

Hartest Parish Council

Minutes of the Meeting of the Parish Council held in the Institute on Wednesday 4 April 2012 at 7pm.

Present: Cllrs Chris Browning (Chairman), David Burr, Howard Hirst, Jo Pask, David Turner, Scilla Turner and Anna Warren-Thomas
In Attendance: Mrs P M Lamb (Parish Clerk)

ACTION

11/180 Apologies for absence: Co Cllr R Kemp, Dist Cllr J Long and PC H Partington

11/181 Approval of Minutes: The minutes of the 7 March were approved and signed.

11/182 Matters Arising: None

11/183 Declarations of interest: None

11/184 Public Forum: No members of the public present.

11/185 Police report: No up to date report had been received.

11/186 Co Cllr Kemp's Report

Full Council took place on the 29 March; the agenda included the Pay Policy statement required as part of the Localism Act, which highlights the number of people in managerial positions, their pay and the ratio between the highest and lowest paid. The following may be of interest:

- Salary structure for Directors set locally through the staff appointments committee ranges from £98,393 to £126,733.
- Salaries for Assistant Directors (higher): £85,795 - £96,824
- Salaries for Assistant Directors: £68,096 - £83,829
- Salaries for Senior Managers: £55,287 - £64,399.
- Currently the CEO earns eight times more than the Council's median earner and thirteen times more than the lowest paid.

RK

There was also the Police Authority report. If you are interested in reading either of those papers, please head to -

<http://committeeminutes.suffolkcc.gov.uk/meeting.aspx?d=29/Mar/2012&c=County%20Council>

Next Full Council meeting: 24 May.

Scrutiny Committee: The last scrutiny paper looked into the possibility of creating a new heritage organisation in Suffolk, with the Museum of East Anglian life. Many questions were raised about the justification behind this and whether it was the correct thing to do, especially as it was highlighted that, in outsourcing the archaeology unit, SCC would be forced to go through EU tendering laws if they wished to use their own service. Councillors, and witnesses, present highlighted that these services don't naturally fit together, and there would be concern about the location, if a new heritage centre were to be built. Some did, however, see this as a good opportunity to ensure that there was a greater level of funding for heritage services in Suffolk.

Cabinet: The last meeting took place on 20 March. Agenda included:

- Future of Back Office services for SCC beyond May 2014
- Arrangements for admissions to schools in Suffolk
- Externalisation of Adult Employment Advice Guidance Learning and Skill Service (Realise)

All papers were passed. Questions were asked as to whether there could be more financial information in terms of the business case for externalising the REALISE service. There were also comments about

the future of back office services in that it would be necessary to retain a greater level of flexibility in the contract to prevent possible increases in the cost to the council when services are changed. Reports:

<http://committeeminutes.suffolkcc.gov.uk/meeting.aspx?d=20/Mar/2012&c=The%20Cabinet>

The next meeting includes a number of important items for discussion;

- Economic Development Growth and Opportunity
- Adjustment to prices paid to the independent sector care providers for 2012/13
- Thurston Schools Reorganisation: Determination of Statutory Notices
- A New Heritage Organisation for Suffolk
- Developing the Suffolk Approach for Older People's Accommodation Needs: Securing a New Provider for SCC's Residential Care Homes and Community Wellbeing Centres for Older People
- Report on Publication of Notices and Period of Representations for Closure of some Nursery Classes

Consultations – Demand Responsive Transport & Post 16 Transport

As mentioned above, the Scrutiny Committee will be looking into whether Demand Responsive Transport is providing an adequate service in the light of rural bus service closures. In order to get a good picture of how these service are actually functioning the Council has decided to launch a brief consultation; respond either via the link below and completing a short survey, by post, or e-mail. Response deadline: 20 April.

<http://www.surveymonkey.com/demandresponsive> By post, to Scrutiny Committee Chair, Democratic Services, SCC, Endeavour House, Russell Road, IPSWICH, Suffolk, IP1 2BX; or by email to:

committee.services@suffolk.gov.uk.

Post 16 Transport: SCC also seeking views on planned changes to Post-16 Home-to-school transport policy for the next school year. It is proposed to increase the cost of transport from £150 per term (£450 per year), to £160 per term (£480 per year). These proposals were discussed at the Cabinet meeting last year. More information:

<http://www.suffolk.gov.uk/your-council/decision-making/consultations/post-16-transport-arrangements/>

Consultation closing date: 27 April

Appointment of ACS Director: Ms Anna McCreddie has been awarded the post of Director for Adult and Community Services. She has been in the role of Interim director since April 2010 and was previously Executive Director and Chief Nurse at Waveney PCT and Director of Nursing at Hammersmith and Fulham PCT.

11/187 District Councillor's Report: No report in Cllr Long's absence.

11/188 Finance & Administration:

- (a) Copies of the cash flow to 31.3.12 were received.
- (b) Receipts: £154.38 VAT Refund and £800 Repayment of Community Shop Grant for EPOS till.
- (c) Payments: The following payments were approved:
SALC: 6 months' payroll service to 31.3.12: £16.80
SALC: Subscription 2012/13: £223.00
Mrs P M Lamb: 24 x 1st Class Stamps: £11.04
The above payments were approved.
- (d) Grant Funding – Identification of Possible Projects: It is hoped that the Localism meeting, scheduled for 2 May, will produce ideas from residents; this may be mentioned at APM.
- (d) Community Shop: As per 188(a) above, the £800 grant had been refunded. It was noted that a request may be forthcoming in the future.
- (e) Diamond Jubilee
Bonfire: This has been registered with the Pageantmaster, and an

Clerk

- insurance events form completed. The possible use of a gas fired beacon on the church tower was broached by Cllr Burr. Clerk
- Programme of Activities: It is anticipated that people will gather for picnics in the grounds of the Crown PH on Monday 4 June before proceeding to light the bonfire at 10 p.m.
- Cllr Warren-Thomas reported on her findings re providing an opportunity for children to produce their own commemorative 'Hartest Jubilee 2012' pottery mugs, which it is hoped to be able to arrange for Tuesday afternoon, 5 June, in the Institute. The Parish Council agreed to pay for one mug per household, with any additional requirements being purchased directly by residents. A final quotation is to be obtained. Availability of the Institute is to be checked. The event would be advertised in the flyer being produced and distributed for the Localism Act meeting on the 2 May. There would also be liaison with David Leeming in order to avoid any conflict of events/timings. AWT
JP
ST
DB/JP
- (f) Review of Standing Orders/Financial Regulations: Following circulation of these model NALC documents, Members agreed to their adoption. The Clerk is to produce final draft documents (with variable details inserted) (and with SALC's approval) for Members' formal approval and adoption. Clerk
- (g) It was further agreed to adopt the Risk Assessment schedule (as used by Gatcombe PC) and recently circulated. Clerk
- (h) BDC Minor Grants: Cllr S Turner advised that the Parent & Toddler Group is hoping to obtain additional funding in order to be in a position to accept the grant offered by BDC of £500 (or 69%), which must be claimed by 30 April. ST
- (h) Ordnance Survey: No action to be taken.

11/189

Planning:

- (a) Decisions received: None
- (b) Withdrawn applications: None
- (c) New planning applications: None
- (d) Tree Preservation Order/Tree Conservation Area Application: B/12/00391/TPO: Oakhill House, Somerton Road, Hartest - Root pruning to enable the installation of a rehydration trench affecting tree protected under a Tree Preservation Order (WS162)
Cllr Burr advised that this TPO application has been referred to Michael Feather for comment. Following discussion, it was agreed the PC would respond to this consultation along the lines of Michael Feather's recommendations (by 23 April latest). DB/Clerk
- (e) Appeals: None
- (f) Other Planning Matters:
Localism Meeting – 2 May 2012: It had been agreed to have an 'open' agenda for this meeting. Shona Bendix, CEO of SALC, and Simon Cairns, of Suffolk Preservation Society, are to address this meeting, which will be chaired by Cllr C Browning. Cllr Burr is to produce an appropriate flyer, which, together with the Jubilee flyer, is to be printed, enveloped at 10 a.m. on Saturday 14 April at David & Scilla Turner's home, and delivered to all homes in the Parish during week commencing Monday 16 April. DB
ALL
Affordable House – Banhams Yard: Cllr Warren-Thomas reported that another, 5 bedroom, house is currently being marketed by Savills (which appears to be in contravention of the planning condition on this site). Enquiries will be made with BDC in this regard. Clerk
Neighbourhood Planning: Most Members had attended this interesting and informative course. Additional copies of the related brochures, issued by CPRE/NALC, are to be obtained. Clerk
Cllr Hirst hoped that a Sub Committee could be formed, comprising both PC Members and parishioners.

- 11/190 Green, Cemetery and Churchyard
- (a) Adjoining Land: It was agreed that Cllr Pask would send an email in this connection to Chadacre at the end of May. JP
- (b) Gates: Cllr D Turner reported on his recent discussions with Mr Ashman regarding the possible rehangng of these gates. Following discussion, Members agreed to dispense with this idea, but Cllr D Turner agreed to obtain a quotation for the top gates to be repaired to improve movement. DT
- (c) Cemetery Management Meeting: Cllr S Turner advised that a basic process has been formulated, a booklet obtained (which could be copied) and a flow chart and documents received for comparative purposes. A risk assessment will also need to be carried out for the cemetery. ST
- 11/191 Highways and Footpaths
- (a) Traffic Management: An email dated 4 April received from SCC's Highways Management Engineer, Paul Gant, and circulated, was read out, in which a permanent fixed solar powered sign was quoted at £3.6k and a portable sign (for attachment to existing sign posts) at £2.7k. The loan of a portable sign was proffered. Members agreed to accept this offer; possible suitable sign posts had been identified near Swan Farm Bungalow and Burnt Farm House on Bury Road. Clerk
- (b) Parking outside School: Cllr Burr is to attend the next SNT priority setting meeting to ascertain the reason for not extending the hatched area outside the School and rescheduling speed checks to appropriate site, timing and duration. DB
- (c) Highways
Workhouse Hill Drainage: Mr Paul Gant had also responded in his email in this connection advising that jetting had been carried out and some minor improvements are to be put in hand to both the pipes and ditch to improve the flow. Cllr Pask was able to advise that water is still coming up through the patched road and that she had spoken in person to Mr Gant in this regard. She is to monitor the situation for a week and then report to Mr Gant. Cllr Pask also hopes to discuss with him the School and Banhams road markings. JP
The potholes in the Duddery have been reported for repair. UKPN is to be contacted to make good the resurfacing of areas on the green following recent electricity supply work. Furthermore, no gravel had been applied to the new tarmac whilst wet.
Road to Butchers: A pothole repair will be requested. Clerk
- (d) War Memorial: Cllr Hirst reported that he hoped, when convenient, to clean this. It was agreed to reimburse the cost of brushes and cleaner. Clerk
HH
- 11/192 Correspondence: The following letters were read out:
Consultation on Proposed Policy, Fees & Procedure Sex Establishment Licensing (Shop, Cinema and Entertainment). Consultation runs from 1.4-25.5.12. No specific action was considered necessary.
Anglian Water re Hosepipe Ban from 5.4.12
- 11/193 Matters of report: None
- 11/194 Matters for consideration at the next meeting: None
- 11/195 The meeting closed at 9 p.m.
Dates of next meetings:
Annual Parish: Wednesday 25 April at 7 p.m. – Institute
Annual PC Meeting: Tuesday 1 May at 7 p.m. – School Hall
Localism Act/Grants: Wednesday 2 May at 7 p.m. – Institute

Approved at the PC Meeting on the 1 May 2012