

MINUTES OF MEETING OF HASKETON PARISH COUNCIL

Held on 12th November 2020

This was a 'remote' meeting held via Zoom commencing at 6.30pm

Final Draft Minutes

Present: Parish Councillors (PCllrs) Alastair McWhirter (AM) (Chairman), Iain Whyte (IW) (Vice Chairman), Jemima Withey (JW), Stuart Dack (SD), Beccy Batley (RB), Sarah Butters (SB), District Councillor (DCllr) Colin Hedgley (CH), and David Keeble (DK), (Hasketon Parish Clerk)
No members of the public (MOTP) were in attendance.

1. Chairman Alastair McWhirter opened the meeting at 6.30pm and welcomed everyone.

2. Apologies for Absence: Councillor Ann Turner (personal reasons) and invited participant William Helm, (WH).

3. Declaration of Interests: SB (allotments) IW (Victory (Village) Hall)

4. Minutes of Previous Meetings: (Previously circulated) The minutes from the scheduled PC meeting of 10th September 2020 and the EO PC meeting of 21st October 2020 were approved and adopted as a true record and will be signed by the Chairman at the first face to face meeting of the PC when the current Coronavirus emergency allows. It was resolved to approve the minutes as a true record.

Proposed – SD

Seconded - SB

5. Matters Arising from the Previous Minutes: Clerk advised that the figure in Minute 11(ii) 10th Sept 2020 does not correspond with the Accounts summary sheet. The figure minuted for Ch No 100721, £433.08 is correct and the figure of £192.13 (Ch No 100721) on the Accounts summary sheet is incorrect and should be amended to £433.08. The total of unpaid invoices is amended to £475.15 from £243.20 on the account's summary sheet.

The entry on the payments from current account sheet dated 01/10/2020 Ch No 100721 should read Clerk salary 31/7/2020 not 31/8/2020 and is amended.

6. Invitation for Members of the Public to Speak: None present

7. Report from District Councillor: (previously circulated) DCllr CH presented his report to the meeting highlighting particularly the continuing impact of COVID 19 on the Council. He mentioned a £100000 funding boost to tackle homelessness as part of the Governments Next Steps Accommodation programme plus other issues affecting East Suffolk area.
He clarified the situation regarding the current consultation process for Suffolk Electoral division proposals (refer minute 20)

8. Report from County Councillor: None received. Clerk confirmed CCllr Rout had been invited but only an automated response advising he was on leave had been received. Chairman requested Clerk to write to Cllr Rout inviting him to attend the next PC meeting.

ACTION - Clerk

9. Quiet Lanes Scheme Advisory Group: SD reported that 2 further meetings had been held and currently the group was in the process of confirming the roads within the Parish that are to be put forward for the scheme and preparing the submission which WH is undertaking, This would be circulated before submission. The roads identified are:

- i. Top road (junction with Boulge Road) to Low Road into Looms Lane to junction with Mill Lane.
- ii. Riverside along to junction with Mill Lane
- iii. Chimney Pot Lane (junction with Boulge road to junction with Looms Lane)
- iv. Pinnars Lane
- v. Shubbery Lane(road)

SD commented that the task has been made more difficult due to the problem of matching the local names of roads with those used by Suffolk County Council Highways Department.

SD felt that it was unlikely all 5 roads would be accepted but it could be the PC would want to fund others itself.

ACTION – Quiet Lanes Advisory Group

10. Finance:

- i) Summary of Accounts since last scheduled meeting 9th September 2020. (prev. circulated)
Clerk presented the accounts to 31/10/2020 showing a total balance of £32640.75 in the savings account and £4705.25 in the current account. Bank statements and accounts had been checked by SD and initialled. It was resolved to approve and adopt accounts as presented.

Proposed – JW

Seconded - IW

- ii) Approval of Invoices and Transfer of Funds (prev circulated) The Clerk advised that the Accounts summary sheet had been amended to include two further unpaid expenses. The updated list is shown below:

Clerk Salary (Sept and Oct 2020 – Ch Nos 100724&100729).....	£454.48
Clerk Expenses (period 4/9/20 to 31/10/20 – Ch no 100730).....	£10.43
SALC (Inv No 23657 – Ch No 100723).....	£30.00
SALC (Inv No 23720 – Ch No 100725).....	£30.00
SALC (Inv No 23795 – Ch No 100726).....	£30.00
HRMC Employers Tax Ch No 100727).....	£190.20
SALC (Inv No 23913 – Ch No 100731).....	£30.00
Playsafety Ltd (Inv No 52495 – Ch No 100728).....	£103.00
Clerk Salary (Aug 2020 – Ch No 100732).....	£200.13
Hasketon Welfare Trust -Donation – Ch No 100733.....	<u>£63.00</u>
Total.....	<u>£1166.31</u>

Clerk recommended transfer of £Nil **from savings a/c to current a/c.

** This is dependent on when identified works to the play area and Village hall etc are undertaken.

It was resolved to approve the payments as presented above and the accounts summary revised accordingly.

Proposed - IW

Seconded – JW

ACTION - Clerk

- iii) Half Yearly Financial and Monitoring Check. SD reported he had carried out the monitoring check as far as he was able. Due to the COVID restrictions he was unable to complete the whole check and would liaise with the Clerk in order to complete this.

ACTION SD/Clerk

- iv) Precept 2020-21: Clerk confirmed receipt of precept as requested (£8237.57)

- v) Budget (Draft) 2021-22-(previously circulated) IW expressed concern that the draft budget

v) (cont'd)

presented would appear to indicate the PC could operate at a loss (of approximately £200) over the next year unless the precept is increased or means of reducing expenditure are found. Clerk highlighted the substantial reserves shown as earmarked sums and felt that allowances for the variable costs i.e. expenses/administrative costs et al were slightly on the high side. IW considered the PC should make it clear that it this was a possibility and that it would use the PC reserves to back up the shortfall if any. It was agreed IW would draw up a statement to that effect. Revised Budget to be circulated for approval before January 2021 meeting.

ACTION – IW/Clerk

vi) Earmarked Reserves – Clerk highlighted revised figures within the draft budget for the earmarked reserves. It was resolved to approve these revised sums. Proposed – SB

Seconded – BB

vii) Precept 2021-22- Details from ESC for setting and approval of the precept were previously circulated. This would be agreed at the January PC meeting following agreement of the 2021-22 Budget.

viii) 2019-20 Audit recommendations Clerk reported these were in hand.

ix) Receipts Clerk advised the refund payment for the cancelled B1079 works has now been received (£868.58). A Community infrastructure Levy (CIL) payment has also been received from ESC (£810.35).

SD suggested this sum could be utilised to fund additional signage for the Quiet Lanes scheme if required.

x) Personnel Matters: Clerk advised of further correspondence from the Pensions Regulator which had been forwarded to AM (Chairman)

ACTION – AM

11. Village Amenities and Events:

i) Play Area Report: a) Annual ROSPA safety check had been completed in October and the report circulated. IW reported that the report did not contain any urgent remedial works and he would prepare an action plan for the identified works and circulate. **ACTION – IW**

b) Fencing – Strimmer damage to wooden posts was again highlighted in the ROSPA report. Clerk reported he had advised NORSE of this and they would speak with their operatives. SB reported that operatives were spraying weedkiller around posts recently and down fence line.

c) Refurbishment IW confirmed the action plan would incorporate the refurbishment programme.

ii) Allotments Clerk advised the annual rents had been received but not yet banked.

SB asked about the removal of brambles and Clerk advised Norse will cut these back this month.

iii) Bus Shelter - Nothing to report.

iv) Victory Hall – IW reported the hall is temporarily closed again as a result of the current COVID 19 regulations. Improvement work has not progressed to date.

v) Benches - The bench in the play area has been replaced, no invoice received to date. IW advised the other damaged bench near the post box is still safe for use.

vi) Car Park/Amenity Area - Entrance Improvement – IW reported a quote from EFM had been received but as yet no others. Clerk and IW to chase up other contractors. **ACTION IW/Clerk**

vii) War Memorial - IW advised the railings would need repainting at some point next year probably.

viii) Tree Survey: - Clerk reported despite several emails to the tree Surgeon the survey has not been carried out. Clerk will seek alternative company. **ACTION – CLERK**

ix) Footpaths - SD reported several finger post footpath signs have rotted and/or fallen over.

ix) (cont'd)

SD will advise Clerk of locations and Clerk will report to appropriate SCC department.

ACTION – SD/Clerk

12. Projection Equipment:

SD advised that suitable projector and screen had been identified at an approximate cost of just under £1000. DCllr CH advised he had set aside £1000 grant funding towards its purchase. SD advised he would try and source the best deal and Clerk should write to DCllr requesting grant funding. It was resolved to proceed with the grant application and purchase process.

Proposed – SD

Seconded – Clerk

ACTION – SD/Clerk

13. Rewilding Areas:

Clerk reported he had instructed Norse to leave a 3m 'wild' area alongside the hedgerow on the car Park /amenity area and also the strip of grass between the tree line and the fence alongside Blacksmiths road in the play area. These areas would be 'managed' to hopefully promote wildflowers and insects. Norse will provide signs to delineate the areas.

14. Woodland Trust Community Tree Packs:

The free packs of trees have been delivered and are temporarily 'heeled' in awaiting planting. The 420 plants comprise a mixture of traditional hedging plants, Rowan, Blackthorn, Dog Rose, Crab Apple and Hazel. Planting will hopefully be arranged for the end of November. SB to arrange. Plastic sleeves and canes have also been provided.

ACTION – SB

20. Boundary Consultations: (Item brought forward for DCllrs comments)

DCllr CH explained the current proposals. The consultation is in respect of the reorganisation of the electoral divisions for Suffolk reducing the total number of County Councillors from 75 to 70. The current proposals would see Hasketon included with Woodbridge division. CH explained he had put forward his views which are acknowledged in the current draft but advised the PC should submit their own preference. It was unanimously agreed to respond with a strong statement that the Parish Council were in favour of remaining part of a rural division and not be included with Woodbridge Town.

ACTION – Clerk

DCllr CH left the meeting at 7.40pm

15. Planning:

i) CLE Application DC/20 4109/CLE – Wilderness Farm, Whitehouse Farm Lane.

This application is based on legislation where properties have been built or altered without prior planning consent and occupiers can demonstrate continued occupancy for a minimum of 4 years.

The consensus was this was an effort to circumnavigate the planning and building regulations.

The PC has not received any notification regarding this being a domestic dwelling.

No plans/drawings have been submitted nor other investigations have been carried out on the Site. The PC has not received any indication this is a permanent residence. It lies well outside the village envelope and accessed off a single-track road. It is in a rural landscape. If submitted through the normal planning process the PC would strongly object.

The unanimous decision was to recommend this application be strongly opposed by ESC.

Clerk instructed to respond accordingly.

Proposed – JW

Seconded - SD

ACTION – Clerk

ii) Planning Application DC/20/4337/FUL – Proposed sunroom extension and Detached garage. The PC considered the extent and size of this application to be an over development of this site. It was resolved to recommend refusal of the application.

Proposed – SD

Seconded – IW

ACTION – Clerk

iii) Updates. There were no updates to report.

iv) East Suffolk Council Consultations (all previously circulated)

a) Statement of Community Involvement (SCI)

b) Cycling and Walking Strategy. Clerk advised that this consultation could be responded to online through an interactive map on the Councils website.

c) Recreational Disturbance Avoidance and Mitigations Strategy (RAMS)

Clerk was requested to circulate all again and responses to be returned to Clerk via email and he will collate responses.

ACTION – Clerk

16. Environmental Grant Scheme:

Grants of £1500 are currently available for local groups that will benefit the lives of local communities through environmental project. IW suggested a further hedge planting scheme adjacent the Victory Hall and will put together proposal and forward to Clerk. **ACTION IW/Clerk**

17. Highways:

i) B1079 – Refund for cancelled work has now been received. No further issues have been raised to date.

ii) Traffic Markings (Tymmes Place) Clerk reported he had written to Highways but no response has been received. Clerk to contact Highways again.

ACTION – Clerk

iii) JW highlighted the large pothole in Shrubbery road which is causing vehicles to swerve to avoid it on what is a single track road. Clerk will report on line.

ACTION - Clerk

18. COVID 19 Update:

The implementation of a second 'lockdown' was acknowledged. Clerk advised that play areas are allowed to remain open and further posts on Hasketon Happenings have reiterated the need to remain alert and aware of the health and hygiene rules posted on the gates.

A further emergency donation was agreed to Hasketon Welfare Trust to cover the cost of free school meal vouchers over half term. This amounted to £63.00.

Proposed – JW

Seconded – SD

19. Training:

SD reported he had attended the online planning webinars run by Birketts Solicitors (through SALC) and found them very useful. He would circulate the information.

ACTION – SD

21. SALC AGM - Scheduled for Tuesday 26th November 2020 and individuals should book if wishing to attend.

22. Sizewell C – i) Pre-examination Submission (previously circulated). Clerk confirmed the submission and had received an acknowledgment however EDF almost immediately issued

several revisions (17 in all) and were inviting a further consultation submission (closing date 18th December 2020). Planning Aid England are making further support information available to PC's and running further Q and A sessions. SB will try and attend these. Clerk will consult with Woodbridge Town Council Clerk regarding their proposed response. **ACTION –SB/ Clerk**

23. Correspondence: (List previously circulated+ addendum list attached)

Clerk advised IW had forwarded an anonymous email expressing concerns and frustration over the use of fireworks and the problems this can cause for pets. Clerk would respond via Hasketon Happenings and in the newsletter.

24. Date of next meeting and close:

Next meeting 14th January 2021 at 6.30pm (probably via Zoom). Meeting closed at 8.24pm.

David Keeble, Parish Clerk.