

# Hartest Parish Council

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## Minutes of the Meeting of the Parish Council held in the Boxted & Hartest Institute on Wednesday 5 September 2018 at 7pm.

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

In Attendance: Co Cllr Richard Kemp and Parish Clerk

### ACTION

- 18/050 Apologies for Absence: Co Cllr R Kemp, Dist Cllr J Long and Cllrs N Chappell and W Luttmann-Johnson
- 18/051 Approval of Minutes of Meeting held on 4 July 2018: These were approved and signed.
- 18/052 Matters Arising: None
- 18/053 Declarations of Interest: None
- 18/054 Public Forum: No members of the public present.
- 18/055 County Councillor's Report: Cllr Kemp's report had been circulated to Members. Cllr Kemp drew particular attention to the subjects of Fire Fighters and Emergency Services stretched with wild fires, SCC's costed five year cycling plan, new School Transport Policy is to be implemented following rejection of a call-in request and £1m Funding to boost youth employment in Suffolk. Cllr Kemp's full report is attached.
- 18/056 District Councillor's Report: Information from Cllr Long had been circulated in his absence.
- 18/057 Finance & Administration:
- Bank Balances as at 31 July 2018: Current: £9,686.95, Deposit: £16,205.45 Total: £25,892.40.  
The above includes the transfer of £10,000 from the Deposit to the Current Account on 5.7.18.
  - Receipts: 29.8.18: £460.00 – Purchase of Plot and Burial Fees
  - Bank Reconciliations as at 29.6 and 31.7.18 had been circulated to Members. These reconciliations are to be provided to Cllr Chappell for signing.
  - Payments  
The issue of Chq No 100309, Payee: Namesco Ltd re Basic Hosting of Hartest.com in the sum of 24.00 on 11.7.18 was ratified.  
Boxted & Hartest Institute: Hall hire: 6.6 & 4.7.18: £38.35 (Chq No 100310)  
Sarah Lou Interiors Ltd: To supply, cut, shape and install 2 Wooden Posts on Green: £275.88 (100311)  
Information Commissioner: DP Renewal 2018-19: £40.00 (100312)  
Came & Co: PC Insurance: £219.20 (100313)  
The above were approved for payment.
  - 2017-18 Accounts: An email from PKF Littlejohn (Auditors) had been circulated confirming that the PC's Exemption Certificate (together with completed AGAR documents) had been received;

Clerk

Clerk

and advising that, should any queries arise, they would make contact.

- f. Co-Option: Members agreed to co-opt Mr Stephen Welfare following confirmation of his eligibility for office. Upon completion of a Declaration of Acceptance of Office form, he was invited to join Members.
- g. General Data Protection Regulation 2018: Following circulation of a more comprehensive collection of documents in this connection – for website use, Cllr Burr had expressed his preference for the earlier submitted version. It was therefore agreed to review the alternatives at the October meeting and make a final decision. (It was noted that the circulated documents required customisation for our PC.) The Clerk confirmed that the recommended/approved GDPR changes to her PC were in hand. DB  
Clerk
- h. Storage of Old PC Records: Cllr Pask reported that the previous Clerk had delivered to her a large amount of paperwork, plus what is believed to be a footpaths map. The possibility of renting cellar space at the Institute (for storage) was suggested; Cllr Pask is to ask if this is feasible. Meanwhile, it is hoped that the documents can be reviewed for retention/disposal/transfer to the Records Office. JP/ Clerk
- i. Grit Bins: SCC had recently notified us that they would, in future, only supply grit/salt into appropriate bins and not roadside piles, due to leaching of the salt. The Parish Clerk confirmed that SCC had previously provided (and replenished) 7 piles at various specified locations around the village. Examples of a 90L bin (at a cost of £99 (ex VAT)) were circulated. (Permission would require to be sought from Highways as to their proposed siting.) Following discussion, it was agreed to enquire as to the cost of grit/salt from a suitable source. DB/NP

18/058 Planning

- (a) Decisions Received: Planning permission granted:
  - DC/18/01365: Cooks Farm Barn, Lawshall Road: Side & Rear Extensions and outer Wall finishes
  - DC/18/01366(LB): Cooks Farm Barn, Lawshall Road: Erection of Extensions and Removal of Staircase
  - DC/18/02442: The Warrens, Workhouse Hill: Various tree works
  - DC/18/01775 and 01776(LB): Candlers, Cross Green: Replacement of 4 windows
  - DC/18/02176: Hartwood House, Somerton Road: Erection of Stable Block
  - DC/18/01946: Elizels Cottage, Shimpling Road: COU of agricultural land to residential curtilage
  - DC/18/02009: Larkrise, Hartest Hill: Loft conversion and various building/window works
  - DC/18/00821: Land N of 1 Brockley Road: Discharge of Conds 3,8&9
  - DC/18/01775(6 LB): Candlers, Cross Green: Replacement of 4 Windows
  - DC/18/02845: 2 Banhams Yard: Erection of Timber Cabin  
Permission Refused:
  - DC/18/02225: Land opposite The Hatch, Pilgrims Lane: Detached dwelling
  - DC/18/02846: 2 Banhams Yard, The Row: Erection of Timber Cabin
- (b) Withdrawn Applications: None
- (c) New Planning Application:
  - DC/18/03593: All Saints Churchyard, The Green: Various tree works  
A report had been received from our Tree Warden in this regard.  
Members therefore agreed to support this proposal. Clerk
- (d) Tree Preservation Order/Tree Conservation Area Applications: None
- (e) Appeals: None

- (f) Neighbourhood Plan  
Cllr Price advised that he had spoken to Mr Ian Poole as regards progressing this matter at this time. Ian Poole has advised to wait until the quashed Paddocks decision has been reconsidered by BDC, before deciding how to move forward with the NP. It was thought that the new NPPF and BDC's confirmed 5 Year Land Supply could also have an impact.  
Cllr Price added that, depending upon how the NP progresses, he is unlikely to be able to continue at the level of input demanded hitherto.
- (g) Other Planning Matters:  
Affordable Housing: Following confirmation of the details provided by Tom Barker of BDC, Cllr Burr sought permission to pass that information to ANO for their professional advice. This was approved. DB
- (h) Use of s106 Monies: Cllr Burr advised that he is awaiting receipt of one certificate from the play equipment installers. Upon receipt of this, he should be in a position to claim this funding from BDC. Many thanks had been received from residents re the use of the play equipment and swimming pool. DB
- 18/059 Green, Cemetery and Churchyard  
Cemetery: Cllr Pask advised that three plots had recently been sold, leaving 3 remaining in the current Cemetery area (if the plot previously allocated for cremated remains is cancelled). Cllr Pask reminded Members of the plan drawn up for the new section; she hopes to arrange for our Grounds Maintenance contractor to mow the paths. JP
- The Green: Trees: The three quotations received by our Tree Warden had been circulated. It was agreed to accept the Springhall Tree Care quotation, and it was further agreed to confirm that:
1. Only the one diseased horse chestnut in the Avenue is to be felled,
  2. One Lime tree is to be pollarded (Cllr Pask advised that she would like this pollarded further back if possible),
  3. Enquire as to whether formal permission has been granted by BDC for the aforementioned work, or whether a tree works application is required to be submitted. Clerk
- (Post Meeting, the Tree Warden issued copies of his email to David Pizzey and his response, which confirmed permission to fell one tree in the Avenue, pollard one Lime and fell the two trees by the garage. Circulated to Members by email on 6.9.18.)
- Grass Cutting: All in order.
- Ditch: Cllr Burr reported that he had met David Pizzey in the village and outlined the PC's ideas. Mr Pizzey confirmed that, if the PC were to consider having a trench dug for the installation of a drain in Parsons' Walk (which is actually the responsibility of SCC) to carry surface water into the river, its installation would potentially damage the roots of the adjacent trees and he would, therefore, not recommend it. Taking all the aforementioned issues into account, Members agreed to accept the kind offer of Cllrs Burr and Price; to make safe the ditch by infilling it with shingle after installation of a perforated drain. DB/NP
- 18/060 Highways & Footpaths  
Track across Green: A discussion was held and it was agreed to issue the email drafted by Cllr Browning. CB/  
Clerk
- Posts on Green: Mr Mark Last had kindly shaped, and installed, two new posts where there were previously gaps.
- 18/061 Correspondence: Nothing to report.

18/062 Matters of Report Only: Cllr Burr outlined the issues he had recently experienced with Barclays Bank, where, through Barclays' actions, details of the PC's two accounts appeared with his business bank accounts. Following his report of this to the Branch Manager, this has since been remedied. It was agreed that a letter of complaint would be sent to Barclays.

CB/Clerk

18/063 Matters for Consideration at Next Meeting  
Signing of PC's Privacy Notice by Cllr S Welfare.

18/064 Date of Next Meeting: Wednesday 1 October at 7 p.m. in the Boxted & Hartest Institute.

18/065 The Meeting closed at 2030 hours

Approved at the PC Meeting held on 3 October 2018