

MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON TUESDAY 9th November 2017
At 6.30pm in the Victory Hall, Hasketon, Suffolk.

Draft Minutes

Present: Councillors (Cllrs) A, McWhirter (Chairman), P Strugnell (Vice Chairman), P. Hunter, I. Whyte, P Batley, P. Stafford, Suffolk Coastal District Councillor Geoff Holdcroft, David Keeble, (Hasketon Parish Clerk).

1. **Chairman A. McWhirter** opened the meeting at 6.30pm and welcomed all and reminded the meeting of the usual safety matters.

The Chairman invited District Councillor Holdcroft to present his report (agenda item 7) before other business to accommodate Cllr Holdcroft's time schedule.

7. **Report from District Councillor:** (Agenda item 7) – The report from District Cllrs was previously circulated and is attached.

The report covered a variety of topics including an update on the Public Space

Protection Orders (dog control) mainly affecting the control of dogs in certain areas i.e. certain beaches, play areas et al. Cllr Holdcroft confirmed this legislation was passed by the Council and will now be implemented.

He commented on the Bloor Homes development at Woods Lane Melton and reported on the public information drop in session held at SCDC Offices

Melton

and highlighted the efforts of the Contractor to minimise disruption to local people. This prompted several comments from Parish Councillors regarding

the

apparent lack of consultation and concern for local people and businesses by these road closures.

The merger between Suffolk Coastal DC and Waveney DC is now likely to go ahead following the Secretary of State, Sajid Javid, announcing he was 'minded

to approve the merger' this week. Cllr Holdcroft stated this will require

reorganising Ward boundaries from the current number down to approximately

55 number (approximately halved) subject to approval from the Boundaries Commission. He commented this should have little or no effect on the rate of Council Tax.

Other issues covered by the report were the dismissal of the appeal for the Bell

Lane Kesgrave, Development, Spedeworth (Foxhall Stadium) health and safety

failings, the continuance of the trial period for cycling on the prom at Felixstowe, final consultation period for the Parliamentary Boundary changes, a scheme to assist people with Universal Credit claims and reference to the

Women on Wheels event now rescheduled for April 2018.

Finally, the report reminded people that Official canvassers are now calling on people who have not yet responded to their annual voter registration form and provided details of the SCBCA Awards nominations process for 2018 Suffolk

Coastal Business and Community Awards. The report contains links to websites

that give further information on several of these topics.

District Cllr Holdcroft left the meeting at 6.45pm.

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2. **Apologies for Absence:** Apologies were previously received from Cllr S. Butters

and was approved and accepted by the meeting.

Apologies were also received from District Cllr Colin Hedgley and County Cllr Robin Vickery.

3. **Declaration of Interests:** None offered.

4. **Minutes from the Previous meeting:** The minutes of the previous meeting of the 14th September 2017 (previously circulated) were accepted and approved as

a true record and initialled by the Chairman. Proposed Cllr P. Strugnell.

Seconded Cllr P. Hunter.

5. **Matters Arising from the Previous Minutes:**

Item 9 (vi) – Review of Standing Orders. Finance Regs, and Code of Conduct not yet done. Action –

Clerk

Item 12 – Cllr Batley raised an issue regarding results of planning applications and appeals in particular the Grove Cottage planning application (DC/15/4982/FUL). The PC does not get notified of these, but they are

available

on the SCDC Planning website.

Action – Cllr

Batley

Clerk will check site before each meeting.

Action -

Clerk

Item 15 – Operation London Bridge - Book of Condolence has been purchased and the Chairman will pass onto Canon Clare Sanders.

6. **Invitation for Members of the Public to Speak:** There were no members of public in attendance.

7. **Report from District Councillor:** Refer above.

8. **Report from County Councillor:** Apologies received from Cllr Vickery and no report received.

9. Finance:

i. Summary of Accounts since 14th September 2017 (previous meeting).
(attached). It was resolved to accept and adopt the accounts subject
to
audit. Recommendation to transfer £2000.00 from Savings account
to
current account. Proposed Cllr S. Batley. Seconded Cllr P.
Stafford.

ii. Approval of Invoices and Transfer of funds.
BDO (External Audit) - £162.00; SALC (3 invoices)- Budget Workshop
- £33.60, Data Protection briefing - £52.80, Clerk Networking session
-
£19.20; Book of Condolence (Ryman) – £19.99; Play area repairs, Cllr
Whyte – 196.25; Village Hall hire, £80.00; Employers NI contributions
£33.63; Clerk salary and expenses- £262.29.
It was resolved that all these invoices be authorised for payment.
Proposed Cllr I Whyte. Seconded Cllr P.
Hunter.

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9. Finance cont'd

iii. 2016-17 Audit. The Clerk explained that the Audit is now concluded.
The
accounts are subject to a qualified issue due to an irreconcilable
difference between the figure on the Asset register and that shown on
the Annual return.

iv. 2017-18 Audit. The transparency Code arrangements for future audits
will mean that smaller authorities i.e. less than £25000.00 annual
turnover, will not usually need to undergo an external audit. However, it
is likely, although not certain, that Hasketon will require both an internal
and external audit in 2017-18 due to the qualified issue status.

v. 2017-18 Budget. Provisional budget details were put to the meeting by
the Responsible Finance Officer (RFO) for consideration. The
Chairman
noted that Cleaning of the War Memorial appears twice on the
predicted
amounts for 2017-18 and the RFO confirmed the total should read
£12188 less £700. i.e. £11488. Cllrs will consider the proposed budget
and report back at the January 2018 meeting.

vi. The current Asset register has inconsistencies which require to be
resolved in line with the Audit requirements. A working party comprising
Cllr P Hunter, Cllr P Stafford, Cllr S Batley and the Clerk will meet to
consider this and report back to the full PC meeting. Date to be
arranged
by Clerk. Action-

Clerk

- vii. Personnel Matters.
- a) The Chairman confirmed the handover period between the outgoing and incoming Clerks is now completed. Due to an error by Barclays Bank there had been an overpayment of salary to the previous Clerk but this had been resolved with the overpayment repaid and a £25.00 courtesy payment received from Barclays in compensation.
- b) The Clerk highlighted the working from home allowance that is payable under the pay scales but was unable to provide details of amounts. Chairman requested further information on this i.e. amounts, so that the PC can consider at next meeting. Action -
- Clerk
- c) The Clerk provided details of working hours over the period September /October which showed approximately 63 hours worked by the Clerk for this 2 month period. Chairman will investigate this further and present findings to next PC meeting. Action –
- Chairman

- 10. Precept Consultation Response:** (previously circulated). SALC had Responded to the consultation process and the PC felt no further comment is required.
- 11. Precept 2018-19:** The date for submission of the Precept request is 19th January 2018 and can be set at January 2018 meeting.

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- 12. Planning:**
- i. Consultation Process for Local Planning Review. (previously circulated) No further action required by PC.
- ii. Suffolk Waste and Minerals Local Plan Consultation (previously circulated) No further comment offered.

There were no new planning applications received since the previous meeting however a concern has been expressed by a resident regarding a possible breach of planning within the Parish. Meeting instructed the Clerk to contact the SCDC Planning department to check the concern. Action

Clerk

- 13. Village Amenities and Events:**
- i. Play Area Report.
- a) Safety Checks/Annual Inspection
Cllr Whyte updated with his findings in relation to what

might be expected of weekly safety checks by nonqualified people i.e. Cllrs/Residents which suggested this was purely a visual check and did not involve checking structural integrity i.e.nuts/bolts etc. It was agreed

that

the Insurance Company should be written to informing them of our actions in relation to weekly/monthly checks. Clerk to prepare draft and forward to Cllr P Hunter for checking. Clerk to write to new Insurance Company

(BHIB)

to request sight of their Insurance schedule in preparation for renewal.

Action-

Clerk

The meeting instructed the Clerk to contact Fenland Leisure and Waveney Norse regarding annual safety check and authorised to instruct safety

check

to be carried out. Proposed P Hunter. Cllr S Batley.

Action -

Clerk

- ii. Sand Pit. Cllr Whyte advised that the Sand Pit could be moved to a more open location and provided with a solid permeable base that would assist with drainage and help with drying out the sand. A pagoda type cover could be erected over the pit to reduce the amount of rain getting onto the sand. It was resolved to undertake repositioning as stage 1 process cost estimated at approximately £100. Cllr Whyte will organise the work.

Proposed Cllr Whyte, Seconded Cllr P Stafford. Action - Cllr Whyte Stage 2 process – erection of Pagoda type cover to be discussed at future meeting.

due

- iii. Tree Management. The work identified from the survey earlier in year is

to be carried out in January 2018. Cllr P Hunter will obtain quotes.

Action – Cllr P Hunter

- iv. Allotments Report: Cllr Butters was not in attendance to provide report. All rents for 2017-18 have been paid.

- v. Bus Shelter. Nothing to report.

- vi. Victory Hall (Village Hall) report. There is a Charity Day event booked for 26th November. The Village fete is scheduled for 4th August 2018.

- vii. Broadband report. Work was due to begin in central Hasketon (Low road/Boulge road) but has been delayed due to the presence of

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13. Village Amenities (vii) cont'd

underground high and low voltage cables in one of the proposed cabinet locations. This will now require a new survey and location to be found.

01473

There are now two cabinets planned for 01394 numbers and two for numbers to be located around the Parish. The 01473 cabinets are due to be deployed around June/July 2018, but the 01394 numbers will now unfortunately be delayed until to around October 2018, although the

Parish

Council is pushing to bring forward if possible and Cllr Batley is expecting

to be notified when the new location survey is underway.

14. **Riverside:** - Fly tipping. Cllr P Stafford reported he had been advised by a resident that an amount of garden rubbish had been deposited at the entrance to one of the footpaths leading off Riverside. Clerk was instructed to include a reminder in the Parish Magazine article pointing out it is illegal to dump rubbish of any nature and individuals can be prosecuted for doing so. Clerk Action –

15. **Annual Insurance:** The current Insurance Brokers AON UK Ltd will be replaced in 2018-19 by BHIB insurance Brokers as the preferred Insurers for Local Councils, through a new partnership arrangement negotiated between NALC, BHIB and Aviva. Council instructed the Clerk to request a copy of the Insurance scheduled being offered to Local Councils in preparation for renewing the Parish Councils Insurance. Clerk Action - Clerk

16. **Data Protection Legislation Changes:** The Local Authority Information Service publication (LAIS 1403) was previously circulated. This provides an extensive summary of the legislation with comments gathered from the briefing sessions held by SALC. The Clerk and Cllr P Hunter have attended one of these sessions and reported that whilst there will be a cost involved for Councils to comply there is still a lack of clarity as to the extent the requirements will impact on the Parish Council. There is likely to be funding available from Government to Parish Councils to enable them to comply.

17. **Electoral Commission:** Constituency Boundary Changes. Details previously circulated. This is the third and final stage in the process and if implemented it will mean Hasketon Ward will become part of Suffolk Coastal Parliamentary Constituency.

18. **Parish Plan:** In order to keep Parishioners informed and involved the Council is considering producing a Parish Development Plan to identify and schedule future work and improvements to benefit the Community. One such item is the fencing to the Play area which is requiring frequent and costly repairs which if replaced with a more durable fencing could save money in the longer term. The Clerk will invite Parish residents to put forward ideas for future developments although any ideas would have to satisfy the criteria governing how the

Parish Council can spend its funds.

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19. **Litter Strategy:** The litter pick promoted by SCDC will be repeated in 2018 (April) and the Clerk was requested to make the necessary arrangements.
Action- Clerk
20. **Training:** Cllr Stafford is due to attend the SALC training course for new Councillors in February 2018 following cancellation of the original course scheduled for November 2017.
21. **SALC – AGM:** No one from the Parish Council was available to attend the AGM.
22. **Correspondence:** The list of correspondence is attached and all correspondence was previously circulated. Two items were highlighted by the Clerk, the notification of Insurers from BHIB and a catalogue from Gladsons of equipment for Local Councils.
23. **Parish Council Chairmanship:** Vice Chairman Cllr P Strugnell confirmed his willingness and availability to cover the Chairmanship duties should this be required in the future.
24. **Date of next meeting:** January 11th, 2018 at 6.30pm in the Victory Hall Hasketon.

Meeting closed at 8.45pm
