

MINUTES OF MEETING OF HASKETON PARISH COUNCIL

HELD ON 12TH JULY 2018

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

Final Draft Minutes

Present: Parish Councillors (PCllrs) Alastair McWhirter (Chairman), Paul Strugnell (Vice Chairman), Iain Whyte, Paul Stafford, Phil Hunter, Sarah Butters, also County Councillor (CCllr) Robin Vickery and David Keeble (Hasketon Parish Clerk)

One member of the public (MOTP) was in attendance.

1. Chairman Alastair McWhirter opened the meeting at 6.30pm with the usual fire and safety reminders. He welcomed everyone in attendance.

2. Apologies for Absence: Apologies were received from PCllr Simon Batley and District Councillor Colin Hedgley and accepted by the meeting.

3. Declaration of Interests: PCllr Sarah Butters declared her position as an allotment holder in respect of agenda item 12 ii(b) but it was deemed there was no conflict of interest.

4. Minutes of Previous Meetings: The minutes from both the Extraordinary Parish Council (PC) meeting on 20th June 2018 and the Annual PC meeting on the 10th May 2018 (both previously circulated) were accepted and approved as a true record and initialled by the Chairman.

5. Matters Arising form the Previous Minutes: There were no matters arising from either set of minutes.

Member of the public joined the meeting at this point.

6. Invitation for Members of the Public to Speak: Two matters were raised as follows;

- i) It was reported that no notification had been received by neighbouring properties in relation to a variation of planning application DC/18/1187/FUL Shimmens Lot Boulge Road and no opportunity had been afforded for interested parties to make comments to Suffolk Coastal District Council (SCDC) planning department. The Chairman advised that the PC had received a letter from SCDC planning on 11th May 2018 but it did not indicate any variation to the original application and the Clerk had responded restating the previous objections. Chairman advised any concerns regarding the process should be sent to SCDC planning.
- ii) Clarification was requested on the recent Broadband update leaflet included with the Hasketon Parish Magazine which was duly provided by the PCllrs.

CCllr Robin Vickery joined the meeting at this point.

7. Report from District Councillor: DCllr Colin Hedgley's report had been previously circulated to PCllrs and is attached. The report covered a variety of matters including the refurbished and reopened Deben Leisure Centre, the rebranded Suffolk Coastal Twitter account, now simply 'East Suffolk', information regarding Webcasting of District Council meetings, East Suffolk parking plan, Garden Waste Collection scheme now with a 46% take up, the art work at East Suffolk House reception area and a scheme to encourage those households with 'spare' rooms to consider becoming Lodging Landlords in conjunction with Solo Housing. Finally, the report highlights the Felixstowe Photo Competition 2018. The Chairman read out additional comments provided by DCllr Hedgley regarding proposed Boundary changes. The Boundary Commission have opted to place Hasketon Parish with other smaller villages, such as Grundisburgh, and with continued links to Woodbridge, which is contrary to the recommendations of SCDC. Refer agenda item 16.

8. Report from County Councillor: CCllr Robin Vickery outlined the content of his report and provided a copy which is attached. He highlighted the election of a new leader for Suffolk County Council, Matthew Hicks and the appointment of Cllr Mary Evans as Deputy Leader and Cabinet Member for Highways. He advised that CCllr Evans was undertaking a major review of how Highways department carries out its maintenance duties and in this respect was intending to arrange visits to various problem areas, Hasketon being one. Chairman requested he be notified of when such a visit was intended so that he could be present.

PCllr Stafford asked how the Highways department currently determines when and where maintenance work will be carried out as there were several examples locally where some potholes had been repaired but adjacent ones left and maintenance work had been carried out to very minor roads in the village but not to busier roads. Cllr Vickery could not provide this information but advised this would be part of the major review process. (see agenda item 13)

The Chairman asked what were the criteria for getting a piece of road repaired and top dressed. CCllr Vickery said did not know. The Chairman said he would write to him seeking an answer so that the PC could try to influence it as there appeared to be some strange choices made recently in the Parish.

ACTION - Chairman

CCllr Vickery left the meeting at 7.05pm

9. Finance:

i) Adoption of Internal Audit Report (SALC) (attached); The SALC internal Audit report had been previously circulated and as accepted. It was resolved to adopt the report.

Proposed; PCllr Paul Strugnell

Seconded; PCllr Paul Stafford

ii) Internal Audit recommendations (attached);

Subject 2. Financial Regulations and Standing Orders; Standing Orders - Recommendation now complied with.

9. Finance (cont'd)

ii) (cont'd)

Subject 2. Financial Regulations and Standing Orders; Financial Regulations – Recommendation now complied with.

Subject 2. Financial Regulations and Standing Orders; Financial Regulations now tailored specifically to the Parish Council.

Subject 3. Payment Controls; the PC has considered this recommendation but does not consider it necessary as a general practice but would comply if and when specific payments deemed it necessary.

Subject 4. Risk Management; Review of Annual Insurance Policy – Annual Insurance is with the NALC preferred Insurer (BHIB) and the PC asset register has been reviewed and updated (refer minute 15, PC meeting dated 10th May 2018)

Subject 10. Bank Reconciliations; Recommendation now complied with.

Subject 11. Year End Procedures; Difference of £1.00 shown on Certificate of Exemption and Section 2 of AGAR – due to rounding up and down of pence – recommendation now complied with.

Subject 12. Recommendation from previous internal report; review of Standing Orders – Recommendation now complied with.

Subject 12. Recommendation from previous Internal report; review of financial regulations – Recommendation now complied with.

Subject 14. Additional Comments; compliance with Transparency Code for Smaller Authorities – AGAR published as required by Transparency Code.

Subject 14. Registration with ICO; PC will register with ICO as recommended.

iii) Annual Return (AGAR) (previously circulated); The AGAR has been completed in accordance with the requirements for an Exempt Authority (refer Internal Audit report item 11) and the necessary documents published on the PC website and Noticeboard in accordance with the stated timescales. The Clerk highlighted the addendum sheet to the AGAR which gave details of the explanation of variances. (attached)

It was resolved to adopt the AGAR (subject to any comments from the external auditor).

Proposed; PCllr Phil Hunter
Seconded; Paul Strugnell

iv) Summary of Accounts since March 31st, 2018, (attached); Clerk stated the current savings account balance at 27th June 2018 £26810.53 and current account at £752.85. PCllr P Hunter checked bank statements against summary and initialled both(S4 Governance and Accountability for Smaller Authorities). It was resolved to accept and adopt the report.

Proposed; PCllr P Stafford
Seconded; PCllr I Whyte

v) VAT Return 2017-18; Clerk reported the VAT refund has been received by direct bank payment on 13th June 2018 (£578.04). HRMC no longer issue receipts for payments.

vi) Approval of Invoices and Transfer of Funds;

Outstanding Invoices – Sharward Services..... £21.20
Suffolk Norse.....£543.60

9. Finance (cont'd)
vi) (cont'd)

SALC (Int Audit fee).....£170.40
Clerk salary..... £147.74
Clerk expenses.....£93.29
HRMC£110.00

Repairs to PC laptop amount to £249.00 but no invoice has yet been received.
Clerk advised that Barclays Bank had not processed the previous request to transfer £2000.00 from the PC savings account to the current account hence the balance of £752.85. Clerk recommended that the previous instruction to Barclays i.e. transfer of £2000.00 be cancelled, and a revised transfer request of £5000.00 be issued to Barclays.
It was resolved that the clerk be authorised to pay outstanding invoices.

Proposed; PCllr S Butters
Seconded; PCllr P Strugnell
ACTION - Clerk

vii) Review of Standing Orders; (previously circulated) Clerk confirmed the revised Standing Orders had been posted on the website (refer item 12 PC meeting 10th May2018)

viii) Review of Financial Regulations;(previously circulated) Clerk confirmed the revised Financial Regulations had been posted on the website(refer item 17i PC meeting 10th May2018)

ix) Review of Codes of Conduct; (previously circulated) previously reviewed item 14 PC meeting 10th May2018.

x) Clerk Payroll Matters: Clerk had had confirmation from SALC payroll service that they required details of new spinal column point and working from home backpay in order to implement new pay scale and award. **ACTION -Clerk/Chairman**

10. Annual Insurance: Clerk advised that the PC Annual Insurers for 2018-19 was BHIB (NALC preferred Insurers) as previously agreed. The Policy documents have previously been circulated to all PCllrs.

11. Planning:

i) Planning application DC/18/2651/DRC – Home Farm Blacksmith Lane Hasketon.

11. Planning (cont'd)

i. Feedback (cont'd)

It was unanimously resolved to recommend approval with no observations.

Proposed; PCllr S Butter
Seconded; PCllr P Strugnell

ii) Feedback on Previous Applications: Clerk provided updates on applications previously considered by the PC, taken from the SCDC planning portal;-

DC/18/0157/FUL and DC/18/2740/DRC – pending consideration.

DC/17/2536/VOC and DC/18/2344/AME - Riverside House, Riverside – permitted

DC/18/0157/FUL and DC/18/2120 DRC Home Farm Blacksmiths Lane – permitted

DC/18/0157/FUL and DC/18/2076/VOC Home Farm Blacksmith Lane – pending consideration

DC/18/1536/FUL – Vehicle Surgeon Premises, Grundisburgh Road -portacabin - permitted

DC/18/1187/FUL – Shimmens Lot Boulge Road – permitted.

ii). Planning Application DC/18/2536/FUL – Prospect House Grundisburgh Road. It was unanimously resolved to recommend approval with no comments.

Proposed; PCllr S Butter
Seconded; PCllr P Strugnell

12. Village Amenities and Events:

i) Play Area Report; No work has been undertaken on relocating the sandpit as yet. A replacement seat is required on one swing which is likely to cost approximately £80.00 Council resolved to authorise expenditure of up to £100.00 for this work.

Proposed; PCllr P Hunter
Seconded; PCllr P Stafford

ACTION- PCllr I Whyte

PCllr I Whyte reported visual safety checks continued to be carried out on a monthly basis.

He reported there were some broken fence rails which needed repairing. Clerk was instructed to consult with PCllr S Batley and obtain estimate for work form CountryCare Fencing.

ACTION- Clerk

ii) Allotments; a) Meeting of Allotment holders has yet to be arranged.

ACTION – PCllr Butters/Clerk

b) Boundary Issues; It had come to the notice of one of the Allotment holders resulting from another matter that there appeared to be an anomaly regarding the boundary of allotment number 5. Clerk was instructed to write to Flagship Housing to resolve the matter.

ACTION – Clerk

iii) Bus Shelter; No matters to report.

12. Village Amenities and Events: (cont'd)

iv) Victory Hall; PCllr I Whyte reported that estimates for the kitchen refurbishment were still being sought. There were no other matters reported.

v.) Trees; Clerk reported the maintenance work had been carried out satisfactorily by STC Tree Services.

vi) Grass Maintenance; The grass around Tymmes Place will require cutting in the week prior to the annual village fete (August 4th). Also hedges adjacent the road beside the play area also require trimming. **ACTION – Clerk**

13. Highways:

i) HGV's; Clerk had written to Highways regarding HGV traffic using narrow village roads often because of road diversions being poorly signposted. The response received was less than helpful. In light of Cllr Vickery's information regarding the major review of Highways maintenance role Clerk was instructed to send copy of original letter and reply to Cllr Mary Evans and Cllr Vickery for their information. **ACTION - Clerk**

ii) Speed Issues – B1079; Chairman had written to Cllr Jane Storey who had forwarded to Cllr Mary Evans. Subsequent contact had been made between Cllr Vickery and Cllr Mary Evans resulting in agreement to visit site to see issues at first hand (refer Cllrs's report – item 8)

iii) Diversions for Utilities works; There has been a significant increase in traffic, both lorries and cars, on the single-track roads throughout the village as a result of various road diversions recently. This is made more problematic in places due to overgrown hedgerows. Clerk was instructed to write to Highways requesting they contact landowners to remind them of their responsibilities regarding managing hedgerows. **ACTION – Clerk**

14. Broadband: The Update produced by PCllr Batley was included as an insert in this months Parish Magazine and should have found its way to all households in the Parish.

15. Data Protection Update: Clerk advised that information has been received from LCPAS and he was working to ensure compliance with the regulations. **ACTION - Clerk**

16. Ward Boundary Changes -Consultation Document (previously circulated). The consensus of the meeting was that the changes proposed by the Boundary Commission was the preferred option. **ACTION -Clerk**

17. Old Minutes Book: Isabel Clark had advised that the work to rebind the old minutes book was in hand.

18. Correspondence: (list attached). Clerk drew attention to an invite from DCllr Fryatt, Cabinet Member for Planning, to a briefing session on Wednesday 18th July 2018 (19.00 to 20.00) on the Suffolk Coastal Plan. To be held at SCDC Offices, Eat Suffolk House, Melton. Chairman will attend. **ACTION – Chairman**

19. Date of Next Meeting and Close: Thursday 13th September 2018 at 6.30pm in the Victory Hall Tymmes Place Hasketon. The business being completed the meeting was declared closed by the Chairman at 8.05pm

Signed;.....Chairman