

## **MINUTES OF MEETING OF HASKETON PARISH COUNCIL**

**Held on 14<sup>th</sup> January 2021**

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), Sarah Butters (SB), Ann Turner (AT), District Councillor (DCllr) Colin Hedgley (CH), County Councillor Richard Rout (RR), David Keeble (DK) (Hasketon Parish Clerk) and invited Resident William Helm (WH) and one other member 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 Beccy Batley (work Commitments)

**3. Declaration of Interests:** SB (allotments) and IW (Victory (Village) Hall)(Non pecuniary interests). JW [agenda item 13 (i) a and b], owner of Turks Head.

**4. Minutes of Previous Meetings:** (Previously circulated) The minutes from the scheduled PC meeting of 11<sup>th</sup> November 2020 and the EO PC meeting of 3<sup>rd</sup> December 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:** There were no matters arising from either minutes.

**6. Invitation for Members of the Public to Speak:** The Chairman agreed that the MOTP would speak to the relevant Agenda item, 13 (i) a & b.

**7. Report from District Councillor:** (previously circulated) DCllr CH had produced a full report which had been previously circulated and is attached. He reported his fellow Councillor Tony Fryatt is currently recovering from COVID-19 so temporarily out of action. The Chairman extended the PC's best wishes to Cllr Fryatt.

CH reported that despite the negative press coverage in relation to the Covid situation Suffolk was well ahead in respect of the vaccination programme and more information is available on the Councils websites.

**8. Report from County Councillor:** The Chairman welcomed CCllr RR to his first attendance to a Hasketon Parish Council meeting. His report had been previously circulated and is attached. He reinforced CH's comments regarding the Coronavirus vaccination progress locally. He also commented that the County Council (SCC) were pleased with the progress made in relation to the Sizewell C development but said it was felt more work was needed in relation to the Environmental impact. He also commented on the Quiet Lanes scheme and announced that it was possible more funding would be made available for this scheme in the 2021.

His report made mention of various initiatives around Suffolk one of which is the Automatic

Numberplate Recognition Speed Indicators – devices that can be installed roadside and records and identifies both vehicles and their speed. This information can then be passed to the Police who can follow up with targeted enforcement.

Plug in Suffolk was another scheme mentioned, making grants available to make electric charging points more accessible around the County.

Finally, he highlighted the 'Healing Woods' scheme which is intended to encourage rural and urban tree planting in Suffolk to increase the biodiversity and to create 'Healing Woods' to remember all those individuals who have fallen victim to Covid-19.

Clerk to obtain further information on the schemes mentioned.

**ACTION - Clerk**

CCLr RR left the meeting at 6.55pm.

**9. Quiet Lanes Scheme Advisory Group:** SD gave a detailed explanation of the Working Group Report circulated prior to the meeting. The report reiterated the purpose of the Quiet Lanes Scheme and detailed the work and progress by the Scheme and the Working Group to date. Report attached. all 5 roads identified in Hasketon plus a 6<sup>th</sup> road (shared with Bealings Parish) had been validated and the report outlined proposed signage locations et al.

The next stage was to consult with residents especially those living on the identified roads. It was agreed WH would draft an appropriate letter to be sent out and posted Hasketon Happenings to this end.

Although further funding may be forthcoming as it stands the PC would be required to fund the financial shortfall of £1875.00. Clerk stated that the budget currently has an earmarked sum of £2000 to cover the Quiet Lanes scheme.

It was resolved to approve the 6 roads currently identified and the proposals as presented in the report.

Proposed – AT

Seconded – JW

It was also resolved to approve the expenditure (if required) to fund the shortfall of £1875.00.

Proposed – IW

Seconded - JW

**ACTION – Quiet Lanes Advisory Group/Clerk**

### **13. Planning:**

i) Planning Applications.

**a) DC/20/4873/VOC and b) DC/20/4872/LBC**– Variation of Condition No2 of DC/19/4281/FUL – seeking extra height to approved function room. Original Description reads – Alterations and additions to public house including single storey rear extension to provide additional flexible dining/function space and improved kitchen facilities, erection of single storey outbuilding to form 8 x letting rooms ancillary to the public house. Turks Head, Low Road, Hasketon.

Views were invited from the MOTP in attendance. The comments were primarily in relation to how the 'function room' would be used and whether the alterations meant that it would widen its scope, i.e. events, resulting in a greater volume of traffic and as noise from users, particularly late at night.

JW responded as a MOTP and owner, she commented the Turks Head already provided a venue for several weddings a year and the 'function room' was primarily an additional dining space for up to 30 diners. She pointed out the application was to raise the height of the function room by 30 cm.

The MOTP also commented on parking issues and the impact of visitors to the village on residents in this respect however also acknowledged the value of the Turks Head to the local community.

The PC resolved to offer no objections to the application DC/20/4873/VOC nor the associated LBC

### **13. Planning: (cont'd)**

i) Planning Applications.

**a) DC/20/4873/VOC and b) DC/20/4872/LBC**

application DC/20/4872/LBC.

Proposed – AT

Seconded – IW

**c) DC/20/5200/FUL** – Alterations & extensions to existing detached bungalow (private dwelling), comprising; conversion of existing conservatory to all 'All Seasons' room. Construction of extension to front conservatory. Construction of entrance porch. Construction of bay window to rear. Installation of photovoltaic panels on roof. The Laurels, Boulge road, Hasketon.

The Council resolved to recommend approval of this application.

Proposal – SD

Seconded – IW

**d) DC/20/5170/FUL and DC/20/5171/LBC** – Proposed replacement annex/Cart Lodge. The Old Rectory, Shrubbery Road, Hasketon.

The Council resolved to offer no objections to either of these applications with the observation that the design and visual amenity of the replacement building did not compromise the listed building aspect of the site.

Proposed - JW

Seconded – SD

ii) Previous Missed Application – DC/20/1924/FUL – Single Storey extension to the rear and associated internal alterations, Thorpe Hall Grundrsburgh Road Hasketon plus associated Listed Buildings Consent.

The Clerk explained the Parish Council was not notified of this application by East Suffolk Council following the changes within the Planning department at ESC and as a consequence the Parish Council were unable to offer any recommendation or comments in respect of these applications. The applications were subsequently refused by ESC.

iii) Update on Previous applications: a) Certificate of Lawful use, Whitehouse Farm – permitted. Sunroom, Bluntswood Cottage – permitted; Land south of Low road – pending.

DCllr CH was requested to look into the position of Council Tax and other statutory charges that may be due in relation to the Wilderness Farm property.

**ACTION - CH**

**10. Current Coronavirus Situation:** The Chairman highlighted the impact of the current crisis on education and had circulated proposals regarding technology support for school age children in the village during the current lockdown situation. He had spoken with both Woodbridge Primary and Farlingaye Schools with a view to the purchase of suitable digital technology for the use of pupils living in Hasketon. Clerk confirmed s137 monies could be used for this purpose so long as it was through the school, by a donation of property or money.

Both Schools were investigating the idea further and the Chairman would follow up.

It was resolved to approve the proposal in principle and authorised the Chairman to progress this.

Proposal – JW

Seconded – SD

**ACTION – AM**

CH left the meeting at 7.55pm.

**11. SLCC (Society of Local Council Clerks) Membership Renewal 2021:** Clerk advised the subscription had risen to £112 for the coming year and is of the opinion that in the current financial climate the cost cannot be warranted therefore is recommending membership is not renewed this year.

### **12. Finances:**

i) Summary of accounts. (attached) Current Savings account balance is £32641.55. Current account

## 12. Finances: (cont'd)

balance is £3658.12. Total monies held by HPC is currently £36299.67. Of this £15000 is earmarked for specific use as indicated in the 2021/22 Budget. This includes grants received totalling £6500 (excludes £1000 grant received from DCILr CH Enabling Communities Budget already spent on purchase of projector and associated equipment).

Unpaid invoices amount to £1249.51 (less £112.00 SLCC membership which is not being renewed for 2021) refer accounts summary sheet for 31/12/2020 attached.

Accounts/bank statements have been checked by SD and initialled. There are some errors on dates which are corrected and initialled.

It is resolved to approve and adopt the accounts as presented.

Proposed – JW

Seconded – AT

ii) Approval of Invoices and transfer of funds.

Clerk Salary x 2 (Nov and Dec)	£417.30
Clerk Expenses/Admin Costs	£10.30
HMRC	£150.00
Suffolk NORSE	<u>£559.91</u>
Total	<u>£1137.51</u>

It was resolved to approve for payment the above invoices.

Proposed – JW

Seconded – AT

No transfer of funds was deemed necessary unless further payments are required before next meeting i.e. Quiet Lanes Scheme.

iii) 2021-22 Budget (Revised draft previously circulated). a) Review of Earmarked Reserves. The earmarked reserves have been amended slightly in the revised budget.

It was resolved to approve the amended figures as shown in the revised 2021/22 budget.

b) Clerk presented the revised draft 2021/22 Budget (attached) which has taken into consideration comments in respect of the first draft. If the revised budget is approved as it stands it would leave a shortfall of income over expenditure of approximately £800. However, adjustments to the budget i.e. omit SLCC membership, reduce Donations amount and the training budget, could reduce this by approximately £600. In addition, no account is taken of any CIL payments that may be received (the payment in 2020/21 was approximately £800).

Clerk advised that in the Provisional Local Government Finance Settlement it was confirmed that there will be no council tax referendum limits for town and parish councils in 2021/22. Chairman acknowledged that in normal circumstances an increase was advisable but in the exceptional circumstances of the current situation and given the PC reserves it seemed more appropriate to opt for no increase and accept that some PC reserves may have to be utilised.

It was resolved that the 2021/22 Budget (Revised) as presented be approved and adopted.

Proposed – SD

Seconded – AT

iv) Precept Setting 2021/22.

Maintaining the 2021/22 Precept figure at £8475.15, the same as for 2020/21 would show as a 0.02% change on the 2021/22 Council Tax bills against the Parish element, meaning a charge of £48.39 for a Band D property.

It was resolved to request a precept of £8475.15 for 2021/22.

Proposed – JW

Seconded – AT

v) Audit Arrangements 2020/21. – a) Clerk reported SALC had increased the Audit charges from April 2021 and the charge for Hasketon is likely to be £199.00 (plus VAT).

b) Appointment of Internal Auditor.

v) Audit Arrangements 2020/21 (cont'd)

It was resolved to appoint SALC as the internal auditors for 2020/21.

Proposed – SD

Seconded - AT

vi) Financial Monitoring Check. To be completed before next scheduled meeting.

vii) Personal Matters – a) 2021/22 Pay scales are not yet agreed.

b) Clerk advised SALC have increase the payroll service charges from April 2021. Likely annual charge for HPC will be £90 (plus VAT). It was resolved to continue with this service.

Proposed – SD

Seconded - AT

**14. Village Amenities and Events:**

i) Allotments. – SB reported she was unsure if the brambles on the allotments have been cut back. Clerk to check.

**ACTION - Clerk**

ii) Play Area Matters – Report prepared by IW had been previously circulated. It covered the various maintenance measures identified in the ROSPA annual safety report. Total costs are estimated at £1384.50. IW considered much of the work could be done ourselves and the only urgent item is the post on the Agility Trail, estimated cost £85 + VAT if done locally.

Clerk suggested that given the earmarked sum of £4000, which includes grant monies from the DCILr's Enabling Communities Budget, that we should prepare a work plan that takes account of the remedial and maintenance work as well as incorporating the refurbishment plans which is likely to account for some of the works identified in IW 's report. IW agreed to prepare appropriate work plan.

**ACTION – IW**

iii) The annual tree survey has now been completed and a quote received. Clerk advised we should seek comparative quotes for the works identified and was instructed to obtain these.

**ACTION -Clerk**

iv) Bus Shelter – nothing to report

v) Victory Hall (Village Hall) report. – nothing to report as the hall is currently unused due to COVID.

vi) War Memorial – Clerk reported the railings required painting and he had advertised in the January edition of Hasketon Newsletter for any suitably qualified individuals to quote for the work but no enquiries to date. Clerk was instructed to obtain quotes for the work.

**ACTION- Clerk**

vii) Village Litter Pick – This would normally take place in April but unlikely to be the case this year. Possibility we could arrange our own event in September but in meantime ask residents going out on their daily exercise walks to take a bin bag with them.

**ACTION - Clerk**

viii) Maintenance Contract – Grass Cutting/Hedge trimming. Currently Suffolk Norse. Clerk advised the current arrangement works well and Norse are very accommodating and would recommend renewing with Norse subject to acceptable quote. Renewal due in April 2021.

**ACTION - Clerk**

ix) Car Park Amenity Area – SB reported hedge has now been trimmed back and access provided at top end for resident to paint fence.

IW advised he had met with another contractor in relation to the car park surface who had advised against using plastic matting, but had suggested another type of surface that could be 'rolled' into the surface to provide a more firm surface that would be less likely to 'scuff' up with traffic movements. MOTP present offered advice and to provide website links in this respect. IW will follow up.

**ACTION - IW**

x) Signs on Public Areas. The car park area is getting much more use as a result of people parking there and going for walks around the village. Clerk advised that the signs should make it clear that the area is owned by the Parish Council and parking is at individual's own risk. Clerk to obtain costs for appropriate sign(s).

**ACTION – Clerk**

xi) Centenary Hedge – The hedge was almost complete and had been a very popular community event with over 25 individuals taking part. SD offered to complete the planting and will liaise with

xi) Centenary Hedge (cont'd)

SB. Chairman thanked SB for successfully organising the planting within the COVID 19 rules. The names of those taking part have been noted and a commemorative plaque will be organised in due course.

**15. Technology for Viewing Documents:**

i) Purchase of projector and ancillary equipment is confirmed and approved at a cost of £1021.32 (grant of £1000 received from DCLlr CH 's Enabling Communities Fund). The equipment will be logged on the Asset register.

Proposed – SD

Seconded – JW

**ACTION – CLERK**

**16. Highways:**

i) Traffic Speeds – Manor Road/B1079. – Clerk advised that residents living in Manor Road had contacted the PC with concerns over the speed of traffic using Manor road and the apparent disregard by some drivers for the speed limit between Blacksmith road junction and the A12. Clerk advised that he had received a copy of an email from David Chenery (SCC Highways) just prior to the meeting which acknowledged residents' concerns in relation to this 'rat run'. Although the stretch of road does not currently meet the criteria for a speed limit, he states 'there may be a case to extend the 40 mph limit along its whole length on the basis of 'exceptional grounds' i.e. schoolchildren using this road to cycle to and from school'. A speed survey would be the first step and funding would be an issue. Costs would likely be in excess of £5000 for the statutory consultation if a Traffic Regulations Order and site works were required but total costs would likely be higher. It may be possible to utilise the ANPR scheme mentioned in CCLlr RR's report.

**ACTION – Clerk**

The email also stated the white lining to the bends on the B1079 near Grange Farm Entrance had been delayed for a variety of reasons but hopefully would go ahead once weather permits.

ii) Road Markings – Tymmes Place – no further information available.

**ACTION - Clerk**

iii) Potholes – Clerk advised the large pothole in Shrubbery Road had been registered on the SCC reporting tool but had not yet been repaired.

**17. Environmental Grant Scheme:**

IW reported he had contacted AJ (East Suffolk Council) and we were to late for this round but could apply next time.

**18. Parish Online:**

Subscribing to Parish Online had been discussed at a previous meeting and had been raised again as a result of the Quiet Lanes Scheme. The annual subscription is currently £54 (inc VAT). It was not considered a requirement at this time.

**19. Annual Insurance Renewal:**

The current Insurers are BHIB and the charge for 2020/21 was £652.14. Clerk advised the renewal falls due between meetings and was requesting approval to accept the renewal so long as the renewal price was within an acceptable amount. BHIB are the nominated Insurer by NALC.

It was resolved to renew with BHIB subject to the annual charge for 2021/22 not exceeding £684.00.

Proposed – AT

Seconded – SD

**20. Training:** Nothing to report.

**21. Consultations:**

- i) Sizewell C – Clerk advised a submission had been made in response to the recent EDF consultation document which replicated the submission to the Planning Inspectorate.
- ii) Clerk advised that the Council seemed to be receiving an increasing number of Consultations to consider over recent months and in order to manage these Clerk will circulate them to Councillors to be responded to on an individual basis unless they are deemed to require a Parish Council response when they will be considered at a PC meeting.

**22. Minutes – Book Binding:**

Clerk reminded Councillors that it is a legal requirement that the PC minutes are recorded in a minutes book. At present Hasketon minutes are recorded electronically and on paper in files. Clerk requested that enquiries be made to have the minutes properly bound. **ACTION – Clerk**

**23. 2021 Census:** (details previously circulated)

Clerk advised that 2021 was a Census year and it will be a digital first Census and it may be the organisers will be looking for support from the local community to assist where there is poor or no broadband or people may not have access. Clerk will post information on HH. **ACTION – Clerk**

**24. Correspondence:** (List attached)

Clerk reported on emails from 3 residents (2 already dealt with under Planning and Highways). The third concerned the matter of donations to charities Clerk advised this would be a matter to be considered at the Annual meeting following the review of Policies (s137).

**25. Date of next meeting:**

There being no other business the meeting the Chairman closed the meeting at 8.48pm. Date of next meeting 11<sup>th</sup> March 2021

