

Hartest Parish Council

DRAFT Minutes of the Annual Meeting of the Parish Council held in the Boxted & Hartest Institute on Wednesday 2 May 2018 at 7pm.

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

In Attendance: From Glemsford GP Surgery: Dr M Giblin, Ms J Crawford, Ms S Baldwin and Ms D Wrobbel (WS Clinical Com Group)
2 Members of the Public and Parish Clerk

- 18/001 Election of Chair, Vice Chair and Responsible Financial Officer:
Cllr C Browning was nominated by Cllr D Burr for the position of Chair, seconded by Cllr J Pask.
Cllr N Price was nominated as Vice Chair by Cllrs N Chappell and seconded by Cllr D Burr.
The post of Responsible Financial Officer was confirmed as the Parish Clerk.
- 18/002 Apologies for Absence: Cllr W Luttmann-Johnson, Co Cllr R Kemp and Dist Cllr J Long
- 18/003 Approval of Minutes of Meeting held on 4 April 2018: These were approved and signed.
- 18/004 Matters Arising: None
- 18/005 Declarations of Interest: None
- 18/006 Public Forum: Representatives from Glemsford's GP Surgery addressed the Meeting re the difficulties facing the practice, since the retirement of Dr Lesser in March 2017, and the recruitment difficulties experienced since then, which have resulted in reduced staffing levels. Due to these pressures, the Practice finds itself in difficulty providing the standard of service previously maintained. Consequently, it is having to consider the abolition of the GP service at the satellite surgery in Hartest (having been unable to staff it for some months already) and to concentrate on its provision of services in Glemsford only. Concern was expressed re the difficulty in accessing the Glemsford Surgery.
- 18/007 County Councillor's Report: Cllr Kemp's report had not been received in time for this meeting, but is now attached and covers the appointment of new Chief Executive, Ms Nicola Beach (former Director of Infrastructure & Environment at Essex CC. On 22 March, Members voted against a motion to allow all to vote on the final School Transport policy, which it is feared will not achieve significant savings, but cause untold harm to thousands of rural families. It is reported that, although SCC employs nearly three times as many women as men, there is still a significant gender pay gap in favour of men (14.8%-18.6%) thus reinforcing the gender pay gap/stereotype. See the attached full report re potholes/insurance claims, Suffolk Waste Partnership award of £10k and also the appointment of Respublica to look at public service delivery in Suffolk (expected to cost £68k).
- 18/008 District Councillor's Report: None provided in Cllr Long's absence, although he had advised that he has twice been in touch with BDC, by telephone, re the outstanding information on the subject of Affordable

	Housing in Hartest but without success and commended the PC to write direct to the Chief Executive in this regard. The recent email exchanges in this regard are to be considered by Cllr Browning before such contact with BDC.	CB/ Clerk
18/009	<p><u>Finance & Administration:</u></p> <p>a. Bank Balances as at 31 March 2018: Current: £2,270.05, Savings: 20,635.74, Total: £22,905.79</p> <p>b. Receipts: 30.4.18: 1st part of Precept: £5,569.71</p> <p>c. Bank Reconciliation as at 29.3.18 along with 2017-18 Accounts and 2017-18 Income/Expenditure spreadsheet had been circulated. The Accounts and the Annual Governance and Accountability Return are being delivered to the Internal Auditor and will be presented to Members for consideration/ approval/signing at the June PC Meeting.</p> <p>d. Payments Institute: Hall hire: 10.3.18: £22.50 (Trees Mtg) Chq 100297 21.3.18: £36.00 (NP Mtg) £58.50 SALC: Subscription 2018/19: £251.87 (100298) Clerk: 3.2.18: Printing paper: £4.99 14.2.18: Printing paper: £3.25) £8.24 (100300) The above were approved for payment.</p> <p><u>General Data Protection Regulation:</u> Cllr Burr circulated draft DP consent forms for signing by all Councillors and return to the Clerk and, where appropriate, to suppliers/contractors. Also circulated was a draft DP Policy (for consideration/comment) and GDPR guidance notes. It was noted that HMG has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England, and community and town councils in Wales, from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Progress in this connection is to be monitored.</p> <p><u>Consider Adoption of Recently Received NALC Recommended 2018 Standing Orders (to replace existing):</u> This was deferred to the next PC Meeting, along with other statutory documents for the 2018/19 financial year.</p>	Clerk
18/010	<p><u>Planning</u></p> <p>(a) Decisions Received: Planning permissions granted: DC/18/00821: Land North of 1 Brockley Road, Hartest: Erection of 2 no Single Storey Dwellings with attached Garage/Store. Alterations to Existing Vehicular Access DC/18/00888: Hartest House, Lawshall Road: Erection of Replacement Dwelling. Erection of Ancillary Outbuilding. New vehicular & pedestrian access (following stopping up of existing). Part COU of land: Paddock to residential for access and outbuilding only without compliance with Condition 2 (Approved Plans) DC/18/01101: 5 Green View: Erection of single storey rear extensions and extensions to front and rear of garage DC/18/00914: 6 Green View: No objections to reducing height and spread of T1 (Walnut) DC/18/01529: Mile End Farmhouse, Somerton Road: Non Material Amendment: Erection of single storey rear extension and single storey side extension. Replace dining room window with French doors. Removal of the entrance hall cupboards.</p> <p>(b) Withdrawn Applications: None</p> <p>(c) New Planning Applications: DC/18/01365: Cooks Farm Barn, Lawshall Road: Erection of extensions and provision of new outer wall finishes DC/18/01366 (LB): Cooks Farm Barn, Lawshall Road: Erection of Extensions and alterations as per Schedule of Works including removal of staircase.</p>	DB/ Clerk Clerk

- Members considered the above PAs and agreed to support the proposals. Clerk
- (d) Tree Preservation Order/Tree Conservation Applications:
 DC/18/01455: Ty Pegs, The Row: Fell and replace 1 no Acer
 DC/18/01730: The Old Rectory, The Green: Remove the dual limbed stem of T1 (Ash), remove some lower limbs.
 Reports re the above applications had been received from the Tree Warden, who recommended the PC's support for the works proposed. BDC is to be advised accordingly. Clerk
- (e) Appeals: None
- (f) Neighbourhood Plan
 Cllr Price reported that the NP consultation period closes tomorrow. To date, comments had been received from 3 residents and 4 statutory consultees. It is hoped to submit the Plan to BDC by 25 May in order to allow them to undertake a short consultation before the school holidays. It was agreed that a meeting be held with the PC and NPWP on 16 May; Cllr Browning mentioned his unavailability in this regard. NP
- (g) Affordable Housing: See also Min 18/008 above. It was agreed that the PC would write to the Chief Executive in this regard to ensure he is fully aware of the situation. CB/
Clerk
- (h) Use of s106 Monies: Cllr Price commented that it was good to note that the School swimming pool is to be made available to residents outside school hours. Cllr Burr thanked Cllr Price but advised that this is really due to the work by the Friends of Hartest School. DB
- 18/011 Green, Cemetery and Churchyard
Cemetery: It was noted that the cremated ashes plot, previously discussed, is no longer required.
Green
Trees Report: It was agreed that arrangements should be made with a view to our Tree Warden meeting possible contractors on site. Clerk
Ditch: A site meeting had been held with the Parish Councillors on 25 April. It was considered that the water level in the ditch was acceptable and, that bearing in mind that the soakaway installed some time ago seems to be functioning properly, it was agreed to get quotes for the ditch to be cleared of vegetation and for this work to be done annually. It had been agreed with Mr Marjoram of the Crown PH (as recommended by SCC) that the cost of such work be split between the Crown and the PC under their riparian rights responsibility. Clerk
- 18/012 Highways & Footpaths:
Flooding – Somerton Road: Co Cllr Kemp had issued a complaint in this regard, but SCC had advised that the drains would be cleared again in October this year.
Smithbrook Lane: Cllr Chapple had written to the landowner in this regard advising that their drains should be cleared.
- 18/013 Correspondence: Nothing to report.
- 18/014 Matters of Report Only: None
- 18/015 Matters for Consideration at Next Meeting: 2017/18 Draft Accounts, Adoption of 2018 Standing Orders, Financial Regulations, Risk Assessment, Complaints Procedure
- 18/016 Date of Next Meeting: Wednesday 6 June at 7 p.m. in the Boxted & Hartest Institute
- 18/017 The Meeting closed at 2045 hours