

# Hartest Parish Council

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## **DRAFT Minutes of the Parish Council Meeting held in the Boxted & Hartest Institute on Wednesday 4 October 2017 at 7pm.**

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

In Attendance: Co Cllr Richard Kemp, and the Parish Clerk and 1 Member of the Public

17/062 Apologies for absence: Dist Cllr Long and Cllrs Brearley and Luttmann-Johnson

17/063 Approval of Minutes of Meeting held on 6 September and revised minutes of 5 April 2017: These were approved and signed.

17/064 Matters Arising: None

17/065 Declarations of Interest: None

17/066 Public Forum: Nothing to report.

17/067 County Councillor's Report: Cllr Kemp's October report had been circulated. Cllr Kemp commented on passing the 90% broadband milestone (with approx. 315k properties now having fibre broadband available. Energy efficiency grants are available from BDC. With Members deciding not to pursue the purchase of a Speed Indicator Device, Cllr Kemp advised that this funding had been passed to Stanstead. Speed Limit Request: This had been turned down by BDC, but thanks were extended to Cllr Kemp for his efforts in this regard.

17/068 District Councillor's Report: No report provided in Cllr Long's absence.

17/069 Finance & Administration

(a) Bank Balances as at 29 September 2017: Current: £3,075.54, Savings: £26,635.74, Total: £29,711.28

(b) Receipts: 2<sup>nd</sup> half of Precept: £5,460.50

(c) Bank Reconciliations to 31.8.17 to be circulated.

Clerk

(d) Annual Return/Asset Register

The Annual Return for 2016/17 had been signed by the External Auditors, BDO LLP, and a formal Notice of Conclusion received. There were no Issues Arising from the audit. The newly appointed External Auditors for the current financial year are Messrs PKF Littlejohn LLP, who would be establishing contact with PCs in late 2017/early 2018.

The current Asset Register is to be reviewed.

Clerk

The insurance renewal documents had been received from the PC's current insurers and circulated along with quotations received from three other companies.

Of these, Members agreed to accept the quotation of £288.00 received from Messrs Came & Co (with Hiscox Insurance). Members also agreed not to offer the sculpture to the Woodland Trust, as it had been gifted to the village. A separate cheque, no 100262, was subsequently issued with a confirmatory letter accepting the aforementioned quotation on the basis of a 3 year Long Term Agreement.

(All confirmatory policy documents were circulated to Members.)

(e) Suffolk Cloud Website: An email had been received via SALC (from

Suffolk Cloud) on 7 September commending a change from our existing v2.4 Silverstripe (via CAS), which is now obsolete with no security updates since early 2016 etc. Members felt this change would offer a more versatile, up to date set up and so a move to Suffolk Cloud could be beneficial. It was decided to enquire as to whether there were any residents interested in transferring, and maintaining, the website (as our current Co-Ordinator feels – having given the village many years’ of amazing support in this role - it would be a good time to *step back*.) (Post Meeting, Cllrs Pask, Browning and Sue Lewis (current website co-ordinator) met Marta Dyersmith, who has kindly offered to assume responsibility for the website. (It is hoped to effect the changeover at the end of December this year.))

- (f) Precept Consultation: SALC had circulated an email in this regard. Whilst it was felt that this would not impact on the Parish, this will be double checked with SALC.

Clerk

- (g) Payments

The following invoices were approved for payment:

O C S Cornish: Grounds Maintenance 1 July-30 September 2017: £877.50

Mrs P Lamb: Salary and Mileage: 1 July-30 September 2017: £417.77+  
Mileage £33.75 = £451.52

HMRC: PAYE: 1 July-30 September 2017: £104.40

BDO LLP: Review of Annual Return: £120.00

Eco-Systems: Felling of Storm Damaged Lime Tree on Green: £480.00

- (h) Draft Babergh Ward Boundaries Consultation: It was agreed that the PC would respond stating that, for historical reasons, the current arrangement is preferable.

Clerk

#### 17/070 Planning

- (a) Decisions Received: None  
(b) Withdrawn Applications: None  
(c) New Planning Applications: None  
(d) Tree Preservation Order/Tree Conservation Area Applications: None  
(e) Appeals: None  
(f) Other Planning Matters:

Current PA re The Paddocks: It is understood that this PA is being referred to the Planning Committee for a decision.

Neighbourhood Plan: Cllr Price reported that, as Chair of the NP Working Group, he had met with a GP partner and NHS staff in relation to Glemsford. The Surgery has objected to the NP on the basis of HR17, which they felt would threaten the current services provided by the surgery, which has GP and nurse vacancies. They advised that maintaining services at the Glemsford Surgery is a significant challenge; whilst there has been no application to close Hartest Surgery, it is very much under pressure. At the meeting, Cllr Price asked if it would be acceptable to submit a Community Right to Bid on the surgery premises in Hartest; this is to be considered by Glemsford Surgery. Cllr Price also assured Glemsford Surgery that the PC would seek to support them wherever possible. It has been proposed to remove Glemsford Surgery from Policy HR 17 in the draft Plan. Discussions are being held with Ian Poole this week re possible amendments to the NP, particularly in connection with the 'cluster' policy. A meeting is to be held with Babergh and MSDC on 17 October to discuss the proposed changes to the NP and the Joint Local Plan consultation. Cllr Price noted that the preferred Policy Option HG2 of the Joint Local Plan Consultation is a 'hamlet' policy almost identical to the 'cluster' policy proposed in the draft NP. Furthermore, the Joint Local Plan Consultation is recommending the removal of the Special Landscape Area of 'Special Landscape Quality' within the draft NP to maintain protection. Following the meeting with

BDC, changes will be considered by the Working Party after which the proposed changes will be circulated to the PC. Further discussions on this matter then ensued.

Village Shop: Nothing further to report.

Affordable Housing: Refer separate Minutes of Affordable Housing Meeting, also of 4 October 2017.

Possible Use of s106 Monies: Cllr Burr advised that he expects to request release of some of these funds within the next two months.

Clerk

DB

17/071 Green, Cemetery and Churchyard

Cemetery

Fallen Headstones: In Cllr Brearley's absence, Cllr Pask advised that the proposed adoption of a Memorials Safety Policy would require an annual inspection of all headstones and determine, also, what action is to be taken if the registered parties cannot be located.

Cllr Pask stressed the need to expedite this matter; it is hoped that Cllr Luttmann-Johnson will assist.

JP/MB  
WLJ

Damage from Deer: Cllr Pask reported that no further had been sustained and advised that Tree Warden, John Kemp, has acquired a gate, which will probably be installed in January.

MB

Use of New Cemetery Area: Following an enquiry from Mrs Gorman, this matter was discussed; it was agreed to direct her to one of the vacant plots in the main part as the Extension is not yet in use.

Complaint re access difficulties – Unfortunately, this matter was not discussed and is to be referred to the November meeting.

JP/Clerk

The Green

Trees on the Green: Cllr Pask advised that our contractor, Oliver Cornish, has acquired a new vehicle to help him access the Cemetery and a rake, which will help him look after the area.

Dead Oak Tree opposite 'Homeleigh': Three quotations had been received for the felling and stump grinding of this tree; Members agreed to accept the quotation from Eco-Systems in the sum of £400. The work is to be scheduled for next week.

JP

Tree Safety Policy (Inspections etc): Cllr Brearley is awaiting receipt of the requested reports.

Lime Tree o/s Appleby Cottage, The Green: Cllr Pask expressed the view that perhaps the PC could arrange for this tree to be pollarded (to below the last point, so that the weight being carried by the trunk is reduced). Following discussion, it was agreed to await receipt of the recent survey, but it was agreed that an application to pollard it could be submitted now.

Clerk

Grass Cutting: On his current invoice, Mr Cornish had advised that he had undertaken – for the year to date – 17 cuts to the Green and reduced the cuts elsewhere to avoid going too far over contract costs and recommended the PC budgets for more contract cuts in the future. Following discussion, Members stated a preference not to go to tender at the moment on the increased number of cuts, but to pay for additional cuts, as required.

JP

Parking on the Green: Cllr Pask was asked to email her suggested wording in this regard to Cllr Browning.

JP

Ditch by Pear Tree Cottage: It was agreed to forward a copy of Mr Graham's letter (after advising Mr Graham first) to Mr D Marjoram as Leaseholder of The Crown PH on whose land the ditch sits and whose responsibility it is to keep the ditch running freely.

Clerk

17/072 Highways and Footpaths

Possible Speed Limit Change: Please refer 17/067 above.

- Shimpling Road opp Cawstons: With Paul Gant's role change, it will now be necessary to pursue this requested repair through their base at Rougham. (Post Meeting, it was ascertained that there are two outstanding jobs in this area; Manhole cover near Whistlers (cleared by SCC) and Elizel's hedge

requiring to be cut back (again cleared by SCC). Update requested from Cheryl Smith of SCC in these connections, as unsure as to whether either of these relates to Shimpling Road (opp Cawstons).

Clerk

17/073 Correspondence: Nothing to report.

17/074 Matters of Report only:

Budget Review: Cllr Chappell and the Parish Clerk are to review expenditure to date against budget with a view to confirming/revising current figures in readiness for precept setting.

NC/Clerk

Order Grit Bins as piles of grit/salt no longer permitted?

17/075 Date of next Meeting: Wednesday 1 November at 7 p.m. in the Boxted & Hartest Institute