

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

**HELD ON 8th May 2026**

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

### **Draft Final Minutes**

**Present:** Will Longe (WL) (Chair), Iain Whyte (IW) (Vice Chairman), Parish Councillors (PCllrs), Niki Field (NF), William HELM (BH) and Steve LECKIE (SL), (Hasketon Parish Clerk).

Also present was District Councillor (DCllr) Dan Clery (DC).  
There was one member of the public (MOTP) in attendance.

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

WL agreed to remain in office and there were no other candidates. WL was therefore proposed and unanimously voted.

**Proposed: BH**  
**Seconded: NF**

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

3. **Apologies for Absence:**

Apologies were received from Parish Councillors Ann Turner (AT), Beccy Batley (RB), and Councillor Martin SMITH (MS).

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: WL**

6. **Resignation of Office:**

WL declared that Ann Turner and Niki Field would be resigning due to personal commitments. WL thanked them for their work. There was then general discussion about the future application process by SL and possible candidates should there be no formal applications.

**ACTION: Clerk**

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

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

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

	25-26	26-27
Play area and Amenity/Car Park area	NF/SL/RB/WL	SL/RB/WL
Tree Warden	SL/BH/DV	SL/BH/DV
Website	IW/SL	IW/SL
<b>Allotments</b>	SB/SL	<b>** SL</b>
Victory Hall Liaison	IW	IW
Footpaths	BH	BH

<b>Finance</b>	AT	<b>AWAITED</b>
Planning	WL/Full Committee	WL/Full Committee
<b>Re-Wilding Project</b>	NF	<b>AWAITED</b>
<b>HIGHWAYS</b>		BH/WL

**\*\*it was felt another councillor should be appointed as independent over the allotments to support decision making as SB is a user. To be reviewed upon new Councillor selection.**

9. **Minutes of previous meetings:** HPC Mtg12th March 2026 prev. circulated, were accepted, and approved as a true record and initialled by the Chair (WL).

10. **Matters Arising:** Produced as a table attached. NF Stated she approved of the new method.

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

A MOP expressed that the damaged rope in the car park presented a trip hazard and needed some attention. There was also oil on the new block work outside the Hall. IW stated he belied he knew who was responsible and would try to resolve the issue. The person also asked if an A board notice could be placed out prior to the meeting to indicate the event.

They also felt there was a need for assistance for some parishioners with IT- both phones and internet and sked if it could be arranged.

BH indicated Chat GPT was a useful service. IW indicated a local contact in the village with specialist knowledge. It was generally agreed to give the problem further consideration.

**12. Report: County Councillor:**

No report received prior to meeting SL to follow up as election was yesterday on 7<sup>th</sup> May 2026

**ACTION:Clerk**

**13. Report: District Councillor:**

Reports received and circulated. DC gave an overview of his report and took questions. There was an emphasis on the continued lack of public transport to support the community. SL queried the plan put forward by Bredfield but DC stated he not been supported.

**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 displayed a document which covered the review of the documents and stated he had reviewed them.

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

i, ii, iii, vi, vii, viii, ix, x, xi, xii, xiii, xiv, xvi, xv, vii, xvii, xviii, xix, xx, xxi, and xxii no changes required.

iv- SL stated only need minor amendment as the monetary amount had changed as previously indicated.

**As a result of this review all documents were accepted although SL indicated some were subject of further review within the Audit currently in progress.**

Proposed WL  
Seconded BH

**15 Finances:**

- i. End of Year Accounts (period 01/4/2025 to 31/03/2026)
  - CURRENT ACCOUNT £4686.12
  - SAVING ACCOUNT £9628.80
  - TOTAL £14314.92

Summary of Accounts since 01/04/26

**Clerk reported an overall balance of £23955.52 being £19468.80 Savings account and £4486.72 current account.**

Online invoices SINCE 01/04/26 amounted to **£910.87**  
**VAT £711.47 RECEIVED**

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

**Proposed IW  
Seconded WL**

ii - Adoption of End of Year Accounts

SL stated a budget prediction for the year was £13483 but the actual total spend was £10951.68.

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

**Proposed IW  
Seconded WL**

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. WL had been seen for outstanding signatures for the end of the year.

Unpaid invoices:

Admin/Clerk Expenses (period 12/03/26 to 08/05/26) £70.12 which covers mileage including litter picking. KINDLEWOOD INV 21/04/26 £264  
TESCO DD PHONE 08/04/26 £14

It was resolved to approve the invoices for payment.

**Proposed IW  
Seconded BH**

iv - Internal Audit Report /AGAR 2025-26

**Audit report in week commencing 04/05/26.**

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

v - Nomination of PCllr to monitor Accounts

SL stated as AT had resigned a new councillor would be required for her role as a non-mandated person. IW asked if a non-Councillor could take the role. SL indicated as there was no control over actual monies an appropriate person could fulfil the role. This was to be reviewed in line with future applicants and local qualified possibilities.

**ACTION: Clerk**

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

<b><i>Earmarked Reserves -</i></b>	<b>PROPOSED JAN FOR 26-27</b>		<b>REVIEWED MAY 26-27</b>
<b>New Play Equipment /Playarea Refurbishment</b>	<b>7000</b>	<b>NEW FENCING AND GATES ARE REQUIRED / EQUIPMENT NEEDS REPAIRS AND POSSIBLE REPLACEMENTS</b>	<b>7000</b>

£14800 has been allocated for the budget with a 10% allowance on top [£16280].

SL proposed a general reserve of £1700.

SL stated none of the Draft earmarked sums which amounted to £7000 were spent during last financial year. These are one-off capital expenditures i.e. Play area upgrade, Village Hall Upgrade, and suggest the amount remains as budgeted for 2026-27.

**Proposed AT  
Seconded BH**

vii - Approve and Adopt the Ancillary Documents 2023-24 (circulated)

a) List of items exceeding £100

**Not reviewed at this time**

b) Explanation of Variances

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

**Proposed – IW**

**Seconded – BH**

c) Bank Reconciliations

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

**Proposed – WL**

**Seconded – BH**

viii - Precept Payment 2026/27 SL stated that the precept had been received and was banked total £9840

ix - Big ticket ideas: WL stated this matter was still under review in the light of potential projects.

x - Clerk matters –

- a. Pension regulator renewal: SL stated he updated the data base with WL details as the Audit would pick up this mistake. A review was not due till 2027[every 2 years] but an amendment was required by law.
- b. Adoption of Internal Control Report: SL stated he had now obtained signatures from the Chair and AT for the completion of the review which needed to be published.

Agreed and adopted.

**Proposed – BH**

**Seconded – IW**

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

a) Allotment Matters –

As discussed earlier in relation to access to the allotments SL was requested to acquire signs indicating access limitations to the Council allotments. These were to be green with white lettering.

**Proposed – BH**

**Seconded – IW**

**ACTION: Clerk**

b) Victory Hall (Village Hall)

IW stated there were no issues to report concerning the Hall but Fire alarms would be addressed this year. SL asked if the external electric point was operational. IW wasn't sure but would report back.

**ACTION: IW**

c) Amenity/Car Park area

Nothing to report except some removal of broken rope other areas to remain until faulty and posts to remain.

- d) Play Area -Discussion regarding the fencing. It is still inspirational to make fencing metal but costs still prohibitive. SL indicated Grants had been made to try to achieve this. IW stated fencing was still a small but constant cost issue and a new grant would be very beneficial. IW would place new posts to support roadside fencing.

**ACTION: IW**

e) Bus Shelter – Painting required and would be organised through IW.

**ACTION: IW**

- f) Benches – IW stated the new bench would be fitted with brackets and bolts which was currently in the Play Area. Removal of the corner bench was now essential as it was dangerous.

**ACTION – IW**

- g) War Memorial – pended.
- h) Tree management – SL to meet tree surgeons this month.

**ACTION: Clerk**

- i) Grass/Hedge Management – Grass had been cut in accordance with Council wishes. Tymmes Place hedge cut.
- j) Grit Bins – pended
- k) Footpaths – BH gave an overview of the status of the pathways and stated that generally in good condition.

**17. Local government Re-organisation:**

SL drew attention to an email forwarded to the Council which outlined the new Local Government Re-organisation.

**18. Annual Insurance:**

SL stated he had made enquiries with current provider now called Clear Councils and the premium was within the 10% increase proposed. It was expressed that it would be ideal to continue with the current provider. [£884.18 Premium]  
It was proposed to stay with Clear Councils.

Proposed – IW  
Seconded – BH  
**ACTION - Clerk**

**19. Highways:**

i. - Suffolk highways Forum – Self Help:

SL commented on the Forum on 14<sup>th</sup> May 2026 between 2-3pm. This presentation will explain how Suffolk Highways is funded, what that funding is used for, and how decisions are made about maintaining and repairing local roads, pavements and other highway assets. The presentation will cover what Parish and Town Councils can expect from Suffolk Highways, what sits outside their responsibility, and how councils and communities can engage with them.

ii. Suffolk Parishes Road Safety Group:

BH had written to the group to express interest on behalf of the Parish Council.

iii. B1079 Plans:

SL stated there had been no communication from Highways regarding this matter or any work carried out. The granted funds from Councillor Bryce could not be confirmed at this time due to the election process. This end of the financial year may also be a reason why nothing had been done. Clerk to follow up.

**ACTION - Clerk**

**20. Planning; ESC Local plan**

SL gave some information on East Suffolk Call for Sites.  
Early preparation has begun on a new East Suffolk Local Plan. This will set out how and where development, including new homes, employment land and infrastructure, should take place up until at least 2044. The new plan will replace the existing Suffolk Coastal and Waveney Local Plans. The new Local Plan is anticipated to be adopted in 2029.  
IW commented on some land with Hasketon allocated for possible development.

**21. Litter Pick:**

SL indicated a number of parishioners had turned out for the annual litter pick and with the help of supplied equipment made a successful cleaning of the village. IW expressed that the event should be a little earlier due to verge growth.

**22. Donations:**

SL stated he had received a thankyou email from Lighthouse Women's Aid.

**23. Suffolk cloud:**

SL stated that Suffolk Cloud was about to change its trading name to Pear Space. This would have an impact on some document within the website, but service would not be affected and web addresses would remain. There may be some references within the current Audit.

**24. Thriving Places Programme:**

SL gave an overview of the programme which had been forwarded as an email, which was an Investment Fund to support the district's towns, villages and rural communities. The fund will support projects that strengthen local communities, improve access to services and create more vibrant, inclusive and resilient places across East Suffolk.

£1.5m of funding will be available over the next two financial years, comprising £1m in capital funding and £500,000 in revenue funding, to support a wide range of community-led projects.

WL stated this needed a closer look as there were definite opportunities - Projects could include improving community buildings, creating welcoming and accessible local centres, developing skills and wellbeing activities, enhancing visitor facilities, restoring local heritage, or investing in greener infrastructure such as renewable energy, green spaces or active travel connections.

**25. Emergency Planning Training:**

SL stated there was further training in relation to Emergency planning. WL stated he would attend the next allocated session.

**21. Date of Next Meeting and close: 02/07/26 closed 20.40 hrs**

Steve LECKIE Hasketon Parish Clerk.  
Friday 08<sup>th</sup> May 2026.

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

Steve LECKIE Parish Clerk