

MINUTES OF MEETING OF HASKETON PARISH COUNCIL  
HELD ON Thursday 14<sup>th</sup> March 2019  
at 6.30pm in the Victory Hall, Hasketon, Suffolk.

Draft Minutes

**Present:** Councillors (Cllrs) A, McWhirter (AM)(Chairman), S. Butters(SBu), S. Dack(SD), G. Wells(GW), I. Whyte(IW), District Councillor (DCllr) G. Holdcroft,(GH) David Keeble(DK), (Hasketon Parish Clerk).

1. **Chairman A. McWhirter** opened the meeting at 6.30pm and welcomed all those present. He reminded everyone of the usual health and safety matters and advised that the meeting could be recorded in any format should anyone present wish to do so.
2. **Apologies for Absence:** Apologies were received and accepted from Parish Councillor (PCllr) P. Strugnell, (personal reasons) and PCllr S. Batley (Work Commitments). Apologies also received from District Councillor Colin Hedgley
3. **Declaration of Interests:** PCllr SBu declared her position as an Allotment holder
4. **Minutes from the Previous meeting:** The minutes of the previous meeting of the 10<sup>th</sup> January 2019 and the extraordinary meeting of the 28<sup>th</sup> February 2019 (both previously circulated) were accepted and approved as a true record and initialled by the Chairman and PCllr IW respectively.  
Proposed PCllr  
Seconded PCllr
5. **Matters Arising from the Previous Minutes:** The Clerk highlighted an error on the attached Accounts summary. The final three cheque entries on the Payments from Current Account sheet were incorrectly numbered and should read cheque nos 100632(Clerk Expenses), 100633(Hasketon Victory Hall) and 100634(Countryside Fencing) not 100633, 100634 and 100634. These have been now been corrected and are shown correctly on the account attached to these minutes. There were no other matters arising from either sets of minutes.
6. **Invitation for Members of the Public to Speak:**  
\_\_\_\_\_ There were no members of the public present.
7. **Report from District Councillor:** The DCllrs report had been previously circulated. DCllr GH was in attendance and presented the report in the absence of DCllr Colin Hedgley. GH responded to a question from the AM regarding the proposed Northern Bypass Route Project Timescale. GH clarified the current proposals in respect of identified routes currently proposed. Further discussion prompted by concerns expressed by PCllrs regarding general traffic management issues for construction traffic for Sizewell C and Orwell Bridge closures. GH said these factors were currently being considered. He did not think a Northern bypass, if it were to go ahead, would be constructed in time to provide any benefit for the Sizewell C construction programme.  
The DCllrs report covered various other topics i.e. Housing, Youth unemployment, Offshore Windfarms, and Sizewell C special Cabinet meeting, Local Council Elections, Community Infrastructure Funding, Womens 2019 OVO Energy Cycle Tour in Suffolk, Monday June 10<sup>th</sup> and the annual Litter Pick programme.  
The report also contains a reminder that anyone having problems with Universal Credit claims/payments can contact a specialist team via the Customer Services Department at SCDC (East Suffolk Council).  
DCllr GH left the meeting at 6.48pm.

8. **Report from County Councillor:** No representative from Councillors were present and no report received.

9. **Finance:**

i) Summary of Accounts to 28<sup>th</sup> February 2019 (previously circulated and attached). The Clerk reported that the savings account currently stood at £24116.94 and the current account at £3365.27 following the transfer of £2000.00 on 1<sup>st</sup> March 2019 therefore not shown on the Bank statements for February.

Clerk highlighted the forecast expenditure for Election costs and pointed out this cost may not be incurred if no Poll was required for Hasketon Parish Council.

It was resolved to accept and adopt the accounts as presented subject to audit.

Proposed PCllr GW

Seconded PCllr SD

As a result of the resignation of PH PCllr SD was appointed by the PC to verify bank reconciliations and statements in accordance with the Financial Regulations.

The accounts and bank statements were duly verified and signed by PCllr SD.

ii) Approval of Invoices and Transfer of funds. Clerk highlighted the amended Accounts Summary sheet due to the late receipt of invoice from SALC. Unpaid Invoices now as shown below: -

SALC (Clerk – Election Briefing) .....	£30.00
SALC (Payroll charge Period 6 months ending 31/3/2018.....)	£54.00
SALC (Suffolk Association of Local Councils) Cllr training Course (PCllr SD) .....	£123.60
Clerk Salary – January and February 2019 .....	£405.36
Clerk expenses –(Period 05/01 to 28/02/19).....	£42.30
Total .....	£655.26

Clerks Expenses shown for period Nov to 04/01/19 (£97.61) paid previously on 14/01/2019.

It was resolved that these invoices be authorised for payment and Clerk recommended that £1000.00 be transferred from the Savings account to the current account.

Proposed; PCllr GW

Seconded; PCllr SD

**Action; – Clerk**

iii) 2018-19 Budget and Precept. The Clerk reported that the Precept request had been duly submitted by the required date in accordance with the decisions of the previous meeting.

iv) Asset Register; No changes and previously reviewed and agreed

v) Audit Arrangements 2018-19. Clerk confirmed SALC had been appointed as Internal Auditors and the Audit information has been received from SALC. Internal Audit documents have to be submitted to SALC on April 8<sup>th</sup> 2019.

vi) Personnel Matters. None arising.

10. **Planning:**

i) Planning application DC/19/0801/FUL - Tanglewood, Boulge Road, Hasketon.  
(Previously circulated)

The application was duly considered and it was resolved to support the application.'

Proposed; PCllr IW

Seconded; PCllr SBu

The Clerk was instructed to respond to East Suffolk Council accordingly.

**Action; Clerk**

ii) Updates on previous Applications. The Clerk provided updates on previous applications.

**11. Village Amenities and Events:**

- i) Allotment issues; a) Boundary Licence – The signed Licence agreement has now been exchanged with Flagship Housing.  
b) The vacant tenancy has been taken and the allotments now have full occupancy.
- ii) Village Green/PlayArea – nothing to report
- iii) Tree Management – nothing to report
- iv) Bus Shelter – nothing to report
- v) Footpaths – nothing to report
- vi) Dog Waste and Rubbish Bins – nothing to report
- vii) Victory Hall (Village Hall) – nothing to report
- viii) Village Litter Pick – A date has been set for the Annual litter Pick and confirmed with Suffolk Norse who provide the necessary equipment -Sunday April 7<sup>th</sup> 2019. Village hall Victory Hall booked 10am to 2pm. **Action; Clerk**
- ix) Maintenance contracts – The Contract with Suffolk Norse has been clarified and confirmed. The Contract is agreed on the revised plan for the agreed sum of £933.18 + VAT.

- 12. 2019 Local Elections:** Clerk updated meeting on the Elections schedule and advised that if nomination papers are returned to the Clerk by Saturday 30<sup>th</sup> March he will return them to the Elections Office at Riduna Park Offices Melton on Tuesday 2<sup>nd</sup> April at 10am en bloc. Election Notices will be displayed on the Parish Council Notice Board and website from 15<sup>th</sup> March 2019 the commencement of the nomination period. Clerk was requested to post details of elections and nomination process on Hasketon Happenings webpage. The Parish Council is supplied with seven sets of Nomination papers and further sets can be obtained from The Elections Office, East Council, Riduna Park, Melton. Hasketon has 7 seats available on the Parish Council and If there are more than 7 nominations this would result in a Poll on the 2<sup>nd</sup> May 2019 held alongside the District Council Elections for the new East Suffolk Council seats. Hasketon falls within the Carlford and Fynn Valley Ward and has two seats for the District Council elections.

**Action; Clerk**

- 13. Annual Insurance Renewal:** Annual Insurance is due in June. Clerk reported he had received email this morning from BHIB inviting us to activate our account online to view our Policy documents

**Action; Clerk**

- 14. Broadband:** Cllr Batley was unable to attend the meeting but had emailed the latest comment from the Director of Suffolk Better Broadband at SCC which is as follows:

"The following premises from the 'snagging list' should now be able to order:

Wherry House, Low Road, IP13 6JG                      Tel: 01394 XXXXXX

Meadow House, Low Road, IP13 6JG                      Tel: 01394 XXXXXX

Waxwing House, Low Road, IP13 6JG                      Tel: 01394 XXXXXX

Victoria House, Low Road, IP13 6JG                      Tel: 01394 XXXXXX

However, it would appear that none of the premises in Tymmes Place were 'turned-in' to IP31. There will need to be some cabling work to fix this, which will be done as soon as possible, but not before the end of March, so sometime in Q1 19/20".

- 15. Highways:** Situation unchanged.

- 16. Training:** Cllr SD attended the 2 day Cllr training course with SALC and reported it had been very good and useful.

Clerk reported he attended an election Briefing hosted by SALC with input by Karen Last  
SCDC  
Elections Officer.

17. **I.C.O. Registration:** Clerk will meet with AM next week to clarify position. **Action; Clerk/AM**
18. **Data Protection Legislation:** Clerk has completed the various checklists, Data Risk Assessment and adapted various templates for use by Hasketon Parish Council. Clerk will meet with AM next week to finalise documents and circulate. **Action; Clerk/AM**
19. **Parish Council Documents/Archive:**  
Clerk and AM had sorted through some documents but further work still required. Clerk and AM to arrange. **Action; Clerk/AM**  
Old Minutes book still with IC for rebinding.
20. **Correspondence:** Previously circulated and attached plus  
i) Community Action Suffolk (CAS) membership to be renewed (No Charge)  
ii) Invitation for Chairman and Clerk to attend SCDC Celebration Event – No one to attend.  
iii) Various further correspondence regarding the formation of East Suffolk Council
21. **Date of next meeting:** Thursday 9<sup>th</sup> May 2019 at 6.00pm (Annual Meeting of the Parish) and 6.30pm (Annual Parish Council Meeting) in the Victory Hall, Tymmes Place, Hasketon.

Meeting closed at 7.35pm

David Keeble, Parish Clerk.

Signed ..... Alastair McWhirter, Chairman