

**HAWSTEAD PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON 16th May 2019 at 7.55pm.**

Present: Cllrs J West (Chairman), R Alexander and C Carr. C Hibbert (Clerk).
Seven members of the public.

Apologies: Cllrs H Brewis, P Barham and P Baker.

The filming statement was taken as read.

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

Cllr J West was appointed as chairman - proposed by Cllr Carr, seconded by Cllr Alexander – **UNANIMOUSLY APPROVED**; it was **AGREED** to roll over appointment of the Vice Chairman to the next meeting; declarations of acceptance were signed and **RECEIVED**. It was noted that that this was the first meeting of the newly returned Council following the May 2019 elections and Cllr P Baker was welcomed to this body; a single Councillor vacancy remains.

2. APOLOGIES FOR ABSENCE

Noted and accepted.

3. PUBLIC FORUM

See minutes from the Annual Parish Meeting of 16th May 2019.

4. DECLARATION OF INTERESTS

4.1 No declarations of interest received;

4.2 No dispensations granted in relation to any identified pecuniary interests.

5. MINUTES FROM THE PARISH COUNCIL MEETING DATED 1st MAY 2019.

The minutes from the Parish Council meeting dated 1st May 2019 were **APPROVED** and signed as a true and accurate record.

6. APPOINTMENT OF REPRESENTATIVES

6.1 Field and footpath work; it was **AGREED** that Cllrs Carr and (if willing) Barham should continue as greens and footpaths representatives respectively, for which thanks.

6.2 Tree warden; it was **AGREED** that JC would continue as tree warden, for which thanks.

6.3 Play equipment; it was **AGREED** that Cllr Alexander would take on the role of play equipment representative, for which thanks.

6.4 SALC; it was **AGREED** that Cllr West would continue as SALC representative, for which thanks.

7. REPORTS

(Refer to the Annual Parish Meeting minutes from 16 May 2019 for reports from the County Councillor, District Councillor and Police).

7.1 Communications; it was reported that; (i) the village email list continues to work well; and (ii) attempts to progress the introduction of 5G to the village continue slowly;

7.2 Greens; it was reported that; (i) emergency work had been undertaken on the weeping willow near the village hall; (ii) the mowing contract has started (confirmation of number of cuts to date /spec relating to edge of Green to be sought); (iii) claims under the Basic Farm Payment and Countryside Stewardship Agreement have been submitted.

7.3 Footpaths and trees; nothing to report.

7.4 Highways and safety; nothing to report; It was **AGREED** that Cllr Alexander would take on role of highways and safety representative and would monitor progress on pothole and signage issues. The Clerk reported to the meeting on the SCC presentation she had recently attended on the launch of a new community self-help scheme for certain highway repairs.

7.5 Clerk. Report received and noted. It was **AGREED** to set a date for the annual clerk appraisal.

8 TO CONSIDER

Signature.....

8.1 OSS 2019 membership renewal; APPROVED.

8.2 SALC 2019 membership renewal; APPROVED.

8.3 SPS 2019 membership renewal; APPROVED.

8.4 Review of PC Policy Suite (equal opportunities, grievance, disciplinary, complaints); a draft of the updated policies having been circulated prior to the meeting, the updated policies were **APPROVED**. Review date May 2023.

8.5 Review of GDPR action plan, privacy notice and personal data breach policy; the updated action plan and associated documentation were received and **APPROVED**; Councillors were reminded of their ongoing obligations under GDPR. Review date May 2023.

8.6 Quotes for waymarker sign; quotes were circulated for a 5" waymarker sign for Hawstead Brook (Acorn £60 – no VAT). **APPROVED**.

8.7 Defibrillator proposal - update; the acquisition of a defibrillator for the Pinford End phone box having been approved at the previous meeting, the meeting heard that BT has confirmed that the electricity supply can be linked; clerk to progress the order.

8.8 Community Orchard proposal - update; AP confirmed his proposal to progress a scheme for twenty new trees on Millennium Field and was looking at funding sources. The Council expressed **SUPPORT** for this proposal, subject to AP being able to secure sufficient assistance from other residents.

9. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

9.1 Appeals and Notifications.

The following notifications had been received since the last meeting:

DC/19/0261/HH and DC/19/0262/LB –installation of boiler to rear elevation etc. at April Cottage, The Pound, Hawstead – Approved April 2019.

DC/19/0233/FUL 1 no dwelling with detached garage and alterations to access at Land off Church Road, Hawstead – Refused April 2019.

It was **AGREED** to seek an update on certain planning enforcement issues from (outgoing) B Cllr Chester.

10. FINANCES

10.1 To receive and approve the bi-monthly financial summary for March-April 2019; received and **APPROVED**.

10.2 To receive and approve the quarterly financial summary to 31 March 2019; received and **APPROVED**.

10.3 To approve cheques to be issued;

The following cheques were **APPROVED**.

Detail	Cheque no	Net (of VAT)	Vat	TOTAL
Stuart Bradnam tree work	89	70.00	14.00	84.00
Ricoh – final amount	98	31.69	6.34	38.03
OSS - sub	91	45.00		45.00
C Hibbert - 1& 1 (two invoices)	93	74.94	14.98	89.92
SALC - sub	92	136.23		136.23
SPS - sub	90	30.00		30.00
John West - exps	94	14.08		14.08
D Dawson – picnic table	95	145.00		145.00
C Hibbert - exps	97	247.08	18	265.08
SALC – int audit	96	145.00	29.00	174.00

10.4 To receive draft accounts for 2018/2019 for approval; received and **APPROVED**.

10.5 To receive internal auditors report for 2018/2019; received and **APPROVED**.

Signature.....

10.6 To approve governance statement in AGAR return for 2018/2019; received and **APPROVED.**

10.7 To approve AGAR financial return for 2018/2019; received and **APPROVED.**

11. CHAIRMAN'S SUMMARY: The Chair urged Councillors to attend the forthcoming SALC training session on 10 June 2019 and suggested an informal meeting to discuss future projects and firm up on roles and responsibilities.

12. CORRESPONDENCE AND CIRCULARS

The following correspondence was received.

12.1 Play area inspection reports April/May for 2019;

12.2 Information on SCC community self-help highway works scheme.

13. DATE OF NEXT MEETING

Thursday 18th July 2019 at 7.30pm.

The meeting closed at 8.50 pm.

Distribution

All Cllrs

Email list

Website

Noticeboard

Docs before the meeting

CC reports

Police report

Clerk report

Bi Monthly summary

Financial summary

Accounts plus notices

Signature.....