

Hartest Parish Council

Minutes of the Parish Council Meeting held in the Institute on Wednesday 7 September 2016 at 7pm.

Present: Cllrs Chris Browning (Chair), David Burr, Neil Chappell, Will Luttmann-Johnson, Jo Pask and Nick Price

In Attendance: Co Cllr R Kemp, Dist Cllr J Long, Members of the Public and Parish Clerk

16/048 Apologies for absence: None

16/049 Approval of Minutes of Meeting held on 13 July 2016: These were approved and signed.

16/050 Matters Arising: None

16/051 Declarations of Interest: Cllr D Burr re Item 9c PA B/16/00964: Springfields, Brockley Road

16/052 Public Forum: A resident introduced himself to the meeting and provided copies of details of a proposed Hartest Hill Cycle Climb on a date in 2017 for which he was seeking the PC's approval. Details have yet to be drawn up (but one of the essential elements is to have sufficient car parking provision). If approved in principle, he intended to keep the PC fully advised of all preparations (in respect of which he would be seeking the PC's support and direction). Members were happy to approve the proposal.

Cllr Long congratulated those involved on another very successful Fete.

16/053 County Councillor's Report: Co Cllr Kemp's September report had been circulated, and is attached, in which mention is made of the following: Prototype 'Adopt a Post Office, Community Engagement (i.e. feedback on Highways' new asset management approach, East Anglia Rail Franchise, and Rural parishes in Suffolk taking responsibility for highways).

16/054 District Councillor's Report: Electoral Review: Cllr Long advised that there are approximately 1,800 people to report by District Councils. This will include the total number of councillors, the number of councillors elected to each Ward etc. Cllr Long said that he would be disappointed if the Chadacre Ward were lost – from the perspective of its historical links, communications between the villages, its 6 churches, village halls and public houses. He stressed the importance of registering.

The next Full District Council Meeting is to be held in the evening of Tuesday, 20 September 2016. The relocation of the BDC and MSDC offices is to be considered; possible options – All services to Hadleigh (or Needham Market), sharing of accommodation in Endeavour House, Ipswich (with SCC), possible new building for the Councils.

Ms Deborah Cadman is now Deputy Head of BDC and MSDC as well as Chief Executive of SCC. Relevant costs will be split between the two authorities.

Joint Local Plan: Those people considering making land available for development should notify BDC.

Kerbside Glass Collection: Cllr Long advised that this is currently under consideration. A new kerbside business glass collection has begun. (Cllr Pask advised that The Crown PH was previously unable to have a bottle bank sited on its premises due to the fact that it is a commercial concern.) Cllr Long is to broach this matter with the relevant section at BDC, as the landlord is happy to accommodate one in the car park and as BDC is now collecting from business premises.

Twelve one bed flats will be built in Lavenham and will be let through BDC's Choice Based Letting System on an Affordable Rent Tenancy.

Cllr Burr raised the matter of the Banhams Yard compensation money due.

Cllr Long advised that he had emailed Keith Barber of BDC on 5 September.

He had telephoned today to confirm that he was at MSDC in order to remind

him that an update is required re this outstanding money. Cllr Long was

asked to provide copies of all his emails (including that of 5 September)

to/from Mr Barber to the Parish Council. Cllr Long advised that he would

continue trying to expedite this matter. Cllr Burr asked at what stage

would the matter be escalated. In this regard, Cllr Kemp recommended HPC

considers lodging a case of gross mal-administration. It was further suggested

that HPC writes to BDC and asks if it is going to compensate it for failing to

collect the monies due. Cllr Browning suggested that the PC allows one further

meeting to see what may happen.

Cllr Long advised that communication (such as the aforementioned) should be

sent to the Deputy Chief Executive, Lindsay Parker. Cllr Long is to liaise with

Cllr Browning re this matter.

Cllr Browning recommended that, if no information re the outstanding monies/

compensation is received by the next meeting, on Wednesday 5 October, the PC

would report the matter to the Ombudsman. (Such wording to be approved first

by the PC.)

JL

JL

CB

16/055 Finance & Administration

(a) Bank Balances as at 31 August 2016: Current: £5,230.75,

Savings: 20,420.24, Total: £25,650.99

(b) Receipts: Memorial re W P Vinten: £50.00

Interment of Ashes: Mrs Meehan (Plot 397): £50.00

(c) Audit Return: BDO had approved and signed the Audit Return. The notice of satisfactory closure of the audit had been placed on the notice board and will be displayed on the website. The auditors had reported on a minor error; the figure inserted in box 8 is the balance according to the bank statement (and not the reconciled bank balance. Boxes 1-7 do not take account of the reconciling item.) These comments will, of course, be taken into account in next year's Audit Return.

Clerk

(d) Payments: The following were approved for payment:

Boxted & Hartest Institute: Hire of Hall: 1.6 and 13.7.16: £45.00 (Chq 100141)

Information Commissioner: Renewal Data Protection Registration: £35.00

(Chq 100142)

SWT Trading Ltd: River corridor ecological survey (from NP funds): £360.00

(Chq 100143)

BDO LLP: Review of Annual Return YE 31.3.16 – Standard Fee: £120.00

(Chq 100144)

SALC: Invoice No 16465 dated 12.10.15 - Payroll to 30.9.16: (Chq No 100181)

drawn and signed on 2.11.15, but not received/presented:(Repl Chq No 100145)

Cllr J Pask: 4 x A1 plans (Cemetery Extension) @ £1.75: £7.00 (Chq 100147)

VAT Refund (Neighbourhood Plan): The Clerk confirmed that £250 VAT refund

(re the invoice from UCS) will be added to the PC's recording of income and expenditure held in respect of the Neighbourhood Plan.

(e) Possible Listing of School as a Community Asset: Nothing to report.

DB

(f) PC's Pension Responsibilities: The PC has been advised that it needs to choose a pension scheme and start its declaration of compliance (by 1 October 2016). Its 'staging date' is 1 January 2017.

Clerk

(g) PC Insurance Renewal: The PC's insurers had requested a written valuation for one of the insured items; this is to be sought. Otherwise, Members had approved the circulated policy. The premium will be sent (with the valuation) if possible.

Clerk

(h) Boundary Commission: No further action required.

(i) PC Vacancy: It was agreed to place an advertisement for an additional Councillor to, hopefully, achieve the PC's full complement.

Clerk

16/056 Planning

(a) Decisions Received: Permissions granted:

B/16/00919/TCA: The Old Rectory, The Green: Removal of 1 no White Willow Tree

B/16/00875/TCA: Bell Pasture, The Row: Removal of 1 no Ash Tree
Permission refused:

B/16/00594: The Paddocks, Lawshall Road: Erection of 6 No Dwellings

(b) Withdrawn Applications: None

(c) New Planning Applications:

B/16/00961: Laurel House Melford Road: Erection of detached triple garage, existing garage converted to home office, alterations to existing driveway, erection of single storey rear extension and insertion of 2 dormer windows to front.

B/16/01004: Touchstones, The Row: Erection of single storey rear extension, replacement windows and doors, external cladding, alterations to vehicular access/drive.

B/16/00983/LBC: Cooks Farm, Lawshall Road: Various works including removal of existing metal and cement render from front elevation, repair of timber frame, replacement of some windows with double-glazed units, etc. Members agreed to support the above applications.

Clerk

B/16/00981: Cooks Farm Barn, Cooks Farm, Lawshall Road: Application for A Certificate of Lawfulness for an Existing Use: Use of building and land as independent dwelling house and associated garden curtilage (Class C3). The PC was in support of this application. However, there appeared to be a lack of clarity in respect of the surrounding land; the land indicated as part of the 'garden' of this property, and of Cooks Farm, was previously described as 'Farmland' in an earlier Permitted Development Rights application (B/14/00481) for the development of the barn situated to the west of Cooks Farm. Also the aforementioned PA, which was made a little over two years ago, states that the land was owned by Thomas Long; the present application from Mr & Mrs J Long states that there has been no material change of use for more than four years. BDC would be advised accordingly.

Cllr Burr left the meeting for the next item.

B/16/00964: Springfield, Brockley Road: Erection of 4 no. two-storey detached 4 bedroom dwellings, with detached double garages to plots 2 and 4, and erection of 2 no. two-storey semi-detached 2 bedroom dwellings (following demolition of existing bungalow and outbuildings). Members agreed to object to this PA, as it would result in overdevelopment of the site.

Clerk

Cllr Burr returned to the meeting.

(d) New planning applications received since the date of this notice: None

(e) Tree Preservation Order/Tree Conservation Area applications: None

(f) Appeals: None

Other Planning Matters

Neighbourhood Plan: Cllr Price advised that the Neighbourhood Plan Working Party had met Bill Newman, BDC's Head of Strategic Planning, who is charged with delivering the Local Plan. He advised that the NP should be very clear in defining the character of the village, have clear policy objectives and not be prohibitive.

The emerging Local Plan and the NP should work together to avoid conflict.

Cllr Burr advised that it is now

possible for developers to identify 4 or more sites for development (no detail required), when the degree of control over those developments reduces. The legislation in this regard may have a significant impact on the NP and modest dwellings.

NP

Village Shop: No progress to report.

Affordable Housing: Cllr Long advised that there was nothing to report re availability of the commuted sum.

JL

S106 Money: Cllr Browning urged Members to consider possible uses for these funds, the first of which (£3.9k) has to be spent by 30.11.18. Another sum of £6k is required to be used by 3.5.20.

The Clerk is to contact the Parish Clerks of Whepstead and Brockley re running small play areas. (Cllr Long will contact the Shimpling Clerk. Cllr Pask offered to ascertain whether it may be possible to use the School's swimming pool during holidays. The pool had recently been refurbished.

Clerk
JL

Possible New Play Area on Land to r/o School: Cllr Burr stated that SCC has responsibility for this church owned land. It's understood that a member of the School would be required to be present, as well as a responsible adult. No resolution has been reached to date. Cllr Burr suggested that BDC should set aside a matched fund for HPC's use since the unavailability, to date, of the commuted sum.

Clerk

Cllr Price stated that, whilst there are a number of children in the village, for whom there are very few facilities, none of those facilities is council owned.

16/057 Green, Cemetery and Churchyard Cemetery

Extension Layout

Cllr Pask showed Members the A1 size plans she had obtained of this area. Cllr Pask and the Clerk are to meet to agree a suitable plot numbering regime (which would follow on from the existing).

JP/
Clerk

Fallen Headstones

It is hoped to receive an additional quotation in this regard, after which the matter will be discussed. Cllr Pask is to draft an item for Contact and is also to list all the names on the headstones. A warning notice (re safety) is to be displayed to the cemetery gate, PC notice board, and the website.

JP

The Green

Ditch near Parsons' Walk: A promised quotation to resolve the 'puddling' here had not been received; this will be chased. (Advice had been received from BDC to the effect that it would not be possible to hold a site meeting to discuss the impact of such works, but a response would be given if appropriate details are provided. No response had been received from SCC; this has been chased.)

Clerk

Trees along Parsons Walk: Cllr Price reported that a large limb had recently fallen (said to be the third or fourth of the summer). He advised that Michael Feather had taken a look at the tree and considered that it was unlikely to lose another limb. (The Crown PH had taken steps to cordon off the area.) Cllr Pask advised that she had also been told by Michael Feather that all were OK.

Repainting of Telephone Box: BT had recently confirmed that this work would be carried out in October.

Grass Cutting – Possible New Tenders: Following discussion on this matter and the excellent service provided by our current contractor, it was agreed to retain his services whilst his prices remain as at present.

Scattered Orchard Project: Cllr Pask advised that five fruit trees are to be provided (FOC): two for the Wood and three for the Cemetery. These will be delivered in early January. Cllr Pask was thanked for her efforts in this regard.

JP

Set Location: Cllr Pask reported that Suffolk Film Office is seeking locations in Suffolk and that she has made enquiries in this regard.

JP

16/058 Highways and Footpaths

Resurfacing/Shared Space: Cllr Price advised that SCC's activity in this regard seems to have ceased.

NP
Clerk

Outstanding Repairs: Paul Gant of SCC is to be reminded again.

Footpaths/Highways: The Clerk had obtained copies of maps from SCC showing the areas for which they are responsible (and the frequency of cutting). A copy is to be provided to Cllr Pask, as requested.

Clerk

30 mph Limit Extension: Steve Merry of SCC advised that we should proceed

via the good offices of Co Cllr Kemp. It was agreed that a comprehensive plan of the roads should be used in order to identify the precise locations of the required signs.

16/059 Correspondence: None

16/060 Matters of Report Only: None

16/061 Matters for Consideration at the next meeting:
Website: Community Action Suffolk has advised that it will be increasing its charges to £50, +VAT and have asked that we respond by 1.11.16.
Cllr Pask offered to deal with this.

JP

16/062 Date of next Meeting: Wednesday 5 October 2016 at 7 p.m. in the Institute

The meeting closed at 2050 hours

