

MINUTES OF MEETING OF ANNUAL HASKETON PARISH COUNCIL

HELD ON 8th May 2025

At 6.28 pm in the Victory Hall, Tymmes Place, Hasketon, Suffolk

Final Minutes

Present: Iain Whyte (IW) (Vice Chairman), Parish Councillors (PCllrs), Ann Turner (AT), William HELM (BH) Beccy Batley (RB), Will Longe (WL) and Steve LECKIE (SL), (Hasketon Parish Clerk).

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

1. **Election of Chairman & signing of Declaration of Acceptance of Office:**

The Chairman was absent but had notified the Council that he would be resigning therefore the Vice Chairman took the meeting. There was an invitation to the Councillors present of an offer to stand but at that time there were no offers. The vacancy would be resolved at the next meeting. The Clerk SL indicated he would advertise the post of new councillor and explained the procedure.

2. **Welcome & Introduction:** IW welcomed everyone in attendance.

3. **Apologies for Absence:**

Apologies were received from Stuart Dack Chairman (SD), Councillor Niki Field (NF) and District Councillors Dan Clery and Colin Hedgley.

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: BH

Seconded: AT

6. **Welcome to the Re-elected Parish Councillors:**

SL asked if there any other resignations. There were none and therefore welcomed the councillors for another year.

7. **Appointment of Parish Council representatives:**

Play area and Amenity/Car Park area – NF/SL/RB/WL

Tree Warden – SL/BH

Website – IW/SL

Allotments – SB/SL

Victory Hall Liaison – IW

Footpaths – BH

Finance – AT

Planning – WL/ 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 10th May 2024, 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. The minutes of the 13th March 2025 were also accepted and signed by the Vice Chairman IW.

9. Matters arising from the previous minutes:

MATTERS ARISING

211124

Item 12 Village Amenities and Events:

- vii. Benches – Two new benches obtained. Proposed to add two new Plaques. SL agreed to complete the purchase. SD proposed a sum of £200 be allocated to cover the costs.

Plaques to be ordered by Clerk – Still outstanding.

ACTION – CLERK.

090125

Item 6 Invitation to Members of the Public to speak:

Speed

EB agreed to speak to highways regarding Police mobile cameras. It was agreed that the top of Pinnars Lane was a vulnerable location.

EB had been sent an email and a phone call but no response at present.

ACTION – CLERK.

Item 12 Village Amenities and Events:

- iv Tree Management – Cutting booked

ACTION – CLERK

Trees had been cut and cuttings had been offered and taken by local parishioners.

- vii Benches – One new bench to be bolted in place by IW in the near future, currently in the play area.

ACTION – CLERK//IW STILL OUTSTANDING

- xi. Wildflowers in the local churchyard were sought as a source of possible seeds. A further flower bed is to be planned near the Victory Hall.

STILL OUTSTANDING ACTION – NF

MATTERS ARISING

130325

Item 12 Village Amenities and Events:

- iv) Tree Management – SL gave a summary of quotes obtained which encompassed both tree and grass cutting. SL indicated that he had queried the ESSL work for 24-25 but there was one outstanding invoice due for the year. It was proposed to seek a new supplier from the 3 quotes [SEE EMAIL PREVIOUSLY CIRCULATED]. This would be slightly more expensive.

**SL to appoint KINDLEWOOD for 2025-26
Appointed and had begun new service. SL
indicated attendance in error by ESSL had
been resolved.**

13. Highways:

- i) Speeding – BH to source with assistance a device to provide statistics of speed at the agreed location on the Grundisburgh Road. He would liaise with EB who had agreed to pursue the work with Highways and would provide the necessary funds for the assessment. BH queried how Little Bealings had managed to obtain a 20-mph limit in their village. **SL to contact the Clerk.**

ACTION – Clerk

Local Clerk had replied to state 20mph limit had been obtained due to proximity of the local school.

14. **Annual Insurance renewal:** SL indicated Quotes in the process at this time. NFU Mutual to be considered. SL requested the opportunity continue with provider if the quote was as close to within 10% as other providers charged for extra services.

ACTION – Clerk

See Item 17

15. **Litter Pick:** - Date agreed for 13th April 2025 provided SL could obtain equipment and publish the event.

ACTION – Clerk

Event took place and 6 bags of litter gathered

16. **Defib: Replacement and further donation:** The proposal for a contribution to the Grange Farm stores was discussed. This aspect was deferred at this time. Agreement to purchase for the village.

ACTION – Clerk

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

None present

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. **To Consider Planning Application:** DC/25/0645/FUL

Proposal: Installation of 14 ground mounted solar panels

Site address: Brook Cottage, Mill Lane, Hasketon, Woodbridge, Suffolk IP13 6HE.

The council had no objections to the application after careful consideration.

ACTION – Clerk

ii DC/24/3864/FUL – Driveway update.

At this time it is believed the new access has been created for site access only and therefore no action is required but it will be monitored.

iii. Bredfield – appeal DC/23/2693/FUL No further update.

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 AT
Seconded WL

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

Proposed AT
Seconded RB

i – SL stated the 2025 standing orders had been adapted from NALC MODEL STANDING ORDERS 2025 UPDATE (ENGLAND) but needed to be agreed and added to the website.

Proposed AT
Seconded BH

vi - SL stated the new guidelines by NALC for Financial regulations had been amended and checked by IW. Once approved these needed to be added to the website.

Proposed IW
Seconded RB

vii and viii, - SL stated as previously agreed the Financial Monitoring Procedures had been updated and amended with the new SCRIBE system.

Proposed – AT
Seconded – IW

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

15. **Finances:**

i. Summary of Accounts since 13/03/25 (attached)

Clerk reported an overall balance of £19983.38 being £15492.82 Savings account and £4490.46 current account.

Online invoices amounted to £1165.90 at the start of this year years accounts

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

**Proposed WL
Seconded BH**

Accounts

Clerk confirmed the accounts had been checked and approved by AT

ii - Adoption of End of Year Accounts

Clerk reported an overall balance of £10848.55 being £6358.09 Savings account and £4490.46 current account.

VAT to be claimed for year is £1037.34

Total spend £12369.38

Clerk confirmed the accounts had been checked and approved by AT

**Proposed RB
Seconded BH**

iii Approval of Invoices and Transfer of Funds.

Online invoices were now being documented by the SCRIBE system which means authorisation documents are generated for the person authorising. SD would be seen for outstanding signatures for the end of the year. Copies attached.

Unpaid invoices:

Admin/Clerk Expenses (period 13/03/25 to 08/05/25) £88.18 which covers mileage and new Hi viz jackets for litter picking

It was resolved to approve the invoices for payment.

**Proposed RB
Seconded BH**

iv - Internal Audit Report /AGAR 2024-25

Audit report in week commencing 27/05/25.

SL stated that Council need an EO Mtg to approve the internal report and AGAR before submission.

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

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

**Proposed IW
Seconded BH**

vi - Clerk matters i. new councillor SL stated the council needed to give considerable thought to a possible candidate if the notice was not applied for. There was discussion amongst the Council about possible candidates and all agreed to give the matter further thought before the next meeting. SL emphasized that A chair would need to be agreed as the Vice Chair would not be standing.

vii - To Review and Adopt the Earmarked Reserves (Refer 2025/26 Budget)

<i>Earmarked Reserves -</i>	PROPOSED JAN FOR 25-26		REVISED MAY FOR 25-26
Victory Hall IMPROVEMENTS	500		500
Car Park Improvements	1500	The majority of money has furthered the rewilding scheme but includes new steps in JAN/FEB24	DEFERRED
New Play Equipment /Playarea Refurbishment	5000	NEW FENCING AND GATES ARE REQUIRED / EQUIPMENT NEEDS REPAIRS AND POSSIBLE REPLACEMENTS	4000
Rewilding			
	7000		4500

With all monies gathered the council will have £21020 for the current year, excluding any possible grants. £13483 has been allocated for the budget with a 10% allowance on top [£14856].

I propose a general reserve of £2000 so the earmarked reserves will now need to be amended.

I suggest the £1500 allocated for car park improvements is pending until we reach the middle of the year. Therefore £4500 is then allocated for Earmarked reserves.

**Proposed AT
Seconded BH**

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 – WL
Seconded – RB**

b) Explanation of Variances

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

**Proposed – WL
Seconded – RB**

c) Bank Reconciliations

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

**Proposed – WL
Seconded – RB**

xiv - Precept Payment 2025/26 SL stated that the precept had been received and was banked total £9134.73

16. Village Amenities and Events: Updates only

- a) Allotment Matters –
SL explained to WL about general procedures for the maintenance of the allotments. Sarah Butters had reported no issues currently. SL the vacant allotment had been rented. SL stated he was still concerned that there was no access to water except through SB at her house.
- b) Victory Hall (Village Hall)
IW gave an overview of his report concerning the Victory Hall including finances. There were still heating issues to be resolved and the flat roof in the future may need replacement. There was some proposed repainting, and a new water boiler proposed. Bookings were going well and accounts totalled around £40000.
- c) Amenity/Car Park area
SL stated at this time further work pended but asked about damaged rope skirting the rewinding area. IW stated the rope appeared to have been fixed but stated its longevity was in doubt due to the poor quality.
- d) Play Area -As SD had resigned a new group need to be formed to address future proposals. RB expressed an interest in being involved. IW stated new posts in the Play area should give addition years. IW stated fencing was now clearly an on-going cost issue and a new grant would be very beneficial.
- e) Bus Shelter – Painting required and would be organised through IW. [Ben JONES]
- f) Benches – IW stated the new bench would be fitted with brackets and bolts which was currently in the Play Area.

ACTION – IW

- g) War Memorial – pended.
- h) Tree management – previously dealt with.
- i) Grass/Hedge Management - SL stated the new contract was in action despite a visit in error by ESSL. Invoices were being dealt with upon completion.
- j) Grit Bins – PENDED..
- k) Footpaths – BH gave an overview of the status of the pathways and stated a fallen tree had been removed.

17. Annual Insurance renewal:

SL stated he had made enquiries with current provider now called Clear Councils and the premium was within the 10% increase proposed. The company offered good value as Zurich would need a bespoke policy which would exceed the new premium. It was expressed that it would be ideal to continue with the current provider.

It was proposed to stay with Clear Councils.

Proposed – BH
Seconded – IW
ACTION - Clerk

18. Highways:

i. Speed survey/Limits – Previous covered but SL agreed to further his enquiries via EB. SL to speak to Bromswell concerning speed limits. BH stated he would speak to Ben Norton as he had been involved in recent traffic meetings locally.

ACTION - Clerk

ii. Drainage – SL stated he had forwarded photographs provided by AT to EB but had reservations as to whether any work would be carried out due to current dry conditions.

19. Rewilding update: NF not present so await further report in July 2025.

20. SALC:

- i. Survey SL reminded the Council of the email regarding the survey regarding devolution and suggested they reply with their thoughts
- ii. AGM SL reminded the council of the email regarding the AGM which was restricted in numbers on 1st July 2025 at The Athenaeum Bury St Edmunds. It required a booking to attend.

21. Date of Next Meeting and close: 100725 closed 20.00 hrs

Steve LECKIE Hasketon Parish Clerk.
Thursday 08th May 2024

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

Steve LECKIE Parish Clerk