

## **MINUTES OF MEETING OF ANNUAL HASKETON PARISH COUNCIL**

**HELD ON 9th May 2024**

At 6.40 pm in the Victory Hall, Tymmes Place, Hasketon, Suffolk

### **Final Minutes**

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

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

1. **Election of Chairman & signing of Declaration of Acceptance of Office:** SD agreed to remain in office and there were no other candidates. SD was therefore proposed and unanimously voted.  
**Proposed: IW**  
**Seconded: AT**
2. **Welcome & Introduction:** SD welcomed everyone in attendance.
3. **Apologies for Absence:**  
Apologies were received from Councillor Niki Field (NF) and Beccy Batley (RB).
4. **Declaration of Interests:** None.
5. **Election of Vice Chairman:** IW agreed to remain in office and there were no other candidates. IW was therefore proposed and unanimously voted.  
**Proposed: SD**  
**Seconded: AT**
6. **Welcome to the Re-elected Parish Councillors:**  
CE declared he would be resigning due to work commitments. SD thanked him for his work and asked should he feel able to reapply he would be very welcome on the Council.  
**ACTION: Clerk**
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 – BH  
Finance – AT  
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 11<sup>th</sup> May 2023, previously circulated. SL indicated chairperson had endorsed the minutes last year, however SL gave an overview, and they were accepted by the meeting on the night.

9. **Matters arising from the previous minutes:**

**MATTERS ARISING**

**14<sup>th</sup> March 2024 HPC Mtg**

Item 8 - County Councillor: Report still not received when EB unable to attend.

Item 11 a) Play area. Clerk contacted Local contractor Contract who declined the new contract as he had been sacked by Woodbridge District Council and it was no longer viable to carry out the work.

Item 11 v) Amenity/Car Park area SD contacted Luke Barker and driveway now extended.

Item 11 xi) Grass cutting/Hedge trimming. New contract agreed with ESSL. £1330 for the year. [8 cuts /1 hedge trim]

Item 13 - Rewilding update: Clerk purchased new picnic bench which was yet to be assembled but was at SD house.

Item 14 Clerk obtained quotes for renewal refer to later minutes.

Item 15 - Community Emergency Plans: AT developing plan.

**4<sup>th</sup> April 2024 EO HPC Mtg**

Item 5i and ii – Planning response sent.

Bridge Cottage, Mill Lane, Hasketon, Woodbridge, Suffolk IP13 6HE

***At a meeting of the Hasketon Parish Council on Thursday 4<sup>th</sup> April 2024 consideration was given to the application. Whilst some members were unsympathetic to the extension design, they observed compliance to the pre planning advice. It was therefore resolved to offer no objections to the proposal.***

10. **Invitation for Members of Public to Speak:**

The MOP expressed concerns that the members of the Council were not identifiable and that there were insufficient contact details for them. SL indicated personal details of Councillors were protected as covered by GDPR. SL indicated they were not obliged to provide their personal details including their addresses. SD indicated each councillor had an email address and felt details were sufficient. It was also indicated that details could be found in the village magazine. MOP requested a better display in the magazine and perhaps more exposure at the Village Fete. It was agreed that every effort would be made to be more accessible at the Fete.

**ACTION:Clerk**

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

No report received SL to follow up.

**ACTION:Clerk**

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

13. **Planning:**

- i. Planning reference: DC/24/0915/FUL Proposal: Change of use of agricultural building to mixed commercial use (Class E and B8) Site address: Office, Loomswood Farm, Hall Road, Burgh, Suffolk.

This planning application was not directed to Hasketon Parish Council but was important from an impact on the local community. IW gave an overview of the application and there was a general discussion. BH felt it would have an adverse impact on the traffic by volume of traffic and possible speed of traffic. In general, the Council felt that the submissions were insufficient by the Highways and requested a response be sent that reflected a negative response.

**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.  
v - SL stated the asset register had been updated with the latest acquisitions.

Proposed – SD  
Seconded – IW

ii, iii, iv, xi, xii, xiii, xiv, xvi, xv, vii, xvii, xviii, xix, xx, xxi, and xxii no changes required.

Proposed – SD  
Seconded – IW

i - SL stated the 2022 standing orders needed to be agreed and added to the website.

Proposed – SD  
Seconded – IW

iv - SL stated SALC had just distributed the draft version of the new guidelines by NALC for Financial regulations and the full version would be presented at the next meeting. This version had been circulated.

vii, viii, ix, x, - SL stated as previously agreed the Financial Monitoring Procedures had been updated and amended with one yearly check and return, and the online procedures had the Online methods added and risk assessed.

Proposed – SD  
Seconded – IW

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

15. **Finances:**

i. Summary of Accounts since 31/01/24 (attached)

Clerk reported an overall balance of £18173.59 being £15199.37 Savings account and £2974.22 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 SD  
Seconded IW**

ii - Adoption of End of Year Accounts

Clerk reported an overall balance of £9880.07; being £6304.32 Savings account and £3575.75 current account. The £2500 CIL monies were allocated and spent on the new access paving project.

VAT to be claimed for year is £4170.84.

Total spend £33609.71.

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

**Proposed SD  
Seconded CE**

iii Approval of Invoices and Transfer of Funds.

Online invoices amounted to £6222.62 this included the conclusion of the year 2023-24 and the start of this year years accounts.

DATE	C/DD/OL		To Whom Paid	.	
08/03/2024	DD		TESCO	TESCO MOBILE	9
14/03/2024	OL	SD	steve LECKIE [CLERK]	KETER STOAGE BOX AND LOCK	435.45
15/03/2024	OL	SD	steve LECKIE [CLERK]	[CLERK EXP 06]	118.80
15/03/2024	OL	SD	PAV PROJECT EXT	L BARKER	3500.6
21/03/2024	OL	SD	steve LECKIE [CLERK]	PAY (MAR24)	293.4

21/03/2024	OL	SD	EMPLOYER CONTRIBUTIONS	HMRC	215.8
21/03/2024	OL	SD	BOOKING FEES	HASKETON VICTORY HALL	160
26/03/2024	OL	SD	PAYROLL SERVICE	SALC	54.00
26/03/2024	OL	SD	OCTAGONAL PICNIC BENCH	NBB	834

DATE	C/DD/OL		To Whom Paid	.	
08/04/2024	DD		TESCO	MOBILE PHONE	9
11/04/2024	OL	SD	SALC	MEMBERSHIP 24-25	229.48
11/04/2024	OL	SD	SUFFOLK CLOUD	WEB SITE 24-25	120
05/05/2024	OL	SD	steve LECKIE [CLERK]	PAY (APR 24)	243.05
					601.53

**Proposed SD  
Seconded IW**

Unpaid invoices:

Admin/Clerk Expenses (period 14/03/24to 09/05/24) £160.17 which covers mileage and new printer cartridges.

It was resolved to approve the invoices for payment.

**Proposed SD  
Seconded IW**

iv - Internal Audit Report /AGAR 2023-24

**audit reported to be submitted at the end of the week for examination in week commencing 28/05/24.**

**Council now falls into a higher category for Agar as spent over £25000 limit. Need an EO Mtg to approve the internal report and AGAR before submission. SL did send the initial form out via email.**

v - **Nomination of PCLlr to monitor Accounts**

AT proposed for continuation of this post. AT agreed to continue.

**Proposed SD  
Seconded BH**

vi - Clerk matters – i. Pension regulator renewal.

SL explained the requirement of the renewal which sits under the chairperson's responsibility. SL had completed the new registration for the Council and compliance for audit.

vii - To Review and Adopt the Earmarked Reserves (Refer 2024/25 Budget)

<b>Earmarked Reserves -</b>	SPENT		PROPOSED 24-25
Victory Hall Kitchen Refurb			1500
Car Park Improvements	3217.7	The majority of this money has furthered the rewilding scheme but incudes new steps and will also include further resurfacing in JAN/FEB24	2000
Disabled Access Improvements		<b>The Parish Council has received CIL payments amounting to £2475 over the past two years. THESE WILL BE SPENT WITHIN THIS AMOUNT.</b>	
Driveway improvements	12,179.60	<b>CIL payments 2475</b>	
New Play Equipment		Grant aided -1250 - NEW FENCING AND GATES ARE REQUIRED	4000
Playarea Refurbishment		Grant aided - 1250	
Rewilding			500
	15397.3		8000

With all monies gathered the council will have £22463 for the current year, excluding any possible grants. £11957 has been allocated for the budget with a 10% allowance on top [£13153].

SL propose a general reserve of £5000 so the earmarked reserves will now need to be amended.

SL suggest the £2000 allocated for car park improvements and the extra £500 for rewilding is pended until we reach the middle of the year [£500 is already set aside within the budget]. Therefore £550 is then allocated for Earmarked reserves.

Proposed SD  
Seconded IW

viii - Approve and Adopt the Ancillary Documents 2023-24 (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

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

Proposed – SD  
Seconded – IW

c) Bank Reconciliations

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

Proposed – SD  
Seconded – IW

xiv - Precept Payment 2024/25 SL stated that the precept had been received and was banked – total £8895.

## **16. Village Amenities and Events: Updates only**

### a) Allotment Matters –

SL had spoken with Sarah Butters who reported no issues currently. SL stated still one allotment available and advised to do more publicity on the local web and in the Parish magazine. SL advised that he was following up a scheme that may allow water to be brought to the allotments through a grant.

**ACTION – Clerk**

### b) Victory Hall (Village Hall)

IW stated new lights were now fitted in the Victory Hall and plans are still under review for the kitchen area.

### c) Amenity/Car Park area

IW stated car park area not too bad currently and more ballast could be added from material in the corner.

AT had tried to get a parishioner to attend the meeting regarding parking in Tymmes Place but was unsuccessful. It was mainly blocking driveways. Possible solution will be several bollards bought by the Council. SD requested a price for 'No Parking' and 'Disabled Parking' signs.

**ACTION – Clerk**

### d) Play Area

Refurbishment Plan - SD stated he would like to pursue development of the area. IW stated some swings needed basic maintenance and some climbing framework was required. It may cost £500. SL indicated plans had fallen through with the proposed new contractor for the area and he would continue to look for a replacement.

### e) Bus Shelter - pended.

### f) Benches – IW stated enquiries continued into the replacement memorial bench.

### g) War Memorial – pended.

### h) Tree management – pended.

### i) Grass/Hedge Management - SL stated a new contract had been agreed with ESSL who made the offer late. The costs had risen to £1330+Vat. The Council requested further quotes to be pursued. [8 Grass cuts and 1 Hedge cut agreed – further can be added at individual costs]

**ACTION – Clerk**

### j) Grit Bins – New Bin to be deposited and temporarily filled.

### k) Footpaths – BH gave an overview of the status of the pathways and stated he would pursue possible new steps for path 28. SD stated he would write to the new residents in the adjacent new property where it was felt the new hedge had been planted encroaching into the PROW. Further consideration for local ownership for reporting issues and emphasis on use of the reporting tool.

**ACTION – SD**

## **17. Annual Insurance renewal:**

SL stated he had made enquiries with current provider now called Clear Councils. Underwriter is Aviva. Current policy has increased to £739 but offers a few more options and larger coverage than Zurich who only provide a standard policy. Anything further would need to be bespoke and cost more than £534 quoted.

It was expressed that it would be ideal to continue with the current provider.

Proposed – SD

Seconded – IW

**ACTION - Clerk**

**18. Highways:**

Generally covered during Planning discussion.

**19. Rewilding update:**

SD stated NF continues to drive the plan forward and recapped on the current work completed and further work planned.

**20. Date of Next Meeting and close: 110724 closed 20.25 hrs**

Steve LECKIE Hasketon Parish Clerk.

Thursday 09<sup>th</sup> May 2024

**Signed:** .....Chairman. **Date**.....

Steve LECKIE Parish Clerk