**Hartest Parish Council**

**Minutes of the Meeting of the Parish Council held in the Boxted & Hartest Institute on Wednesday 3 October 2018 at 7pm.**

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

Jo Pask, Nick Price and Stephen Welfare

In Attendance: Co Cllr Richard Kemp, Dist Cllr James Long and Parish Clerk

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|  |  | ACTION |
| 18/066 | Apologies for Absence: Cllr W Luttman-Johnson |  |
| 18/067 | Approval of Minutes of Meeting held on 5 September 2018: These were approved and signed. |  |
| 18/068 | Matters Arising: None |  |
| 18/069 | Declarations of Interest: None |  |
| 18/070 | Public Forum: Cllr Long wished to record his thanks for the recent excellent Harvest Supper. |  |
| 18/071 | County Councillor’s Report: Cllr Kemp’s report had been circulated to Members. Cllr Kemp drew particular attention to the subjects of recognition of the Fire Service, remaining opportunities to enrol for school places, support of care leavers, current reduction in recycling rates, superfast broadband progress, request for all power companies to co-ordinate their operations. Cllr Kemp’s report is attached. |  |
| 18/072 | District Councillor’s Report: Cllr Long reported as follows:   * Thursday 2 May 2019: General and District Council Elections * Following Boundary Changes, the new Ward will include Glemsford and Stanstead and retain ward name of Chadacre. The number of Councillors for the Ward will then reduce from 3 to 2. * BDC is aiming to reduce property re-let times from 70 days to 50. |  |
| 18/073 | Finance & Administration:   1. Bank Balances as at 31 August 2018: Current: £10,146.95,   Deposit: £16,205.45 Total: £26,352.40.   1. Receipts: 29.8.18: £460.00 – Purchase of Plot and Burial Fees 2. Notification had been received re proposed payment of second half   of Precept (£5,569.71) is due shortly; actual date is awaited.  d. Bank Reconciliations as at 29.6, 31.7 and 31.8.18 were approved  and signed by Cllr Chappell. These are to be circulated to  Members.  e. Payments  St Edmundsbury and Ipswich Multi Academy Trust: £10,692.33  (Chq 100314)(Payment to Hartest Primary School re s106 funding.  (It was agreed that this cheque would not be issued until  confirmation of payment/transfer by BDC is received.) Post  Meeting, receipt of this sum was confirmed and the cheque  forwarded to Hartest Primary School re Play Area costs on  16.10.18  Clerk: Salary + Mileage July-September: £903.68 (100315)  HMRC: PAYE July-September: £203.80 (100316)  O G S Cornish: July-September: Grounds Maintenance: £950.00  (100317)  Community Action Suffolk: Hosting 1.11.18-31.10.19: £60.00  Ecosystems Ltd: Fell and Grind Oak: £480.00  The above were approved for payment. | Clerk  Clerk  Clerk |
|  | e. 2017-18 Accounts: PKF Littlejohn (Auditors) had confirmed that  there would be no further confirmation/information from them  following receipt of the PC’s exemption certificate. |  |
|  | f. General Data Protection Regulation 2018: Following discussion, Members agreed to proceed with the documents agreed at the May meeting – as being sufficient for the PC’s purposes. The Clerk confirmed that the recommended/approved GDPR changes to her PC were partially completed. | Clerk |
|  | g. Storage of Old PC Records: Cllr Pask reported that the Institute had agreed that these old records could be stored in a filing cabinet (on bricks) in the Institute’s cellar. Cllr Pask offered to check the documentation recently received from the former Clerk and decide whether it could be offered to the Records Office (advice/return would be notified, if these were not of interest). | JP |
|  | i. Grit Bins: Cllr Price advised of the bulk price for large bags of grit/salt. Members agreed to purchase 30 x smaller bags for the 8 piles required. Cllrs Price and Burr offered to store/distribute these as required. | DB/NP |
| 18/074 | Planning |  |
| (a) | Decisions Received: Planning permission granted:  DC/18/03894: Candlers, Cross Green: Various tree works  DC/18/03744: Curates House, The Green: Various tree works  DC/18/03593: All Saints Churchyard, The Green: Various tree works  DC/18/02845: 2 Banhams Yard, The Row: Erection of timber cabin |  |
| (b) | Withdrawn Applications: None |  |
| (c) | New Planning Applications: None |  |
| (d)  (e) | Tree Preservation Order/Tree Conservation Area Applications: None  Appeals: None |  | |
| (f) | Neighbourhood Plan  Cllr Pask updated Members re the recent site visit to The Paddocks, Lawshall Road, when they viewed the site and all the way down the Meadow looking over the Paddocks site with a view of the Village.  Cllr Pask was thanked for attending. The Parish Clerk was asked to clarify with BDC as to when the PA is likely to be considered by Committee. This was confirmed as 28.11.18. |  |
| (g) | Other Planning Matters:  Affordable Housing: A general discussion took place on the current situation with affordable housing in Hartest. |  |
| (h) | Use of s106 Monies – Play Equipment and Swimming Pool: Cllr Burr advised that £10,692.33 (including interest) is expected to be received shortly from BDC re the above. Rather than leave Hartest Primary School waiting for this money; it was agreed that:   1. The whole of the above sum be passed to the School. A cheque was drawn in this regard and is to be held awaiting receipt of the funds in the PC’s Savings Account. (It was noted that these funds had been received and on 16.10.18, the drawn cheque was posted to the Head Teacher.) 2. It was noted that our s106 funds were now totally depleted, and this item would be removed from future agendas. | DB |
| 18/075 | Green, Cemetery and Churchyard |  |
|  | Cemetery: Cllr Chappell had circulated an email to Members requesting permission to place a Memorial Bench in the Cemetery. This was approved.  The Green: Trees:  Ash Tree Policy – BDC  Tree Warden, John Kemp, outlined a recent change in BDC’s policy re the above.  Mr Kemp confirmed that the following tree works are to be carried out by Springhall Tree Care on Friday 19 October  Fell one diseased horse chestnut in the Avenue on the Green.  One Lime tree to be pollarded (Post Meeting, Members confirmed that this would be taken back to the last pollard point (as approved by David Pizzey, BDC’s Arboricultural Officer.) It was agreed to leave the decision re the possible felling of the two trees by the garage to another meeting.  Grass Cutting: Nothing to report. | JP  Clerk |
|  | Ditch: It was agreed to notify Mr Graham of the PC’s proposal to backfill this ditch with shingle, as it currently presents a health/safety hazard. Drainage of surface water is expected to remain unimpeded. Post Meeting a form of words was approved and the email issued. The landlord of The Crown (with riparian responsibility in this regard also was notified of the PC’s decision). | Clerk |
| 18/076 | Highways & Footpaths  Track across Green: Nothing further to report. | CB/ Clerk |
| 18/077 | Correspondence: Nothing to report. |  |
| 18/078 | Matters of Report Only: None |  |
| 18/079 | Matters for Consideration at Next Meeting  Signing of PC’s Privacy Notice by Cllr S Welfare Consider latest NALC Standing Orders (2018). |  |
| 18/080 | Date of Next Meeting: Wednesday 7 November at 7 p.m. in the Boxted & Hartest Institute. |  |
| 18/081 | The Meeting closed at 2100 hours |  |

Signed: ……………………………… (Chair)

Date: 7 November 2018