

MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON THURSDAY 10th January 2019
At 6.30pm in the Victory Hall, Hasketon, Suffolk

Final Draft Minutes

Present: Councillors (Cllrs) A McWhirter (AM) (Chairman), I Whyte (IW), S Butters (SBu), S. Batley (SB), David Keeble (DK) Hasketon Parish Clerk and District Councillor (DCllr) G. Holdcroft. (GH). County Councillor (CCllr) Robin Vickery (RV) joined the meeting at 18.43. Stuart Dack (SD) and Georgina Wells (GW), (prospective Parish Councillors).

1. **Welcome:** Chairman AM. opened the meeting at 18.30 and extended a Happy New Year greeting to all. He welcomed everyone present especially Stuart Dack and Georgina Wells and introduced them to the meeting. He reminded everyone of the usual emergency procedures and other housekeeping matters.

2. **Apologies for Absence:** Apologies were received from Paul Strugnell (personal reasons) and were accepted by the meeting.

3. **Declaration of Interests:** Cllr S Butters declared her interest as an allotment holder.

7. **Co-option of Parish Councillors:** The Chairman brought forward this agenda item to formally co-opt the two new Parish Councillors (PCllrs). It was resolved to co-opt both Stuart Dack and Georgina Wells onto the Parish Council (PC).

Stuart Dack	Proposed - IW
	Seconded – SBu
Georgina Wells.....	Proposed – SBu
	Seconded – S B

Declaration of Acceptance of Office forms were completed in respect of both Stuart and Georgina.

4. **Minutes from the previous meeting:** Minutes of the scheduled PC meeting held on 8th November 2019 and EO meetings held on 28th November and 19th December 2019 were accepted and approved as a true record and initialled by the Chairman.

Minutes of 8 th November 2019	Proposed – SBu
	Seconded – IW
Minutes of 28 th November 2019.....	Proposed – IW
	Seconded – SB
Minutes of 19 th December 2019.....	Proposed – IW
	Seconded – SB

Clerk stated that the EO PC meeting arranged for 12th December 2019 was unable to proceed due to the meeting not being quorate and was rearranged for and held on 19th December 2019.

5. **Matters Arising from the Minutes:** Clerk advised that apologies were received from PCllr Paul Strugnell for PC meeting on 8th November but were not recorded in the minutes.

6. **Invitation for Members of the Public to Speak:** None present.

8. **Report from District Councillor:** (Previously circulated). DCllr GH presented the main points of the DCllr's report to the meeting. He highlighted the Suffolk Coastal Final Draft Local Plan draft now in its final stages of the consultation process and stressed the significance of this plan for future housing development and employment in the area. He also commented on the Stage 3 EDF Sizewell C consultation now underway and again stressed the importance and impact for the whole of the coastal area and encouraged

8. Report from District Councillor: (cont'd)

everyone to attend one of the public information sessions.

DCllr Holdcroft raised a major concern for him resulting from Suffolk County Councils decision to remove funding to the Citizens Advice Service and asked that as many representations as possible should be made to the County Council regarding this. SCC intend to reduce its financial support for the CAB service by 50% in 2019/20 and completely in 2020/21 to help achieve a further overall saving of £11.2m.

The report covered several other topics ranging from car parking changes, funding for local communities and SCDC prosecutions for dog fouling.

DCllr Holdcroft responded to several questions from PCllrs regarding the Sizewell C proposals and Scottish Power plans re. the proposed substation development at Friston and he confirmed that the development in Woodbridge on the site of the old Coastal Offices at Melton Hill was still likely to go ahead albeit with a different design.

9. Report from County Councillor: (Attached) CCllr Robin Vickery provided an update on the review of the Highways department policies and practices regarding maintenance schedules and traffic being undertaken by CCllr Mary Evans. The review had identified several timewasting practices and a pilot programme has been implemented to address these issues which will hopefully improve both the response times and quality of maintenance work.

Other ideas being considered are a Community self help scheme and there has been an increase in funding from central Government which will also benefit the Highways maintenance programme.

The Chairman highlighted the recent situation in Hasketon, Shrubbery Road in particular, which caused severe problems with traffic flows and has resulted in further significant damage to both the road and the verges.

PCllr Batley highlighted the inadequacies of the current process for applying for road closures used by Utility Companies which often resulted in inappropriate diversion routes being used.

CCllr Vickery advised he would feedback these comments to CCllr Mary Evens.

ACTION – CCllr Vickery

Chairman requested information on the both the County and District Council Precept. This has not yet been settled but is likely to be between 1 and 2.5% increase.

RV and GH left the meeting at 19.05.

10. Finance:

i. Summary of accounts since last meeting (8th November 2018) (attached)

Clerk presented accounts stating the Savings Account at 27/12/2018 stood at £26116.67 and the Current Account at £3227.06. Invoices awaiting payment represented £1790.25 and forthcoming anticipated expenses including the unpaid invoices total amounted to £2554.41. This includes £249.00 for the lap top repair, the invoice for which has still not been received.

The bank statements and accounts summary were checked and initialled by SB.

It was resolved to accept and adopt the Accounts summary..... Proposed – IW
Seconded – SB

ii. Approval of Invoices and transfer of funds.

Details of invoices awaiting payment were provided by the Clerk as follows:

SALC (Networking Day	£20.40
Suffolk NORSE.....	£543.60
Clerks salary (Gross – month end January /February 2019.....	£420.56
Parish Councillor training.....	£100.00
Clerk expenses. Jan to March 2019.....	£50.00
Victory Hall booking (5 bookings)	£100.00
Laptop repair (invoice awaited.....	£249.00

Clerk recommends transfer of £2000.00 from Savings account to current account.

It was resolved to accept and approve payment of these invoices and the transfer of

10. Finance: (Cont'd)

- ii. £2000.00 as recommended by Clerk. Proposed – SD
Seconded - GW
Clerk requested agreement to renew the annual subscription 92019) to Society of Local Council Clerks amounting to £76.00. Proposed – SB
Seconded – SD
- It was resolved to authorise payment of £76.00 annual subscription renewal to SLCC
- iii. 2019-20 Budget (previously circulated) Clerk advised that the revised draft budget presented indicates a nett expenditure of £10528.00. This figure allows for a 10% contingency sum of £1019.00. Some expenses are biennial or triennial costs i.e. war memorial maintenance etc. and may not occur. Precept receipt for 2018-19 is £8562.55. It was resolved to accept and adopt the draft budget as presented..... Proposed – SB
Seconded - SBu
- iv. Precept 2019-20. IW pointed out that Hasketon currently ranks 73rd out of 101 in terms of Parish Council tax charge (band D properties) in Suffolk Coastal Area and raised a question as to why this should be although acknowledged this was only part of total bill. Clerk was requested to write to the DCllr and CCllr for an explanation. **ACTION – CLERK**
It was resolved to request a precept for 2019/20 of £8475.15 which represents no increase on the tax charge and would show as a 0% charge on the 2019/20 Council Tax bill..... Proposed – SB
Seconded – SBu
- v. Asset Register. There were no matters relating to the Asset Register
- vi. Audit Arrangements 2019/20: It was resolved to appoint Suffolk association of Local Councils (SALC) as the internal Auditors for 2019/20..... Proposed - IW
Seconded – SB
- vii. Banking Matters: a) Following the recent resignations from the PC there are now only two signatories for banking matters. It was resolved that PCllr Iain Whyte would be a third signatory. Clerk was instructed to complete the necessary forms and notify Barclays Bank accordingly..... Proposed – SBu
Seconded - SB
- b) Other Matters: There were no other banking issues.;
- viii. Personnel Matters. a) Payroll arrangements – Services Agreement: An updated Payroll Service Level Agreement had been received from SALC incorporating GDPR changes. There are no changes to current charges. The agreement was signed by the Chairman and to be returned by Clerk. **ACTION – CLERK**
- b) New Pay Scales (previously circulated); The National Joint Council for Local Government Services (NJC) have agreed the new pay scales for 2019/20 to be implemented from 1st April 2020. The Clerk’s pay will increase to £9.96 per hr from 1st April 2020, equivalent to £2589.60 per annum..... Proposed – GW
Seconded – SD
- It was resolved to adopt and implement the new pay scales in accordance with the agreement.

- 11. Planning:** a) There were no planning applications to consider.
b) Clerk provided updates on previous applications (list attached)

12. Village Amenities and Events:

- i. Allotments matters. a) Allotment Boundary - Licence Agreement
Clerk confirmed there was a one-off fee of £90 for the Licence from Flagship.
It was agreed the Licence agreement should be signed and returned to Flagship to formalise the use of the parcel of land identified in the agreement.
It was resolved to accept and sign the Licence Agreement as prepared by Flagship with a

12. **Village Amenities and Events: (cont'd)**

- i. a) (cont'd)
one off fee of £90.00.Proposed – IW
Seconded - SD
ACTION - CLERK
- b) Allotment Vacancy. The was only now one resident (SP) applying for the allotment vacancy It was therefore resolved to offer the vacancy to SP and the Clerk was instructed to contact SP accordingly.
ACTION - CLERK
- c) Other Matters. Clerk queried whether the resolution to the boundary issue would result in an extra allotment plot, but SBu advised this merely meant that the current holder with half a plot would now have a slightly larger plot.
- ii. Play Area Matters. a) Fencing – The repair work has now been completed.
b) Safety Check – Clerk requested confirmation that ROSPA should be instructed to carry out the annual safety check in 2019. Agreed..... Proposed – IW
Seconded - SB
It was resolved to instruct ROSPA accordingly at the appropriate time.
ACTION – CLERK
- c) Equipment Repairs. IW confirmed there were no outstanding repairs required on the play equipment.
- d) Other Matters. There were no other matters.
- iii. Tree Management. No issues
- iv. Bus Shelter. No issues
- v. Victory Hall. IW reported the kitchen refurbishment is still pending.
- vi. War Memorial. Clerk advised the War Memorial is scheduled for refurbishment in 2019. The consensus was that it was in a good state of repair and would not require any work this year.
- vii. Village Litter Pick. Clerk confirmed he was awaiting a response from SCDC regarding the litter pick.
ACTION - CLERK
- viii. Maintenance Contract – Grass cutting/Hedge trimming. Clerk reported that he had received details from Suffolk NORSE regarding the original contract which included a plan indicating the areas of land which was the basis of the original contract. This plan incorporates the area at the rear of the car park which has now been built on and it does not appear to include the hedge line on the road side in front of the Victory Hall. NORSE acknowledged that the lack of detail of the plan was probably the reason that the quotation was somewhat vague. The quotation from NORSE for 2019-20 also showed an increase of 3% on last year figure. NORSE pointed out the cost of the contract has not been increased since 2014. The quotation set out by NORSE is as follows: 1. Grass cutting 15 times per year. 2. Hedge cutting once per year. 3. Spraying hedge line All for £933.18 + VAT. (The PC is able to reclaim VAT). The Clerk was instructed to contact NORSE to clarify the Parish Council requirements i.e. to exclude the area now built on and to include the hedge between the Victory Hall and Blacksmith Road.
ACTION – CLERK
It was resolved to accept the quotation as above subject to clarification as above.
ACTION – CLERK
- xi. Car Parking Area. Clerk brought to attention of PCllrs the lack of and need for clear signage for car park area, i.e. individuals park at their own risk. IW pointed out that the area was a shared space and was also a recreation area. It Agreed AM and Clerk would liaise to present at next meeting appropriate wording for sign to reflect these issues.
ACTION – AM/CLERK
- x. Signage – Disclaimers. Clerk reported from networking day that some PCs had reported on problems with Insurance claims where Insurance company consider signs had not been adequate to warn users of facilities of potential risks. (see agenda item xi.)

13. **Annual Insurance Renewal:**
No details yet received from BHIB._
14. **Broadband Report:**
Cllr SB reported that cabinet 31 for the village of Hasketon was made available for Superfast connections just prior to Christmas and it has allowed many in the village to upgrade to Superfast and obtain significantly improved internet connectivity, cabinet 7 (Mill lane) and various direct fibre to the premise connections to the northern part of Hasketon parish off Boulge road having been enabled earlier last year. Unfortunately, there is continued delay to cabinet 9 (01473 numbers) to the south of the Parish and an enquiry has been raised with SCC on status. There are some issues with the data records of premises supposed to be supported by cabinet 31 affecting some in Low Road and Tymmes Place preventing upgrade to Superfast for the affected premises. This has also been raised with SCC and investigations are taking place with Openreach. Cllr SB will update when further information is available.
The Chairman thanked Cllr Simon Batley and acknowledged all the work he had put into negotiating the improvements to the Broadband service in the Village and especially in responding to individual cases. **ACTION - SB**
15. **Highways:**
Covered under Agenda item 9, CCllr report.
16. **Training:**
a) Clerk provided feedback from Clerk networking day – particularly considerable anger from a number of other PC's over poor highway maintenance and lack of response from SCC highway department.
b) IW pointed out that further training was required in relation to dealing with planning matters since both previous attendees on planning course were now no longer PCllrs. Clerk to advise of available planning course at earliest opportunity. **ACTION - CLERK**
17. **Date Protection Legislation:**
Clerk reported information was ready to forward to Chairman to check through before posting on website and general implantation. **ACTION CLERK**
18. **ICO Registration:**
Clerk advised the ICO registration had not yet been completed (Recommendation from Internal Audit 2018-19). Chairman will check details online. **ACTION - AM**
19. **Parish Council Documents/Archives:**
Clerk advised that there were still outstanding boxes of documents to sort through as part GDPR process and identifying those documents which could and should be destroyed and those to be retained/passed to County Archives. Clerk reminded Cllrs the old minutes book was still with IC for repair. **ACTION - CLERK/AM**
20. **2019 Local Elections:**
Local elections will take place in May 2019. An election will be required to be held where there are more nominations than seats. All current Cllrs will be required to stand for re-election. If an election is required in Hasketon the estimated cost notified by SCDC will be £936.37.
21. **Consultations:** (details previously circulated)
i. Air Quality control – request from the Environmental Protection Officer received for help with disseminating important air quality information. **ACTION - CLERK**
ii. Online survey from Adult and Community Services

21. Consultations: (cont'd)

- iii. Final Draft Local Plan – This has now been approved for publication by the SCDC on 3rd January 2019. It will be published between 14th January 2019 and 25th February 2019 when representations can be made in relation to legal and procedural requirements and the soundness of the plan.
- iv. Sizewell C stage 3 consultation – This will run between 4th January and 29th March 2019. Various public information sessions are being run around the area which the public is encouraged to attend to understand the impact on the local area of the project. In addition a number of workshops are being run for local Cllrs to assist individual Parish and Town councils to gather their views about the final Sizewell C proposals.

22. Correspondence: (List previously circulated)

23. Date of Next Meeting and Close:

The date of the next meeting Thursday March 14th, 2019 at 6.30pm at the Victory Hall, Tymmes Place, Hasketon.

There being no other business the Chairman closed the meeting at 20.14.

