

**DRAFT MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON THURSDAY 9TH July 2015, at 6.30pm in THE VICTORY HALL, HASKETON**

Present: A McWhirter (Chairman), P.Strugnell (Vice Chairman), Cllrs A. Nightingale, P. Hunter, I. Whyte, S. Wells, & District Cllr Ms P. Mulcahy; Mrs I. Clark (Parish Clerk)

1. Chairman A McWhirter opened the meeting at 6.30pm and reminded everyone about fire exits and recording the meeting.

2. Apologies for Absence: Cllr Simon Batley was absent due to holidays.

3. Declaration of Interests. Chairman A McWhirter reminded all councillors that they should have completed the SCDC Register of interests. All confirmed they had done so. Three councillors declared an interest in Agenda item 10.i. in view of possible conflicts of interests by Cllr Hunter (his wife was proprietor of beauty salon), Cllr Wells (works part time at the Grange Farm Café), and Cllr Strugnell (personal friend of the applicant Mr N Longe).

4. Minutes of previous meeting: Minutes of 14 May 2015 had been circulated beforehand and were taken as read. There were no corrections or matters arising. Cllr Hunter proposed, Cllr Whyte seconded and all agreed that the Minutes be approved a true record.

5. Report: County Councillor: Mr Peter Bellfield was not present and there was no report.

6. Newly elected District Councillor. Chairman A. McWhirter welcomed Patti Mulcahy who introduced herself as one of three councillors, (including Geoff Holdcroft, Colin Hedgley) who have been elected to represent the new Woodbridge Ward of which Hasketon is now a part. Cllr Mulcahy explained that they would rotate attendance at future meetings in order to introduce themselves and get to know how each parish works. Cllr Mulcahy reported that they had all been allocated funds, an Enabling Budget, of £16,000 collectively, in order to help get new community projects started. She encouraged the council to contact any of the three ward councillors if such a project should arise. She confirmed that Ray Herring was the new leader of Woodbridge Town Council, with Cllr Holdcroft as his deputy, and Cllr Fryatt was now head of Planning Department, with Ben Woolnough continuing as case officer. She further explained that there were newly introduced rules for the planning department, still waiting to be passed, but they would reduce the number of routine planning applications sent to planning committee. If however, parishes wished a particular application to be considered by Committee, district councillors could be approached to call it in. Section 106 was now changed to Community Infrastructure Levy (CIL). In response to a query about why the new development at Ad Astral Park did not appear to be charged under the new CIL rules, Cllr Mulcahy explained that because the planning application had been lodged some time ago, historical charges would be applied under the old Section 106 and these were higher than if the new rules were applied. She also noted that much of the proposed Martlesham development plans were already in place, so it should not cause undue delays in deciding future cases. Cllr Strugnell noted that building work for the new council offices at Melton was under way, and asked about the plans for the statue of Suffolk Drummer Boy which stood in front of the old offices. Cllr Mulcahy agreed to find out what was going to happen to the statue which had been funded by the Anglian regiment.

Cllr Mulcahy reported that Woodbridge Town Council had fully debated implementation of their Neighbourhood Plans and recommends that parishes could seriously consider undertaking such a plan as it would give weight to future planning applications. Funds were available to help develop Neighbourhood Plans. Chairman A McWhirter thanked Cllr Mulcahy on behalf of the parish council for attending the meeting, and she left.

7. **Report: WB & District Safer Neighbourhood District Team.** No member of the Safer Neighbourhood Team, was available, and no report to consider.

8. Finance:

- i) Summary of Accounts since 14th May 15 & new procedures. The Clerk outlined the balances of Savings and Current accounts and monies received and payments made since last meeting on 14 May. The report, Appendix A, was previously circulated to members of parish council. It was noted that one line had been repeated. Cllr Nightingale suggested that in future the report would cover period from end of month to following end of two month period (rather than current practice of dates of meetings). This would make it easier to reconcile the accounts with bank accounts. He also reported that he and the clerk were in process of setting up new spreadsheets to make the records clearer and easier to produce, and would finalise the new processes before next meeting (**Clerk/AN**). It was noted that there were a number of outstanding unknown payments to be made, but that as were sufficient funds in the current account to meet current needs, so no transfers need be made. Chairman McWhirter reminded councillors that if required, and subject to approval by the Chairman, there was provision in the Standing Orders for the Clerk, as RFO, to arrange for transfers in between meetings. Cllr Strugnell proposed and Cllr Hunter seconded that the report and new practices be accepted and all agreed.
- ii) Approval of Invoices, including Suffolk Norse Commercial Services; it was agreed that the ongoing contract (as outlined in email of 3/7/15) be renewed for period 2015/16. The **Clerk** was instructed to advise Suffolk Norse. It was also agreed to continue with annual subscription for Community Action Suffolk (CAS) for another year, and review in January 2016. It was proposed by Cllr Strugnell and seconded by Cllr Hunter that all invoices be paid, and all agreed.
- iii) Adoption of Annual Accounts and Report from Internal Auditors at SALC: SALC's report had been circulated before the meeting. SALC comments about the council registering with ICO were noted and Chairman **A McWhirter** agreed to scrutinise the regulations and report back at next meeting on 10/9/15. Cllr Nightingale proposed and Cllr Strugnell seconded and all agreed that the internal report be adopted. The Clerk confirmed that the end of year accounts had been sent to BDO for external auditing on 3/7/15 and they had been received.
- iv) Review of Reserves & forward budget planning: It was agreed to fix a date for Finance Committee to convene at September meeting for consideration in November. **PCM**
- v) Adoption of Standing Orders, Financial Regulations and Code of Conduct: These had been circulated beforehand by Chairman A McWhirter. He confirmed that key items had been identified. He also confirmed that any issues raised by the press, to the Clerk or other members, be referred in the first instance to the Chairman. After a brief discussion, and one minor amendment, all members confirmed that they had received, read and understood the S.O.s, F.R.s and Code of Conduct.
- vi) Registering parish council with ICO - see 8.iii) above.
- vii) Clerk's annual appraisal/salary review: Chairman A McWhirter reported that after consulting with members of the parish council for feedback he had carried out the Clerk's annual appraisal in May. This proved to be more than satisfactory and he recommended that the Clerk be awarded an annual rise in pay scale as recommended by SALC, from May which was anniversary of her appointment. He also noted that the recommended hourly pay rate for p/t staff had risen in January 2015, and so a nominal amount of unpaid back pay also be awarded to the clerk. Cllr Strugnell proposed and Cllr Wells seconded and all agreed that the recommendations be approved and relevant standing order be amended.

9. Highways:

- i) New sign Manor Road: It was confirmed that the new sign for Manor Road (Unsuitable for HGV) was finally now in place.
- ii) Overgrown hedges: There were a number of overgrown hedges causing some concern, particularly along Hasketon Road between Lantern House and Short Hoo. It was uncertain who was responsible for cutting these back, and enquiries would be made to SCDC by **Cllr Whyte**.

10. Planning:

- i) DC/15/2153/FUL: Erection of single storey building to be used as beauty treatment salon, at Grange Farm, Grundisburgh Road, Hasketon IP13 6HN, from agent Jonathan Pattle, Poole & Pattle, 5 Observation Court, 84 Princess Street, Ipswich IP1 1RY, on behalf of Mr Nicholas Longe.
Councillors considered the application which was approved. However, concerns were raised about the increased traffic from this and other enlarged developments, such as The Vehicle Surgeon, and the number of accesses onto the B1079. It was recommended that the **Clerk** advise SCDC of their approval of the planning application (by 10/7/15), but with a recommendation that the speed limit along the stretch from Brafe to the Mill Lane crossroads be reduced to 40 mph. Proposed by Cllr Strugnell, seconded by Cllr Whyte and agreed. **Cllr Whyte** also agreed to examine the information about SAVID sent by D.Cllr Hedgley to see if it has relevance to our situation, and report back at the next meeting.
- ii) Neighbourhood Plan: Chairman A. McWhirter had investigated the requirements of carrying out such a plan, and looked at proposals from neighbouring parishes, such as Bredfield. He had circulated his summary to all members via email of 25/6 /15. After a considered discussion, the members of the parish council decided that in view of the great amount of work required and the still questionable benefits, they would not begin such an undertaking at the present time, but wait and see the outcomes from neighbouring parishes. Cllr Nightingale proposed, Cllr Whyte seconded and all agreed to hold a review in 12 months time, when the neighbouring plans were further advanced.
- iii) Core Strategy docs: Chairman A McWhirter confirmed he had received these documents from former chairman Cllr Strugnell.
- iv) Turks Head: The Clerk had circulated an email (25/6/15) from Mr Withey confirming that it was hoped to open the pub part of the building before the end of August, and the gardens would be landscaped so that the petanque pistes would be ready at the same time. Cllr Strugnell reported that he had met with Mr Withey, and been informed a chef had been appointed and a bar menu would be available when the pub opened. It was hoped the kitchens would be completed shortly afterwards and the restaurant then opened. Work on the houses was continuing.

11. Tymmes Place /Village Green

- i) Trees: Cllr Hunter reported that the trees around the green had all be trimmed by Ben Miller of Acorn Trees on 18th June, and their invoice submitted. Cllr Hunter noted that there were limited opportunities for the parish council to install bird boxes due small amount of parish land and modest heights of such trees as there were. However, he had done a preliminary internet survey of the requirements and costs of installing owl boxes on some of the trees on the green. They could be installed in Sept/Oct/Nov, and attached by means of straps, and would need annual monitoring. It was agreed to ask for residents' feedback via the parish magazine, and in the meantime **Cllr Hunter** would forward prices etc to all parish council members and also contact Suffolk Wildlife Trust for further advice.
- ii) Fencing: The Clerk reported that there were at least four broken rails along the Blacksmiths Road side of the green, which were apparently the result of footballers climbing over the fence

to retrieve lost balls. It was agreed that on his return from holiday, **Cllr Batley** should contact Country Care Fencing to arrange replacement of broken rails. _

- iii) Allotments: The Clerk reported that it would be helpful to consolidate and standardise the dates and terms of the tenancy agreements so they were all the same. Cllr Hunter proposed and Cllr Nightingale seconded the proposal and all agreed that the **Clerk** should undertake the review and write to all the allotment tenants.
- iv) Regular inspections of playground equipment: After discussion it was agreed that as the playground equipment is of a robust nature and is subject to rigorous annual RoSpa inspection, it was only necessary to establish a reporting channel for any problems with playground equipment. The **Clerk** was asked to facilitate this via the parish magazine.
- v) Five Aside Goal post: Since there had been no reported problems, other than with the fencing, above, it was agreed to leave the goal post in its current position. -
- vi) Seating update: The Clerk reported that Mr Lou Quinton had completed his repairs and refinishing of the wooden benches around Tymmes Place. He had noted that the Richard Nash Memorial bench was in a bad state of repair due to its location under overhanging trees, and suggested it be moved to a more open location elsewhere. However, after discussion and considering the age and cost of moving the bench and the concrete standing, it was agreed to leave the bench in its current location. Mr Quinton was thanked for his assistance.
- vii) Status of Recreation/ carpark: Chairman A McWhirter reported that he had only been able to survey some of the substantial number of background files covering the historical issues of Hasketon Parish's fight to retain the carpark/recreation area for parish use. Notwithstanding the erection of two new bungalows at the north end of the area, the remaining area now consisted of two separate parcels of land. The parcel adjoining Blacksmiths Road, where the village sign now stood was relatively secure, but the middle section could prove more contentious in future. However, Chairman **A McWhirter** had not yet been able to view the actual contract with SCDC, and would endeavour to locate this and report back at next meeting. In the meantime, Cllr Nightingale proposed and Cllr Wells seconded the proposal to install a wooden bench next to the village sign. All agreed.

12. Village website:

- i) Progress, including transparency material required: Cllr Whyte reported that he had now set up relevant pages and headings for required information, and had already uploaded this information where available. He noted that whilst the One.Suffolk.net site was basic and sometimes surprising about how the information could be presented, it was simple to maintain and update, and had the added benefit of being used by many other parishes and was therefore a well-used and familiar format. **Cllr Whyte** also reported that he was in process of trying to establish email accounts for all the parish councillors and officer. He stated that he had no reservations in now relinquishing the use of the old Hasketon.net site which would not be renewed in August.
- ii) Chairman's Governance Report: Such a document had been mentioned in the internal auditor's report, so **Chairman McWhirter** agreed to propose wording for such a document, similar to a "mission statement" for consideration at next meeting.
- iii) Backup website admin - see 12.i) above.

13. Training for Councillors:

The Clerk reported that she was waiting for details about possible evening session organised by Little Bealings Parish Council, which would be open to neighbouring parishes. It was agreed the **Clerk** would circulate details when they became available. -

14. Correspondence – see attached list.

15. Adjournment for members of parish to address council on matters relating to Hasketon.

As there were no members of the parish in attendance, there was no adjournment.

16. Resumption of meeting.

17. A.O.B.

- i) War Memorial: The Clerk reminded all that the next bi-annual clean was not due until 2016.
- ii) Victory Hall Committee: There had been no response about this from the VH Committee, but Chairman A McWhirter had found historical documents confirming that the Victory Hall was run as a charity. Since no members of the parish council were trustees, they did not have any responsibility towards the running of the hall.
- iii) Village Tithe Map: In Cllr Batley's absence, the Clerk reported that he had successfully photographed the tithe map which had been donated to the parish council in May 2015. The **Clerk** agreed to circulate an email sample portion of the map which she had received previously from Cllr Batley.

After discussion it was felt that due to the large size and age of the original, a photo of approx. 50% size would be more appropriate for framing and hanging in the village hall. It was also agreed that a copy might be offered to the owner of the Turks Head as compensation for the termination of the second year of sponsorship of the Hasketon.net website. It was also agreed that in view of the size and condition of the original map, and since the parish council did not own any property itself, the long term destination for the map might be a loan to the Suffolk Record Office. The details of arrangements for such action had been circulated via email. Discuss further at next meeting.

18. Date of next meeting 10 Sept 2015, and **Close**: 8.37 pm

IMC 17/7/15

Isabel Clark – Hasketon Parish Clerk