

# Hartest Parish Council

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## Minutes of the Annual Meeting of the Parish Council held in the Institute on Wednesday 30 May 2012 at 7pm.

Present: Cllrs Chris Browning (Chairman), David Burr, Howard Hirst, Jo Pask, David Turner, Scilla Turner and Anna Warren-Thomas

In Attendance: Co Cllr R Kemp, Dist Cllr J Long and Mrs P M Lamb (Parish Clerk)

### ACTION

- 12/018 Apologies for absence: PCSO H Partington
- 12/019 Approval of Minutes: The minutes of the 1 May were approved and signed.
- 12/020 Matters Arising: None
- 12/021 Declarations of interest: None
- 12/022 Public Forum: No members of the public present.
- 12/023 Police Report: During the period from 1 to 26 May, 1 crime had been recorded (compared to 1 crime for the same period last year):  
Vehicle crime: On the night of 03/05/2012 suspects unknown broke into a vehicle parked on a drive in The Row and stole a large number of tools.
- 12/024 Co Councillor's Report  
Suffolk Circle: In the last Parish Report Cllr Kemp advised that the Scrutiny Committee had looked at Suffolk Circle's first year of operation to assess whether it was providing effective support to the communities it served. As a result, a number of recommendations were made for consideration. The main (as yet unconfirmed) recommendations were;  
1 Any proposed future partnerships between SCC and third party organisations should be looked at by Scrutiny before any final decisions are taken by Cabinet;  
2 The Committee be provided with details of the outcomes from the Business Review of the Suffolk Circle;  
3 The Business Review should take account of different mixes of income from tokens and subscriptions and developing closer working with the voluntary sector, in the context of planning for Years 2 and 3;  
SCC and Suffolk Circle should give consideration as to how marketing could be used, e.g. to encourage members from rural communities to join; to proactively reach out to the most vulnerable people in Suffolk; to clearly demonstrate in plain English the benefits of membership to potential members; SCC and Suffolk Circle take steps to improve communication with voluntary sector organisations, including a proactive approach to signposting services; and the Committee be provided with data regarding the number of membership renewals and the demographic make up of the membership, using Acorn data.  
I will inform you at the next meeting whether these recommendations were confirmed, and whether any further action will take place.  
Scrutiny Committee: Next meeting 30 May. Two agenda items:  
Eastern Facilities Management, which was set up as a wholly owned company to provide a number of different services, but also to expand their potential customers. The second item will be looking into what the Council has done and what the future strategy is for developing economic growth. See:  
<http://committeeminutes.suffolkcc.gov.uk/meeting.aspx?d=30/May/2012&c=Scrutiny%20Committee>

Cabinet: Two particular items on the agenda for the 15 May meeting: Report outlining the potential options for greater collaboration between the Suffolk and Cambridgeshire Fire Services. The Cabinet agreed to allow for further work to be carried out by both Fire services into either greater collaborative working, or a voluntary combination of the two services.

A further paper will be presented to Cabinet in September 2012, outlining the preferred option based on an interim business case. There are a number of concerns about how tight the timeline is, and what will happen with the Council tax levels over the two counties for the Fire Service. The second important report related to changes in the amount SCC pays to the independent and voluntary sector care homes. SCC has been attempting to reduce the amount of money it pays for care services and, whilst this reduction in payment is a positive step, there are concerns that if we continue to reduce the price we pay, the Independent Care providers will not be able provide the high quality care we require.

Other reports on the agenda were:

Post -16 Home to School Transport Policy – the Cabinet agreed to increase the cost of home to school transport from £450 to £480 p.a.  
Suffolk Local Flood Risk Management Strategy – approved the draft, which will now go to consultation.

Lowestoft Office Accommodation Review – agreeing to create a business case to acquire joint office accommodation between Waveney and SCC in Lowestoft – business case will be reviewed in September 2012.

Annual Report on Children’s Social Care and Safeguarding Services  
Development of a Local Healthwatch in Suffolk – a replacement of Suffolk LINK to start on 1 April 2013. More information and reports; <http://committeeminutes.suffolkcc.gov.uk/meeting.aspx?d=15/May/2012&c=The%20Cabinet>

Next Cabinet meeting: 10 July.

Full Council AGM: This took place on 24 May, and included much of the usual agenda items for general meetings.

Cllr Jeremy Pembroke was elected as Chairman with Ann Whybrow elected as Vice Chair.

Other items passed included;

Committee places and chairman for the next year

Dates of upcoming meetings

Future of Standards Committee – this means that the Standards Committee will no longer meet, and some of the functions will be moved to the Audit Committee.

The establishment of a Joint Suffolk Police and Crime Panel

Amendments to the County Council Constitution

In addition to this, Cllr Mark Bee held a State of Suffolk Address, in which he highlighted his main aims for the year and reviewed the past year. Refer:

<http://committeeminutes.suffolkcc.gov.uk/meeting.aspx?d=24/May/2012&c=County%20Council>

Next Full Council meeting: 19 July at 2pm in Endeavour House.

- 12/025 District Councillor’s Report: Cllr Long reported on the recent Community Services Committee meeting, where a presentation was made by Jane Burch on Suffolk Local Flood Management (including flash floods and flooding from blocked drains and ditches). Any flood areas, blockages of road or field drains, etc should be reported on 01473 264782 or [floods@suffolk.gov.uk](mailto:floods@suffolk.gov.uk). (Cllr Long advised that Hartest could be described as having a flood area along The Street.) This year SCC will be reviewing its arrangements re s106. Cllr Long also commented on the excellent Localism meeting earlier in the month.

- 12/026 Finance & Administration:
- (a) Receipts: None
  - (b) Payments: The following payments were approved:  
Mrs D Griggs: Internal Audit of Annual Accounts: £50.00  
Mrs P Lamb: Clerk's salary and Stationery: £699.15  
Post Office Ltd (for HMRC): £122.20  
Mr O Cornish: Grounds Maintenance: £1,000.00  
Mr P Woriker: Cemetery Notice Board: £185.00  
Rebecca Bourne: Commemorative Jubilee Mugs: £1,342.50  
The aforementioned notice board is to be added to the Council's Asset Register. Clerk
  - (c) 2011/12 Annual Accounts: The Clerk reported that the draft accounts, approved by Members, had been approved by the Internal Auditor in readiness for submission to the External Auditor, BDO LLP.
  - (d) Diamond Jubilee: Final arrangements were discussed.
  - (e) Financial Regulations: This document was approved for adoption and will be signed at the next meeting.
  - (f) Standing Orders: This document had been amended and was formally adopted and signed. Clerk
  - (g) Risk Assessment Schedule: This document was approved and will be distributed to all Members in its final, customised form. Clerk
- 12/027 Planning:
- (a) Decision received: None
  - (b) Withdrawn applications: None
  - (c) New planning applications:  
B/12/00519/FHA - The Old Rectory: Erection of a Summerhouse  
Members were happy to support the above application.
  - (d) Tree Preservation Order/Tree Conservation Area Application: None
  - (e) Appeals: None
  - (f) Other Planning Matters:  
Neighbourhood Planning: It had been agreed at the meeting held on the 2 May that a working party would be formed, the composition of which should reflect the whole village. Aims and objectives should be drawn up. Cllr Burr recommended that the group should be chaired by a Parish Councillor. The attendance of a planning officer from BDC at a PC meeting in the near future is being sought in order to clarify and agree the way forward. It was also agreed that at the July meeting discussions would be held re a mail drop for distribution in August. Clerk
  - (h) Affordable House: Thanks were extended to Cllr Kemp re his help in this connection. It was noted that a second house is being offered for sale, in contravention of the planning permission. Cllr Kemp recommended making contact directly with BDC's Chief Executive. CB/Clerk
- 12/028 Green, Cemetery and Churchyard
- (a) Adjoining Land: Discussions ongoing.
  - (b) Gates: Cllr D Turner is to liaise with Mr Ashman and report back to the next meeting. DT
  - (c) Cemetery Management Meeting: Cllr S Turner advised that a new Fees Schedule has been prepared with a view to bringing cemetery fees in line with other Parish Councils. These will be considered at the next meeting. ST
  - (d) Telephone Box on the Green: Contact is to be made with the Listed Building Officer at BDC after their return from holiday in the near future in an effort to expedite the repainting of this Box Clerk
- 12/029 Highways and Footpaths
- (a) Traffic Management: Arrangements are being made with SCC to have a solar powered speed sign for trial in the village. Clerk

- (b) Parking outside School and Banhams: It was agreed these matters would be raised with Mr Gant at the forthcoming meeting.
- (c) Highways: Cllr Pask mentioned the following additional areas for attention; drain leaking into Rogers Lane making the area boggy. Pilgrims Lane – potholes.

All

Clerk

12/030 Correspondence: A finalised version of the Hartest Hedgerow Survey had been received, with thanks.

12/031 Matters of report: None

12/032 Matters for consideration at the next meeting: Nothing

12/033 The meeting closed at 8.30 p.m.

Date of next PC meeting:

Wednesday 4 July at 7 p.m. – Institute

**Approved at the Parish Council meeting held on 4 July 2012**