

MINUTES OF MEETING OF ANNUAL HASKETON PARISH COUNCIL

HELD ON 11^h May 2023

At 6.20 pm in the Victory Hall, Tymmes Place, Hasketon, Suffolk

Final Minutes

Present: Stuart Dack Chairman (SD), Parish Councillors (PCllrs), Niki Field (NF), Iain Whyte (IW) (Vice Chairman) and Beccy Batley (RB), and Steve LECKIE (SL), (Hasketon Parish Clerk).

Also present were County Councillor (CCllr) Elaine Bryce (EB) and District Councillor (DCllr) Colin Hedgley (CH).

There were no members of the public (MOTP) in attendance.

1. **Election of Chairman & signing of Declaration of Acceptance of Office:** At the opening of the meeting at 6.20 pm there were only three members present so election of the chairperson was not possible. The Vice chairperson IW therefore took charge.
2. **Welcome & Introduction:** IW welcomed everyone in attendance.
3. **Apologies for Absence:**
Apologies were received from Ann Turner (AT) and Chris Everson (CE), due to work commitments.
4. **Declaration of Interests:** None.
5. **Election of Vice Chairman:** At this time there were still only three members present so election of the vice chairperson was not possible. The Clerk (SL) therefore took charge.
At 6.25pm Beccy Batley (R B) joined the meeting and Proposals were made firstly for Stuart DACK to remain as chairperson.
Proposed:RB
Seconded:NF
Stuart DACK agreed to stand again the role of Chairperson.
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Seconded:RB
Iain WHYTE agreed to stand again the role of Vice Chairperson.
6. **Welcome to the Re-elected Parish Councillors & signing of Declaration of Office:** Completion of expenses /ROI reminder.

SL reviewed the election results which confirmed that all councillors were re-elected to Hasketon Parish Council. He reminded them at the end of the meeting there were three forms to complete and the legal timeframe for completion.

- i.** Declaration of acceptance of office.
- ii.** Data Protection Act consent form.
- iii.** Election expenses (Provided by SD) - All Negative returns

All Forms were completed by members of the Council who were present, and expenses were given to SD for delivery to East Suffolk Council. SD stated that those not present would be acquired by him and all submitted together. Forms i and ii would be held for collection by SL prior to the legal timeframe expiry.

11. Report: County Councillor: Report received and circulated. (attached)

EB present gave an overview and took questions.

Due to other commitments later that evening EB presented her report to the Parish Council. She was firstly thanked by the Chairperson SD for her hard work and commitment to Hasketon, in particular for the recent links she had created and attempts to address highways issues.

EB made reference to the £350,000 set aside for Violence Against Women initiative. She stated 200,000 trees had been planted across Suffolk last year.

IW raised the issue of lack of electrical power at rural dwellings, meaning people would struggle to charge electrical vehicles. EB stated this was high on the National List of priorities and she would continue to raise the issue on behalf of Local parishes.

EB discussed the use of mobile ANPR cameras to discourage speeders. Further information to be forwarded to SL. SD agreed to progress possible locations for ANPR positions for Hasketon.

EB stated there would be further investment in Special Needs Education and funding for Adult Social Care.

12 Report: District Councillor: Report received and circulated. (attached)

CH present gave an overview and took questions.

CH stated that although he had been re-elected, he had been joined by Mr Dan CLERY of the Green Party. At this time, he was not sure how they would deal with attendance at the Parish meetings. He had previously been responsible for Planning and Licensing but this year that was yet to be agreed. He spoke about Voter ID and said he was unaware of any real issues at the Polls. Ease the Squeeze initiatives would continue in East Suffolk. SD asked about equipment donations. CH stated it would take a couple of months for all parties to discuss the way forward by working together. SD spoke about planning issues and especially the recent meeting with the head of planning Mr RIDLEY. CH was thanked for his advice but said it was all about 'interpretation'. RB asked about 'Catch Bus'. CH stated he was not involved and believed funding was through community partnership.

As above due to other commitments later that evening CH presented his report to the Parish Council.

At 7.08 pm EB and CH left the meeting.

7. Appointment of Parish Council representatives:

Play area and Amenity/Car Park area – IW/SD/SL/NF

Tree Warden – SL/BH

Website – IW/SL

Allotments – SB/SL

Victory Hall Liaison –IW

Footpaths –SD/BH

Finance –AT [To be confirmed by SD]

Planning – Full Committee

Re-Wilding Project - NF

Councillors were appointed as per the above list.

8. Minutes from the previous meeting: Minutes of meeting held on 9th March 2023, previously circulated, were accepted, and approved as a true record and initialled by the Chairman (SD).

9. Matters arising from the previous minutes:

OUTSTANDING FROM PREVIOUS

Item 11 – Planning

- (ii) Meeting with Head of Planning – Updated during District Councillor discussion.
- (iii) ESPA – Meeting update - SD Advised that support had been given to the proposals but felt that the group were not really achieving a great deal at this time. Continue to monitor.
- (iv) EB set up link to Dr Dan Poulter. Articles forwarded for information and future distribution. Thanked as above for continued and proposed on going support. Articles to be published in the Parish Magazine.

Item 12 – Village amenities

(ii) Play Area Report

- a) Repainting – IW stated this is still to be completed but booked in for the work.
- b) SD- stated proposed subgroup still to meet and progress /ongoing– [SD, SL, NF, IW] - On going

(iii) Victory Hall - IW – Footpath quotes not resolved to date.

Further quotes to be obtained regarding car park area.

- a) New Dishwasher update. IW stated that a meeting had been held to discuss the review of the Victory Hall development. It had not entirely been successful as many ideas had been proposed. Further consultation needed to confirm the priorities to spend the allocated money from the Parish Council.

(v) Amenity/Car Park area

- a) Quotes- NF stated a quote had been obtained from a local contractor but this included the rewinding proposals. The actual amount of £42000 was not viable for this work. NF to get separate quotes and review the proposals. IW stated he thought the measurements were wrong and this may have resulted in some over costing.

Litter picking update – SL stated he had enquired about the necessary arrangements and there was simply a need to complete an online form with a request for the equipment. Decision to complete this task in the spring.

Item 13

Email chains forwarded to County Councillor by SL and chain of action formed regarding water issues and potholes.

9. Invitation for Members of Public to Speak: None Present

13. Planning:

i. To Consider Planning Application: DC/23/1324/FUL

Proposal: Residential conversion of redundant agricultural barn - amendment to existing approval 22/4231

Site address: Barn At, Oak Tree Farm, Chimney Pot Lane, Hasketon, Woodbridge Suffolk.

It was resolved to offer no objections in respect of this application. SL requested to comment on adhering to original planning permissions.

Proposed – IW
Seconded – RB
ACTION - Clerk

ii. To Consider Planning Application: DC/23/1458/VOC

Proposal: Variation of Condition 2 of DC/21/4057/FUL - Side and rear extension - The extension work has reduced in size. Drawings referenced to be updated.

Site address: 13 Tymmes Place, Hasketon, Suffolk, IP13 6JD.

It was resolved to offer no objections in respect of this application.

Proposed – IW
Seconded – RB
ACTION – Clerk

14. Review and Adoption of Parish Council Policy Documents (To be selected)

DOCUMENTS ON WEBSITE

- i) Standing Orders.
- ii) Media Policy
- iii) Codes of Conduct
- iv) s137 Policy Guidelines

Finance:

- v - Review and Adoption of Asset Register.
- vi - Review and Adoption Financial Regulations
- vii - Review and adoption of Finance Monitoring Procedures
- viii - Review and Adoption of Internal Financial Control Statement
- ix - Review and Adoption of Internal control Process
- x - Review and Adoption of Financial Risk and Management Assessment

GDPR:

- xi - Data Protection Statement (Website)
- xii – Data Protection Impact Statement (Website)
- xiii – HPC GDPR Policy (Website)
- xiv - HPC Privacy Notice (Website)
- xv - Subject Access Request Policy and Procedure (Website)
- xvi – Cookies Policy Notice (Website)

General GDPR:

- xvii – Data Protection Disclaimer for Emails
- xviii - Consent Form (General)
- xix - Consent Form (Councillors)
- xx - Privacy Notice (for employees and Councillors)

Allotments:

- xxi – Allotments Consent Notice
- xxii – Allotments Privacy Notice.

SL stated that he had circulated a document (Attached) which covered the review of the documents. There were only two documents that needed to be fully reviewed although after consultation with SALC the amendments should be minimal. Most changes revolved around the new email and website address changes. SL stated the asset register had been updated with the latest acquisitions.

li, iv,x, xi, xii, xiii, xiv, xvi, xvii, xviii, xix, xx, xxi, and xxii all amended by SL.

Proposed – SD
Seconded – IW

i Standing Orders and vi Financial regulations to be presented at the next meeting.

Subject Access Request Policy – agreed and signed by Chairperson SD

Proposed – SD
Seconded – IW

lii Codes of Conduct for 2020 to be adopted in line with a request from Electoral Services.

Proposed – SD
Seconded – IW

xv - Subject Access Request Policy and Procedure (Website) / Model Publication scheme – agreed and signed by SD.

15. **Finances:**

i - End of Year Accounts (period 01/4/2022 to 31/03/2023)

Summary of Accounts since 090323. (attached)

Clerk reported an overall balance of £28637.91 being £25115.47 Savings account and £3522.44 current account. The amounts also include approximately £2500 CIL monies which have yet to be allocated.

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

Proposed RB
Seconded IW

ii - Adoption of End of Year Accounts

Clerk confirmed the accounts had been sent and checked by AT but not confirm they were approved as they had not been returned at this time. SD to speak with AT upon her return. Deferred to next meeting.

iii - Approval of Invoices and transfers Unpaid invoices amounted to £678.98.

Ch No 100866 HMRC P30 105.40

Ch No 100867 SUFFOLK CLOUD 120

Ch No 100868 Steve LECKIE [CLERK] PAY
225.58

Ch No 100869 Chloe PITCHER BREAKFAST CLUB7
and anticipated expenses

Clerk PAY 225.78 APRIL

Clerk PAY 225.58 MAY

BHIB INS 670.65 1ST JUNE

Admin/Clerk expenses -£99.73

Suffolk Cloud – new domains £350

SALC membership - £209.34

Rewilding /Niki FIELD - £115

It was resolved to approve the invoices for payment.

Proposed – RB
Seconded – IW

iv - Internal Audit Report /AGAR 2022-23

SL reported that dates were set for the internal audit (Week commencing 12/06/23) and would mean an EO to finalise the AGAR for this year.

Clerk advised that the AGAR Exemption certificate must be submitted to the External Auditor by no later than 3rd July 2023.

v - Nomination of PCllr to monitor Accounts.

AT proposed for continuation of this post. AT not present so SD agreed to confirm this.

[Since the meeting AT has confirmed she will retain her role]

vi - Clerk matters - O2 Billing

SL confirmed direct debit is working fine and produced a statement for the Council.

vii - To Review and Adopt the Earmarked Reserves (Refer 2023/24 Budget)

SL £20500 is earmarked for the following projects.

Victory Hall Kitchen Refurb

Car Park Improvements

Disabled Access Improvements

Driveway improvements

New Play Equipment

Play area Refurbishment.

It was resolved to approve the Earmarked Reserves.

Proposed – IW
Seconded – RB

viii - Approve and Adopt the Ancillary Documents 2022-23 (circulated)

a) List of items exceeding £100

It was resolved to approve the list as presented by SL.

Proposed – SD
Seconded – IW

b) Explanation of Variances - deferred

c) Bank Reconciliations - deferred

xiv - Precept Payment 2023/24

SL informed the meeting that the precept of £8895.05 had been received on 28/04/23.

16. Village Amenities and Events: Updates only

a) Allotment Matters –

SL had spoken with Sarah Butters who reported Dog Fouling had been a problem on the allotments, but this had been resolved with a sign. No other issues currently.

b) Victory Hall (Village Hall)

IW stated discussions concerning Victory Hall refurbishments had changed. It was agreed a new Dishwasher was need. Further plans to be discussed.

c) Amenity/Car Park area

Quotes- NF (As discussed prev) to review quotes from local contractor.

d) Play Area

Repainting IW stated still awaited. IW purchased more new fence rails more would be required. Refurbishment Plan SD stated he would organise a meeting and SL to forward email material to assist.

e) Bus Shelter - pended.

f) Benches – pended.

g) War Memorial – pended.

h) Tree management – pended.

i) Grass/Hedge Management – as discussed.

j) Grit Bins – pended.

k) Footpaths – pended.

17. Annual Insurance renewal:

SL stated that the quote for the annual premium was within a 10% increase of the current costs from the current provider BHIB. [£670.65] IW requested SL to check liability cover regarding the play area. It was expressed that it would be ideal to continue with the current provider.

Proposed – SD
Seconded – IW
ACTION - Clerk

18. Highways: [As EB present taken out of sequence]

Both topics raised with EB earlier

- i) B1079 between Mill Lane and Grundisburgh - WATER damage
- ii) Other Traffic issues in village - potholes were not being repaired.

19. Rewilding update:

Update on 3-year plan for the rewilding of areas the village.

NF stated she had placed No Mow signs on the Green, however there had been a mowing of some of the area before it could be stopped. This was a miscommunication by Management of the contract. Officials had visited the site and were happy to go along with the new initiatives. £150 had been spent to start the project. The local contractor had offered to complete some of the suggested works. However, the quote had included some car park resurfacing. NF would seek clarification on the costings. It was agreed some landscaping would be need near the tree and picnic bench.

It was resolved to approve the invoice for payment.

Proposed – RB
Seconded – IW

20. Correspondence: (list attached)

SL said he had received an email concerning adding a link to acquiring Local Dentist access. He had replied for further clarification but received no reply. This needed further research as the Council would not support a commercial initiative, but they agreed there was a need for help locally.

SL stated he had received a letter from Cadent and SD stated he had also received a similar letter minus its alleged map. SL to speak re the issue directly with them.

ACTION - Clerk

21. New Email issues: Suffolk Cloud

SL asked if there were any concerns about the new email addresses given. Those present said theirs were running. SL stated some members not present had advised that they had managed to make the change and some with help directly from Suffolk Cloud. SL indicated that the Council was now compliant with the auditor’s report 2021-22.

Final invoice (As previously stated) to be paid.

ACTION - Clerk

22. Date of Next Meeting and close: 130723 closed 20.55 hrs

Steve LECKIE Hasketon Parish Clerk.

Thursday 11th May 2023

Signed:Chairman. Date.....

Steve LECKIE Parish Clerk