

MINUTES OF MEETING OF HASKETON PARISH COUNCIL

HELD ON 11th January 2024

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

Draft Final Minutes

Present: Stuart DACK (SD) (chair), Iain Whyte (IW) (Vice Chairman), Parish Councillors (PCllrs), Ann Turner (AT), Becca Batley (RB), Chris Everson (CE), and Steve LECKIE (SL), (Hasketon Parish Clerk).

There were two members of the public (MOTP) in attendance.

1. **Welcome & Introduction:** SD welcomed everyone in attendance.

2. **Apologies for Absence:**

Apologies were received from Niki Field (NF). Apologies also from County Councillor (CCllr) Elaine Bryce (EB), due to sickness.

SL said District Councillor Dan Clery declared he had work commitments but would try to make the meeting. (He didn't manage to attend)

3. **Declaration of Interests:** None.

4. **Minutes of Previous Meetings:**

Parish Mtg 02/11/23 Minutes of meeting held previously circulated, were accepted, and approved as a true record and initialled by the Vice Chairman (IW).

Proposed SD

Seconded IW

5. **Matters Arising from Previous:**

OUTSTANDING FROM PREVIOUS

MATTERS ARISING

14th September 2023 HPC Mtg

Item 11iv -Tree management - Clerk stated he had met with a company on Wednesday 10th January 2024 who had surveyed the Parish trees with a view to their health and status. Overall, the trees were in good health with minor pruning required. All but two could be cut from the ground and a quote would be forth coming. SL indicated there was £1000 allocated for the work. The work could be done in one day and mulch could be left for planting use in the rewilding scheme. [The Tree GP- Tree Specialist]

6.

2nd November 2023 HPC Mtg

Item 6 - Invitation for Members of the Public to Speak Clerk - IW forwarded email to Clerk from MOP

Item 9i – Planning DC/23/3826/FUL Response sent by Clerk.

Item 9ii – Planning DC/23/3958/FUL Response sent by Clerk.

Item 11i – Play area – FENCING – SEE Village Amenities and Events.

Item 11ii Allotment letters sent, one payment awaited, and one allotment vacated and to be advertised by the Clerk.

Item 11iv – Village Hall. [IW awaited committee responses] – IW stated water tank to be installed and kitchen plumbing to be rearranged which would encompass the outside tap for Rewilding use.

Item 11iv – Footpaths - IW indicated there were now some areas of overhanging trees. SL to ask BH to do his walk about and report back on issues. SD reminded the councillors that ESC were responsible for the paths and overhanging or fallen trees from adjacent land was the responsibility of the landowners.

Item 11viii Tree management SEE ABOVE.

Item 11x Grit bins –

IW stated there were 7 bins and they need checking regarding their contents. SL stated he had been unable to locate a map of the village bins and IW stated the record was on the Highways website. AT raised the issue of theft of grit from the bins and agreed to make some signs for the bins. SL indicated it specifically states this grit is not for personal use.

ACTION – Clerk/AT

Item 11xi- Re wilding – Bulb Planting – see agenda item.

Item 12ii – Clerk – Traffic calming NOT actioned.

6. Invitation for Members of the Public to Speak:

A MOP stated that they could not understand the proposed placement of 5 or 6 fruit trees outside the Victory Hall. They believed there would be issues with wasps near the windows in the summer, possible root issues and the species would reduce visibility at the junction of Tymmes Place.

SL advised the MOP that the issue had been discussed and that the proposal was for three trees possibly of the crab apple variety. SD stated Councillor NF was leading the project but was unfortunately unable to attend, however the idea was for a community orchard to benefit the community. He supported the idea but stated there would be further conversation outside of the meeting. RB queried whether other parishioners had spoken negatively about the project as no other people had come forward. The MOP stated they were a spokesperson. RB stated people should attend the meeting and make known their wishes. SD, NF and a member of the community would meet to progress the ideas of the project.

The MOP expressed concerns over the number of potholes and SD and IW stated the community needed to use the online reporting tool. Consistent and repetitive reporting. AT stated she had reported issues before Christmas, but repairs were random and didn't always provide a satisfactory solution.

The damaged grit bin on Blacksmiths Lane was queried and SL indicated it had been reported and a new bin was awaited. The application process was explained by SL. He stated that highways were responsible for filling the bins.

Date of next meeting and AGM queried SL stated he would update the Parish magazine and that dates had not been changed from those published.

RB made reference to the electronic speeding sign on the A12 near the shell garage, although she believed it was outside the Parish. SL stated he would make enquiries.

ACTION – Clerk

7. **Report from District Councillors:**

Reports received and circulated.

8. **Report: County Councillor:** Report received.

EB apologised for her absence and her report would be circulated after the meeting.

ACTION: Clerk

9. **Planning:**

i. **East Suffolk Planning Forum.**

SL stated there were two sessions offered for advice and training offered by ESC. SL volunteered to attend the session on 17th January 2024 at Melton.

ii. **Updates on previous applications.**

DC/23/2090/FUL Awaiting decision – garage.

DC/23/2613/FUL refused – barn.

DC/23/3826/FUL approved.

DC/23/3958/FUL approved.

10. **Finances:**

i. Summary of accounts since last meeting (attached)

Clerk reported an overall balance of £22997.32 being £21243.98 Savings account and £1753.34 current account.

Accounts

Clerk confirmed the accounts had been checked and approved by AT.

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

Proposed IW

Seconded CE

ii. Approval of Invoices and Transfer of funds.

SL -CLERK requested transfer of funds £10000.

SL summarised the forthcoming expenses and stated that the only unpaid expenses were the second part of the invoice to Luke Barker [Prev approved] and clerk

expenses together with salary. [Accounts prev. circulated]

Admin/Clerk Expenses (period 02/11/23 to 11/01/24) - £58.50

Future total online invoices amounted to £6797.86.

It was resolved to approve the invoices for payment.

Proposed IW

Seconded CE

ACTION: Clerk

DATE	C/DD/OL		To Whom Paid		
01/11/2023	100900		Steve LECKIE [CLERK]	PAY (OCT 22)	225.58
23/11/2023	OL	SD	REBECCA BATLEY	Remembrance wreath	20
23/11/2023	OL	SD	Steve LECKIE [CLERK]	PAY (NOV 22)	225.58
07/12/2023	OL	SD	LUKE BARKER	PAVING PROJECT	6089.8
08/12/2023	DD		TESCO	TESCO MOBILE	9.00
19/12/2023	OL	BH	HMRC P30	2nd quarter OCT23	151.2
20/12/2023	OL	SD	Steve LECKIE [CLERK]	PAY (DEC 22)	225.58

iii. Budget Approval for 2024-25.

SL gave an overview of the Draft Budget for next year which he had circulated. He stated it required further consideration as he had made some alterations since the last meeting and that it needed to be agreed at the meeting.

Draft budget for 2024-25 was 13153 which included a general contingency of 10%. Currently the indicative spend for this year is more than the budget, but the predicted end of year balance will be £9879.

SL stated that currently after deducting the earmarked sums the balance for 2024-25 will still be higher than generally recommended. [2 and half times the Precept]

SL stated he had adjusted the earmarked sums for next year to £8000.

SD asked if the Parish Council had any objections to the proposed budget. There were no objections.

Proposed – CE
 Seconded – AT
 ACTION: Clerk

iv Precept 2024-25

SL stated the projected figures had just been forwarded and if the precept was to remain as 2023-24 ie £8895.05 this would result in a charge of £49.50 for a band D property. This would be a 3.71% increase for 2024-25.

It was agreed that because of no increase last year this would be the submission.

SL advised that it needed to be submitted by him by 26th January 2024.

Proposed – SD
 Seconded – IW
 ACTION: Clerk

v CIL

SL stated that there were outstanding monies totalling £2475, and as agreed it was allocated to the spend on the block paving at the front of the Victory Hall. He advised that the project met the criteria for the spend and that a certificate had been completed and signed by the chairperson or in December 2023.

SL gave an explanation of CIL and that the certification was based on the calendar year. The Parish is therefore completed till December 2024, as there are no CIL monies due this coming year.

vi Clerk matters.

a) Online banking:

SL gave an overview of the proposed use of the new online banking. The clerk would now instigate a payment proposal which would be directed to the mandated persons for authorisation, therefore fulfilling the 2 signature requirement. A spread sheet would be kept of these actions. This would be published on the minutes, stored on the computer and the printed sheet of this action signed at the next meeting. Transactions would mainly be dealt with at the meeting but could be authorised prior if urgent, as the process was fully documented.

b) Pay Award 2023-24:

SL stated that a pay award had been agreed for the year 2023-24 but that it had to be authorised by the Parish for payment. It was to be back dated till April 2023. SCP 7 £12.63 [It was a £1 per hour increase total £20 per month]

This decision needed to be sent to SALC via a direct link on their website.

Proposed RB

Seconded IW

ACTION: Clerk

c) Grants - Capital Grant Funding/ Locality and Councillor Grant.

SL stated the applications for grants had been received favourably and £3000 would be shortly sent to the account.

11. Rewilding update:

There had been a successful planting of bulbs since the last meeting by the Parish. NF is still leading on the development of the plan which needs a further small meeting as other assets needed to be purchased. A grant had been obtained of £1000 to purchase water hosing, a proposed outside tap and further shrubs.

SL had also acquired 100 metres of hedgerow and 5 new trees currently being stored at BH home address. AT had offered cardboard as mulching material for the planting and this could be supplemented by tree mulch from cuttings.

Parishioner Nicola Coe is assisting with the plan.

Date of a meeting for these plans to be progressed to be pursued.

ACTION – Clerk/NF/BH/SD

12. Community Emergency Plans:

SL stated before Christmas he had been directed a request for a copy of the Parish Council Emergency Plan. He had forwarded documents prior to the meeting which gave an example and template for one that the Council may develop. It was agreed in principle that this was a good idea and that the Parish had contacts that would assist. This needs coordination and SL assured them that they would be covered by insurance by East Suffolk Council for activity taking place under any such emergency plan. SL to liaise with AT.

ACTION – Clerk/AT

13. Village Amenities and Events: Updates only

i) Play Area –

- a) SL stated that he obtained a quote from Jackson Fencing as requested for metal fencing including gates that conformed with safety standards required for children's protection.

This quote was just under £10000 {Ex VAT} and seemed very reasonable as it was a 25year warranty and the quote obtained by IW for wooden replacement was £4000 and this may only last 3 or 4 years. SL proposed this fencing should be pursued through further possible grants or in sections. CE stated the Parish had the funds and it should push ahead. RB stated could further quotes be obtained.

Further quotes to be obtained by SL. SL to apply for monies through capital grant funding.

IW queried fitting and SL stated Jackson quoted £6000 so he proposed we use our local builder, Luke Barker.

Further quote to be obtained by SL for fitting.

SL stated he had pursued the Posts to skirt the new paving area and had obtained an offer of a free blanking plate from the company Glasdon {recycled materials}. SL gave an overview of the posts and showed pictures. 4 posts proposed and agreed through grant obtained of £2000.

Proposed IW
Seconded CE

SL stated he had contacted Woodbridge and Felixstowe councils regarding the issue of maintenance of the Play Area in the light of the ROSPA report. As a result, he had contacted a local man at Framlingham who weekly serviced the Woodbridge areas either directly or through consultation. He had offered to meet and review the area and charged £25 an hour. It was agreed that a monthly or two monthly period would be sufficient, and it was agreed SL should pursue this person.

ACTION – Clerk

ii) Allotment Matters –

Renewal letters directed to holders had resulted in one holder not renewing for this year. Therefore SL to advertise via the Local Magazine. One outstanding payment due after a reminder.

SL queried a remark about no water at the site. IW indicated it was too expensive to obtain a supply when the cost was minor. SL offered some barrels, and he would liaise with Sarah Butters.

ACTION – Clerk

iii) Bus Shelter/noticeboard and village sign

IW stated village sign needed re powder coating in the Spring and the SL stated the Noticeboard needed new staining.

iv) Victory Hall (Village Hall)

AT proposed the purchase of aprons for the Breakfast Club staff which would be personalised. It was agreed and £100 was allocated.

Proposed AT
Seconded RB

IW stated discussions concerning Victory Hall refurbishments had resulted in a proposed scheme to include a water tank in storage room to give a permanent hot supply. There was general discussion concerning the purchase of a new dishwasher and IW stated it would cost approximately £1500 as it was a commercial unit. It was agreed when the plumbing was changed that a water supply should be planned for it.

ACTION – IW

v) Amenity/Car Park area

Phase 1 - SL stated Village Hall driveway area was now underway and would be completed in a week. Used materials from removal of rubble had been stockpiled in an area of the car park and some material placed in the potholes but this was only a temporary measure and would need further attention.

vi) Footpaths – Discussed in Matters Arising

ACTION – BH/Clerk

vii) Benches –

IW indicated one of the wooden donated benches was in poor repair and was aware the family would happily replace it. SL raised the positioning of the bench and IW stated it was to allow for Summer protection.

ACTION – IW

viii) Tree management –

Discussed in Matters Arising – Quote to follow. SL indicated £1000 allocated.

ACTION – Clerk

ix) War Memorial– not discussed

x) Grit Bins

SL stated he could not locate a map of the Parish Grit bins but IW indicated it was on the ESC website. SL indicated he had applied for a new bin to replace the one damaged before Christmas on Blacksmiths Road. This process was mandatory through a web link with highways. He stated refilling would be done once a new one was installed, and he had requested that they install as it would immediately comply with their regulations. SL to follow up.

ACTION – Clerk

14. Highways:

i. Traffic Issues POTHLES

There was further talk about the pothole issues particularly Shrubbery Road. SL stated the latest email that day from EB stated that she had taken this up with highways directly but would pursue further issues on behalf of the Parish. Please use the reporting tool as often as possible.

ACTION – Clerk/EB

15. Grant Requests: Headway Suffolk

SL gave an overview of the charity -Headway Suffolk is a local charity that offers rehabilitation, support and care to people with an acquired brain injury, stroke, dementia, MS or other neurological condition. It has two main rehab hubs in Ipswich and Bury St Edmunds and run 'satellite' hubs and dementia social support groups in community buildings throughout Suffolk. **It was resolved to approve a donation.**

Proposed – CE

Seconded – AT

ACTION – Clerk

16. Library Consultation:

SL reminded the Parish Councillors of the public consultation previously emailed and that it concluded on 26th January 2024. Responses required via the web link.

17. Date of Next Meeting and close: 14/03/2024 closed 20.17 hrs

Steve LECKIE Hasketon Parish Clerk.

Signed:Chairman. Date.....

Steve LECKIE Parish Clerk