

Hartest Parish Council

Minutes of the Annual and Ordinary Parish Council Meeting held in the Institute on Wednesday 13 May 2015 at 7pm.

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

In Attendance: Co Cllr R Kemp and Parish Clerk

ACTION

15/001 Apologies for absence: James Long

15/002 Election of Chair and Vice Chair
Nominations were sought for the post of Chair and Vice Chair
For the post of Chair, Cllr Browning was nominated by Cllr Price and seconded by Cllr Pask. Cllr Browning was happy to accept the post.
Cllr Price was nominated for the post of Vice Chair and was seconded by Cllr Chapple. Cllr Price was happy to accept the post.

15/003 Approval of Minutes: The minutes of the meeting held on 1 April were approved and signed.

15/004 Matters Arising: None

15/005 Declarations of Interest: None

14/006 Public Forum: No members of the public present.

15/007 Police Report: No Officer present and no report available.

15/008 County Councillor's Report: Cllr Kemp reported that Suffolk Fire & Rescue is to raise awareness re drowning. Recycling has increased by 8% and more materials are capable of being recycled. Suffolk Fire Service personnel had suffered 37 verbal and physical assaults during the last five years. Work is being done to remove the steps on The Row and improve the footpath. The cost of the complete works has increased from £15k to £20k. Cllr Kemp has asked the resident concerned to make application for additional locality funding via the PC.
Parsons' Walk: Cllr Kemp advised that SCC had received an engineer's report via Mr Graham. Locality Funding: Cllr Kemp advised that he has new funding in this regard. Cllr Price asked if funding could be made available for the Neighbourhood Plan. Cllr Price is to submit a request in this regard to Cllr Kemp. Cllr Pask expressed concern that the drainage works completed at Blind Lane may not solve the problem due to the new drainage channel standing proud of the road. Full report attached.

NP

15/009 District Councillor's Report: In Cllr Long's absence, no report was available.

15/010 Finance & Administration
Bank Balances as at 30.4.15: Current: £1,741.32 Savings: £22,608.74
(a) Receipts: 1st half of the Precept payment had been received;
£5,239.00
(b) Payments:
Payment of the following invoices was approved:
Boxted & Hartest: Hall hire 4.2, 4 and 18.3.15: £56.00
Clerk: 27.4.15: Printing ink (£86.16) and paper (£4.12) = £94.40
29.4.15: APM Refreshments: £4.48_
16.4.15: Car Parking (end of year bank statement) £2.00

Clerk

Total: £100.88

- (c) The finance schedule showing all income and expenditure for the last financial year (2014/15) was issued. It was noted that the last three entries on this schedule erroneously cited the year as 2014 instead 2015; this will be corrected and re-circulated. Clerk
- (d) Transparency Code for Smaller Authorities: Councillors' responsibilities: In line with the requirement of this recent legislation, the following responsibilities were agreed (until such time as new Members can be co-opted, at which time the matter will be reviewed: Clerk
- Cllr Price: Trees and Greens
Cllr Pask: Cemetery and Footpaths
Cllr Chappell: Planning
The Clerk is to notify BDC of the change of address for Planning Applications (from Cllr Pask to Cllr Chappell
New Bank Mandate: This was completed with Cllrs Browning, Pask and Price as authorised signatories. Clerk
- 15/011 Planning
- (a) Decisions Received: Permission granted: B/15/00323/TCA Oak Lawshall Road: Felling (1 x Birch), Pruning (1 x Field Maple) and Reducing (1 x Oak)
- (b) Withdrawn Applications: None
- (c) New Planning Applications:
Land at Rochester Wood, Street Farm, Boxted: Proposed installation of 25m High Lattice Tower Mobile Phone Base
It was agreed that the PC would write, that "Before advising the PC's decision, Members would like to see more information re the various appraisal options re sites and aerials.
- (d) New planning applications received since the date of this notice:
B/15/00544/CEU: The Hangar, Brockley Road: Certificate of Lawfulness for an existing use and its curtilage as 1 no self-contained dwelling. BDC is seeking to know whether the PC had any information which would challenge the assertion that the building has been used as a dwelling for four years. Members had no information to contradict this, but agreed that the site had been looked after well. Clerk
- (e) Tree Preservation Order/Tree Conservation Area applications:
B/15/00528/TCA: Bell House, The Row: Crown reduction to 1 no. Holly (T1) tree to similar height of hedge line, crown thinning by 25-30% for better shape and shading to 1 no. non-native deciduous tree (T2); crown reduction to 1 no. Yew tree (T3) to match other trees in hedge line.
Mr Michael Feather, Tree Warden, recommended that this work be approved as the trees are growing too large for the small garden. Members approved this application.
Appeals: None
- Other Planning Matters
- Storage of Filing Cabinets: Cllr Pask updated Members re this situation and requested that the PC writes to Rev Prigg thanking him for allowing the storage of one filing cabinet and asking if another one could also be accommodated. Clerk
- Neighbourhood Plan: Cllr Price advised that the only thing to add further to his recent report to the Annual Parish Meeting is that a quotation had been received of £8+k. (Some locality funding would be available from for planning support re housing needs survey and production of proposal.) Cllr Price had received an alternative quotation from a former Planning Officer (ex SEBC), Ian Poole, and is keen to utilise his services. A price of £1k-£1.5k had been suggested for Phase 1. £374 has been spent to date from the £1k promised by the PC. Confirmation was given that the remaining

£626 would be available, as and when required. A starting price of £2.5k had been received for the survey work required. Ian Poole had indicated that he might be able to undertake the survey. (The sensitivity of the collection of such personal/financial details suggests that such information would be more readily gathered, if collected by a third party (unknown to the residents). Cllr Price advised that he is trying to draw the Neighbourhood Plan and Housing Needs surveys into one. A blueprint based on a CAS survey is under consideration. A meeting is to be held in this connection. Cllr Browning asked Cllr Price to keep the PC informed in this regard.

NP

Community Right to Bid: Cllr Price had advised that The Crown is now listed in this regard. Consideration had been given to the Surgery in this regard, but it had been agreed to leave this for the time being and to review in four months' time.

Clerk

Village Shop: Cllr Chappell advised that Ralph Carpenter had drawn up some plans for conversion of part of rear of The Crown to a shop. However, David Marjoram said he could not progress this at the moment. Following discussion, Members agreed to pursue this to create a basic Heads of Agreement and then see if it can be signed in, say, 6 months. It was agreed to pursue the matter on this basis and to review the situation in four months' time.

NC/NP

Affordable Housing

The Clerk is to expedite a response from BDC as to the date by which the s106 money of £10.5k must be spent

Clerk

15/012

Green, Cemetery and Churchyard

(a) Cemetery

Extension Layout

Cllr Pask advised that Oliver Cornish had dug over the whole area. The soil is now being left to break down before seeding. Cllr Pask is to speak again to Mr Cornish in this regard. Cllr Pask had mentioned earlier in the meeting that Michael Feather had expressed interest in becoming involved with the Cemetery work.

JP

'Jack's Bench', Hartest Hill

Cllr Pask advised that some of the wooden sleepers have been dislodged. It was agreed that these would be replaced like for like and that Mr Frank Gausden be asked if he would be willing to undertake this work and to provide a quotation

JP

(b) The Green

Ditch/Drainage

Ditch near Parsons' Walk

The emergency posts and fencing had been removed by ANO. Cllr Price advised that David Marjoram would be happy to assist in trying to alleviate this problem by allowing it to drain into the Crown ditch. Cllr Price suggested that the only solution may be a decent soakaway. He added that there is a big manhole cover in the hedge at the end of Parsons Walk (although this may be a foul water drain, in which case it may be unusable).

Trees

The felling of the Lime on the Green (opposite Rendells) has been done. An invoice is awaited.

Sturgeons Hall: There is new basal growth on this Lime, which requires removing to improve visibility on the A1066.

Clerk

Telephone Kiosk

Arrangements are to be made with BT for this to be re-painted.

Clerk

Waste Bin Notices

Cllr Pask had produced a sign to be laminated and placed on the bins on the Green. Cllr Pask was thanked for her help in this regard.

JP

Waste Bin by Bashams: This wooden bin requires repair; it was agreed that Cllr Pask would seek a quotation from Frank Gausden

JP

in this regard.

15/013

Highways and Footpaths

Traffic Management

Cllr Price recommended that this work be held over until more people are available to form a Highways Working Party.

NP

Footpaths/Highways

Potholes: Pilgrims Lane: Paul Gant is to be asked to take a further look at this road (especially the part leading towards Longs Farm)

Clerk

Footpath by The Warrens, Poorhouse Hill: It was reported that the

Tarmac surface of this footpath has been deeply 'gouged' by a HGV

Smithbrook Lane: The Tarmac surface at the Hartest Hill end of this Lane is badly breaking up and requires repair.

Clerk

Charity Farm Flooding: Cllr Chappell advised that the drainage system here has been jetted and repairs are being considered.

NC

15/014

Correspondence: None

15/015

Matters of Report Only: None

15/016

Matters for Consideration at the next meeting:

Approval of 2014/15 Accounts

Recruitment - It was agreed that advertisements for new councillors would be placed on the noticeboards, website and in 'Contact'.

CB

Cllr Browning was reminded to provide a brief PC report for 'Contact'.

15/017

The meeting closed at 8.55 p.m.

15/018

Date of next Meeting (in the Institute):

Wednesday 3 June at 7 p.m.

(Chair)

Signed:

Dated: 3 June 2015