

MINUTES OF MEETING OF HASKETON PARISH COUNCIL  
HELD ON THURSDAY 13<sup>TH</sup> SEPTEMBER 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), and David Keeble, Hasketon Parish Clerk. Four members of the public (MotP)

1. **Welcome:** Chairman A. McWhirter opened the meeting at 6.30pm and welcomed all, in particular the members of the public attending. He reminded all of emergency procedures and that it was permissible to record and or film the proceedings, (openness of Local Government Regulations 2014).

2. **Apologies for Absence:** Apologies received from Cllrs S. Batley (personal reasons), P. Strugnell (personal reasons) and these were approved and accepted by the meeting.

Proposed IW  
Seconded PSy

Apologies were also received from District Councillor (DCllr) Holdcroft. He also advised there were no DCllrs available to attend this evenings meeting.

3. **Declaration of Interests:** Cllr S Butters declared her interest as an allotment holder.

4. **Minutes from the previous meeting:** Minutes of meeting on 12<sup>th</sup> July 2018 and extraordinary meeting on 28<sup>th</sup> August 2018, both previously circulated, were accepted and approved as a true record and initialled by the Chairman.

5. **Matters arising from the previous minutes:** Cllr Hunter advised minute 5 (EO meeting 28<sup>th</sup> August 2018) should read 'flat roof design is less aesthetically suited' and not 'not' as in the minutes.

6. **Invitation to Members of the public to speak:** Three concerns were raised by the MotP.

i. Blocked drainage gullies in verges were causing some roads, particularly Church Road and Blacksmith Road, to accumulate standing water creating hazardous conditions for road users, particularly pedestrians and cyclists.

ii. Heavier traffic usage in Riverside due to building works has resulted in the road edges becoming damaged and 'dropping away' creating potholes at the road edges causing potential hazards as in i above.

iii. Hedges along shrubbery road and Riverside have become overgrown making an already narrow lane even narrower and more problematic for users to negotiate.

The Chairman advised these were not Parish Council (PC) responsibilities although it has had contact in the past with both the Highways department of Suffolk County Council, the District Council and Suffolk Norse in relation to highways issues and currently the PC had written to the County Councillor with responsibility for Highways matters expressing concerns on several highways and traffic related matters.

PCllr Whyte advised there was an online reporting tool for some highway issues, i.e. potholes and blocked gullies et al, and he would report the concerns expressed.

**Action – IW**

The Clerk was instructed to write to District and County Councils regarding the overgrown hedges and highway damage.

**Action – Clerk**

Also commented on was the problem of dog owners not clearing up dog mess on footpaths. One MotP left the meeting at this point- 6.38pm.

15. **Armistice Event 11th November 2018:** The Chairman brought forward item 15 of to accommodate Mr and Mrs Hughes who he invited to give details of their planned event. In brief, the event would allow the community to view the results of the research carried out by Mr and Mrs Hughes into the individuals whose names are recorded on the Hasketon War Memorial by providing a display in the Victory Hall following the Armistice Service on 11<sup>th</sup> November 2018. Mr and Mrs Hughes would like to provide light refreshments to make it a community event open to all.  
The PC agreed to assist with funding (S. 135) and it was resolved to provide funding up to £50.00.

Proposed – SBU  
Seconded – PH

Mr and Mrs Hughes left the meeting at 6.50pm.

7. **Report from District Councillor:** The report from Cllr C. Hedgley was previously circulated and is attached.  
In DCllr Hedgley's absence the Chairman commented the only topics covered that directly affected Hasketon was the Garden Waste Scheme (use of security tags).

8. **Report from County Councillor:**  
There was no County Councillor present and no report had been received.

9. **Finance:**

- i. Annual Returns: 2017-18. The Annual Governance and Accountability Return 2017/18 Part 2 was completed and the necessary documents displayed and submitted to the external auditor, PKF Littlejohn, as instructed. To date no response has been received.
- ii. Adoption of Annual Return. Adopted at previous meeting subject to comments from external auditor not yet received.
- iii. Bank Matters. Clerk requested bank signatories to ensure they signatures match those held by the bank to avoid delays in payments and money transfers between accounts.  
Clerk had also made some enquiries regarding on line banking for Parish Councils and whilst it is possible it needs further investigation. Clerk will circulate information to date. **Action – Clerk**
- iv. Summary of Accounts since 11<sup>th</sup> July (previous meeting). (previously circulated and attached).  
Clerk (RFO) advised at 24/08/2018 the savings account balance stood at £21810.53 and the current account balance at £4665.82.  
Expected income from 2<sup>nd</sup> Precept payment and allotment fees would amount to £4416.38. Known forthcoming expenses amount to £2255.96 plus an outstanding invoice not yet received for the laptop repairs of £260.00. PCllr Hunter checked accounts summary and initialled copy. It was resolved to accept and adopt the accounts summary.

Proposed – IW  
Seconded – PH

- v. Approval of invoices and Transfer of Funds. Details of invoices awaiting payment were provided by the Clerk as follows; -
- |   |         |
|---|---------|
| Clerks salary for July.....   | £147.94 |
| Clerks salary for August.....   | £147.74 |
| Clerks salary for September.....                                      | £147.74 |
| HMRC tax .2 <sup>nd</sup> quarter (end Oct 2018).....                 | £110.00 |
| Online Playgrounds (swing repairs) (reimbursed to Cllr I Whyte) ..... | £43.20  |

**9. Finance:** (Cont'd)

v. Approval of invoices and transfer of funds (cont'd)

There was no transfer of funds necessary.

It was resolved that the clerk be authorised to pay the invoices as detailed above.

Proposed – PSy

Seconded - IW

vi. Clerks – pay matters. The Chairman had circulated a paper (attached) prior to the meeting outlining an anomaly which the clerk has raised as a result of his efforts to calculate backpay previously agreed.

It was resolved to accept the Chairman's suggestion to amend the Clerk's contract to 5 hours per week instead of 20 hours per month.

Proposed – PSy

Seconded – IW

It was further resolved to backdate the amended contract hours to the commencement date of the current clerk's employment i.e. 15<sup>th</sup> May 2017.

Proposed – PH

Seconded – PSy

Clerk to calculate back pay due and submit to Chairman for checking. **Action – Clerk**

**10. Planning:**

- i. Planning Application DC/18/3140/FUL – Wedgewood, Top Road, Hasketon. This application had been considered by the PC at the EO meeting on the 28<sup>th</sup> August and a response submitted to SCDC planning. A notice of a potential referral of planning application has subsequently been received regarding this application. After due consideration of the trigger point identified in the potential referral the PC resolved to recommend referral of the application to the planning committee.

Proposed – IW

Seconded - SBu

- ii. Clerk provided updates on previous applications and appeals. These are available to view on the Suffolk Coastal District Council website (View planning applications).

**11. Village Amenities and Events:**

i. **Play Area report.**

a) **Maintenance of play equipment.** Cllr I Whyte reported the damaged swing had been repaired.

b) **Fencing.** A quote for repairs to the perimeter fencing has been received. There was some discussion regarding replacement of existing timber rail fencing with a more durable fence requiring less maintenance, but it was felt the cost of maintaining the existing timber fence was more cost effective given the cost of any low maintenance replacement. It was thus resolved to accept the quote of £392.00 from Countrycare Fencing and the Clerk was authorised to instruct CountryCare Fencing to carryout the repair works as soon as possible.

Proposed – PH

Seconded - IW

c) **Safety Checks.** The ROSPA annual safety check should be undertaken this month.

d) **Other.** Cllr Butters expressed concern that the hedge abutting the road and bounding the parking area at the entrance to Tymmes Place does not seem to be trimmed as part of the Suffolk Norse regular maintenance programme and presents a potential obstruction to the sight splay at the junction when it gets overgrown. The Clerk was instructed to speak with Suffolk Norse and request they reduce hedge height and width as part of normal hedge cutting contract.

**Action – Clerk**

- ii. **Trees.** Nothing to report.

11. **Village Amenities and Events:** (cont'd)

iii. **Allotments.**

- a) Enquiry. Cllr Butters reported she had received an enquiry regarding allotments which had been passed onto the clerk.
- b) Unused Plot. Cllr Butters reported that one allotment plot was currently uncultivated and had been so for a while. Clerk advised that invoices for 2018-19 were about to be sent out and this might be an appropriate time to address this issue. **Action – Clerk**
- c) Annual Meeting. Chairman and Cllr Butters would liaise to arrange suitable date for annual meeting of allotment holders. **Action – AM and SBu**
- d) Boundary Issue. Chairman reported that a boundary anomaly has been identified between Flagship land and PC land which appears to indicate part of the current allotments fall within Flagship land. Following discussions between Flagship and the PC Flagship have agreed to lease the said piece of land to the PC so that its use as allotment can continue. Flagship are in the process of drawing up the necessary documents.  
The current allotment holder of plot 5, which is not a full-size plot, has requested to cultivate the currently uncultivated area abutting the northern edge of the pumping station. It was resolved to permit the use of this area as requested.  
Proposed – PSy  
Seconded – IW
- e) Charges. Charges for allotments were increased in 2016 and no increases were considered necessary at this time.

iv. **Bus Shelter report.** No matters to report

v. **Victory Hall report.** Cllr Whyte reported that since changing the kettle it appears to have resolved some of the electrical issues.

vi. **Footpaths.** The issue of dog owners not cleaning up their dog mess was raised earlier in meeting by the MotP. This is an ongoing problem and various ways of trying to deal with this matter were discussed but the consensus was that dog owners were in the best position to prevent this being a problem.  
Other matters were raised, i.e fallen trees, trees that could pose a risk to footpath users, responsibilities concerning repairs to bridges over streams, stiles, gates and liabilities of landowners et al where footpaths cross their land.  
Cllr P Stafford had previously compiled a list of issues which Cllr Hunter would revisit. Cllr Hunter would also write to County Council regarding these issues.

**Action – PH**

12. **Highways:**

- i. **Maintenance Matters.** The matter of potholes and general damage to road edges was discussed under item 6 ii. Church Lane and Riverside were roads particularly identified. The PC acknowledged that repairs to the more serious potholes do appear to have been addressed.
- ii. **Traffic Matters – Speed/HGV's.** AW will write to CCllr Mary Evans to follow up previous contact. **Action – AM**
- iii. **Access – Overgrown Hedges.** Partly covered previously under item 6 iii. AW will check legal responsibilities and whether PC is able to assist in any way. **Action – AM**  
Clerk instructed to respond to residents correspondence regarding these issues outlining the measures the PC has undertaken and advising of County Council's online reporting tool. **Action – Clerk**
- iv. **Grit Bins.** (Information previously circulated) No further action deemed necessary.

**13. Data Protection:**

Clerk reported that audit of relevant data is being completed. Suggested privacy notices will be circulated for comment to all PCllrs before being implemented. **Action – Clerk**

**14. East Suffolk Partnership Forum Event (November 9<sup>th</sup> 2018) invite.** (previously circulated)

Relevance to Hasketon Parish not clear from information available at present.

**15. Armistice Event;** Previously covered.

**16. Training;**

Interest previously expressed by PCllr Hunter and PCllr P Stafford in undertaking some training to better understand planning processes. It was resolved to authorise two PCllr's two attend relevant course.

Proposed – IW

Seconded – Sbu

Clerk to obtain more detailed information on available courses if possible. **Action - Clerk**

**17. Suffolk Coastal Draft Local Plan Consultation;** (previously circulated)

No comment at this point.

**18. Correspondence;**(Previously circulated)

Clerk provided an addendum list to that previously circulated. (updated list attached)  
PCllr Whyte suggested that only correspondence requiring a response should be listed in order to reduce workload. Agreed by those present.

**19. Date of next Meeting and close;**

Thursday 8<sup>th</sup> November 2018 at 6.30pm in the Victory Hall, Tymmes Place, Hasketon.

The Chairman closed the meeting at 8.15pm.\_

Signed; .....Chairman

