

MINUTES OF MEETING OF HASKETON PARISH COUNCIL  
HELD ON TUESDAY 11<sup>TH</sup> JULY 2017  
At 6.30pm in the Victory Hall, Hasketon, Suffolk.

Final Draft Minutes

**Present:** Cllrs A, McWhirter (Chairman), P Strugnel (Vice Chairman), S. Butters, P. Hunter, I. Whyte and prospective Cllr P. Stafford, also Suffolk County Councillor Robin Vickery, Suffolk Coastal District Councillor Colin Hedgely, David Keeble, (Hasketon Parish Clerk).

1. **Chairman A. McWhirter** opened the meeting at 6.30pm and welcomed Suffolk County Councillor Robin Vickery and Suffolk Coastal District Councillor Colin Hedgely and prospective Parish Councillor Paul Stafford to the meeting. The meeting was reminded that recording and filming of the meeting was permitted (Openness of Local Government Regulations 2014).
2. **Apologies for Absence:** There were no apologies received.
- 3a. **Minutes of previous meeting:** The minutes of the previous meeting of 12<sup>th</sup> May 2017 (previously circulated) were accepted and approved as a true record and initialled by the Chairman.
- 3b. **Matters arising from the previous minutes:** None
4. **Co-option of Parish Councillor:** Chairman A. McWhirter introduced Mr Paul Stafford who was the sole candidate for the vacant Parish Councillor position. Mr Stafford was deemed to meet the qualifying conditions to serve as a Parish Councillor and was proposed by Cllr P. Hunter and seconded by Cllr P. Strugnel.  
It was resolved to co-opt Mr Paul Stafford to the Parish Council.  
The Declaration of Acceptance of Office was completed and signed by Mr Stafford and the Clerk and he was duly co-opted onto the Parish Council.
5. **Report from District Councillor:** Prior to presenting his July report Cllr C. Hedgely provided a summary of a Parliamentary question/answer exchange involving Matt Hammond M.P. (Minister for Digital DCMS) regarding Broadband services particularly in rural areas with references to the Suffolk Better Broadband project. (Copy attached).  
He highlighted renewed debate regarding proposed development of the old SCDC site at Melton Hill and the siting of the Drummer Boy statue.  
He advised the Tour of Britain cycle race would again be coming through Suffolk and Woodbridge and locality particularly (8<sup>th</sup> Sept. 2017).

He also mentioned the Women on Wheels, a group organising cycle events for women, raising money for local charities who will be holding three events in the area over the next few months.

SCDC are also inviting local artists for submissions for an artwork commission to be displayed in the reception area of East Suffolk House at Riduna Park Melton.

Cllr Hedgely was also at pains to stress that Woodbridge Ward is represented by three District Councillors who all share the job of maintaining and visiting the surrounding Parishes.

A report from the three District Councillors had previously been circulated to Parish Councillors. (copy attached).

The Chairman reassured Cllr Hedgely that Hasketon Parish Council had no issues with the support received from District Councillors. He thanked Cllr Hedgely for his report.

6. **Report from Suffolk County Councillor:** Cllr Vickery raised an issue concerning the installation of No Entry signs for HGV 's at either end of Hasketon Road/ Bealings Lane. He advised this was something his predecessor had agreed and allocated monies for from his highways budget, (approximately £8000). However, he had been advised by the Contractor the cost had now increased to £25000 which would leave Cllr Vickery with no budget for the remainder of 2017/18 financial year. He advised the issue was ongoing and as yet unresolved.

Chairman McWhirter advised that the Parish Council had paid for the road signs in Manor Road and so were in a position to offer to assist with the funding of signage within the Hasketon Parish boundary i.e. the Hasketon end of the Bealings lane/Hasketon Road.

Action - The Chairman requested Hasketon Parish Council be kept informed of this matter.

- Cllr Vickery also advised that the County Council Chief Executive was leaving her post for a new Chief Executive post in the West Midlands.
- Cllr Vickery provided a report (copy attached) which detailed elected County Council members and their cabinet responsibilities 2017/18. The report also highlights information on Ipswich Park and Ride, Highways matters, the 2017 Tour of Britain, the Great East Swim event, Raising the Bar Awards, the First Suffolk Research School, Care Quality Commission (CQC) and Broadband services in Suffolk.

The Chairman raised the issue of the Contractor (Keir) not cutting all the verges. Cllr Vickery stated he was under the impression that there was an expectation that Parish's would undertake this task. The Chairman stated this was a complaint against Keir for not fulfilling their contract.

The Chairman thanked Cllr Vickery for his report and Cllr Vickery left the meeting at 7pm.

At the request of District Cllr Hedgely the meeting agreed to bring forward agenda item 9 (Planning) as he wished to hear the discussion relating to the planning applications.

## **9. Planning:**

- 1) D/C17/2536/VOC – Brook Cottage, Mill Lane, IP13 6HE  
Unanimous agreement to support application.
- 2) D/C/172079/FUL – Riverside House. Riverside  
Unanimous agreement to support application.
- 3) D/C/17/0607/FUL – Appeal against SCDC decision to refuse Application.  
The Parish Council supported this application originally with a Proviso regarding the traffic management and had no further Comments or observations.  
The Clerk was instructed to respond accordingly to all applications  

Action - Clerk

Cllr Hedgely left the meeting at 7.15pm

## **7. Finance:**

- i. **Annual Return:** Annual Returns were submitted to the external auditors (BDO) on the 21<sup>st</sup> July 2017. No comments have been received to date.
- ii. **Bank Signatories:** The bank signatories have been amended to remove Cllr Nightingale who is no longer a Parish Councillor.  
Barclays Bank has also been advised of the contact details for the Parish Council i.e. Parish Clerk details, have also been amended.
- iii. **VAT refund 2016/17:** The VAT refund request form was submitted 30/6/2017 amounting to £1096.56
- iv. **Summary of Accounts period 15<sup>th</sup> May 2017 (previous meeting):** A summary of the accounts was distributed showing latest available bank balance in the current and savings account plus expected income not yet received as wells as invoices to hand awaiting payment and outstanding invoices not yet received. (Copy attached).  
Acceptance of the report was proposed by Cllr Whyte and seconded by Cllr Butters agreed by all.
- v. **Approval of Invoices and transfer of funds;** There were five unpaid invoices awaiting payment (list attached). The Clerk advised that was sufficient funds in the current account to cover the payment and no transfer of funds was necessary.

Cllr Whyte proposed and Cllr Strugnell seconded that the report be accepted. It was

Resolved that the Clerk was authorised to pay the outstanding invoices as presented. Action- Clerk/signatories

- vi. **Adoption of Internal Audit:** This was dealt with under item 12(e) of the previous minutes, adoption of Annual Return.
- vii. **Recommendations from Internal Audit report:**
  - Item 2. Payment controls. Noted
  - Item 3. Adoption of model standing orders. Addressed under agenda item 7(viii).
  - Item 6. Explanation of discrepancy between precept agreed and amount received was included in audit submissions.
  - Item 8. Pension responsibilities noted. Payroll responsibilities to be dealt with by SALC (Payroll services).
  - Item 9. Review of Asset register format to be undertaken during year.
  - Item 12. Explanation of discrepancy between end of year balance and balance brought forward was included in the audit submissions.
  - Item 15. Noted.
- viii. **Review of Standing Orders, Financial Regulations and code of Conduct:** Model unadulterated copies to be circulated for comment and decision at next meeting.  
Action- Clerk
- ix. **Transparency Code requirements:** Clarification of requirements of Transparency Code specifically in relation to Hasketon Parish Council required for next meeting.  
Action - Clerk
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- x. **Clerk Payroll arrangement:** SALC offer a payroll service at a cost of £7.50 per month. This would involve submission of Clerk hours to SALC each month and they calculate National Insurance contributions, Income tax etc, prepare payslip which is sent out to Parish Council to draw up cheque for payment to staff. Proposed by Cllr Whyte and seconded by Cllr Strugnell. It was resolved to engage SALC to carry out the payroll duties. The Chairman explained that the Parish Council had to be registered with HMRC as an employer and he was awaiting confirmation from HMRC before the payroll arrangement could be finalised.  
The Chairman acknowledged that the Clerk had spent more than the allocated 5 hours per week currently agreed and requested the Clerk keep a record of hours worked to enable the Cllrs to assess the workload more accurately.  
Action - Clerk

8. **Insurance.** The Clerk confirmed the Certificate of Insurance had been

received from AON and was now on file.

The Clerk advised that AON may not be the most competitive price and next year's renewal should be a more competitive process.

9. **Planning:** (outstanding item from agenda item 9 previously dealt with))

4) Neighbourhood Planning Act 2017.

It was considered that the Council had discussed this previously decided there was no significant benefit to Hasketon Parish and therefore, decided no further action as required.

10. **Village Amenities and Events:**

- i. Play area report. Sandpit does not require a new cover but sand needs replacing/topping up.

Slide requires repair and temporarily fenced off.

Purchase of sand and temporary fencing – proposed by Cllr P. Strugnel and seconded by Cllr P. Hunter. It was resolved that Cllr Whyte would purchase necessary items.

Action – Cllr Whyte

Tree survey completed – Cllr P Hunter to draw up plan of tree locations. Survey made recommendations re. trimming work required. Cllr P Hunter will obtain quotes for this work.

Proposed Cllr P Stafford seconded Cllr P Strugnel.

Action – Cllr Hunter

- ii Allotments report:

Declaration of Interest – Cllr Butters stated she is an allotment holder.

Water supply – Installation of permanent supply would result in significant rent increase. It was resolved to continue to investigate alternative methods of water collection.

Overgrown area. It was resolved to request Suffolk Coastal Norse to cut back this area in autumn 2018. Proposed Cllr P Hunter seconded Cllr I Whyte.

Action - Clerk

The Chairman advised a complaint had been made to the Parish Council by a resident of Tymmes Place alleging an allotment holder had been urinating in view of this resident house. The local Community Policing Officer is aware and the Chairman and Cllr Butters have the matter in hand and will speak with the individual concerned.

Action - Chairman

- iii Bus Shelter report. Repair and redecoration. One quote has been obtained and a second awaited (individual currently on holiday) and a third quote will be obtained.

Action - Clerk

The Chairman reported he had been advised by a resident of Tymmes Place that children had found syringes and what appeared to be other drug paraphernalia in the Bus shelter.

- This has been cleared away and reported to the Police and regular checks are now being made. Action- Chairman
- iv. Village Hall. Cllr Whyte reported that part of kitchen has been redecorated.
- v. Defibrillator. Cllr Butters raised issue of how easy was it for emergency services to find the village hall (defibrillator). Cllr Whyte confirmed that the Parish Council owned the defibrillator. He confirmed it is fully registered with the Ambulance service with a postcode. He advised that individuals Just need to telephone 999 and would be given the code to access the Defibrillator. He confirmed he checks the defibrillator every month plus the Ambulance service also carry out an annual check. It was agreed that Cllr Whyte would produce a sign stating the location Postcode to locate above the defibrillator. Action -Cllr Whyte

11. Highways: SAVID. (speed indicators). It was agreed that currently there are no roads with the Parish where this scheme would seem appropriate. Verge obstructions. These do hinder the grass cutting machines but to date no complaints have been received. Cllr Butters pointed out the hedge bounding the car parking area in Tymmes Place and the main road obstructs the visibility to the right when exiting Tymmes Place on the section of road and requires trimming. The Clerk was instructed to contact Suffolk Norse to request they ensure this is trimmed back. Action -Clerk

12. E-Consultation for Planning Process- SCDC: The Clerk reported the Parish Council had received an e mail notification and a letter from SCDC inviting the Parish Council to join this scheme. A further telephone conversation with SCDC confirmed there would be no paper documents sent out and the onus was on the Parish Council to print or organise their own means to display plans/Documents at Parish Council meetings. Access to the planning Documents would be the same as the public in effect. The decision of the meeting was not to join the E consultation Process. Proposed by Cllr Hunter and seconded by Cllr Butters. It was resolved that the Chairman would respond to SCDC stating The Parish Council views and reasons for not agreeing to the Scheme. Action- Chairman

13. Broadband update: Cllr Batey was not present – agenda for next meeting.

14. **Data Protection updated regulations:** (previously circulated) Clerk to circulate model Policies relating to updated regulations for decision at next meeting. Action- Clerk
15. **Training:** Cllr Butters and the Clerk had completed their various training courses organised by SALC and both expressed their satisfaction with them.  
The Clerk was instructed to forward details of forthcoming training opportunities to Cllr P. Stafford. Action -Clerk
16. **Operation London Bridge:** The Chairman suggested that in preparation for this occurrence the Parish Council should prepare by purchasing a suitable book to be used as a Book of Condolences which could be sited in the Victory Hall (or other suitable venue) to local people to pay their respects appropriately. Proposed by Cllr Strugnell and seconded by Cllr Whyte. It was resolved that the Clerk be authorised to obtain such a book up to the value of £25.00. Action – Clerk
17. **Parish Plan 2017/18:** The Clerk suggested producing a Parish Plan for the coming 12 months would allow Parishioners to understand and appreciate the role of the Parish Council and possibly engage more. It could be published in the Parish Magazine and on the website. It was felt the Budget plan did already serve this function to an extent. It was agreed further consideration would be given to this in the autumn for 2018/19.
18. **Adjournment for members of the Public to address the meeting:** There were no members of the public present.  
The Clerk advised the meeting that it was not necessary to Adjourn the meeting to allow the public to comment but it merely required an agenda item for public comments on any Agenda items. The Clerk also suggested this item would be better at the beginning of the meeting to allow views to be heard before Councillors had their discussions so that the views expressed by the public could be taken account of.  
The Chairman requested the Clerk to check the legal aspect with SALC. Action – Clerk
19. **AOB:** The Clerk advised that as no business could be decided under any Other business it was not necessary to have an agenda item for AOB. Any matters requiring decisions by the PC should be brought to the attention of the Clerk for inclusion on the agenda for the next meeting.

20. **Date of next meeting:** Thursday 14<sup>th</sup> September 2017 at 6.30pm at the Victory Hall Hasketon.

Meeting closed at 9pm.

Signed.

Date.

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