

MINUTES OF MEETING OF HASKETON PARISH COUNCIL

Held on 11th March 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), Ann Turner (AT), Beccy Batley (RB), David Keeble (DK) (Hasketon Parish Clerk) District Councillor (DCllr) Colin Hedgley (CH) and invited resident William Helm (WH) and two other members of the public (MOTP) were in attendance.

1. Chairman Alastair McWhirter opened the meeting at 6.30pm and welcomed everyone to this 'remote' Zoom meeting with the usual explanations regarding the meeting process.

2. Apologies for Absence: PCllr Sarah Butters (SB) (indisposed) and County Councillor (CCllr) Richard Rout (RR) (annual leave).

3. Declaration of Interests: IW (Victory (Village) Hall) (Nonpecuniary interest) and PCllr AT (item 11(i)e).

6. Invitation for Members of the Public to Speak: The MOTP were attending in respect of planning item 11 (i) c and so the Chairman brought forward the relevant agenda item [11 (i)e].

11. Planning:

i) To Consider and Make Recommendations on the following Planning Applications:

e) DC/21/0647/FUL – First floor (chalet style) extension and small rear extension to existing house. 2 bedroomed Garden Annex. Newlands, Boulge road, Hasketon.

AM invited comments from the MOTP present who expressed a variety of concerns regarding this development, both the extension and annex (although this is a single application for both). The Council discussion highlighted several concerns; 1) the annex appeared to be outside the existing village settlement boundary 2) the area of 'garden' was agricultural land which has been incorporated into the domestic plot and is so it may require a change of use for building purposes. 3) the size of the annex is more in the scale of a small bungalow, 4) this area has been subject to extensive developments over recent years and there is a real danger of over development of what is still predominantly a rural aspect. 5) the annex could set a precedent of 'garden' developments which would effectively create a second row of dwellings behind the properties in Boulge road, 6) Disposal of both foul and surface water is not clear and could be an issue.

Concern was also expressed regarding the appearance of the annex and the use of black metal roofing materials.

Clerk advised there were 10 objections to the annex and 2 to the extension registered on the East Suffolk planning portal.

It was resolved to recommend refusal of this application for the above reasons. Proposed SD
Seconded IW

PCllr AT was exempted from this discussion and vote.

Two MOTP left the meeting at 6.52pm

11. Planning: (cont'd)

i) To Consider and Make Recommendations on the following Planning Applications:

a) DC/21/0686/FUL and b) DC/21/0687/LBC Erection of a timber framed three bay cart lodge and workshop, Lowood, Mill Lane, Hasketon and Listed building consent application.

Concerns were expressed regarding the removal of 5 established yew trees but there were no objections in principle to the development.

It was resolved to recommend approval in respect of the DC/21/0686/FUL application with a comment regarding the replacement of the yew trees and offer no objections in respect of DC/21/0867/LBC.

Proposed AT
Seconded JW

c) DC/21/0704/FUL and d) DC/21/0705/LBC – Single storey extension to rear and associated internal alterations, Thorpe Hall, Grundisburgh road, Hasketon IP13 6UG.

It was resolved to recommend approval of application DC/21/0704/FUL and offer no objections to application DC/21/0705/LBC.

Proposed SD
Seconded RB

Clerk to respond to ESC planning in accordance with the above resolutions.

ACTION - Clerk

ii) Clerk provided updates on previous applications which can be found on the East Suffolk Council planning portal at <https://publicaccess.eastsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

DCLlr CH reported that ESC would be pursuing the back Council tax payments in relation to Wilderness Farm.

iii) Feedback from PCllr SD on the Town & Parish Council Planning Forum meeting (04/03/21) SD reported this had been very helpful and will circulate a more detailed report when he has received the slide show presentation.

ACTION - SD

4. Minutes of Previous Meetings: (Previously circulated) The minutes from the PC scheduled meeting on the 14th January 2021, the Extraordinary meeting on the 28th January 2021 and the Extraordinary meeting on the 8th February 2021 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 – JW
Seconded - AT

5. Matters Arising from the Previous Minutes: Item 10 (14th January 2021) Computers for schools – AM advised he had had further contact with the schools and they had received support from various sources and were not in need of further assistance.

Item 22. Binding minutes. Clerk reported this was likely to cost around £120. It was resolved to proceed with having the loose minutes bound in a single volume if possible.

Proposed SD
Seconded RB

7. Report from District Councillor: (previously circulated) DCLlr CH had produced a full report which covered a variety of topics related to the East Suffolk Council area and is attached to these minutes. He highlighted the availability of small business grants, the additional bins for tourist areas and the current A12 consultation which ends on the 19th March, plus advising of the end of the emergency powers period on May 7th relating to remote meetings for Councils. (see agenda item 16).

8. Report from County Councillor: CCLlr RR was on annual leave and unable to attend. No report has been received.

9. Quiet Lanes Scheme Advisory Group:

- i) Update on Progress to Date. WH confirmed the public notices had all been posted at the various locations for the 6 roads registered in Wave 1 of the scheme and the deadline for receipt of public responses to Suffolk County Council is the 15th March 2021. He is due to meet a representative from SCC on site to discuss precise locations for signage. WH confirmed that Gt Bealings Parish Council was going ahead with their application to register the section of Bealings lane (Hasketon road in Gt Bealings) but this would be in Wave 2. It is likely that all Wave 1 costs would be covered by SCC so long as postage and printing costs were covered by the PC. WH thanked AT for laminating all the public notice documents, more than 50 A4 sheets.
- ii) To consider Registration of Further Roads in Hasketon and If appropriate, signage details. WH confirmed that a further 3 roads have been registered for Wave 2 of the scheme on the advice of the QLS team. However, this was an expression of interest at present and would need initial confirmation by 9th April 2021. An open Parish Meeting is required by the 30th April and a PC decision to proceed by that date. All the 3 roads nominated in Wave 2 are partly in the Parish Burgh and WH confirmed that Burgh have registered two roads (not their section of Mill Lane). Clerk had received two email correspondences expressing concerns about the expenditure and worth of the scheme and questioning whether the money could be better spent elsewhere i.e. cleaning road signs et al. Other views were expressed by Cllrs both for and against further extending the scheme in the village. The Clerk pointed out positive comments had also been received from residents living along Mill Lane. WH provided an eloquent reasoning for extending the scheme in Hasketon. The Council voted unanimously to continue with Wave 2.

It was resolved to continue with the Wave 2 application

Proposed AT
Seconded JW

DClIr CH and WH left the meeting at 7.32pm

10. Finance:

- i) Approval of the Summary of Accounts. (signed copy attached)

Clerk reported a balance in the savings account of £32641.55 and in the current account £2517.41. A total of £35158.96. Unpaid invoices amounted to £534.10 as below.

Clerk salary (Jan/Feb), Expenses/Admin costs and SALC payroll charge (to 31/3/2021), 4 invoices. Forthcoming expenses predicted at £691.50 to the end of the financial year at present.

- ii) Approval of invoices and transfer of funds as per accounts summary: Clerk recommended the transfer of £1000 from the Savings account to the Current account. This may need revising dependant on any proposed expenditure arising regarding the play area or other significant works required before 31st March 2021.

The accounts have been checked by SD who confirmed they were in order.

It was resolved to accept and adopt the accounts summary, payment of invoices and transfer as presented by the Clerk.

Proposed AT
Seconded JW

ACTION -Clerk

- iii) Adoption of Internal Control Report. SD reported he had carried out the internal control monitoring check which he had signed (attached).

iv) 2020-21 Budget and Precept. Clerk confirmed the precept request was submitted by the required date.

v) Audit Arrangements 2020-21. Clerk confirmed SALC had been appointed to carry out the Internal. Audit and the documents have been received by the Clerk.

vi) Personnel Matters. Clerk advised there was no information yet regarding pay awards.

12. Village Amenities and Events:

- i) Allotments. SB was not in attendance, but Clerk was able to report SB had advised him that the brambles on the allotments had been cutback by NORSE.
- ii) Play Area – a) IW reported that there were several broken fence sections which needed replacing, in particular a rotten post was urgent, plus the play equipment has suffered from lack of use and needs a clean and repaint. IW estimated the approximate cost would be £120. Clerk advised he could authorise urgent repair costs up to £500. (Fin. Reg 4.5) **ACTION – IW**
- b) Refurbishment Plan. IW is continuing to work on detailed refurbishment plan. **ACTION - IW**
- c) To consider the Installation of Additional gate at Lower End of Area. The PC has received a request to install a wooded pedestrian gate at the bottom end of the play area. IW felt this would cost around £100 for a gate and considered it could be fitted ourselves. It was resolved to proceed with this.
Proposed – AT
Seconded – SD
ACTION – IW
- iii) Tree Management – a) Survey and Maintenance Work. Clerk reported he had updated the tree survey register and was awaiting a second quote for the maintenance work. **ACTION - Clerk**
- iv) Amenity/Car Park Area. a) Car Parking Disclaimer Sign. Clerk reported a rigid plastic sign, suitable for external use, would cost approx. £15-20. IW suggested two signs would be preferable one as people drive onto the area and one facing into the area for when they have parked.
It was resolved to proceed with the purchase of two signs. **ACTION - Clerk**
- b) Maintenance. IW reported he had established the best surface material to use but was still awaiting a price for the work. **ACTION – IW**
- v) Bus Shelter. IW advised that the Shelter is in need of repainting which he and SD are prepared to undertake. Cost of paint approximately £50 plus some repair costs to woodwork. It was resolved to agree to painting and repairs work p to a cost of £100.
Proposed - SD
Seconded – JW
ACTION – IW/SD
- vi) Benches. Clerk advised no invoice has been received yet form NORSE for the replacement bench.
- vii) Footpaths. Nothing to report
- viii) Dog Waste and Rubbish Bins. Nothing to report.
- ix) Grit Bins. Clerk advised he had checked all the grit bins and completed the online SCC request form to have them refilled. Subsequent information forthcoming from SCC advises they are refilling all grit bins due to the severe weather.
- x) Victory Hall. (Village Hall) IW reported the hall was still closed but he is hopeful it ay be able to reopen for certain activities mid-April. It is scheduled for use at the May elections.
- xi) Grass Cutting /Hedge Trimming – Maintenance Contract. The existing contract with Norse is due for renewal at end of March. No details have been received yet and Clerk proposed contract is renewed subject to cost remaining the same or cost of inflation increase. It was resolved to accept this proposal.
Proposed – JW
Seconded – AT
ACTION – Clerk
- xii) Village Litter Pick. Clerk advised that his event is cancelled for 2021.
- xiii) Centenary Hedge Plaque. Clerk advised SB had offered to investigate costs etc and will report back if the PC agreed. Agreed.

13. GDPR:

- i) To Agree and Adopt a Subject Access Request Policy and Procedure.
- ii) To Agree and Adopt a Cookies Policy. (both Policies previously circulated)

This was a recommendation from the Internal Audit report 2019-20. IW explained that the HPC website does not use Cookies that records and stores data and therefore a Cookie policy as presented was not required, merely a statement explaining this.

It was resolved to accept and adopt (i) as presented and provide a statement to explain our Cookie position, both to be posted on the HPC website.

Proposed – SD

Seconded - AT

ACTION – Clerk/IW

14. Highways:

i) B1079 – Scheduled work – Lining. This work will provide white lines on either edge of the road from Grange Farm entrance to beyond the double bends towards Woodbridge.

ii) Manor Road – a) to consider traffic survey costs

b) To consider use of SIDS or ANR Device

c) To consider other measures of Traffic Management i.e., one way system.

Clerk reported he had attended an online speed forum recently hosted by SALC and involving the Police and Crime Commissioner, Senior Police Officers and SCC staff. Information has been circulated to Cllrs and it was noted the SIDS and ANPR schemes only operate in 30mph zones and Manor road was 60 and 40 mph. It was agreed that Clerk would follow up with SCC and continue to investigate other options and raise at next meeting when CClr RR is present.

ACTION - Clerk

iii) Potholes. The potholes Shrubbery Lane have been reported several times and are shown as scheduled for repair on the SCC online reporting site. Various sections of this road is in a very poor state of repair and presents quite a serious hazard.

iv) SCC Community Self Help Scheme. Clerk reported he had received two email correspondence primarily in connection with the QLS but both highlighted the state of road signs around the village and this scheme was being promoted by SCC as a way of residents tackling tasks not high on the SCC priority list. Cllrs felt it was simpler to address the road sign cleaning directly and were not in favour of setting up this scheme locally.

ACTION - Cllrs

v) Report from Online Speeding Forum (Clerk). Refer item 14(ii)a, b and c. Clerk had circulated information from the forum to Cllrs.

15. A12 Consultation: - To consider and submit Response (Details previously circulated)

Closing date for the consultation 19th March. AT agreed to draft some comments and circulate so a submission can be made.

Action – AT/Clerk

16. To Consider the Return to Face-to-Face Meetings Post 6th May 2021:

i) To consider bringing forward the date of the Annual Parish Council meeting and Annual Meeting of the Parish to before 6th May 2021.

ii) To consider Delegation of Powers to the Proper Officer (clerk) to make essential Parish Council decisions post 6th May 2021.

iii) To consider Other Matters related to return to Face-to-Face Meetings.

i) Clerk reminded Cllrs that the regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7th May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face-to-face meetings from 7th May 2021. Clerk advised that as it stands

16. To Consider the Return to Face-to-Face Meetings Post 6th May 2021: (cont'd)

the PC could only conduct business by holding face to face meetings unless the above resolutions were agreed, unless further legislation is passed by government to allow remote meeting to continue.

It was resolved to bring forward the date of the Annual PC meeting to Wednesday 5th May at 6.30pm to be held remotely in line with the current emergency legislation. Proposed - JW
Seconded – SD

- ii) Delegation of Powers would be considered at the Annual meeting on the 5th May if necessary.
- iii) The emergency legislation does not cover the Annual Meeting of the Parish which is still required to be held face to face. This would be considered at the Annual Parish Council meeting on the 5th May 2021.

17. Annual Insurance Renewal:

Details are not yet available.

18. HPC Laptop:

Clerk advised the battery needs replacing which is likely to cost around £80 and in addition some functions appear to be slow. AM suggested in view of its age (approximately 4 years Old) it should be replaced.

It was resolved to authorise the Clerk to investigate a replacement. Proposed – JW
Seconded – RB

19. Training:

Nothing to report.

20. Sizewell 'C' Consultation Process: (Details previously circulated)

Clerk advised the circulated information was further correspondence from the Planning Inspectorate regarding the representation at a preliminary meeting and the draft examination timetable. PC representation was not considered necessary.

21. Correspondence: (attached)

An Addendum covering correspondence to 11th May is also attached. AM referred to the email enquiry regarding the village sign design which had prompted some discussion regarding the location and details of the Mushroom claim. Clerk suggested details of the design and origin of the village sign should be posted on the PC website and an article in the village magazine. Clerk to ask SB to follow up. **ACTION – Clerk/SB**

22. Meeting closed at 8.29pm. Date of next meeting [Annual Meeting of the Parish Council Wednesday 5th May 2021. (Remote meeting)]

SignedChairman Date