

MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON THURSDAY 8th November 2018
At 6.30pm in the Victory Hall, Hasketon, Suffolk

Final Draft Minutes

Present: Councillors (Cllrs) A McWhirter (AM) (Chairman), I Whyte (IW), P Stafford (PSy), S Butters (SBu), P Hunter (PH), S. Batley (SB), David Keeble (DK) Hasketon Parish Clerk and District Councillor (DCllr) G. Holdcroft.(GH)

1. **Welcome:** Chairman A. McWhirter opened the meeting at 6.30pm and welcomed all. He reminded all of the usual emergency procedures
2. **Apologies for Absence:** There were no apologies received.
3. **Declaration of Interests:** Cllr S Butters declared her interest as an allotment holder.
4. **Minutes from the previous meeting:** Minutes of meeting of 12th September 2018, previously circulated, were accepted and approved as a true record and initialled by the Chairman.

Proposed – PSy
Seconded – IW
5. **Matters Arising from the Minutes:** The Clerk advised no expenses had yet been received in respect of the Armistice Event (item15). SBu advised the event was scheduled to follow the War Memorial Service at approximately 10.30am.
6. **Invitation for Members of the Public to Speak:** None present.
7. **Report from District Councillor:** (Previously circulated). DCllr Holdcroft expanded on the free parking available in Woodbridge in the run up to Christmas. He also advised that the District Council were funding two advisors to assist individuals with Universal Credit (UC) claims should they find themselves in difficulties as a result of the transfer to UC. There is a helpline available which can be accessed through contacting the Citizens Advice or through Woodbridge library. There were two dedicated workers who would visit individuals if required. GH also advised that he still had funds available from his budget for appropriate Local projects and would welcome enquiries.

AW requested an update on the planning situation for the old SCDC site on Melton Hill. GH advised it appears the development is likely to go ahead despite the considerable opposition. IW raised the point regarding the 2 hour free parking limit and that it was not long enough. GH agreed and intended to make representations in this respect.

AW asked if GH would still be the DCllr representative with the proposed new ward Boundaries. GH confirmed it was his intention to submit his name for selection although there no guarantee he would be selected nor elected.
8. **Report from County Councillor:** No report received from County Councillor.
9. **Finance:**
 - i. **Summary of accounts since last meeting** (12th September 2018) (attached)

Clerk presented accounts stating the Savings Account at 26/10/2018 stood at £26104.40 and the Current Account at £4088.40. Invoices awaiting payment represented £569.94 and forthcoming anticipated expenses amounted to £2273.34 although the Victory Hall hire invoice was received today and amounted to £180.00 and not £200.00 as shown on the summary sheet under expenses. This would be paid today therefore adjusting the summary sheet figures accordingly.

9. Finance: (cont'd)

- i. Summary of accounts since last meeting (cont'd)
The bank statements and accounts summary were checked and initialled by PH.
It was resolved to accept and adopt the Accounts summary. Proposed – SB
Seconded – Sbu
- ii. Approval of Invoices and transfer of funds.
Details of invoices awaiting payment were provided by the Clerk as follows:
SALC (payroll charge for period April 2018 Sept 2018)£64.00
ROSPA (Safety Inspection Playarea).....£109.20
Clerks salary (month end October 2018)£147.74
Victory Hall hire (9 bookings at £20.00) £180.00
Invoice for laptop repair was still awaited (cost £249.99)
It was resolved to accept and approve payment of these invoices. Proposed – SBu
Seconded – SB
- iii. 2017-18 Audit.
The necessary documents had been submitted to the external Auditors as required.
No communications have been received from them to date. Clerk will check to see
whether any communication will be received. **ACTION – Clerk**
- iv. Precept 2018-19. The precept has now been received in full.
- v. Precept 2019-20. This would be set following consideration of the proposed 2019 -20
budget (next agenda item)
- vi. Budget 2019-20. The Clerk presented a draft Budget for consideration by the Council.
PH suggested some of the explanatory comments from previous years could be
edited and it was agreed PH and DK would do this and circulate before January
meeting. **ACTION – PH/Clerk**
- vii. Asset Register. Clerk reported there are no variations to the asset register previously
agreed. It was resolved to accept and adopt the asset register. Proposed – PH
Seconded – SB
- viii. Personnel Matters.
a) Clerk Contract - AW reported he had amended the Clerk's contract in line with the
recommendations approved at the previous meeting (Item 9vi). It was resolved to
accept and adopt the revised contract. Proposed –PSy
Seconded - SB
b) Clerk Pay – Revised pay and increment agreed at previous meeting (item 9vi).
Clerk explained the back pay calculation attached and previously circulated to
Councillors. There had been an overpayment due to an incorrect hourly rate being
applied but the final net back pay due amounts to £293.88.
The working from home allowance due amounts to £308.00. These figures are
calculated to 31st October 2018. The new pay award will be applied from 1st
November 2018. It was resolved to accept and adopt the amounts as proposed.
The Clerk will advise SALC payroll accordingly. Proposed – IW
Seconded – SB
ACTION - Clerk

10. Village Amenities and Events:

- i. Play Area Report.
a) IW presented the ROSPA Safety Inspection report (previously circulated) which
highlighted some minor matters, mostly fencing related, but no serious concerns were
identified. Other than the fencing matters IW considered there was no further action
required on the other matters highlighted in the report.
b) Fencing. Clerk reported the Countrycare Fencing had been instructed to carry out
remedial works to the fencing and the work should be completed in the next ten days
b) Fencing -cont'd
or so. Clerk was instructed to request Countrycare to ensure the gate entrapment
issue identified in the ROSPA report is rectified. **ACTION – Clerk**

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

- c) There were no other matters identified.
- ii. Allotments.
 - a) Neighbours. An issue was brought to the attention of the PC by Cllr Butters. AW has investigated the matter and has addressed the issue raised.
 - b) Relinquishing Tenancies. The PC confirmed that it was not possible to 'pass on' allotment tenancies and that when a tenancy was given up the procedure is for the vacancy to be advertised on the Village Noticeboard, on the Parish website and in the Parish Magazine as soon as possible. If there is more than one interested person then the selection is by a simple names in a hat process, Hasketon residents having priority. Clerk was instructed to write to plot holder concerned. **ACTION – Clerk**
 - c) Boundary Matter. A draft Licence agreement (previously circulated) had been received from Flagship Housing. The agreement made no mention of fees although it was understood there would be no fees involved. Clerk was requested to clarify this. Clerk also stated he had requested sight of the map referred to identifying the area in question. **ACTION – Clerk**
- iii. Bus Shelter. No matters raised.
- iv. Victory Hall (village hall). IW updated on the kitchen plans which were still in the planning stage. Other discussion focused on improvements to car parking entrance, disabled access and lighting. To make work more attractive to a contractor it was thought a joint venture between the PC and the Victory Hall Committee would be more cost effective. IW would investigate further. **ACTION – IW**
- v. Broadband. The continued delays being experienced from a broadband service provider undertaking their Live-to-Live (L2L) Transfer Process occurring at the Ipswich headend affecting Hasketon cabinet P31, (and a few other similarly affected cabinets in other parts of Suffolk), was escalated to senior levels within Openreach Ltd, who have now given an assurance that P31 will be completed and accepting upgrade orders by the end of November 2018. This latest escalation update has been provided to Cllr Simon Batley by the Programme Director of Suffolk Better Broadband.
- vi. Other Matters. A question had been raised by a resident regarding the possibility/likelihood of mains drainage being available in the village. The PC confirmed they had no indication that this was a possibility or likelihood in the near future. Clerk would respond accordingly. **ACTION - Clerk**

11. Planning:

- i. Planning Application DC/18/3863/LBC. The Old Rectory, Shubbery Road. (To remove part of an originally external wall that is now an external wall between the kitchen and conservatory and the installation of a steel beam to enable reconfiguration of the kitchen).
There were no objections offered in respect of this application. It was resolved to respond to SCDC Planning accordingly. **Proposed – SB
Seconded - PH
ACTION – Clerk**
- ii. Updates on Previous Applications. Clerk provided update on previously considered applications. List attached. Available on SCDC Planning portal.

12. Highways:

- i. Overgrown Hedges. Clerk reported he had received a correspondence (circulated) advising the hedge in Riverside had been trimmed. SBu advised the hedge obstructing the sight splay to the entrance of Tymmes Place had not been trimmed. **ACTION – Clerk**
SBu also pointed out that the hedge at the corner of Boulge Road and Top Road

12. Highways: (cont'd)

was a potential problem although this was not the responsibility of the PC.

- ii. Potholes. It was acknowledged that many of the potholes within the village had been repaired although there were still some outstanding. Individuals are encouraged to report these on the Suffolk County Council (Highways) online reporting tool. Considerable damage to road edges is caused by construction traffic which causes deep ruts where they run on the verges and these do not always get recognised as potholes by Highways.
- iii. Traffic Speed/HGV Vehicles. There has been no further contact from Suffolk County Council regarding the previous concerns expressed to Cllr Robin Vickery and Cllr Mary Evans. AW will follow up with Cllr Robin Vickery. **ACTION - AW**
- iv. Other Matters. Clerk reported on contact from resident currently involved in a dispute with Suffolk County Council over damage sustained to their vehicle by a road side obstruction. The PC has no authority over highways matters and from the available information it was considered it was a matter for the County Council or the landowner.

13. GDPR: (Data Protection).

Clerk had circulated various notices i.e. Privacy Notice, Consent Forms previously which should be used on PC correspondence etc. It was resolved to accept and adopt these notices.

Proposed – PH
Seconded – PSy.

Clerk confirmed that the PC was not required to appoint a DPO (Data Protection Officer) but he would continue to work through information and apply the legislation where appropriate.

ACTION - Clerk

- 14. Training: PH and PSy reported that they were disappointed with the recent planning workshop at SALC and considered a considerable amount of time was lost on non-consequential content.

- 15. Council Ward Boundaries: - Final recommendations (prev. circulated)
Refer item 7 (District Cllrs report) final paragraph.

- 16. SALC AGM: No one from PC was able to attend.

- 17. SCDC Air Quality Report 2018 – Consultation (prev. circulated)
There were no areas of the report that directly affects Hasketon. AW pointed out there was an area being monitored in Woodbridge due to standing traffic at the traffic lights at junction of Lime Kiln Quay and the Thoro'fare.

- 18. Correspondence: (list previously circulated and attached))
PH asked about the correspondence circulated regarding village maps that does not appear on the list. Advised it was on previous list. PH put forward possibility of producing our own map perhaps similar to those displayed at various locations in Woodbridge. Future Agenda item.

19. Date of Next Meeting and Close:

Date of next meeting January 10th 2019 at 6.30pm at the Vistory Hall, Tymmes Place, Hasketon.

There being no other business the Chairman declared the meeting closed at 8.25pm.

Signed -Chairman

