

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 18th July 2013.**

- Present:** Cllrs John West (Chairman), Clive Robinson, Christabel Carr (in part), Jayne Robertson and Michael Harrison. Catherine Hibbert (Clerk).
PC Trish Sinclair and eight members of the public.
- Apologies:** Cllrs Henry Brewis and Ros Alexander.

The meeting recessed for Public Forum at 7.30pm.

The following items were raised under Public Forum:

Concerns raised about **dog and horse waste on the green**; query about re-installation of signage warning dog owners of potential fines;
Query about whether owners of **WW1 experience** would hold a public meeting in the village hall in addition to the open day already held on site. No details available.
Bottle bank; comment that another bank might be required. (Due for review later in year).

The meeting reconvened at 7.40pm.

1. APOLOGIES.

Noted. Cllr Carr had sent notice that she would join the meeting late.

2. DECLARATIONS OF INTEREST.

Cllr Harrison noted an interest (as payee) in one of the cheques to be issued under item 7.3.

3. MINUTES OF PARISH COUNCIL MEETINGS DATED 16th MAY and 6th JUNE 2013.

3.1 The minutes of the meeting held on 16th May 2013 were (subject to correction of the date at minute 5) approved as a true and accurate record and signed accordingly. The minutes of the meeting held on 6th June 2013 were approved as a true and accurate record and signed accordingly. **Proposed by Cllr J Robertson and seconded by Cllr C Robinson – all in favour.**

4. REPORTS

4.3 Police (taken out of turn)

PC Trish Sinclair reported that there have been no recorded crimes since the last Council meeting. She alerted the meeting to some recent local thefts of BT cable extracted out of manholes and urged vigilance. She also advised that sheds and outbuildings remain vulnerable to burglary and that landowners should be cautious. When asked for her opinion on whether CCTV could help to reduce crime in a village setting, she advised that, whilst unaware of any villages which did use CCTV, she considered that it might assist in the apprehension of thieves. Finally, she confirmed that she would be happy to deliver a talk to Hawstead on crime prevention, if requested.

PC Sinclair left at 7.50pm.

4.1 County Council report – nothing to report in the absence of C Cllr Clements.

4.2 Borough Council report – in the absence of B Cllr Rushen, **it was AGREED that her July report for Hawstead should be posted on the village website.**

4.4 Communications; In the absence of Cllr Brewis, Cllr Robinson read out that section of his report relating to communications (copy report attached), noting that Hawstead will be one of

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the first villages to benefit from the Better Broadband for Suffolk campaign, with work scheduled to have commenced by early 2014.

4.5 Environment: (taken out of turn – see below).

4.6 Highways and safety: Cllrs West and Harrison reported that (1) Suffolk CC has been lobbied to address vehicles speeding through the village and its representative is due to review the situation on site shortly; (2) **Cllr Brewis will be asked to update the next Council meeting as to the provision of a safe walkway between the Green and Cullum Cottage;** (3) signage at Larkfield corner has been installed; and (4) whilst one villager requested improved signage for Pinford End, this is not yet something which the Council has been formally asked to consider.

4.7 Achieving Excellence; Cllr Robertson reported that; (1) a new welcome sign has been successfully installed on the gate to the Millennium Field; this was welcomed by the churchwardens as a deterrent to those minded to park in the field for weddings etc.; (2) letters had been written to two landowners asking them to consider the creation of a permissive path over their land. One negative response has been received. Without universal consensus, it will be impossible to pursue the proposal in its current form; (3) she is investigating the purchase of a replacement laminated village map (showing available footpaths) for the village hall only. One quote at £75 plus VAT has been received and two further quotes will be sought; and (4) she will make a regular contribution to the Hawstead Journal on behalf of the Council to highlight any matters of interest to the village.

4.8 Planning and legal: Cllr Robinson reported that (1) the Council is awaiting a response from the relevant landowners' legal advisers before the easement can be concluded and (2) the potholes at the Almshouses have not yet been repaired, although the work has been commissioned.

4.9 Clerk Report – The clerk report (document 4.9) was received and noted.

5. TO CONSIDER

5.1 CCTV in Hawstead (including possibility of initial survey to advise on potential systems); In Cllr Brewis' absence, Cllr Robinson read out his statement on CCTV (copy attached) in which he proposes that this initiative be considered further. The meeting discussed this proposal and the following views were expressed; (1) discomfort about making any decision without Cllr Brewis present; (2) cost; (3) cost/benefit; (4) the Council's duty not to prevaricate; (5) the invasive nature of cameras; and (6) associated signage. **It was generally AGREED that consideration of this matter should be deferred until the next Council meeting.**

5.2 Policy on charitable giving by Hawstead PC;

The meeting heard that some Councillors consider that a clear set of guidelines on how to deal with requests for charitable donations would be helpful, given that the donations come out of money raised via the local precept. The following issues were discussed; (1) preference for local over national causes; (2) the limited number of applications received; (3) the merits of ad hoc consideration; (4) the use of the PC grant application form; and (5) round robin requests for donations. **It was AGREED that (1) any round robin requests for money should be directed to the Hawstead PC grant application form; and (2) Hawstead PC should continue to consider each duly submitted grant application on a case by case basis.**

5.3 Letter from Anglian Water dated 28 May 2013: The correspondence from Anglian Water confirming works it had undertaken to improve the appearance of the pumping station was noted. **It was AGREED that the clerk should respond favourably to the customer satisfaction survey issued.**

Cllr Carr entered at 8.25pm.

5.4 Recovery of Almshouse footpath repair costs: it was AGREED to roll this item onto the next Council meeting by which time it is hoped that the relevant repairs should have been undertaken and the costs will be known.

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- 5.5 Maintenance of Churchyard:** the meeting was referred to correspondence received from the Hawstead Parochial Church Council requesting financial support for maintenance of the churchyard and claiming an earlier understanding of assistance in this regard. It was noted that this maintenance is currently being undertaken under supervision of the probation service at a cost of £75 per visit. The following issues were discussed; (1) whether the churchyard is 'open' or 'closed' which is relevant to whether the PCC can oblige the PC (or District Council) to take on the maintenance costs formally; (2) whether there had been any previous formal commitment to support the PCC financially in this regard and if so whether it was a one off or open-ended commitment; (3) the annual amount of any contribution; (4) the current overgrown appearance of the churchyard; (5) the fact that the current PC-appointed contractor for mowing the Green might be able to add the churchyard onto its round at a competitive price, should the PCC choose to pursue this. **It was UNANIMOUSLY AGREED that the Council (1) would make a two year commitment to pay up to £450pa towards maintenance of the churchyard (upon provision of appropriate invoices), which commitment will be reviewed in 2015 and (2) would seek formal clarification from the PCC as to whether the churchyard is open or closed.**
- 5.6 ICO renewal:** It was noted that the Council is legally obliged to register with the Information Commissioner's Office. **It was UNANIMOUSLY AGREED that the Council should re register for the following year with the ICO.**
- 5.7 Rural profiling pilot desktop survey:** the meeting heard that K Marshall was keen to present the outcome of his desk top survey on rural profiling to the next Council meeting in September. It was noted that there is unlikely to be sufficient time at this meeting to accommodate a presentation. **It was UNANIMOUSLY AGREED that Mr Marshall should be invited to submit the outcome of his survey to Councillors by post/email; consideration will then be given as to whether and when to invite him to present his findings to the Council.**
- 5.8 Hawstead PC response to final round of consultation round – Vision 2031;** It was **UNANIMOUSLY AGREED** that the PC would not submit a response.

6. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

- 6.1 To consider application SE/13/0726/FUL re land west of Pinford End Farmhouse, Hawstead.** Cllr Robinson outlined the proposals, the details of which the Councillors had viewed previously on the St Edmundsbury website; the impact of the proposals was discussed. **It was UNANIMOUSLY AGREED that no objection should be lodged in respect of this application.**
- 4.5 Environment (taken out of turn):** Cllr Carr reported that (1) she has assessed the footpath around Cranks and that more than a work party is required to clear this; 3 quotes were sought but only one had in fact been received (£175); **it was UNANIMOUSLY AGREED that Cllr Carr would speak first to landowners either side of the path and then liaise with the clerk before the contractors (TC Forestry & Fencing) are instructed to proceed;** (2) the HLS AND ELS land swap previously proposed to enable creation of an area for children's ball games on the Green has been approved by Natural England and **it was generally AGREED that the appropriate paperwork would be signed off by the Chair;** (3) the barn owl box will be checked shortly to assess if it is in occupation; (4) **quotes for woodland maintenance for Brook Green will be obtained in September;** (5) there are lots of rabbits on the Green; the pest control operatives will be approached in readiness for commencing work in the autumn. **Cllr West finally noted that an item on the horse chestnut tree experiment would be added to the agenda for the next meeting of the Council.**

7 FINANCE

- 7.1 To receive and review the quarterly summary of finances dated 31 May 2013;** the summary of finances dated 31 May 2013 (copy attached) was received and noted.

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7.2 To receive and review the bi-monthly summary of finances; the bi-monthly summary of finances for May-June 2013 (copy attached) was received and noted.

7.3 To approve cheques to be issued. The issue of the following cheques was **UNANIMOUSLY APPROVED:-**

Ricoh	086	54.19
ICO	087	35.00
C Hibbert	088	18.14
SALC	089	54.00
M Harrison*	090	15.30
Macmillan Cancer support	091	100.00

(*This payment was authorised by PC resolution dated 21/3/13 and cheque no 063 in the sum of £15.30 was drawn up. This cheque was lost in the post and never presented; it was stopped on 16/7/13 and is now reissued).

Cllr West noted that he had recently undertaken a quarterly check on the Council's financial procedures and found all in order.

8. CHAIRMAN'S SUMMARY

The Chair commented as follows:- (1) he had been contacted by the Bury Free Press regarding the proposed development at Brook Green but had commented that, as the Council has not yet considered any formal proposals, it had no comment and referred the press to the landowners; (2) The Council was grateful for the long and valuable contribution made by Mr and Mrs Caldwell as local history recorders for the village and noted that they would approach Andy Parrett to ascertain whether he might be agreeable to take on this role; (3) he noted the resignation of both Sonja Monk and James Bulbrook from Hawstead Community Council following many years of commitment and expressed his hope that strong links between the Council and the Community Council (under its new leadership) would be maintained; (4) the pub will reportedly be boarded up as the landlord is unable to find any new tenant; (5) **an item will be added to the agenda of the next meeting regarding the handling of planning applications;** (6) he invited the Councillors to consider any further ways in which the village might be improved; (7) **an item on soil protection review would be added to the agenda for the next meeting;** (8) **an item relating to signage to minimise dog waste/horse manure on the Green would be added to the next agenda;** and (9) he finally noted that **consideration would be given in the future to reallocating the Council workload amongst Councillors.**

9. CORRESPONDENCE

The following correspondence was noted:-

9.1 The Good Councillors Guide 4th edition.

10. DATE OF NEXT MEETING

19th September 2013.

There being no further business, the Chairman thanked Councillors and members of the public for attending.

The meeting closed at 9.15pm

Distribution

Signature.....

Cllr C Robinson
Cllr R Alexander
Cllr J West
Cllr C Carr
Cllr Jayne Robertson
Cllr H Brewis
Cllr M Harrison

Website) following approval
Noticeboard) following approval

Attachments Angela Rushen Report - July 2013
Police report – July 2013
Henry Brewis report July 2013
Clerk report to July 2013
Quarterly summary of finances to 31 May 2013
Bi monthly summary of finances 18 July 2013

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