

# Hartest Parish Council

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## Minutes of the Parish Council Meeting held in the Boxted & Hartest Institute on Wednesday 3 May 2017 at 7pm.

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

In Attendance: 3 Members of the Hartest PTA, 1 resident and the Parish Clerk

- 17/001 Election of Chair and Vice Chair: Nominations were invited for the post of Chair. Cllr Pask nominated Cllr Browning, seconded by Cllr Burr: Cllr Browning was happy to accept the role. Nominations were invited for the post of Vice Chair. Cllr Pask nominated Cllr Price, seconded by Cllr Luttmann-Johnson. Cllr Price accepted the role.
- 17/002 Apologies for absence: Co Cllr Richard Kemp
- 17/003 Approval of Minutes of Meeting held on 5 April 2017: These were approved and signed.
- 17/004 Matters Arising: None
- 17/005 Declarations of Interest: None
- 17/006 Public Forum: Members of the Hartest PTA introduced themselves; for some years now, they have been monitoring the 40 year old pool and its condition etc. Although they had thought the pool would last another ten years, they had to spend, in the recent past (from the swimming pool fund), work to the boiler and filtration system, but now have to replace the liner. The new School Head Teacher is keen to make the pool available to the community. With that in mind, it is hoped to use s106 monies to run it and start some of the work. A report of the proposed works required was left with Members. It is understood that the s106 funding cannot be used to cover the running costs. Cllr Price confirmed that, as part of the Neighbourhood Plan survey, the children in the village expressed interest in using the pool. Cllr Burr advised that there would be a cost of £3,210 in order to provide access to the play area for the village outside school hours. He added that the School land is owned by the Diocese and the buildings by SCC. It is agreed in principle that SCC will return the school to the Diocese as it becomes part of the Diocesan Multi Academy Trust.
- 17/007 County Councillor's Report: Cllr Kemp's May report had been circulated and is attached.
- 17/008 District Councillor's Report: Cllr Long advised that BDC and MSDC launched their joint website on 18 April. The new joint contact telephone number is 0300 123 4000. Cllr Chappell reported that he had been waiting for 15 minutes to have his call answered recently. Cllr Long added that PCs can now arrange convenient times to undertake a village spring clean with equipment being made available for use and bagged rubbish collected afterwards. Free compost will be available for collection from Tesco's (Sudbury) car park on 14 May.
- 17/009 Finance & Administration
- (a) Bank Balances as at 31 March 2017: Current Account: £7,036.31,  
Savings Account: £15,714.74, Total: £22,751.05

- (b) Receipts
  - 10.4.17: BDC: 1<sup>st</sup> Half Precept: £5,460.50
  - 28.4.17: HMRC: VAT Refund: £610.23
- (c) Payments
  - Clerk: Files and Paper: £15.11
  - APM Refreshments: £9.80 TOTAL: £24.91 (Chq 100241)
  - SALC Subscription 2017/18: £243.80 (Chq 100242)

The above items were approved for payment. Clerk
- (d) Simple Servicing Authority: This Barclays form was completed and signed in order to enable the Clerk, and other Councillors, to liaise with the bankers re the PC's accounts, as the original authority was no longer in place. Clerk
- (e) In accordance with the Transparency Code for Smaller Authorities, the following documents, were to be reviewed for the current financial year (2017/18).
  - Councillors' Responsibilities: Cllr Browning read out the current schedule and the following responsibilities were agreed with immediate effect:
  - Jo Pask and Malcolm Brearley: Trees, The Green and Cemetery
  - Nick Price: Neighbourhood Plan and Highways
  - Will Luttmann-Johnson: Neighbourhood Plan and Highways (Potholes)
  - Neil Chappell: Finance and Planning
  - David Burr: Section 106 Funds

It was agreed to defer the remainder of the document review to the next (June) meeting. In the meantime, the following documents would be re-circulated: Clerk

  - Standing Orders and Financial Regulations, Asset Register, Internal Control Statement and Risk Assessment.
- (f) New Tree Warden: Cllr Browning advised that Michael Feather has retired from this role after several years and wished to convey the PC's sincere thanks for all his help and guidance. The PC has been fortunate in having John Kemp step straight away into the post. A warm welcome is extended to John.

#### 17/010 Planning

- (a) Decisions Received: Permissions granted: The Lake, Brockley Road, Hartest: B/17/00225/00226 and 00227: Various tree works
- (b) Withdrawn Applications: None
- (c) New Planning Applications
  - PA B/17/00932: Land North of 1 Brockley Road: Erection of 1 no dwelling and detached single storey outbuilding. Alterations to vehicular access.

Members discussed this PA in detail vis-à-vis the National, Local and emerging Neighbourhood Plans. Following comprehensive discussions, Members agreed to support the PA noting two concerns; the access and its visibility and the potential privacy concerns vis-a-vis the neighbouring property, No 1 Brockley Road, due to the proposed side elevation window. Clerk
- (d) Tree Preservation Order/Tree Conservation Area applications: None
- (e) Appeals: None
- (f) Other Planning Matters
  - Pre-Application Enquiry – The Paddocks, Lawshall Road: Mr J Morgan, who is hoping to submit a revised planning application for the above site, sought the PC's opinion on a draft plan for 7 x 2 bed single storey dwellings on this site. Cllr Price advised that smaller sized developments would be preferable. It was thought that the visibility of the site access could be improved. It was understood that a landscape assessment would also be submitted. Whilst Members supported the type of housing proposed, they had concerns that the reasons for refusal of the original PA, were still pertinent.
  - Planning Print Sizes: Following discussion of the various permutations in this regard, it was confirmed that all plans now have to be printed from BDC's website. Cllr Price offered to print A3 size copies where essential, but if A1

sized plans are required, these should be emailed to a printer and collected. JP/NP

Neighbourhood Plan: Pre-Submission Consultation: Cllr Price advised that twelve responses had been received to date (5 of which were from residents). All residents are encouraged to respond by the closing date of 20 May. (Notices to that effect have been displayed around the Parish.) Hard copies of that consultation are available in both the Institute and the Church with Cllr Price as the contact in case of queries. The next stage is for the Working Group to present the consultation responses and amendments to the Plan to the Hardest Community before the External Examination.

Funding for Ian Poole (planning consultant) has come to an end. A further £1k has been allocated but cannot be accessed until after the forthcoming election.

Village Shop: Nothing to report.

Affordable Housing: An update is awaited from Tom Barker following a request for a further meeting. Another request will be sent.

Clerk

Section 106 Funding: Cllr Chappell mentioned the presentation made re the School swimming pool, which would appear to fit the criteria of such funding. The total sum available is £10.5k. The lack of play facilities had previously been highlighted (which appears also to fit the criteria). Of the survey size of 300, only 47 responses had been received (15%) of which 41 positive responses had been received to both questions. Some of the comments made are as follows:

- 'no use after dark'
- 'curfew on Sundays'
- 'inadequate parking could result in motorists using residents' drives
- 'noise factor'

Re use of the play area, it was noted that the tyre park is acceptable, but the Huge concrete tunnels could pose an injury risk.

A detailed proposal re the play area would be appreciated.

Cllr Burr advised that there would be a cost of £3,210 in order to provide Access to the play area for the village outside school hours. Cllr Price wondered if the play area would be open to the public in the school holidays. S106 money is for equipment. In term time, it would be necessary to "sweep" the whole school. A re-drafted proposal is to be prepared showing capital cost for s106 idea. It was confirmed that the main target age group is 12-16 years (older children would be unsupervised. Everyone was in favour of such a proposal being honed and a re-drafted version produced focussing on work done to date and the PC's support. If anything further is required, the PC is to be advised. Cllr Long requested sight of such draft before submission to BDC.

17/011 Green, Cemetery and Churchyard Cemetery

Fallen Headstones: Advertisements requesting contact from relatives of the deceased had run for a month. Cllr Pask is to liaise with Cllr Brearley. JP

Overhanging Branches: Cllr Pask reported that Mr Cornish had asked that some branches be lifted; she is to issue an email in this regard. JP

Mowing: Cllr Pask further advised that Mr Cornish had already cut the grass more often this year than before. Cllr Pask is to circulate an email for discussion. JP

The Green

Trees on the Green: Cllr Brearley reported that he had held a meeting with the tree wardens to discuss a risk assessment policy. The trees owned by the PC are those on the Green and in the Cemetery. Cllr Brearley felt that, but for the TPOs in place, more suitable trees could replace the existing. The cost for a consultant was quoted as £1k. A quotation had been received from Suffolk Tree Services for the inspection of the 33 trees in/around the Green at a cost of £400, but this is time constrained. An assessment of the trees, and a long term plan, is considered appropriate. MB

17/012 Highways and Footpaths

- Resurfacing/shared space: Cllr Price reported that the buff pads are still required; SCC will be chased again.

Clerk

- Possible Speed Limit Change: Post meeting this matter was expedited with Co Cllr Kemp. RK
  - Speed Indicator Device: Awaiting information from Cllr Kemp.
  - Shimpling Road opp Cawstons: Paul Gant has placed an order for the gulley to be cleaned out and the pipeline jetted to clear it to the outfall which should be the ditch opposite - this should be done within 20 working days.
- 17/013 Correspondence: None
- 17/014 Matters of report only: Cllr Price advised that he had received an email from Mr Chris Collins advising that he had found his recent visit to a PC meeting to be an unfriendly and unwelcoming experience. Cllr Browning said that the PC does welcome resident to the Public Forum. (Apparently some dialogue took place outside of that.)
- 17/015 Matters for consideration at next meeting: 2016/17 Accounts, Review of Documents
- 17/016 Date of next Meetings: Wednesday 5 June at 7 p.m. in the Boxted & Hartest Institute.

Approved at the PC Meeting held on 7 June 2017