

Hartest Parish Council

Minutes of the Meeting of the Parish Council held in the Institute on Wednesday 5 February 2014 at 7pm.

Present: Cllrs Chris Browning (Chair), Jo Pask, David Loxton, David Turner and Scilla Turner

In Attendance: Dist Cllr J Long, Mrs V Schofield, Mr G Manning, Mr N Price, A N Other and Mrs P Lamb (Parish Clerk)

ACTION

- 13/134 Apologies for absence: Co Cllr Richard Kemp and PCSO 3193 Siobhan Hemmett
- 13/135 Approval of Minutes: The minutes of the meeting held on the 15 January were approved and signed.
- 13/136 Matters Arising: None
- 13/137 Dispensation Requests/Declarations of Interest: None
- 13/138 Public Forum: Mrs Schofield advised that she was attending the meeting in connection with Planning Application B/13/01528 – The Old Exchange. She expressed concern about the likely increase in traffic in this already busy area, if permission were granted by BDC.
- 13/139 Police Report: Although not received in time for the meeting, the submitted report for the period 9.1-5.2.14 is as follows:
During this time 2 crimes had been recorded within the parish (compared to 1 crime for the same period last year).
Breakdown of Crime
Burglary Other Buildings: 2 reports
- Between 1700 hrs on 17.1 and 0800 hrs on 18.1.14 unknown offenders have gained access to a garage on Brockley Road and a selection of power tools had been stolen. Due to the lack of evidence, CCTV and witnesses this crime has been finalised.
SU/14/107 - PC 1543 Jones
 - Between 0710 hrs on 17.1 and 1400 hrs on 18.1.14 unknown offenders had gained access to a building and stolen copper wiring and car batteries. Due to lack of evidence, witnesses and CCTV this crime has been finalised.
SU/14/114 - PC 723 Mower
- If you have any information, which would be of interest regarding this or any other offences, please let Babergh West SNT know or contact Crimestoppers anonymously.
Criminals are not only interested in the property within your house, they can also be tempted by goods and equipment stored outside in garages, sheds and even the garden.
Property such as bicycles, lawnmowers and power tools can be just as valuable as televisions, stereos and DVD players.
However, a few simple steps can help keep equipment safe while deterring thieves and burglars.
Garages, sheds and other outbuildings
Ensure that the building is in good condition and look to improve its security by: -
Fixing mesh or bars on the inside of windows. fitting good locks to all doors. Padlocks should be at least 6cm/2.5 inches wide, hardened steel, have at least 5 pins and be a close shackled type (reduces risk of being forced). Fittings should be bolted through the door and reinforced at the

back with a steel plate or washer; hasps should have concealed screws. Fitting additional locks to up-and-over garage doors. Considering an alarm - either a battery operated alarm or upgraded house alarm which includes the shed or garage. It is important to remember to use locks at all times, even if you are at home. Always keep keys safe and out of sight.

Property

Secure all items, which could be easily removed - they could be used to break into your house. Security-mark property such as lawn mowers, furniture and tools with your postcode and advertise the fact that they are marked. Keep a note of serial/make/model numbers. Take photographs of any valuable garden ornaments. If they are stolen, the police can circulate the photographs to help with identification. Ensure that bicycles are security marked and have additional devices to secure them inside the shed or garage. Consider signing up to www.immobilise.com which is **FREE** and you can register your property, this will try to help us stop property crime.

Outdoors

Consider installing security lights to both illuminate your garden and deter thieves. Sensors can be bought which switch lights on when a moving body is detected; also available are sodium tubes that switch on automatically once it becomes dark. Keep shrubs, bushes, hedges, etc cut back as they can provide a hiding place for thieves. Check that all boundary fences, walls and gates are in good repair. A solid barrier is an excellent deterrent to the opportunist thief. Ask your neighbours to keep an eye on your garden day and night - and do the same for them. Contact the police immediately if you see anything suspicious.

Also sign up to Police Direct which is **FREE** where you will get information relating to your area on any crimes, Police events and tips on safeguarding yourself and your property

If you see any suspicious vehicles driving slowly around your area and they seem to be out of place then please try to take down their registration numbers and pass these onto the Police by dialling 101 the non-emergency number, if it is an emergency you are to dial 999.

13/140 County Councillor's Report: Attached

13/142 District Councillor's Report: Cllr Long welcomed Cllr Loxton back to the PC. Cllr Long advised that BDC's current priority is to seek cost savings of some £5.4m. (It was noted that some 65% of BDC's tenants are in receipt of some form of benefit.) The Joint Scrutiny Committee is currently looking at the terms/possible applications/parity with MSDC re s106 monies (bearing in mind that Hartest's £15k was received some years ago now (perhaps under different terms) and, also, that any such monies have to be spent within 20 years of the occupation of the applicable properties.) Cllr Long believed that such s106 monies are placed on investment until required.

13/143 Finance & Administration:

(a) Parish Council Vacancies: Initially four applications had been received, but two were subsequently withdrawn. Mr G Manning and Mr N Price were in attendance to view the PC's meeting. The co-options are to be considered at the next meeting.

Clerk

(b) Receipts: £10.23 from UKPN re annual Wayleave agreement - Churchgate House.

(c) Payments: The following items were approved for payment:
SCC: Hire of School Hall for PC Meetings on 16.7, 3.9 and 5.11.13: £41.25

Clerk

UK Servers Ltd: Renewal of registration of Hartest.com: 1 year:
£9.00 + £1.80 VAT = £10.80

Mrs P Lamb: Printing Inks (£92.95), 24 x 2nd class stamps (£12.00) + Printing Paper (£6) & Contact Subscription (£6)

= £116.95

Babergh District Council: Litter Bin Emptying Service 1.1-31.12.13: £72.41

SALC: Councillors Course: S Turner: £129.60

Boxted & Hartest Institute: Hall hire: 4.12.13 and 15.1.14: £36.00

Suffolk Preservation Society – Membership renewal request: £25 (No membership renewal requests had been received in 2011/12 or 2012/13 due to SPS database problems.) Members decided not to renew.

- (d) The corrected and updated finance spreadsheet was issued.
- (e) Precept Application 2015/16: The precept had been submitted in the sum of £10,187 + £66 grant = £10,253
- (f) Additional Bank Signatory/New Bank Mandate: It was agreed that Cllr Loxton would succeed David Burr as bank signatory; a new mandate in this regard was completed and signed.
- (g) Simple Servicing Authority: This document (which had previously been approved) was signed.
- (h) Grant Application: Following the last meeting, a letter advising the Institute of the PC's decision had been sent. A response is expected after the next Institute meeting scheduled for the end of March.
- (i) Possible Use of £750 Locality Funding: Co Cllr Kemp had agreed that this sum could be reallocated to an appropriate project following the aborted drainage on the Green project. Following discussion, it was agreed to get the spoil 'mound' on the Green removed and to obtain a quotation for two fallen headstones to be re-erected. This work needs to be completed by end March. Cllr D Turner is to organise both these items and to email everyone in this regard.

DT

13/144 Planning:

- (a) Decisions received: Permission granted: B/13/00812/ADV/SS: The Crown Inn, The Green: Erection of Externally illuminated signage as amended by drawings dated 8.1.14 received 20.1.14.
- (b) Withdrawn applications: None
- (c) New planning applications: B/13/01528: The Old Exchange, Lawshall Road: Conversion of first floor of existing cartlodge/workshop to provide ancillary accommodation to the Old Exchange (retention of). Members were prepared to support the application providing its use it **is** as accommodation ancillary to the Old Exchange. However, concern was expressed in respect of the likely increased traffic in an already busy area.
- (d) New planning applications received since the date of this notice: None
- (e) Tree Preservation Order/Tree Conservation Area Application: None
- (f) Appeals: None
- (g) Other Planning Matters
Neighbourhood Plan: Cllr S Turner advised that the first step in this connection is the completion of the 'Application to designate a Neighbourhood Area' form. Cllr Browning signed this on behalf of the Parish Council. The remaining Parish Clerk details are to be inserted. This form, with the NP Terms of Reference and an appropriate map and timeline provided by the Group, will then be despatched to BDC, which has to approve the Plan, before the referendum can be submitted to the village. (BDC has to ensure that there is nothing contradictory within the information.) It is expected that the Plan will be ready for submission to BDC around May/June this year.
Cllr Pask recommended that, on Appendix A - the NP Timeline – the dates in the 'When' column should be amended from, e.g.,

ST/Clerk

'February 14' to 'February 2014' to avoid misunderstanding. These documents are to be placed on the Hartest web site. Cllr Loxton recommended that the PC writes to the Neighbourhood Plan group asking them to consider, under the Localism Act, the 'Right to Bid' re village amenities, should those Amenities come up for sale. Cllr Browning advised that this subject had been discussed at a previous PC meeting, when it was agreed not to pursue the matter. It was agreed that this item would be placed on the next agenda and the minutes re this be re-issued.

Social Housing – Banham's Yard: Ian Tippett, Housing Development Officer had offered to hold a meeting at BDC on Monday 10 February, rather than waiting until the next PC meeting. The Parish Clerk had verbally advised Mr Tippett that it would be preferable for the matter to be discussed again at the PC meeting on the 5 March; this is to be arranged.

Clerk/CB

Ian Tippett had also asked for an update re the CLT. Cllr Browning recommended that a full update in this regard be given to him; the Parish Clerk is to liaise with Cllr Browning in this regard.

13/145 Green, Cemetery and Churchyard

(a) Cemetery

Environmental Management: See Min 143(i) above.

Cemetery Planting Scheme: No further action at this stage.

Remaining Plots: Cllr Pask provided copies of the updated plan to Cllr S Turner and the Parish Clerk (along with the original document)

Layout of Cemetery Extension: Cllrs Pask and S Turner are to arrange a meeting in this regard.

JP/ST

Memorial Trees: Cllrs Pask and S Turner are to consider possible sites for these. A response would be sent to the person enquiring in this regard advising that suitable sites are being considered and a more comprehensive response would be sent asap. Enquiry would also be made as to the deceased's name.

JP/ST

(b) The Green

Cllr Pask advised that the Ash Tree in front of White Cottage is top heavy. Michael Feather will be asked to inspect the tree.

Clerk

JP

Highways and Footpaths

(a) Traffic Management

Hartest Hill and Bridge: It was noted that no work has yet been carried out.

Footpaths/Highways: Patrick Scrivens of SCC had advised as follows:

(a) Smithbrook Lane:

Parapets: These had been erected by SCC's Structure Team. Although the name of the person responsible for the work was given, Members decided to take no further action.

(c) Surface:

Having inspected this natural surfaced road, PS advised that, as the route appears to have been stoned and forms a relatively sound base, he was planning to take no further action.

(d) Traffic Regulation Order:

TROs are considered as a *last resort* and SCC needs to be sympathetic to all users. Before considering implementing a seasonal or permanent regulation, there would have to be a prolonged period of damage over a number of years with corresponding evidence of expenditure to repair the surface. As far as he was aware, no repairs had yet been made to the surface.

13/146 Correspondence: None

13/147 Matters of report only: None

13/148 Matters for consideration at the next meeting: The Parish Clerk was asked to contact SALC with a view to ascertaining whether it is OK to just "hand over" the information requested by Mr Graham under the Freedom of Information Act. Any problem? Cllr D Turner to be advised.

13/149 The meeting closed at 8.55 p.m.

Date of next Meeting:
Wednesday 5 March at 7 p.m. in the Institute

Approved at the Parish Council Meeting held on 26 March 2014