

MINUTES OF THE ANNUAL MEETING OF HASKETON PARISH COUNCIL

Held on Wednesday 5th May 2021

This was a 'remote' meeting held via Zoom commencing immediately following the Annual Parish Meeting commencing at 6pm.

Final Draft Minutes

Present: Parish Councillors (PCllrs) Alastair McWhirter (AM) (Chairman), Iain Whyte (IW) (Vice Chairman), Stuart Dack (SD), Sarah Butters (SB), Ann Turner (AT), Beccy Batley (RB), David Keeble (DK) (Hasketon Parish Clerk).

District Councillor (DCllr) Colin Hedgley (CH) joined the meeting at 7.13pm

1. Election of Chairman:

Current Chairman stood down to allow the election of a new Chairman for the forthcoming year 2021-22. AM confirmed he was willing to stand for a further year although he commented he thought it was time for a female Chair. However, there being no other nominations it was resolved that AM be duly elected as Chairman for 2021-22.

Proposed – AT
Seconded – SD

2. Welcome and Introduction:

AM welcomed all to this annual Parish Council meeting.

3. Apologies and Absence:

Apologies received from Cllr Beccy Batley and Jemima Withey (both work commitments) and were accepted by the meeting.

4. Declaration of Interests:

SB declared her nonpecuniary interests re. Allotments.

5. Election of Vice Chairman:

IW was the sole nominee and was duly elected to serve as Vice Chairman.

Proposed – SD
Secondary – AT

6. Appointment of Parish Representatives:

Play area and Amenity/Car Park area – IW
Tree Warden – -----AM
Website ----- IW
Allotments ----- SB
Victory Hall Liaison ----- IW
Footpaths ----- SD/AT
Finance ----- SD
Planning ----- Full Committee
Emergency Planning -----None appointed
Councillors were appointed as per the above list.

7. Minutes of the previous meetings:

Minutes of the previous meetings on the 11th March 2021, EO meeting 31st March 2021 and EO Meeting 29th April 2021 were approved and adopted as a true record of the said meetings.

Proposed – AT
Secondary – SD

8. Matters Arising for the Above Minutes:

AM asked about the sign for the Car Park/amenity area (item 12 iv, 11th March 2021). Clerk advised this was likely to cost between £15 to £30 and he would circulate suggested wording for Approval.

ACTION - Clerk

9. Invitation for Members of the Public to Speak:

None present.

10. Report: County Councillor

None received. AM commented that following the local elections tomorrow (6th May 2021) the vacancy that has existed since the resignation of the Robin Vickery should be filled and Hasketon will again have a representative at County Council level.

11. Report: District Councillor

Clerk advised meeting that DCllr CH would be joining the meeting as soon as possible due to having several PC meetings attend this evening. AM deferred this item until CH was present.

12. Review and Adoption of Parish Council Policy Documents (details previously circulated)

Clerk advised that he had circulated only those documents that had changes i.e. S137 Policy Guidelines; Asset register; Financial Regulations; Internal Finance Monitoring Procedures; Internal Financial Control Statement; Subject Access Request Policy and Procedure Cookies Policy Notice. All others were unchanged and could be approved en bloc.

i – Review and Adoption of Standing Orders.

ii – Review and Adoption of Media Policy.

iv – Review and Adoption of Codes of Conduct.

iii – Review and Adoption of s137 Policy Guidelines.

Clerk advised that he had received a correspondence from a resident following the decision of the Council not to approve a donation to the local Friends of the Earth group re. the Stop Sizewell C campaign. It queried the Council Policy in respect of donations to Charities and the Council may wish to consider the s137 policy in view of this. AM said that he felt the policy allowed the Council to make donations to charities and each request was considered on its own merits. He did not feel the s137 Policy required amending and was clear as it stands.

It was resolved to adopt items 12i to 12iv en bloc.

Proposed – AT
Seconded – SD

Finance:

v – Review and Adoption of Asset Register.

Clerk advised the Asset register had been updated to include the recent Projector equipment purchase.

vi – Review and Adoption of Financial Regulations.

Clerk advised minor amendments had been made to the finance regulations to ensure they were specific to Hasketon Parish Council.

12. Review and Adoption of Parish Council Policy Documents (cont'd)

Finance:

vii – Review and Adoption of Finance Monitoring Procedures. (unchanged)

viii – Review and Adoption of Internal Control Statement.

Dates on the document have been revised.

ix - Review and Adoption of Internal Control Process. (unchanged)

x - Review and Adoption of Financial Risk and Management Assessment (unchanged)

It was resolved to adopt items 12 v to 12 x en bloc.

Proposed – IW

Seconded – AT

xi - Appointment of PCllr to monitor finances (A/Cs and Internal monitoring processes)

It was resolved to appoint Cllr SD.

Proposed – SB

Seconded - AT

GDPR: (Website)

xii - Data Protection Statement (Website) (unchanged)

xiii – Data Protection Impact Statement (Website) (unchanged)

xiv – HPC GDPR Policy (Website) (unchanged)

xv - HPC Privacy Notice (Website) (unchanged)

xvi – Subject Access Request Policy and Procedure (Website)

Now published on website.

xvii – Cookies Policy Notice (Website)

Now published on website.

It was resolved to adopt items 12 xii to 12 xvii en bloc.

Proposed – IW

Seconded – AT

General GDPR:

xviii – Data Protection Disclaimer for Emails. (unchanged)

xix - Consent Form (General) (unchanged)

xx - Consent Form (Councillors) (unchanged)

xxi - Privacy Notice (for Employees and Councillors) (unchanged)

It was resolved to adopt items 12 xviii to 12 xxi en bloc.

Proposed – SB

Seconded – AT

Allotments:

xxii - Allotments Consent Notice. (unchanged)

xxiii – Allotments Privacy Notice. (unchanged)

Proposed – AT

Seconded – SD

Clerk advised that the Parish Council is required to publish a Model Publication Scheme, and this is in draft form at present and will be circulated for approval at the next meeting. **ACTION - Clerk**

13. Finances:

a) i. – End of Year Accounts (period 01/04/2020 to 31/03/2021) (attached)

Clerk advised the end of year accounts showed a balance of £34254.52 – Savings account £31642.36 and current account £2612.16. Accounts have been checked and agreed by SD.

ii – It was resolved to approve and adopt the end of year accounts as presented.

Proposed – IW

Seconded – AT

iii – Approval of Invoices and transfer of Funds.

Clerk presented accounts to 27/04/2021. A CIL (Community Infrastructure Levy) payment of

13. Finances: (cont'd)

iii (cont'd) - £1664.99 had been receive from East Suffolk Council and with no other transactions since 31/03/2021. Current Overall balance at 27/4/2021 stands at £35919.51 The 2021/22 Precept was due to be paid into the account on 30/4/2021.This would be the full annual amount this year (£8508.15) and not in two payments as previous years. Also shown on the summary page is the VAT reclaim amount usually received in June (£474.04).

Unpaid invoices amount to £517.82 –

Clerk Salary (April)£208.75 (Note error on Accounts summary page Salary is April salary not May)

Clerk expenses (period 29/2/2021 to 27/4/2021) £7.65

Clerk (Viking Supplies- Printer Ink).....£63.58

Clerk (Viking Supplies – Printer ink /paper).....£47.09

SALC (Membership subs and NALC subs – 2021/22).....£199.75

Clerk advised that Viking Supplies purchases were primarily for the QLS (Quiet Lanes Scheme printing costs) and had been purchased online via the Clerk paypal account hence cheques made payable to Clerk. Clerk acknowledged this was not best practice but practicalities dictated the method.

Clerk recommended that to accommodate future anticipated expenditure a transfer of £1500 should be made from the savings account to the current account.

It was resolved approve the accounts and adopt the accounts as presented and approve the transfer of funds as recommended.

Proposed – IW

Seconded – SB

ACTION - Clerk

iv – Adoption of Internal Audit Report 2020/21.

Clerk reported the Audit report was not yet completed and not available. Further information had been requested by the Auditor which Clerk has requested from Suffolk Council but as yet not received.

v – Internal Audit Recommendations. Not yet to hand.

vi – Approval and Adoption of Annual Accounting Statement 2020/21.

The AGAR (Annual Governance and Accounting Return 2020/21) is unable to be completed as the Internal audit report is not yet complete. Clerk has circulated Section 2 the Accounting Statement which is completed.

Clerk advised that the AGAR Exemption certificate must be submitted to the External Auditor by no later than 30th June 2021. The AGAR (part 2), is made up of: the Annual Internal Audit Report (page 4) completed by the Council's internal auditor; Section 1, the Annual Governance Statement (page 5), completed and approved by the PC; Section 2, Accounting Statements (page 6), completed and approved by the PC. Section 1 must be approved before approval of Section 2 and both must be approved and published on the PC website by 1st July 2021.

Clerk advised a further EO PC meeting would be required to approve the AGAR once the Internal Audit Report is received.

vii - Approval and Adoption of Annual Accounting Statement 2020/21. (Sect 2)

viii – Approval and adoption of Annual Governance Statement 2020/21. (Sect 1)

viii – Approval and Adoption of Annual Governance and Accountability Return 2020/21 (AGAR Part 2).

ix - Approval of certificate of Exemption 2020/21.

– It was agreed to defer items iv to ix until the Internal Audit Report is to hand.

ACTION - Clerk

14. Clerk Matters:

The Clerk had previously advised the Chairman that he would be announcing his retirement at this meeting. Having been in post since May 2017 and enjoyed its challenges he felt it would benefit from a new perspective and renewed enthusiasm and although sad to relinquish his post it would give an opportunity to someone else to take on the role.

AM thanked the Clerk for all his hard work and accepted his resignation. AM will prepare the necessary job description and advert. **ACTION – AM**

15. Annual Insurance: (Renewal Documents previously circulated)

To agree and adopt the renewal quote from BHIB. Clerk advised that the Council had previously agreed in principle to renew the annual insurance with BHIB and the quote amounting to £659.20 has now been received. This amounts to an increase in premium of £7.06 ((1.08%), within the amount previously provisionally agreed at the January 14th meeting (item 19).

It was resolved to accept the BHIB quotation of £659.20.

Proposed – SD

Seconded – AT

ACTION – Clerk

16. Village Amenities and Events: (Annual Reports)

a) Allotments. SB reported the surplus hedging (mostly blackthorn) from the Centenary Hedge, had been planted to provide a screen near the entrance and also at the top of the field. SB also raised a concern regarding the old sewage treatment clinker beds in the corner of the allotment and asked if this posed a hazard in any way i.e. methane gases escaping or other. Whilst the consensus was that it did not, Clerk advised he would investigate further, initially with East Suffolk Council or NORSE. **ACTION – Clerk/SB**

b) Victory Hall. IW reported the was still closed but was being used tomorrow for the local elections for the first time following the most recent 'lockdown'. He hoped there would be a gradual reopening from then on. He reported the tarmac driveway at the entrance was breaking up and needs repairing. This was PC land and therefore the PC responsibility. **ACTION – IW/Clerk**

c) Amenity/ Carparking Area. IW reported he has still been unable to find a contractor who is able to take on the work but will continue to make enquiries. **ACTION – IW**
Clerk reported as previously stated he would circulate suggested wording for the disclaimer signs for the car parking area. **ACTION – Clerk**

d) Play Area. IW reported the equipment needed a general clean and the wooden walkway equipment required a repair. This had been previously agreed at an approximate cost of £100. **ACTION – IW**

e) Bus Shelter. IW reported the repainting was scheduled, paint to be purchased and SD and IW would undertake when the weather improved. **ACTION SD/IW**

f) Benches. No issues to report at present.

g) War Memorial. Clerk advised the railings need painting; He had no responses to appeal in the PC newsletter so will enquire elsewhere. **ACTION – Clerk**

h) Tree Surgery. Clerk reported he had contacted two further Tree Surgeons but neither had provided a quote. Clerk to make further enquiries. **ACTION – Clerk**

i) Grass/Hedge Maintenance. Clerk confirmed contract had been agreed with Suffolk NORSE. He had confirmed two issues raised previously had been resolved with NORSE and Contract was inclusive of these.

SB reported on her investigations into a suitable plaque to commemorate the Centenary Hedge.

16. Village Amenities and Events: (Annual Reports) (cont'd)

i) Grass/Hedge Maintenance. (cont'd)

SB advised she had obtained two quotes for both a metal and wood (oak) carved sign. The advice suggests that a carved oak sign seemed preferable. She suggested the sign would simply say Centenary Hedge, and year of planting. A further record of those individuals involved could be recorded on a further plaque or book inside the Victory Hall. AM thanked SB for her efforts and it was resolved to proceed with an order for the Oak carved plaque. **ACTION – SB/Clerk**

j) Grit Bins. Clerk confirmed the empty ones had been reported and subsequent correspondence from Suffolk County Council indicated they were in process of refilling all grit bins.

DCllr CH joined the meeting at 7.13pm.

i) Footpaths. Clerk advised he had completed an online report for the reported encroachment of the footpath adjacent Wilderness Farm raised by RB at a previous meeting.

11. DCllr Report:

AM invited CH to introduce his DCllr report previously circulated. CH advised that he has funds available for suitable projects and would welcome applications from local organisations. He also welcomed the Parish Council's Green Lane programme saying it was a very popular scheme amongst Parish Councils.

CH left the meeting at 7.26pm

17. Refer item 15.

18. Highways:

i – Manor Road Traffic Issues. Clerk advised that information is now to hand regarding the use of Speed Indicator Systems (SIDS) and Automatic Number Plate Recognition (ANPR), neither of which could be used on this stretch of road due it not being a 30-mph zone and information has been obtained regarding costs of a traffic survey but to progress this further a discussion involving the County Councillor and Highways is probably the best way forward and therefore it makes sense to defer the item until the next meeting when Hasketon should have a newly elected County Council representative. It was agreed to defer to the July meeting.

ii – B1079. Clerk advised that the white lining had still not been carried out. AM expressed concerns regarding the road camber on the bends just passed Grange Farm entrance (Woodbridge side) which he felt was getting worse and increasing the potential danger. Clerk will write again the Highways expressing the PC concerns. **ACTION – Clerk**

iii – Potholes. it was noted that the pothole in Shrubbery road is rapidly becoming more like a canyon with the whole road surface breaking up. It has been reported several times over a period of time and the repair is shown as scheduled on the SCC online reporting site bus with no timescale specified. Clerk will write to Highways. **ACTION – Clerk**

19. Planning:

i – Planning Application DC/21/1847/LBC, Listed Building Consent – Alteration to footprint of previously permitted single storey extension to rear and associate alteration works (Lowood, Mill Lane, Hasketon, Suffolk IP13 6JL. (previously circulated).

It was resolved to offer no objection to this application.

Proposed – SD

Seconded – IW

ACTION – Clerk

ii – Updates on previous applications. Clerk reported that application DC/21/0647/FUL Newlands Boulge Road had been granted despite several local objections and the Parish Council advising ESC planning department they did not wish to withdraw their objections even though the annex was withdrawn from the application.

20. Quiet Lanes Scheme:

SD advised that we are currently awaiting feedback on the signage proposals resubmitted following the EO meeting last week.

21. Local Authority Remote Meetings - Call for Evidence:

It was agreed that having the option to hold remote meetings was a useful ‘tool’ and the PC is in favour of retaining the option. It was agreed the Chairman and Clerk would prepare and submit a suitable response.

ACTION Clerk/AM

22. Charitable Donations:

i – Hasketon Welfare Trust. (Hasketon Pantry). Clerk advised that the PC had provided two donations to HWT during the Pandemic and reported that the Hasketon Pantry had been very well used, the record book showed 25 users from the period 3/3/21 to 20/4/21.

ii – There were currently no requests pending.

23. COVID -19 Impact:

To consider the impact over the past year and the future implications for HPC.

No annual meetings were held in 2021 because of the Pandemic and all Council meetings have been remote meetings via Zoom. Some works had been postponed but generally the PC have continued to operate and meet its obligations.

Clerk advised that COVID legislation ends on May 7th 2021, and face to face meetings will be required after the 17th May (when COVID 19 restrictions are eased). Should a meeting be required in between these periods it could not be held. It was considered this is unlikely and no action (delegation of powers) was required for this period. An EO meeting will be required before the next scheduled meeting on the 8th July to approve and adopt the AGAR and Internal Audit Report, which was required to be submitted by the 30th June 2021.

ACTION – Clerk

24. Correspondence. (List attached)

Correspondence is circulated as it is received and there are no matters outstanding.

25. Date of next meeting and close:

Next scheduled meeting is 8th July 2021 and will be a face to face meeting held in the Victory Hall commencing at 6.30pm. Meeting closed at 7.43pm.