

# Hartest Parish Council

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## Minutes of the Meeting of the Parish Council held in the Boxted & Hartest Institute on Wednesday 6 June 2018 at 7pm.

Present: Cllrs Chris Browning (Chair), Neil Chappell, Will Luttmann-Johnson, Jo Pask and Nick Price  
In Attendance: Dist Cllr James Long and Parish Clerk

- 18/018 Apologies for Absence: Co Cllr R Kemp and Cllr David Burr
- 18/019 Approval of Minutes of Meeting held on 2 May 2018: These were approved and signed.
- 18/020 Matters Arising: None
- 18/021 Declarations of Interest: None
- 18/022 Public Forum: No members of the public present.
- 18/023 County Councillor's Report: Cllr Kemp's report had been circulated to Members.
- 18/024 District Councillor's Report: Cllr Long reported that he had emailed Ms J Abbey-Taylor in an effort to expedite an answer for the PC regarding the Banham's Yard affordable house compensation, which is still awaited. He added that there had been some changes re parishes/wards since his last report; he will clarify/confirm asap. Cllr Browning advised that he had sent a letter to BDC's Chief Executive, Arthur Charvonia, in this connection, which he read out. JL Clerk
- 18/025 Finance & Administration:
- a. Bank Balances as at 30 April 2018: Current: £2,270.03, Savings: 20,205.45, Total: £28,475.48
  - b. Receipts: 27.4.18: VAT Refund: £465.72
  - c. Bank Reconciliations as at 30.4.18 and 31.5.18 are to be emailed to Members.
  - d. Registers of Interest: Two completed forms are outstanding; reminders and blank forms are to be sent. Clerk
  - e. Payments  
Mrs D Griggs: Internal Audit (2017/18): £50.00 (Chq 100301)  
Institute: Hall hire: PC: 4.4.18 and 2.5.18 & NP 16.5.18:  
TOTAL: £67.50 (Chq 100302) Clerk  
The above were approved for payment.
  - f. General Data Protection Regulation 2018: It was reported that Parish Councils are now exempt from appointing a Data Protection Officer, but are still required to be compliant. Members signed a Privacy Notice in this connection.
  - g. 2017/18 Financial and Other Documentation: The following documents, which had been circulated, were approved and signed:
    - 2017/18 Accounts
    - Annual Governance and Accountability Return (AGAR): These documents (including the exemption certificate) and supporting papers had been circulated. The Annual Governance Statement was completed. Members approved all these documents, which were then duly signed. Clerk

- h. The following documents were approved/signed for use in financial year 2018/19: Clerk
- NALC Recommended Standing Orders 2018
  - Financial Regulations (updated and fully customised)
  - Updated Risk Assessment Schedule
- i. Asset Register/Insurance: One item of office equipment (new 4 drawer filing cabinet) to be added to the asset register and insurance.
- j. Bank Mandate: It was agreed that the current mandate (signatories CB, JP and NP) is still correct.
- k. Review of Councillors' Responsibilities in accordance with Transparency Code for Smaller Authorities: Confirmed as follows: Clerk
- Cllr Price: Neighbourhood Plan and Highways (with Cllr Chappell)
  - Cllrs Pask & Luttmann-Johnson: Cemetery, Trees, Green, Potholes and Footpaths
  - Cllr Chappell: Planning and Finance (and Highways with Cllr Price)
  - Cllr Burr: s106/CIL
- l. Complaints Procedure: Still appropriate, therefore no changes. Clerk
- m. Clerk's Contract and Salary Increase: Increases in salary (to £12.92/hour) and the 'working from home allowance' from £45 to £52/quarter (both backdated to 24 November 2017) were approved. (A draft employment contract is also to be drawn up for approval.) Clerk
- 18/026 Planning Clerk
- (a) Decisions Received: Planning permissions granted:  
DC/18/01730: The Old Rectory, The Green: T1 (Ash): Remove twin limbed stem, remove some lower limbs.
- (b) Withdrawn Applications: None
- (c) New Planning Applications:  
DC/18/01946: Elizels Cottage, Shimpling Road: COU of agricultural land to residential curtilage: Members were happy to support this PA.  
DC/18/01775 & 6: Candler's, Cross Green: Replacement of 4 windows with same design and material of existing with slim line double glazing Members were happy to support this PA.  
DC/18/02009: Larkrise, Hartest Hill: Replacement of a projecting bay with an enlarged flush window to the front gable end, a loft conversion and erection of a rear dormer window with a juliette balcony, enlargement of a rear gable end window to include a juliette balcony, replacement of rear ground floor windows with glass sliding doors and removal of brick chimney to be replaced with a twin lined flue and the creation of 3 roof lights. Members were happy to support this PA. Clerk  
DC/18/02225: Land Opposite The Hatch, Pilgrims Lane: Erection of detached dwelling and garage: Members agreed to object to the PA on the following grounds;  
1. The proposed dwelling would be in open countryside  
2. The site is within the Conservation Area  
3. Its design would be likely to impact on the listed building opposite and  
4. The proposal would not accord with the emerging Hartest Neighbourhood Plan.  
DC/18/02176: Hartwood House, Somerton Road: Erection of Stable Block: Members agreed to support the application.
- (d) Tree Preservation Order/Tree Conservation Applications:  
DC/18/02442: The Warrens, Workhouse Hill: Various Tree Works: Members agreed to support this application. Clerk
- (e) Appeals: None
- (f) Neighbourhood Plan  
Cllr Price advised that the recent planning permission for The Paddocks, Lawshall Road is subject to a Judicial Review. BDC has

- advised not to proceed with the NP until the outcome of the JR has been established. Furthermore, BDC is due to make an announcement on their 5 year land supply in early July.
- HPC has agreed to place the NP process on hold; an explanation of the situation is to be placed in 'Contact' and on the website in due course. NP
- (g) Other Planning Matters:  
Affordable Housing: See Min 18/024 above. It was also noted that any CIL income could be used towards an affordable house. Clerk
- (h) Use of s106 Monies: Play/Swimming Facilities at School: The School Play Area is currently in use (for Residents?) Any news re swimming pool? DB
- 18/027 Green, Cemetery and Churchyard  
Cemetery: Cllr Pask advised that, due to the roots of the large tree along the road, certain plot(s) within the Cemetery are now unuseable. The recently sown wild flowers in the new section are now growing well.  
The Green: It was noted that an improvement has been seen in the grass cutting. Cllr Pask and Tree Warden John Kemp are to trim back, to head height, the overhanging branches. JP  
Trees Report: Arrangements are being made for our Tree Warden to meet possible contractors on site (re the removal of diseased/dangerous trees). Clerk  
Ditch: A first quotation had been received for the clearing/levelling of the ditch. It was agreed that a guarantee be sought from contractors that no damage will be caused to the trees on the Green. The Clerk is to confirm this with the first company, and advise the second contractor also. A third quotation is to be sought. Clerk
- 18/028 Highways & Footpaths  
Potholes and Flooding – Somerton Road: Cllr Chappell reported that the two large potholes had been repaired. The clearing of the drains is due in October this year (having been cleared last year). Cllr Chappell is satisfied that these matters as at present.
- 18/029 Correspondence: Nothing to report.
- 18/030 Matters of Report Only: None
- 18/031 Matters for Consideration at Next Meeting
- 18/032 Date of Next Meeting: Wednesday 4 July at 7 p.m. in the Boxted & Hartest Institute. Apologies received from Dist Cllr Long and Cllr Price.
- 18/033 The Meeting closed at 2045 hours

Approved at the PC Meeting held on 4 July 2018