**Hartest Parish Council**

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

Present: Cllrs Chris Browning (Chair), David Burr, Neil Chappell,

Jo Pask and Nick Price

In Attendance:Co Cllr Richard Kemp, Dist Cllr James Long, 1 Member of the

Public and Parish Clerk

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|  |  | **Action** |
| 17/137 | Apologies for Absence: Cllr W Luttman-Johnson |  |
| 17/138 | Approval of Minutes of Meeting held on 14 February 2018: These were approved and signed. |  |
| 17/139 | Matters Arising: None |  |
| 17/140 | Declarations of Interest: Cllr D Burr |  |
| 17/141 | Public Forum: Nothing reported. | Clerk |
| 17/142 | County Councillor’s Report: Cllr Kemp’s comprehensive report for March had been received and is attached. Cllr Kemp drew particular attention to the following budget cuts; £12m (Adult Care), £20k (Citizens Advice), £15k (Greenways Countryside Project) and £150k (Rural Transport). £21m loan has been secured from the Public Works Loan Board to fund repairs and improvements to Suffolk’s highways. £42.5k worth of drone technology is to be used to help manage blue light service incidents. Cllr Kemp commented that the requests for planning site meetings are required to go through the local councillor, with the policies concerned cited, and submitted to the appropriate Panel for consideration. He added that one in ten such requests receive approval. If it is hoped to get a PA referred to Committee, a written request must be submitted two months before such a meeting. |  |
| 17/143 | District Councillor’s Report:  Cllr Long reported that a 3.25% increase in Council Tax had been agreed for the financial year 2018/19 along with the following; 1% reduction in council house rents, service charges increasing by £5/week (less removal of Sheltered Housing Support of £3) results in a net increase of £2/week, no increase in Sheltered Housing utility charges, no increase in garage rents and no increased costs in light of recent end of credit card charges (being borne in future by BDC. BDC and MSDC were runners up in the ‘Working Together’ category. BDC won silver in the best council category. |  |
| 17/144 | Finance & Administration: Bank Balances as at 28.2.18: Current: £4,234.35, Savings: £20,635.74, Total: £26,136.58  Receipts: Nil  Bank Reconciliation as at 31.1.18 had been circulated. (Post Meeting the reconciliation as at 28.2.18 was circulated.) |  |
|  | Payments:  Members ratified the purchase of 1 x 4 Drawer Filing Cabinet (below) and also approved the following payments.  Clerk: 1 x LA File (3.99): £3.99  Clerk’s Salary & mileage: Jan-March: £426.57+£60.84=£487.41  HMRC: PAYE Jan-Mar 2018: £95.60  Viking: Bisley 4 Drawer Filing Cabinet: £238.80  Ms S Smith: Printing of 226 x A5 leaflets for NP: £6.89  Babergh District Council: Litter & Dog Bin Emptying Service  2017: £74.11  SALC: End of Year Training – 31.1.18: £30.00  Places4People Planning Consultancy: Neighbourhood Plan Work: No quotation available at time of meeting.  General Data Protection Regulation: Following discussion, it was  agreed to await receipt of more definitive advice from SALC/NALC  in this regard; its introduction is due 25 May 2018.  Councillor Resignation: This had been notified to BDC and  permission to co-opt is expected shortly.  Review/Adoption of Statutory Documentation for Financial Year 2018/19: The following documents (including appropriate updates, where applicable) had been circulated to all Members in advance of this meeting.  Members approved the adoption of the following documents for the forthcoming financial year;  Standing Orders (updated re Section 18 as recommended by NALC)  Financial Regulations; no changes required.  System of Internal Control; no changes required.  Risk Assessment Schedule; no changes required. | Clerk  Clerk |
| 17/145 | Planning |  |
| (a) | Decisions Received: Permissions Granted:  DC/18/00121 Sturgeons Hall, The Green: Remove 1 no. Fagus Sylvatica in the rear garden  DC/18/00286: Westcroft, Somerton Road: Removal of 1 no Willow |  |
| (b) | Withdrawn Applications: None |  |
| (c) | New Planning Applications |  |
|  | DC/18/00821 - Land North of 1, Brockley Road: Erection of 2 No. dwellings and ancillary out-buildings. Alterations to vehicular access. Objection to this PA was unanimous for the following reasons:   * backland development * Access/Visibility: The stated visibility splay of 43m is not feasible, as adjacent woodland to the north, and conifer hedge to the south, of the site, preclude this. * Vehicle speeds on Brockley Road regularly exceed the   30 mph restriction, which would endanger road users and  pedestrians alike.   * This proposal would create an adverse impact on the surrounding landscape – and especially the view from Pilgrims’ Lane (*which is noted as one of the views warranting protection within the emerging Neighbourhood Plan.*)   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 change of use of land: Paddock to residential for access and outbuilding only without compliance with Condition 2 (Approved Plans). At the time of the PC Meeting, no plans had been placed on the BMSDC web site, so it was agreed to consider this when plans have been expedited. | Clerk  Clerk |
| (d) | Neighbourhood Plan  Members agreed unanimously that the Paddocks site should be allocated within the NP, and that there would be a formal 6 week pre-submission consultation.  Cllr Price reported that Ian Poole had responded to his query following receipt of PP for The Paddocks site, which had been circulated to Members. Rachel Hogger had advised that the BUAB should not be redrawn to include the Paddocks (as had the Members of the NP Working Party)*.*  Cllr Price agreed to clarify the reasons for Rachel Hogger’s view. He added that the public meeting, scheduled for Wednesday 21 March, is when the 6 week consultation process will be launched.  Cllr Price also advised that the joint meeting, scheduled for Wednesday 16 May, will need to be postponed to Wednesday 20 June. (The Chairman is unable to make this date; Cllr Price is to enquire if 21 June is available.)  Cllr Burr confirmed that he will be printing notices accordingly. | NP  DB |
| (e) | Village Shop  Nothing to report. |  |
| (f) | Affordable Housing: The Parish Clerk advised that a response is still awaited from BDC in this regard. As requested, Cllr Long, will again be copied in this email as a reminder for his action. | Clerk  JL |
| (g) | s106 Monies: Cllr Burr presented to the Meeting a completed s106 application form re renewal, upgrading and alteration of existing play equipment and refurbishment of the swimming pool to enable wider access during the summer months in the sum of £10,501.37 (with the balance of £4,222.01 being met by the Friends of Hartest School). Cllr Browning signed this form on behalf of the PC along with a covering letter to Mr N Elliott, Public Realm Officer, BDC. | DB/Clerk |
| 17/146 | Green, Cemetery and Churchyard |  |
|  | Cemetery: A response will now be expedited re the possible purchase of a cremated ashes plot.  Cllr Pask advised that the cemetery has been cut back and is awaiting raking. She is to hold a meeting with our grounds maintenance contractor re Suffolk Wildlife Trust’s recommendations.  Burial Fees: Information in this connection had been received, and circulated, from the following; Cavendish, Lawshall, Poslingford and Stoke by Clare. Members agreed to revise the PC’s fees schedule as follows: Remove reference to fees pertaining to Babies and Children and increase fees by 10% in respect of adults (over 16) to £220. Fees pertaining to Babies and Children to be reduced to £0. | Clerk  Clerk |
|  | Green  Trees: The meeting to discuss the Tree Works Strategy, scheduled for Saturday 3 March, had been postponed 10 March due to the bad weather. (Post meeting it was learned that it is hoped appropriate documents will be circulated to the PC before its next meeting.)  Posts: The supply, and installation, of two oak posts (to match the existing) is awaited.  Ditch: Cllr Pask agreed to ask our Grounds Maintenance contractor if he would take a look at this with a view to getting it cleared etc. (Post Meeting: Cllr Pask advised that he would be unable to assist in this direction, but recommended a contractor in Clare. SCC had suggested contacting a land drainage contractor, as the watercourse does not mirror the natural contours of the land, instead causing water to flow against the gradient. The channel is very overgrown and silted at the eastern end of the channel and would need to be cut back and reinstated to the original bed level. This in theory would then allow water to travel from west to east as it supposedly should. Any structures that are present should also be exposed and unblocked if required.) | JK |
| 17/147 | Highways & Footpaths:  Outstanding Repairs: Pothole between North End Cottage and Pear Tree Farm.  Potholes: The following are to be reported to SCC:  On Lawshall Road (just beyond Cook’s Farm).  On the roadway on the Green leading to the Butchers shop.  Cllr Browning added that several ‘red topped black-and-white warning posts’ marking the sharp bends on the Melford Road, as it leaves the village, had been broken, possibly during recent flailing work. | Clerk |
| 17/148 | Correspondence: Nothing to report. |  |
| 17/149 | Matters of Report Only: None |  |
| 17/150 | Matters for Consideration at Next Meeting: Review spreadsheet,  Bank reconciliations as at 28.2.18 and 30.3.18, VAT Refund 2017/18 |  |
| 17/151 | Date of Next Meetings:  PC/NPWP Meeting: Wednesday 21 March ) In the Institute  PC Meeting: Wednesday 4 April )  Annual Parish Meeting: Wednesday 25 April 7.30 p.m. in the Institute (Refreshments available from 7 p.m.) |  |
| 17/151 | The Meeting closed at 2045 hours |  |