

Hartest Parish Council

DRAFT Minutes of the Meeting of the Parish Council held in the Boxted & Hartest Institute on Wednesday 4 December 2019 at 7pm.

Present: Cllrs Chris Browning (Chair), Neil Chappell, Jo Pask, Nick Price and S Welfare
In Attendance: Co Cllr Richard Kemp, Dist Cllr S Plumb, Mr E Donald and the Parish Clerk

ACTION

- 19/094 Apologies for Absence: Dist Cllr Michael Holt
- 19/095 Approval of Minutes of Meeting held on 6 November 2019: These were approved and signed.
- 19/096 Matters Arising: None
- 19/097 Declarations of Interest: Cllr J Pask re PAs DC/19/05389 re Place Farm, The Green and DC/19/05827 re Sturgeons Hall, The Green.
- 19/098 Public Forum: Mr Ewan Donald attended the meeting in respect of his request for permission and possible donation towards siting a Christmas Tree on the Green (between the road and the telephone box) for the period 10.12.19-6.1.20 (illuminated between the hours 1600-2230) etc - as cited in his email to the PC dated 25.11.19. Mr Donald ran through the proposed plans and related costs. Following discussion, it was agreed that the PC would provide 50% of the cost of the tree for this, and subsequent years (£400-£450 total cited). A contribution to the cost of the electricity supply from 'Hunters' is to be made. Post meeting, Mr Donald was asked to obtain email confirmation of agreement for use of electricity for the Christmas Tree from Mr Hirst – to be sent to the Parish Clerk. ED Clerk
- 19/099 County Councillor's Report: Cllr Kemp's December report had been circulated. Cllr Kemp drew particular attention to the following: His personal thanks to all those people working for charitable causes in the villages and noting how essential it is to have volunteers. He noted that, with effect from 31 January, SEBC would be carrying out enforcement duties re parking on yellow lines in BSE. He added that it is now very expensive to get SCC to action of highways works, such as safety requirements re the five way junction at the Black Bull Hotel junction in Long Melford, introduction of double yellow lines etc.
- 19/100 District Councillors' Report: Cllr Plumb confirmed the current moratorium in light of the impending General Election. He also advised that a new BMSDC tree planting scheme has been introduced to mark the occasion of the birth of a newborn, or newly adopted child, between 1.1.19-31.12.19. Those parents, who may have lost a child during the same period, may apply for a memorial tree. Such trees must be planted within the two districts. (Alternatively, for those without access to a garden, a plant pot grown tree is also available.)
- 19/101 Finance & Administration
- Bank Balances as at 31.10.19: Current: £8,098.64, Deposit: £30,056.23, Total: £38,154.87.
 - Receipts: None
 - Bank Mandate: The Clerk requested that a new bank mandate be arranged to add her as a signatory (along with the existing) to enable her to query issues with bank staff and to collect the final statements of the year (without necessitating the need for a Councillor to do this). This was approved; a new bank mandate will be requested and presented for signature at the January PC meeting. Clerk
 - Up-to-date Bank Reconciliations to be issued shortly. Clerk

- e. Payments
 St Mary's Church: PC Advertisement – 12 Issues 'Contact' Magazine: £50.00 (Chq 100373)
 SALC: Provision of 6 months' payroll service: £21.60 (100374)
 O G S Cornish: Grounds Maintenance: 2 Quarters (July-Dec 2019): £1,900.00 (100375)
 Boxted & Hartest Institute: Hall hire 4.9.19: £13.50 (100376)
 Clerk: Salary: Jul-Sep 2019: £483.61+Mil £22.50: £506.11 (100377)
 HMRC: PAYE: Jul-Sep 2019: £107.80 (100378)
 Clerk: £9.00 'Contact' Subscription (100279) Clerk
- f. Finance spreadsheet with the latest expenditure/income against budget was issued and is to be emailed to Members in readiness for further discussion, and formulation of the budget and precept, at the January meeting. Clerk
- 19/102 Planning
 (a) Decisions Received: None
 (b) Withdrawn Applications: None
 (c) New Planning Applications:
 DC/19/05460 - 6 Green View, Hartest: Change of use, part demolition and conversion of storage building/garage to form 1 No dwelling. Members considered this application. The following concerns were expressed:
 ➤ The site is within the curtilage of a listed building
 ➤ The site is within designated open countryside
 ➤ Access and visibility issues.
 A vote produced a majority in favour of objection for the above reasons; BDC will be advised accordingly. Clerk
 Re the following 2 PAs, Cllr Pask withdrew from the meeting.
 DC/19/05389 - Place Farm, The Green: Erection of a two storey rear extension (following demolition of existing porch). Members agreed to support this PA. Clerk
 (d) Tree Preservation Order/Tree Conservation Area applications:
 DC/19/05287: Sturgeons Hall, The Green: Removal of section of Cypress Hedge: Members approved this application in line with the Tree Warden's recommendation. Clerk
 (e) Appeals: None
 (f) Neighbourhood Plan: Cllr Price advised Members that he, and the NP Chair expect to meet after Christmas. Dist Cllr Plumb recommended that such a meeting be held as soon as possible. NP
 (g) Other Planning Matters
 Affordable Housing: Dist Cllr Holt had advised that he is in contact with officers re the possibility of a joint scheme although there was nothing positive to report at this stage. MH
 (h) Enforcement Issues: It was agreed to omit this item from all future agendas. Clerk
- 19/103 Green, Cemetery and Churchyard
The Green
Cemetery: Cllr Pask advised that a large branch had fallen from an ash tree. A quotation of £200 had been received from the Grounds Maintenance contractor to remove this and cut into small logs for collection by residents. Members approved this cost/action. JP
Ditch: A quotation had been received from C G Warner Ltd and was discussed. It was agreed to take the following action;
 (a) Contact D Pizzey (BMSDC Arboricultural Officer) re a possible joint meeting with the contractor in order to obtain his input/ approval to the proposed works. Clerk
 (b) Seek an updated quotation from the contractor (incorporating all possible/potential costs) so that the PC has an accurate picture of the costs involved.

Post Meeting:

In an email dated 5.12.19, BMSDC advised that a site meeting could not be arranged due to work pressures of the Arboricultural Officer but it was advised that "excavation can normally be carried out in close proximity to existing trees if this is unavoidable provided certain measures and procedures are followed. If any digging has to be done within the crown spread of any of your trees, let me know how close to the trunk it will be and I can start putting some guidance together for you."

BMSDC's email was provided to the proposed contractor for his comment and a reminder given re (b) above.

19/104 Highways & Footpaths

Track across Green: The potholes causing problems here had been reported, but SCC was unable to advise when the matter would be carried out. Still awaiting action by SCC.

Mill Road: Cllr Chappell advised that he had reported on line that the drains here require jetting.

Grit: Cllr Price had kindly offered to distribute the bags remaining in stock, but it was agreed that, at the next meeting, consideration would be given to the purchase/location of grit bins.

19/105 Correspondence: Nothing to report.

19/106 Matters of Report Only: None

19/107 Matters for Consideration at Next Meeting: Budget/Precept 2020/21 and Grit Bins

19/108 Date of Next Meeting: Wednesday 2 January 2020 at 7 p.m. in the Boxted & Hartest Institute.

19/109 The Meeting closed at 2050 hours