

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 18th January 2018.**

Present: Cllrs John West (Chairman), Penny Barham (*in part*) Michael Harrison, Henry Brewis, Ros Alexander, Clive Robinson and Christabel Carr. Catherine Hibbert (Clerk). 6 members of the public.

Apologies: N/A.

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

1. APOLOGIES FOR ABSENCE

N/A.

2. PUBLIC FORUM

The following matters were raised during public forum:

- Debris on local road has caused flooding near Pinford End Bridge; a report has been submitted to SCC;

-The Council was encouraged to report any instances of local land use in breach of planning control to the planning authority; where properties are occupied in breach of planning control this can create problems for the wider community; the Council was urged to be proactive in this regard.

3. DECLARATION OF INTERESTS

Cllr Carr declared an interest in item 7 below, to the extent that she has use of agricultural land belonging to the applicant for planning permission at this item.

Cllr Alexander declared an interest in item 6.2, as neighbour.

4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 14th DECEMBER 2017

The minutes from the Parish Council meeting dated 14th December 2017 were **APPROVED** and signed as a true and accurate record.

5. REPORTS

5.1 County Council; C Cllr Soons' report was received; a copy will be uploaded onto the website. It was agreed that the Council should refer the issue of surface water drainage in Bells Lane to C Cllr Soons, in case Hawstead can be included in any future surface water mapping pilot study.

5.2 Borough Council; B Cllr Chester's report was received; a copy will be uploaded onto the website. B Cllr Chester; (i) urged Hawstead societies to apply for unclaimed locality budget; (2) confirmed that he would receive and investigate any instances of breach of planning control and pursue these where appropriate with the planning authority.

5.3 Police; the current SNT report was noted – a copy will be uploaded onto the website.

5.4 Communications; Cllr Brewis reported that whilst many residences in Hawstead are now benefitting from Broadband improvements a handful remain unimproved.

5.5 Greens; Cllr Carr reported that; (i) a response to the Countryside Stewardship application is awaited; (ii) the Council is in touch with St Eds to confirm that the correct number of cuts on the Green was indeed undertaken before the invoice for summer 2017 is settled. Any feedback as to adequacy of the number of cuts on the Green welcome.

C Cllr Soons joined the meeting C Cllr Soons highlighted that; (i) £21m has been committed by SCC to addressing potholes; (ii) the SCC school transport consultation is open until 28 Feb 2018; all feedback welcome; (iii) multiple reporting of potholes/flooding using the SCC online reporting tool raises the priority of reported incidents www.suffolk.gov/roads; (iv) a scheme of roadworks at Tayfen Road, Bury St Edmunds is underway which will cause traffic disruption.

5.6 Footpaths and trees; it was noted that since the December meeting a third quote had been received for the agreed tree works (Viking £4890 plus VAT). The quote submitted by

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Bradnam's to the December meeting remained the most competitive and the Council has confirmed it will proceed with Bradnam's accordingly (works to be completed before end February). The Council, having resolved on 16th March 2017 to allocate £200 to a tree planting scheme, received, considered and **APPROVED** the draft scheme of planting for trees prepared by Mr Carr (tree warden) on both Council land and some private land; it was noted that all new planting on private land would enhance the public view of the landscape and local biodiversity and would therefore benefit the whole community. Quotes for the tree scheme were received (Botanica £225.70 plus VAT– Aveland £376.65 plus VAT– King and Co £293.65) Botanica quote accepted. It was noted that the costs of the planting materials would be allocated partly under s137 LA 1972 (trees on private land) and partly under (LGA 1972 s142) (planting on Council land).

Further to the public forum item in November 2017, the meeting heard that the footpaths are in reasonable condition; anecdotal information about the width of the footpath around Woodlands was received. It was noted that concerns had already been referred to SCC by a member of the public.

5.7 Highways and safety; Cllr Harrison, reported that he was still chasing SCC in relation to various outstanding pothole repairs.

5.8 Speedwatch; the Council has recently received a response from the County Council as regards its application to join the County-led TVAS scheme – details yet to be reviewed.

5.9 Clerk; The clerk report was received and noted.

6. TO CONSIDER

6.1 Data protection report; the data protection report was received and considered. The clerk has undertaken initial training on the new general data protection regime. It was noted that all councillors will need to develop their own knowledge in this area and will be provided with guidance to support this as and when it becomes available. It was **AGREED** that; (i) the Clerk will review the administrative and data systems and seek advice as necessary to ensure compliance and will report any areas of concern to Council; (ii) the Council should appoint an external organisation to perform the role of Data Protection Officer and undertake an initial audit of the Council's processes; in this regard the Council approved the appointment of the Data Protection Centre for a fee of £800 plus VAT (year 1) and £400 plus VAT (year 2); (iii) the determination of the purpose or manner of processing personal data should be delegated to the Clerk until further guidance is forthcoming from the appointed DPO; (iv) the Clerk should alert the Council to any further developments and guidance; (v) the Clerk shall contact the Council's insurers to determine the scope of any insurance cover in connection with the new rules and to determine whether there are any additional requirements from the insurers in order for any insurance to be effective; (vi) the Clerk shall contact the Council's contractors (if any) to determine the steps that are in hand to ensure that they are compliant with the new rules.

6.2 Role of the Council in relation to planning enforcement;

SALC has advised that although it has no legal responsibility to do so, a parish council is often well placed to identify suspected breaches [of planning control]. [PCs are] entitled to, and often do, refer suspected breaches to the Planning Authorities. The meeting discussed in general terms whether the Council should refer breaches of planning control of which it becomes aware to the appropriate authorities as part of its duty of care to its residents. It was noted that; (i) the Borough Councillor has the responsibility for investigating alleged breaches of planning control and pursuing the same with the planning authority; (ii) individuals can report alleged breaches of planning control to the planning authority. The following points were discussed; (iii) compliance with the planning regime ensures a level playing field for all residents; (iv) a report from the Council is likely to carry more weight than from an individual; (v) there is a need for sensitivity and consistency when dealing with neighbours in a small community. The meeting heard details of a particular local residence which it appears is being used as 2-3 separate dwellings in breach of planning control which is causing an undesirable impact on neighbouring property; it was agreed that the Council should refer this particular case to the Borough Council for further investigation.

Cllr Barham left the meeting at 9pm.

This item to be kept under review.

6.3 Memorial proposals update. No progress to report – item to roll onto next agenda.

6.4 Phone box update. No progress to report – item to roll onto next agenda.

7. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS.

7.1 Application DC/17/2559/HH for demolition of existing lean-to, single storey rear extension, single storey porch, window alterations and raised terrace at the Old Rectory, Church Road, Hawstead. This application was considered and unanimously **SUPPORTED.**

8. FINANCES

8.1 To receive and review the quarterly summary of finances to 31 December 2017; received and **NOTED.**

8.2 To receive and review the bi-monthly financial summary for November-December 2017; noted and **APPROVED.**

8.3 To approve cheques to be issued. The following cheques were **APPROVED.**

Detail	Cheque no	Net (of VAT)	Vat	TOTAL
C Hibbert - wages	28	720		720
C Hibbert - website	27	14.97	2.99	17.96
St Eds - mowing	26	1451.21	290.24	1741.45
C Hibbert - exps	29	88.21		88.21

9. CHAIRMAN'S SUMMARY: The Chairman thanked those present for their contributions.

10. CORRESPONDENCE AND CIRCULARS

The following correspondence was received and noted:-

10.1 Playground equipment operational inspection reports for November and December 2017 – no issues noted;

10.2 The Councillor- Issue 3;

10.3 Request for financial support from Headway dated 21 November 2017;

10.4 Nowton PC email re Remembrance Day 2018 – it was agreed to forward this to the Church.

10.5 Letter from Lawshall School re SCC school transport consultation – it was agreed to circulate this on the village email list.

11. DATE OF NEXT MEETING

Thursday 15th March 2018 at 7.30pm.

The meeting closed at 9.25 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

BC report

Signature.....

SNT report
Clerk report
Bi-monthly financial summary
Quarterly financial summary

Signature.....