

MINUTES OF THE MEETING OF HASKETON PARISH COUNCIL

HELD ON 13th March 2025

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

Final Minutes

Present: Stuart Dack Chairman (SD), Parish Councillors (PCllrs), Iain Whyte (IW) (Vice Chairman), Ann TURNER (AT), Councillor William HELM (BH), Niki Field (NF), and Steve LECKIE (SL) (Hasketon Parish Clerk).

District Councillor Dan Clery (DC).

There was 1 member of the public (MOTP) in attendance.

1. **Welcome:** Chairman SD opened the meeting and welcomed those in attendance.
2. **Apologies for Absence:** Apologies were received from Councillors Beccy Batley (RB), William Longe (WL) and County Councillor Elaine Bryce (EB), which were accepted.
3. **Declaration of Interests:** None declared.
4. **Minutes from Previous Meetings:** HPC mtg 09/01/25 prev. circulated, were accepted, and approved as a true record and initialled by the Chairman (SD).

5. Matters Arising from the Previous Minutes:

OUTSTANDING FROM PREVIOUS

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 ordered by Clerk.

ACTION – CLERK.

090125

Item 6 Invitation to Members of the Public to speak:

Publishing accounts- advice from SALC obtained by the Clerk.

There isn't a legal requirement for the Council to publish provisional accounts before the meeting and there is no requirement to display minutes on the board, but the draft minutes (and when approved, final) must go on the website within 4 weeks under the Transparency Code.

The Council is required to publish information in line with the relevant transparency codes. This depends on the turnover of the Council and deals with the publication of information on the website. There is no requirement by law to put this information on public noticeboards. Should the accounts form part of the minutes then these will be displayed on the noticeboard once the draft minutes are displayed.

Defib

WL indicated there was no Defib at Grange Farm shop and SL proposed the Parish should support a new device at that location. SD supported this and tasked prices to be obtained and presented at the next meeting.

ACTION – Clerk

Speed

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

Item 12 Village Amenities and Events:

ii Play Area

SD proposed a subcommittee for future development of the play area. NF and SL to meet outside of the Council meetings to further provisional plans.

ACTION – SD
STILL OUTSTANDING

iv Tree Management – Quotes to be obtained by SL for potential tree survey and cutting. RB offered to provide a potential provider.

Cutting booked by Clerk – see item12iv later

ACTION – CLERK.

v Car Park/Amenities area – Hedgerow still required to be cut.

Cutting done – see item12xi later

ACTION – CLERK.

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.

ACTION – NF

6. Staffing Issues:

The Chair SD gave an overview of his role and advised the Council of his decision to step down at the end of the year from both his role and as a councillor. He asked if there were any other councillors interested in the role but at that time there were no offers. BH spoke about a thank you for SD and was advised that this was best placed for the final meeting of the year when SD stated he would give his report. AT spoke about an interest in the role but was too committed with personal matters at this time. The Clerk SL explained the process of election of a new councillor, and it was agreed that IW would stand in till a new chairperson was found or elected.

7. Invitation to Members of the Public to speak:

A MOP raised concerns again about the possible development of the play area in the village. It was emphasised that a sub committee would consider all options before development took place. The MOP queried whether actual numbers of children were known in the village and both SD and IW indicated the recent census gave details. However, this was not an accurate assessment of ages. SL indicated that items were not to be considered solely for children and types of general equipment were discussed such as table tennis tables.

8. Report from District Councillor: DC gave a general overview of his report with emphasis on the devolution process which would take at least 2 years for fruition. A ‘Single Layer of Government’ was sought.

IW raised the issue of travel within Woodbridge but there were no further details known by DC. SL queried the proposal of a new bus service by Bredfield which Hasketon supported. DC stated he would try to find out further information about where the process was at this time.

9. Report from County Councillor: EB not present but the report to be circulated upon receipt.

10. Finance:

i. **Summary of Accounts since 28/12/24 (attached)**

Clerk reported an overall balance of £13591.82 being £10321.58 Savings account and £3270.24 current account.

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

**Proposed SD
Seconded IW**

Accounts

Clerk confirmed the accounts had been checked and approved by AT. SL indicated that the new Scribe system was now in use and read access was enabled for all mandated councillors and AT who could validate the accounts electronically.

ii. **Approval of Invoices and Transfer of Funds.**

Online invoices amounted to £1761.40

**Proposed SD
Seconded IW**

DATE	C/DD/OL		To Whom Paid	.	
08/01/2025	DD	DD	TESCO	MOBILE PHONE	9
09/01/2025	OL	SD	ESSL	GRASS CUTTING	399
09/01/2025	OL	SD	steve LECKIE [CLERK]	EXP O5	46.8
16/01/2025	OL	SD	STARBOARD SYSTEMS LTD	SCRIBE SOFTWARE	570
22/01/2025	OL	SD	steve LECKIE [CLERK]	PAY (JAN 25)	253.7
10/02/2025	DD	DD	TESCO	MOBILE PHONE	9
25/02/2025	OL	SD	steve LECKIE [CLERK]	PAY (FEB 25)	253.9
28/02/2025	OL	SD	HASKETON VICTORY HALL FUND	BOOKING FEES 2024-25	220

09/01/2025 HPC MTG

Transfer of Funds.

The clerk proposed the transfer of £4000 to balance the future accounts.

**Proposed SD
Seconded IW**

Unpaid invoices:

Admin/Clerk Expenses (period 09/01/25 TO 13/03/25) £58.50 which covers mileage.

Payment to IW for fence railings replacements £30.38

It was resolved to approve the invoices for payment.

**Proposed SD
Seconded AT**

iii. Adoption of Internal Control Report

The Council uses a software programme to maintain its accounts which provides an auditable record of all transactions and supports the submission of auditing reports. It is solely created by the Clerk to the Council/Responsible Finance Officer and monitored by both mandated signatories and the Councillor appointed to have responsibility for bank reconciliation checks

Adoption of Internal Control Report - **ACTION checked and approved by AT. SD signed the Chair section.**

iv. Audit Arrangements 2024-25 – process due Later in March

Clerk (SL) indicated unless there were any objections he advised the council to pursue this through SALC.

It was unanimously agreed, and costs advised that would be approximately £230. [email previously circulated]

**Proposed IW
Seconded SD**

Clerk (SL) indicated AGAR [annual governance and accounting return] would follow the internal submission via Littlejohn.

v New Financial regulations. Clerk (SL) indicated that the new Financial Regulations available last year as draft were suitable for adoption with amendments and should be published on the web site.

Agreed to adopt the NALC template and publish.

**Proposed AT
Seconded IW**

vi Clerk matters.

ii. Additional Hours

The clerk requested additional hours for initial and inputting of data, with regard to new financial software. 10 hrs =£130.26.

**Proposed AT
Seconded IW**

iii. Tesco mobile Clerk SL indicated contract price was due for renewal at an extra cost of 54p per month. Agreed to continue with deal.

**Proposed NF
Seconded AT**

iv. Electoral role. Clerk SL indicated he had obtained an electronic copy of the electoral role for the Parish that had to be kept secure.

11. Planning:

i) Update on Previous Applications

DC/24/3864/FUL Little Dial, Blacksmiths Road, Hasketon, Woodbridge, Suffolk IP13 6JA: APPROVED

DC/25/0252/VOC Hasketon House, Whitehouse Farm Road, Hasketon, Woodbridge, Suffolk IP13 6JP: WITHDRAWN – Requires a new amended application to pursue.

DC/25/0886/LBC Bridge Cottage, Mill Lane, Hasketon, Woodbridge, Suffolk IP13 6HE: AGREED not to object as simply a grade 2 listed application to improve buildings.

ii) Bredfield update: SD spoke about the overall process, and it was agreed to leave presentations to Bredfield Council. SL indicated the options to either attend or view the process.

12. Village Amenities and Events: Updates only

- i) Allotment Matters - Tree cuttings to be placed near the entrance to the allotments for general use. One allotment still vacant.
- ii) Play Area
 - a) Refurbishment Plan – Deferred at this time. IW agreed to replace some wooden posts and provide invoices for the materials. SD offered remuneration for the labour, but this was declined.
- iii) Victory Hall (Village Hall) - Deferred at this time
- 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

**Proposed NF
Seconded AT**

- v) Amenity/Car Park area – Hedge had not been cut back to extent requested and this needed to be addressed next year. Some rope had broken on new posts. AT to speak to the contractor to resolve it.
- vi) Bus Shelter/noticeboard and village sign SL stated he needed some remedial work on the noticeboard. SD proposed a day of repairs to be set informally to these issues.
- vii) Benches – Maintenance / new bench see vi above
- viii) Footpaths – there was still a tree down on footpath 25 to be removed BH.
- xi) Grass cutting/Hedge trimming – see iv above
- xii) Rewilding and other initiatives: Further bulbs to be sought for next year. SL referred NF to an email re the offer of shrubs. NF stated this seemed to be a commercial venture and not suitable at this time.

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

- 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.

**Proposed SD
Seconded IW
ACTION – Clerk**

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

ACTION – Clerk

- 16. Defib: Replacement and further donation:** SL Stated he had emailed the Council with costs and options of replacement or repair of the current Defib outside the Victory Hall. A completely new

cabinet and defib was £1400 +VAT. The recommendation gave greater flexibility on use and maintenance. 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.

**Proposed SD
Seconded IW
ACTION – Clerk**

17. Sizewell C: Email sent previously AEPA meeting 10th April 2025 / Forum 27th March 2025.
SL

**18. Emergency Planning – SL indicated email sent -NALC & London School of Economics -
Emergency Planning Survey.**

Promoting the role of parish and town councils in community safety is one of NALCs major campaigns this year, and their community safety webpage provides plenty of information about what they can do. Emergency planning is one of the key roles, and they have collaborated with the London School of Economics and Political Science (LSE) on a joint community resilience survey about parish and town councils' role in preparing for emergencies. The survey is being conducted and administered by a team led by Professor Edward Page of the Department of Government at the LSE. The results will help them make the case for further support for parish and town councils and enhance their role in resilience forums. SL encouraged to complete short survey. AT made aware.

19. Devolution – SALC -EAST SUFFOLK AREA FORUM - will be having an open discussion on Devolution following the announcement of Suffolk County Council's news article on 5th February. and the government consultation on proposals to create a Mayoral Combined County Authority. SALC has a dedicated webpage providing you with updated information on Devolution, Area forum starts 7 pm - 8.30 pm 27th March virtually through zoom. Booking is through the SALC member portal. Councillors, please to book your place. The SALC area forums are free to attend.
NALC email sent re the issue.

20. Funding top up for families most in need - SL indicated an email had been forwarded and sent to the Hasketon magazine for **Uniform banks in East Suffolk. Invitations are requested to apply for additional support through the new funding scheme.**

Grants of up to £1,000 per application are available and can be put towards vouchers for shoes worth up to £15 per child and/or the purchase of new, branded uniform where supply is limited. The funding is available for all existing uniform banks in East Suffolk, regardless of whether or not they have previously received funding from the grant scheme.

21. Date of next meeting and close: 8th May 2025 at 6pm. Meeting closed 8.50 pm

Steve Leckie
Hasketon Parish Clerk
20th March 2025