

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON 17<sup>th</sup> May 2018.**

**Present:** Cllrs J West (Chairman), P Barham, M Harrison, H Brewis, C Robinson and C Carr.  
C Hibbert (Clerk). 10 members of the public.  
**Apologies:** Cllr R Alexander.

The filming statement was taken as read and the meeting opened at 7.50pm.

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

**2. APOLOGIES FOR ABSENCE**

Noted.

**3. PUBLIC FORUM**

The following matters were raised during public forum:-

-Request for consideration to be given to the acquisition of a sculpture for the Green to commemorate the one hundredth anniversary of World War 1 with the proposal that this should be part-funded by the Council and part-funded through donations. To agenda for next meeting.

**4. DECLARATION OF INTERESTS**

None.

**5. MINUTES FROM THE PARISH COUNCIL MEETING DATED 15<sup>th</sup> MARCH 2018.**

The minutes from the Parish Council meeting dated 15th March 2018 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 J Carr;

Play area; Cllr Harrison;

SALC; Cllr West.

**7. REPORTS**

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

**7.1 Communications;** it was reported that efforts to improve Broadband local service continue; GDPR preparations are discussed at item 8.6 below.

**7.2 Greens;** it was reported that; (i) the Countryside Stewardship application has been approved and a new five year agreement has been offered on the basis of the continuation of the current maintenance regime. Some further information, including a soil survey report (cost circa £25 - approved in principle) must be submitted to complete the formalities; (ii) annual claims for both the Basic Farm Payment scheme and the Countryside Stewardship scheme have been submitted; (iii) Natural England has surveyed the Green from a biodiversity perspective and has agreed to share the results with the Council; (iv) the rope around the village hall carpark will be removed now that the ground has firmed up; replacement of the missing barrier to be progressed.

Signature.....

**7.3 Footpaths and trees;** it was reported that; (i) no further tree work is planned at present; and (ii) The Cranks footpath has recently been cut by SCC; maintenance of Woodlands footpath is pending.

**7.4 Highways and safety;** it was reported that the roads remain in a very poor condition after the winter. SCC has a large backlog of repairs. Residents were urged to continue to report problem areas to the County Council using the online pothole reporting service.

**7.5 Speedwatch;** it was reported that Speedwatch sessions were continuing. It is also hoped the TVAS apparatus will be installed shortly by SCC.

**7.6 Clerk;** The clerk report was received and noted. The clerks' annual appraisal has been completed.

## 8. TO CONSIDER

**8.1 Standing Orders for 18/19;** revised model orders were received after the last meeting to reflect changes in privacy legislation. These have been further amended to reflect the local requirements of the Council and, having been circulated by email prior to the meeting, were considered and **UNANIMOUSLY APPROVED**.

**8.2 mole control;** it was noted that the Council had committed in 17/18 to a three year arrangement with Command Pest Control for mole control on the Green at £370 pa plus VAT. 18/19 will be the second year covered under this arrangement. It was noted that mink have returned to the village.

**8.3 Subs renewals (OSS, SALC, SPS);** it was **AGREED** to renew the subscriptions to the Open Space Society, SALC and Suffolk Preservation Society.

**8.4 Countryside Stewardship Agreement 2018;** it was noted that a new five year agreement has been secured – further details at item 7.2 above.

**8.5 memorial proposals;** a working party had been tasked to investigate the acquisition for the village of either an information board for the Green and/ or a boundary marker, either of which could be dedicated to the memory of Angela Rushen. Discussion followed about; the much valued contribution Mrs Rushen had made to village life in her previous capacity as both PC chair and B Cllr; the contribution also made by many others to the community; the ambiguity as to whether the Council had power under the Road Traffic Regulation Act 1984 to acquire a boundary marker; the likely cost of a boundary marker (three quotes received ranging from £1280 -£1399 plus VAT) and the information board (three quotes received from Shelley, Acorn and Naturesigndesign ranging from £990-£1,170 plus VAT); and the proposed artwork and design. It was **AGREED** that; (i) an information board should be commissioned with the exact price (dependent upon final design and spec) to be approved at the next meeting, with the board to be generally dedicated to all those who have previously served the community; (ii) the boundary marker proposal would not be pursued further, but a tree would instead be provided in memory of Mrs Rushen, subject to identifying a suitable location. Further details to the next meeting.

**8.6 GDPR action plan and associated documentation** it was reported that legislation concerning privacy is changing; the impact on Parish Councils is continuing to evolve with ongoing amendments being made to the enabling Bill; notably there is no longer any legal requirement for the Council to appoint an external data protection officer; a data audit in line with SALC training has been undertaken and shared with Councillors, together with a proposed action plan. The Council needs to ensure that the appropriate consents are in place to enable continued use of personal data in the content/operation of the website, HJ and email service. It was **AGREED** that (1) the privacy notice and personal data breach policy were **APPROVED** and should be posted onto the website; (ii) the clerk would commence the process of updating consents; (iii) new content being posted on the website/HJ/email service should first be carefully checked for personal data/consent; (iv) data handling agreements should be put in place before any personal data is shared with volunteers/Councillors/staff to enable continued operation of all services falling under the Council umbrella; (v) an informal meeting with Councillors and volunteers involved with email list/website/HJ will to be set up to review the GDPR requirements; (vii) action plan to be implemented and reviewed May 2019.

## 9. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS.

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n/a.

**10. FINANCES**

**10.1. To receive and review the quarterly summary of finances to 31/03/18; received and APPROVED.**

**10.2 To appoint SALC as internal auditor for the end of year accounts for 2017/18; APPROVED.**

**10.3 To approve the Councillors' governance statement in the end of year accounts 17/18; considered and APPROVED.**

**10.4 To approve accounting statement for 17/18; considered and APPROVED.**

**10.5 To confirm PK Littlejohn as external auditor for the year ending 31/3/18; APPROVED.**

**10.6 To receive and review the bi-monthly financial summary for March-April 2018; noted and APPROVED.**

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

Detail	Cheque no	Net (of VAT)	Vat	TOTAL
SALC subs	42	135.74	0	135.74
SALC training	40	16	3.2	19.20
SALC payroll	46	18	3.6	21.60
OSS	41	45	0	45
C Hibbert - exp	44	30.70	0	30.70
C Hibbert – 1and1	43	74.94	14.98	89.92
SPS	45	30.00	0	30.00
<b>Total</b>		<b>350.38</b>	<b>21.78</b>	<b>372.16</b>

**10. CHAIRMAN'S SUMMARY:** The Chairman thanked those present for their contributions and suggested that consideration is given to new projects. He noted that one resident will shortly celebrate her one hundredth birthday.

**12. CORRESPONDENCE AND CIRCULARS**

The following correspondence was received and noted:-

12.1 Information re proposed ward boundary changes;

12.2 SALC bulletins regarding GDPR;

12.3 Monthly play area reports;

12.4 RPA and Natural England Claim Form;

12.5 Correspondence re churchyard maintenance. It was noted that any future financial support to churchyard maintenance may be prohibited.

**11. DATE OF NEXT MEETING**

Thursday 19th July 2018 at 7.30pm.

*The meeting closed at 8.55 pm.*

Distribution  
 All Cllrs  
 Email list  
 Website  
 Noticeboard

Documents before meeting  
 Clerk report  
 Bi-monthly financial summary  
 Quarterly summary  
 Privacy notice  
 Personal data breach policy and consent form

Signature.....