue and leave the matter to them to resolve.

**ACTION : Clerk**

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

CH highlighted aspects of an East Suffolk parking review. There was also reference to the quality of the local beaches and the appointment of a new Environment and Climate Change Lead Officer.

With the Summer in full flow reference was made to local initiatives like Operation Camouflage for the local children.

Finally housing issues featured heavily, including reference to current ongoing surveys and consultations.

The Chairman made comment that he had wished to discuss the last matters directly but that he would respond to a recent survey request directly. [Draft Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document]

#### **8. Report from County Councillor:**

Unfortunately, CCllr EB was not in attendance, and the Clerk had not received her report but would follow up a request for one.

**ACTION - CLERK**

#### **9. Planning:**

i. Application DC/22/2271/FUL High House, Grundisburgh Road, Hasketon  
It was resolved to offer no objection to this application.

Proposed – AT  
Seconded – BH  
**ACTION - CLERK**

ii. Application DC/22/2253/FUL The Granary, Mill Lane, Hasketon  
It was resolved to offer no objection to this application.

Proposed – AT  
Seconded – IW  
**ACTION - CLERK**

iii. An appeal, DC/21/4887/FUL Hill House, Mill Lane, Hasketon,  
The HPC reviewed their previous decision and decided not to support the application.

Proposed – AT  
Seconded – IW  
**ACTION - CLERK**

#### **10. Finance:**

i. Annual Returns (AGAR) (final draft previously circulated). Clerk reported the AGAR documents had all been signed off and posted on the website and noticeboard by the required dates plus the Exemption Certificate sent to the external auditor on 8<sup>th</sup> June 2022.

ii. Banking – Clerk advised that the Council that there had been considerable trouble resolving the control of Hasketon Parish accounts with Barclays Bank. There were now 4 proposed mandated signatories, and the Clerk was awaiting control of the account. All relevant documentation was with Barclays and cheques would need to be signed at the meeting, with regard to outstanding invoices for future payment when the account became live to all the new mandates.

Internet banking was needed for future financial transactions, but banking would be fully assessed when the Parish Council had full control again.

**ACTION - CLERK**

iii. Summary of Accounts since March 31<sup>st</sup>, 2022 (Previously circulated) Clerk reported – Previous Accounts signed by AT contained a typing error on page 1 – Current Available Balance should have read £4353.77 Not £4357.77

AT was asked to endorse all pages of the Bank Statement and Accounting Sheets in line with Financial auditing.

There are £1124.16 unpaid invoices partly due to backlog from the inability to issue cheques.

The accounts have been checked and initialled by Cllr AT.

It was resolved to approve and adopt the accounts summary as presented.

Accounts up to the end of June 2022 were presented to AT for audit.

The clerk drew attention to an outstanding late payment for internet services to Suffolk Cloud. It appears the invoice had been missed during the Clerk change over. Suffolk Cloud were aware and had been contacted.

**iv. Approval of Invoices and transfer of funds.**

<u>Unpaid invoices – Clerk Salary (June) .....</u>	<u>£277.48</u>
Clerk expenses (period 24/4/2022 to 14/7/2022 including Microsoft Subscription) .....	£172.04
Suffolk Cloud .....	£120
Employers Tax (HRMC) .....	£138
Information Commisioners Office .....	£40

At present Clerk recommended a £5000 transfer of funds from the savings account.  
It was resolved to authorise payment of invoices as above.

Proposed – IW  
Seconded – SD

v. VAT Returns 2021-22- Not yet complete as the Clerk has no Bank statements in his name as required by HMRC. A claim of £364.35 outstanding.

**ACTION - CLERK**

vi. Clerk Matters. Laptop/phone/hard drives

Purchases approved in principal but pended until Barclays Bank issues resolved.

**ACTION - CLERK**

**11. Village Fete 2022.**

An overview of the basic arrangements and organisation was given by IW and the Clerk asked whether funding was required to support any aspect of these plans. None was requested but any help would be appreciated.

Insurance was discussed with regard to liability, but it was felt the current Hasketon parish council policy covered this event, and no further consultation was required.

**12. Village Amenities and Events:**

i. Play Area Report: IW reported that he had replaced 6 rails but would anticipate another 20 needed to be repaired. Finance would be available at the next meeting upon invoice. Further work was required including some powder coating which was agreed, and he would action. He added that a full report would be made available at the next meeting and there was discussion and agreement that a subcommittee would be useful to spend the outstanding development money, which included the CIL grants. The Clerk indicated further email offers had been received for equipment options. There was also discussion about accessibility and path repairs which are still sought.

Proposed – AT  
Seconded – BH  
**ACTION – IW**

ii. Allotments: No actual report available but several emails had been received from Sarah Butters (SB). A summary was given concerning local damage and workable solutions to secure the allotments. Fencing was discussed but thought not appropriate at this stage. Signage was discussed and SD agreed to research other local sites before a decision could be made. An application was made by SB to plant fruit trees on her plots. This was rejected. The Parish Council felt trees were not best planted due to their potential size and possible problems for any future tenant; they were sympathetic towards smaller fruit bushes.

**ACTION – SD/CLERK**

iii. Victory Hall Report: IW reported that the kitchen refurbishment would take place in the Autumn.

**ACTION – IW**

iv. Trees: Clerk advised that the Jubilee Tree was struggling due to the weather but provisions had been put in place to keep it watered by SD and a local resident .

Benches were proposed for placement near the tree. The Clerk gave possible options and was asked to pursue quotes and options. BH asked could a circular option be considered. Funds would be made available.

Proposed – IW

Seconded – BH

**ACTION – CLERK**

v. Grass/Hedge Maintenance: Norse would be requested to cut the grass just prior to the Village fete.

**ACTION – CLERK**

vi. Amenity/Car Park Area: IW stated a local contractor had been consulted and a quote was to be obtained . A path limit was set for £2500 to cover the costs.

Proposed – AT

Seconded – BH

**ACTION – IW**

### **13. Highways:**

i. Traffic Issues. (B1079/Manor Road). Clerk was asked to pursue a report that was promised by CCllr EB due to the concerns of residents regarding these roads. The email was to request a response at the next meeting scheduled for September.

The Clerk reported that SALC had advised the Council of a Road Safety Conference on 29<sup>th</sup> July 2022 to discuss speeding and road safety issues. SD to respond.

There had also been a request to use the Parish Council car park from the Turks Head Public House for the local gin festival. Liability issues were discussed, and the Clerk was directed to respond positively but with advice concerning speed.

**ACTION – CLERK/SD**

**14. Councillor vacancies:** East Suffolk Council had been advised of the vacancy of the outgoing chairperson [AW] and notification period would be complete on 21<sup>st</sup> July 2022. There was still an outstanding vacancy available for co-option and Niki Field had been approached and was willing to stand. Relevant documentation to be directed to her via the Clerk and available at the next meeting in September.

**ACTION – CLERK**

### **15. Grant Requests:**

Clerk advised that there had been no specific requests, but an email had been received from The Anne Robson Trust who gave assistance to people who were dying. It was agreed to progress information via the Parish Notice board and newsletter.

The Clerk was asked to clarify the possible limitations on donations that could be made to organisations.

**ACTION – CLERK**

**16. Community Action Suffolk Network – Survey:** The Clerk indicated this had been previously circulated and it required local knowledge for an individual to complete. IW stated he was prepared to undertake the task.

**ACTION – IW**

**17. Councillor Register of Interests:** (ROI)

Clerk reminded Councillors that they are required to update their details on the East Suffolk Council ROI should there be any changes in their circumstances.

**18. Sizewell public consultation:** Further Public consultation dates had been received and a poster attached. This information to be published on the HPC noticeboard and forwarded to the Parish magazine.

**ACTION – CLERK**

**19. Correspondence:**

An addendum list attached

**20. Close and Date of Next Meeting:**

There being no further business the Chairman closed the meeting at 8.29pm. Date of the next scheduled meeting is Thursday 8<sup>th</sup> September 2022.

Steve LECKIE, Parish Clerk.

Signed  
(Chairman)

Date