

MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON 8TH JULY 2021

At 6.30pm in the Victory Hall, Tymmes Place, Hasketon, Suffolk

Final Draft Minutes

Present: Parish Councillors (PCllrs), Iain Whyte, (IW) (Vice Chairman), Beccy Batley, (RB), Ann Turner, (AT), Stuart Dack, (SD), and David Keeble, (DK), (Hasketon Parish Clerk). Also present District Councillor (DCllr) Colin Hedgley, (CH).

There were no members of the public (MOTP) was in attendance.

1. Vice Chairman Iain Whyte chaired the meeting in Alastair McWhirter's absence and opened the meeting at 6.30pm and welcomed everyone in attendance.

2. Apologies for Absence: Apologies were received from PCllr's AM, SB and JW (all personal reasons) and were accepted by the meeting. County Councillor Elaine Bryce, (EB) had also given her apologies.

3. Declaration of Interests: IW (Victory Hall) but it was deemed there was no conflict of interest. AT declared her interest in agenda item 12 (i) (neighbour).

4. Minutes of Previous Meetings: The minutes from both the annual Parish Council (PC) meeting on 5th May 2021 and the extraordinary PC meeting on the 22nd of June 2021 (both previously circulated) were accepted and approved as a true record and initialled by the meeting Chairman.

5. Matters Arising from the Previous Minutes: There were no matters arising from either set of minutes.

6. Invitation for Members of the Public to Speak: There were no MOTP present.

7. Report from District Councillor: (previously circulated)

CH highlighted aspects of his report including the free cycling lessons being offered by Suffolk Road Safety Team. Further information at <https://www.suffolkroadsafe.com/family-cycling-sessions> Also mentioned was the free health and well being event at Kesgrave Community Centre on 27th July between 11am and 2pm where local people could find out more about local health and wellbeing services.

Two other features in his report mentioned was the work being done to 'get people off the streets' and a limited number of small grants available for groups promoting biodiversity through Greenprint Forum.

12. Planning:

i. Application DC/21/2955/FUL – Newlands, Boulge Road, Hasketon.

It was felt that given the previous applications for this site the details of this application lacked some clarity. However, it was agreed that the application was for the single-story extension and in that case, it was resolved to offer no objection.

Proposed – SD

Seconded – RB

ACTION - CLERK

AT was exempted from voting on this item.

12. Planning: (cont'd)

ii. Application DC/21/2959/FUL – Cart Lodge, The Old Rectory, Shrubbery Road.

It was resolved to offer no objection to this application.

Proposed – SD
Seconded – AT
ACTION - CLERK

iii. Application DC/21/2960/LBC – Cart Lodge, The Old Rectory. Shrubbery Road.

It was resolved to offer no objection to this application.

Proposed – SD
Seconded – AT
ACTION - CLERK

iv. Previous Applications: Clerk reported that DC/21/2456/Ful, Ivy Cottage, was still pending and DC/21/1847/LBC (listed building consent) Lowood, Mill Lane was permitted.

DCllr CH left the meeting at 7.19pm.

8. Report from County Councillor:

Unfortunately, CClr EB was not in attendance however Clerk had received her report and would circulate to Councillors.

9. Quiet Lanes Scheme (Wave 1 and 2 Updates).

SD reported that we are currently awaiting dates for sign installation and confirmation of Wave 2 roads.

10. Finance:

i. Annual Returns (AGAR) (final draft previously circulated). Clerk reported the AGAR documents had all been signed off and posted on the website and noticeboard by the required dates plus the Exemption Certificate sent to the external auditor on 29th July 2021.

ii. Banking – Internet Banking. Clerk advised that the Council should consider moving to internet banking as it was becoming more problematic to carry out financial transactions properly i.e. more payments are being required to be made online and at present the Clerk uses his paypal account and reclaims the payments, however this is recognised as not best practice and therefore needs to be remedied as soon as possible. SD to investigate what is involved and how it can be best achieved.

ACTION – SD

iii. Financial Monitoring Responsibilities. SD had been nominated to oversee the bimonthly financial checks no one had been nominated to carry out the 4 monthly Internal Financial Control Check.

It was resolved to nominate SD to undertake these checks.

Proposed – RB
Seconded – AT
ACTION – SD

iv. Summary of Accounts since March 31st, 2021 (attached). Clerk reported current balance in the Savings account is £38651.39 and the current account £4760.57. There are £834.55 unpaid invoices due plus expected forthcoming expenditure of approximately £2139.00. However, this figure is dependant on what costs will be necessary for essential repairs to the play equipment and the tree surgery costs et al. The accounts have been checked and initialled by Cllr SD.

It was resolved to approve and adopt the accounts summary as presented.

Proposed – AT
Seconded – RB

v. Approval of Invoices and transfer of funds.

<u>Unpaid invoices – Clerk Salary (May /June)</u>	£417.10
Clerk expenses (period 28/4/2021 to 01/7/2021)	£39.20
Zoom Subscription (online payment via Clerk)	£143.88
Microsoft Subscription (online payment via Clerk)	£59.99
Replacement Laptop Battery (online payment via Clerk)	£35.98
Employers Tax (HRMC)	£138.40

10. Finance: (cont'd)

v. Approval of Invoices and transfer of funds.

At present Clerk recommended a nil transfer of funds from the savings account.

It was resolved to authorise payment of invoices as above.

Proposed – RB

Seconded – AT

vi. VAT Returns 2020-21. Clerk confirmed the refund has been received amounting to £505.10

vii. CIL Report 2020-21. Clerk advised that the CIL (Community Infrastructure Monies) (£835.38) had not yet been allocated and the CIL report would be forwarded to East Suffolk Council to reflect this.

viii. Clerk Matters. Appointment of New Clerk. AM had advised Clerk that the interview with the prospective Clerk had not yet been held due to unavailability of those concerned and would be arranged as soon as possible.

ACTION - AM

11. Annual Insurance: (details previously circulated)

Clerk advised the annual insurance had been renewed for 2021-22 and was in place.

13. Village Amenities and Events:

i. Play Area Report. IW reported to date he has been unable to find a painter to paint the swings.

The slide requires some urgent work and a post needs replacing on the walkway. There will be some costs involved along with the general area refurbishment delayed due to COVID. **ACTION - IW**

ii. Allotments. No report available.

iii. Bus Shelter. IW reported the repainting is in hand and will be completed as soon as the weather allows. **ACTION – IW/SD**

iv. Victory Hall Report. IW reported that the Hall was gradually reopening although COVID precautions would continue to be followed for the foreseeable future. At present it is being used for personal dance tuition (i.e., not groups) and the Pilates classes should be commencing again in August, however a PAT electrical test needs to be completed first. Plans are in hand to accommodate the village fete on 7th August. **ACTION – IW**

v. Trees. Clerk advised he has still not been successful in finding a suitable person to carry out the required work on the trees and will continue to make enquiries. SD also make enquiries. **ACTION – CLERK/SD**

vi. Grass/Hedge Maintenance. Norse have been requested to cut the grass just prior to the Village fete.

vii. War Memorial. Clerk advised he had requested quote from a local Painter and Decorator but had not yet received it. **ACTION – CLERK**

viii. Amenity/Car Park Area. Clerk reported he had received an email from a resident expressing disappointment that the 'wild area' along the hedge line had been cut. Clerk advised that Norse had been instructed to manage that area together with the area alongside the new Centenary hedge in the play area. IW suggested the PC might apply for a grant mentioned in the DCllr's report through the Greenprint Forum to renew wildlife areas and promote biodiversity. **ACTION – CLERK**

ix. Centenary Hedge. The Commemorative plaque has been delivered and awaiting installation. It was suggested an unveiling ceremony should be held and thoughts were invited for an appropriate individual to unveil it once installed. **ACTION - Councillors**

14. Highways:

i. Traffic Issues. (B1079/Manor Road). Clerk advised he had emailed CCllr EB advising her of the concerns of residents regarding these roads and suggesting she might wish to consult SCC Highways prior to attending the meeting. Unfortunately, she has sent her apologies and it was felt the item was best discussed with her present. It was agreed to schedule for September meeting. **ACTION – CLERK**

ii. Potholes. The large pothole in Shrubbery Road has now been repaired however the several other potholes evident along the length of Shrubbery Road remain. There was a general concern about the quality of the repair and general process which needed to be fed back to Highways, through the CCllr. **ACTION – CLERK**

15. Councillor Register of Interests: (ROI)

Clerk reminded Councillors that they are required to update their details on the East Suffolk Council ROI should there be any changes in their circumstances.

16. Grant Requests:

Clerk advised requests had been received from the Air Ambulance, Leiston and Saxmundham Citizens Advice and EACH (Children’s Hospice).

It was resolved to make a donation of £50 to each of these organisations. **ACTION – CLERK**
RB suggested we should also consider a grant for Marie Curie Cancer support. Clerk advised that we have not received a request from them, but obviously would consider any request were it to be received.

17. Kesgrave/Martlesham Community Partnership Meetings: (details previously circulated)

Clerk advised he had received further correspondence regarding this group with meeting agenda and dates. He felt it may be a forum where concerns regarding traffic matters could be addressed but would require someone to attend the meetings. It was agreed to keep a watching brief on its progress and reassess any potential benefits to HPC.

18. Minutes Book:

Clerk advised that the PC minutes covering period from 2013 to 2020 were now with the Book Binder and should be ready by the end of August.

19. Queen’s Platinum Jubilee Celebrations (2022) (details previously circulated)

It was agreed to encourage local residents to organise celebrations to mark this event. RB would make some enquiries and post a notice on Hasketon Happenings for willing organisers. **ACTION – RB**

20. Correspondence: (list attached)

An addendum list attached covering period 4/7/21 to 8/7/2. Two further planning applications were received during this period which will require an EO meeting on the 22nd July 2021 in order to meet the response dates. **ACTION – CLERK**

21. Close and Date of Next Meeting:

There being no further business the Chairman closed the meeting at 8.21pm. Date of the next scheduled meeting is Thursday 9th September 2021.

David Keeble, Parish Clerk.

Signed.....Alastair McWhirter (Chairman)

Date.....