

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 18th May 2017.**

Present: Cllrs John West (Chairman), Clive Robinson, Ros Alexander, Penny Barham, Michael Harrison and Christabel Carr. Catherine Hibbert (Clerk). 9 members of the public.

Apologies: Cllr Henry Brewis and C Cllr T Clements.

The filming statement was taken as read and the meeting opened at 7.30pm.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN AND SIGNATURE OF DECLARATION OF ACCEPTANCE

Cllr Robinson proposed that Cllr West be re-elected as Chairman for the forthcoming year; seconded by Cllr Carr. Unanimously **AGREED** by all. Cllr Harrison proposed that Cllr Robinson be re-elected as Vice Chairman for the forthcoming year; seconded by Cllr Barham. Unanimously **AGREED** by all. Declarations of acceptance signed.

2. APOLOGIES FOR ABSENCE

Noted.

3. PUBLIC FORUM

No matters raised.

4. DECLARATION OF INTERESTS

None.

5. MINUTES FROM THE PARISH COUNCIL MEETING DATED 16TH MARCH 2017

The minutes from the Parish Council meeting dated 16th March 2017 were **APPROVED** and signed as a true and accurate record.

6. APPOINTMENT OF REPRESENTATIVES

The following appointments for the forthcoming year were **APPROVED** – thanks to all concerned:-

Field and footpath work; Cllrs Carr and Barham, respectively.

Tree warden; Mr James Carr;

Play area; Cllr Harrison;

SALC; Cllr West.

7. REPORTS

The reports from the County Councillor and police made to the preceding Annual Parish Meeting were noted and the following additional reports were received:-

7.1 Communications; In Cllr Brewis' absence, it was noted that BT Openreach has now confirmed its intention to proceed with the installation of a new box on the Green as per the wayleave agreement signed in winter 2015. It was noted that circular correspondence from Matthew Hancock MP has highlighted that 11 unspecified houses within the Parish will remain unaffected by the proposed upgrade. If these households can be identified, then further efforts to lobby for an upgrade on their behalf can be made.

7.2 Greens; Cllr Carr reported that; (i) the Council has received advice that the proposed footbridge, having a clear span, requires neither planning permission nor any land drainage act consent, and on that basis the contractor has been instructed to proceed; (ii) a further work party to clear this area may be useful following the bird breeding season; (iii) It will be necessary to submit an application for a new Countryside Stewardship Agreement following the expiry of the existing ten year agreement. Revised rules around this scheme mean that the Green will only qualify for a mid-tier scheme, which will yield approximately half the grant payment . This must be factored into the budget; application to be pursued by Clerk and Cllr Carr.

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7.3 Footpaths and trees; It was noted that; (i) the footpaths are currently in reasonable condition; (ii) new finger posts are on order; and (iii) Mr Carr had followed up on a complaint from a resident about the condition of Council trees adjacent to Bells Lane and has recommended future works in this regard.

7.4 Highways and safety; Cllr Harrison reported that; (i) the roads are in reasonable condition; (ii) an ad will be placed in the Hawstead Journal to highlight the new CC online pothole reporting service; (iii) the top rail of the footbridge on Bells Lane has been removed and will be reported to the CC; and (iv) the CC has confirmed that works to improve the safety on Bells Lane during wet weather are included in its 17/18 works programme.

7.5 Speedwatch; Cllr Robinson reported that monitoring under this scheme is ongoing.

7.6 Clerk; The Clerk report was received and noted.

8. TO CONSIDER

8.1 Standing Orders and Financial Orders for 17/18; the draft Standing Orders and Financial Orders for 2017/18 which largely follow the SALC/NALC model orders which had been circulated prior to the meeting were reviewed and **APPROVED**.

8.2 Code of conduct for 2017/18; the draft Code of Conduct circulated prior to the meeting, which follows the Suffolk CC code of conduct was **APPROVED**.

8.3 BT phone box proposal; a draft standard form agreement regarding the adoption of the phone box at Pinford End has been received. Clarification will be sought on a number of matters, including rights of access; it was **AGREED** that Cllr Brewis should be invited to establish a working party comprising Pinford End residents to identify a proposed use. It was noted that proceeding with the agreement will result in additional long term maintenance and insurance obligations for the Council; SALC has confirmed that most PCs do not seek legal advice before entering into such an agreement.

8.4 Condition of grass triangle by Green; the meeting discussed correspondence received regarding grass cutting on the traffic island at the top of Whepstead Road. It was noted this area is not Council land, nor does the Council have any responsibility to maintain this – it is the responsibility of the highway authority. It has been being cut by a resident. There was a discussion about; (i) road safety, with several present reporting near accidents here when the grass is high; (ii) the importance of allowing flowers to grow and seed on grassy areas; and (iii) appropriate treatment for grassy areas in this village setting. It was **AGREED** to keep this matter under review.

8.5 Risk assessment report for 16/17; approve risk monitoring schedules for 2017/18; the risk assessment report for 16/17 was received and noted and the recommendations **ACCEPTED**. Quotes for a tree safety report to go onto the agenda for the next meeting. The monitoring schedules for 17/18 were approved subject to including reference to the well at Bull Green.

8.6 Mole control quote; it was noted that Command Pest Control has quoted for a further three year period at £370 plus VAT pa. It was noted that only one quote was available as it has been difficult in the past to find contractors willing to quote; Command Pest Control have done a good job for the Council and the current quote is only slightly higher than the previous approved contract price of £340 plus VAT pa. **APPROVED**.

8.7 Lawshall pre-school request for funding; the meeting discussed the application received from Lawshall pre-school for a contribution towards funding for their new nursery buildings; Lawshall is the catchment school serving Hawstead; there are on average three Hawstead children in the pre-school at any time, but this facility will be available to serve all Hawstead children going forward. The meeting discussed the application; the benefit this facility would afford to Hawstead children; the impact any failure to provide this facility would have on viability of the pre-school at this location; the statutory cap on payments under s137 and the desirability of forging supportive links with Lawshall as it embarks on this fundraising initiative. It was **UNANIMOUSLY AGREED** to make a contribution of £1,000 via s 137 to this appeal.

8.8 TVAS scheme. It was noted that in order to join the TVAS scheme it is necessary to propose suitable locations for the signage. It was therefore **AGREED** that; (i) checks should be made to establish whether these locations have already been identified; and subject to that (ii) Cllr Barham and clerk to meet to identify suitable locations.

9. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

9.1 Amended planning application DC/17/0185/HH and listed building consent application DC/17/0186/LB for (i) demolition of garden room, (ii) single storey rear extension, (iii) 2no. dormer openings on rear roofscape, (iv) demolition and reconstruction of garage at Cooks Farmhouse Lawshall Road Hawstead IP29 5NR.

The meeting considered these amended proposals and it was **UNANIMOUSLY AGREED** that the Council **SUPPORTED** these proposals.

10. FINANCES

10.1 To receive and review the quarterly summary of finances to 31/03/17; received and **APPROVED.**

10.2 To appoint SALC as internal auditor for the end of year accounts for 2016/17; **APPROVED**

10.3 To review asset register; APPROVED subject to addition of reference to the well at Bull Green; it was noted that the old bench which was replaced with a new bench last year has been refurbished and will be made available to the village in due course.

10.4 To review internal audit action plan from 15/16; received and **NOTED.**

10.5 To receive and approve the end of year accounts for 2016/17; received and **APPROVED.**

10.6 To approve the Councillors' governance statement in the end of year accounts 16/17; reviewed and **APPROVED.**

10.7 To approve accounting statement for 16/17; received and **APPROVED.**

10.8 To confirm BDO as external auditor for the year ending 31/3/17; **APPROVED.**

10.9 To receive and review the bi-monthly financial summary for March-April 2017; received and **APPROVED.**

10.10 To approve cheques to be issued. The following cheques were approved.

Detail	Cheque no	Net (of VAT)	Vat	TOTAL
SALC payroll	272	15.00	3.00	18.00
Catherine Hibbert 1and1 invoice	273)	59.97	11.99	71.96
Catherine Hibbert 1and1 invoice	273)	14.97	2.99	17.96
SALC - subs	274	143.74		143.74
Catherine Hibbert - expenses	275	21.50		21.50
Ricoh Ltd	276	146.28	29.25	175.53
Total				

11. CHAIRMAN'S SUMMARY: Comments from the earlier Annual Parish Meeting were noted.

12. CORRESPONDENCE AND CIRCULARS

The following correspondence was received and noted:-

12.1 Correspondence from BT Openreach confirming that the signed wayleave agreement for a new fibre optic box has been re-activated.

12.2 Natural England and Rural Payments Agency claim forms received and submitted May 2017.

12.3 St Eds monthly play equipment inspection report for March.

12.4 Good Councillors Guide 2017.

12.5 Email re SALC advice on tree scheme dated 9 May 2017.

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12.6 Correspondence re use of Millennium Field.

13. DATE OF NEXT MEETING

REVISED DATE Thursday 6 July 2017 at 7.30pm

The meeting closed at 9.00 pm.

Distribution

Cllr C Robinson

Cllr R Alexander

Cllr J West

Cllr C Carr

Cllr H Brewis

Cllr M Harrison

Cllr Barham

Website) following approval

Noticeboard) following approval

Documents before meeting

CC report

SNT report

Clerk report

Bi-monthly financial summary

Quarterly summary of finance

Signature.....