

# Hartest Parish Council

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## **DRAFT Minutes of the Parish Council Meeting held in the Boxted & Hartest Institute on Wednesday 14 February 2018 at 7pm.**

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

In Attendance: Co Cllr Richard Kemp, Dist Cllr James Long, 2 Members of the Public and Parish Clerk

- Action**
- 17/122 Apologies for Absence: Cllrs N Chappell and W Luttmann-Johnson
- 17/123 Approval of Minutes of Meeting held on 3 January 2018: These were approved and signed.
- 17/124 Matters Arising: None
- 17/125 Declarations of Interest: None
- 17/126 Public Forum: Dist Cllr Long advised of the potholes requiring repair on Lawshall Road (beyond Cooks Farm). Clerk
- 17/127 County Councillor's Report: Cllr Kemp's report for February had been received and is attached. Cllr Kemp drew particular attention to the Police recently catching 50 drivers using mobile telephones in the first 2 days of their campaign. SCC has obtained a £21m loan from the Public Works Loan Board to fund repairs and improvements to Suffolk's highways.
- 17/128 District Councillor's Report:  
Cllr Long reported that BDC is to have a full Council Meeting on Tuesday 20 January at 5 p.m. at Endeavour House, Ipswich, when there will be an opportunity to discuss the coming year's Council Tax. Cllr Long will advise subsequently. Cllr Long offered, if required, to invite the Chair of BDC/MSDC to any meeting re Affordable Housing in Hartest.
- 17/129 Finance & Administration: Bank Balances as at 29.12.17:  
Savings: £20,635.74, Current: £5,500.84, Total: £26,136.58  
Receipts: Nil  
Bank Reconciliation as at 29.12.17 had been circulated.  
Asset Register: To be carried over to the next meeting. Clerk  
Payments:  
Namesco Ltd: Renewal of hartest.com domain name.): £13.20  
Chq 100276 (This company has taken over responsibility from UK Servers Ltd in this connection)  
Boxted & Hartest Institute: PC Hall Hire: £67.50 Total: £110.25  
NP Hall Hire: £42.75 (Chq 100277)  
Clerk: Reimbursement of 'Contact' subscription (£7.00) and Mileage to/from SALC re End of Year Training (£16.92):  
£23.92 (Chq 100278)  
Places 4 People Ltd: Neighbourhood Plan Support and attendance at Meeting on 31.1.18: £246.10 (Chq 100282)

Land & Sculpture Design Partnership: Trees Appraisal (£460),  
Arboricultural Strategy (£460) & Gen Expenses (£12.60) + VAT  
£182.52: TOTAL: £1,119.12 (Chq 100281)

Places 4 People Quotation: NP Consultancy Support: Amendment  
to draft NP £330 + Review of submitted comments and follow up  
meeting with NPWP to advise re submission to BDC + Mileage  
£26.10 less £31.10 discount: Total: £600.00

Members approved The above payments and quotation.

The Parish Clerk confirmed that new External Auditors,  
Messrs PKF Littlejohn LLP, have been appointed re this year's  
external audit. Clerk

Data Protection: Possible provision of service. Emails from both  
the DPO Centre and Local Council Public Advisory Service had  
been received and circulated. It was noted that SALC had advised  
that some information circulating was *incorrect and*  
*misleading*. (SALC had provided training from the former.) Final  
information is awaited by SALC from NALC on this matter, which  
it is hoped will be received shortly.

Data Protection Training: The Parish Clerk confirmed that she is  
booked to attend training with LCPAS on Friday 9 March in  
readiness for preparation for GDPR introduction on 25 May 2018. Clerk

Resignation of Cllr Brearley: As Members were aware, Cllr  
Brearley had resigned with effect from 7 February. Cllr Browning  
had been unable to establish the reason for this, but wished  
Mr Brearley the very best for the future. BDC had been notified of  
this and the formal documentation is awaited. Cllr Browning  
requested that all Members share Cllr Brearley's responsibilities.

It was noted that a further meeting of the Trees Working Party is  
scheduled to follow the Farmers' Market on 3 March to ascertain  
villagers' reactions to the Tree Works Strategy. Cllr Pask believed  
that this could readily be handled by Tree Warden, John Kemp  
and Erica Clark. Cllr Pask also volunteered her services in that  
connection. She also advised that she would be happy to resume  
responsibility for the Green. ALL

Re-circulation of SCC's Community Self Help Survey was  
requested. JP

Cllr Pask had gratefully received an offer to wash the village signs  
on the Green from a resident. Clerk

Cllr Pask is hoping that Mr Steve Stone will kindly help again this  
year with the cutting back of SCC's hedge by the School.

JP

#### 17/130 Planning

(a) Decisions Received: Permissions Granted:

DC/17/05978: Hangar Rear of Stowe Hill, Brockley Road:

Temporary use of workshop as residential accommodation.

DC/17/04049: The Paddocks, Lawshall Road: Erection of 6 no  
single storey dwellings, associated outbuildings, improvements to  
existing vehicular access and highway improvements.

(b) Withdrawn Applications: None

(c) New Planning Applications

DC/18/00121: Sturgeons Hall, The Green: Remove 1 no Fagus  
Sylvatica in rear of garden. Mr Kemp had kindly provided a report  
regarding this tree and its proposed removal. He advised that  
this is actually a forest tree and, as such, can cause problems in  
domestic gardens. He recommended its removal.

Following discussion of the above, Members agreed to support the  
application. Clerk

- (d) Neighbourhood Plan  
 Cllr Price reported that a Joint meeting of Members of the NP Working Party and PC took place on Wednesday 31 January, at which he circulated a draft timetable to take the process to the meeting with the public on the 21 March and then the launch of a voluntary consultation of four weeks. (Post meeting, Cllr Price had advised that it might be decided to undertake a second formal pre-submission consultation, which would be likely to delay the BDC consultation to September – instead of the original target of 25 May.) Draft minutes of the aforementioned meeting had been circulated to those present. Members agreed to publish these (and any further) minutes along with the PC's as a matter of course. It was agreed to hold another joint meeting on 16 May, when any further amendments to the Plan could be agreed. The quotation submitted by Mr Ian Poole for the remaining anticipated work in the sum of £600 was approved. It was noted that the NPWP is meeting shortly to assess the possible impact of the recently permitted PA on The Paddocks, Lawshall Road on the NP.  
 NP  
 Clerk  
 It was suggested that the NPWP continues with the NP to reflect residents' views.  
 NP  
 NP
- (e) Village Shop  
 Nothing to report.
- (f) Affordable Housing: Cllr Browning reported that BDC acknowledge that the current value of the sum due in relation to the Affordable Housing Contribution is £108,313.19. Cllr Burr suggested that that was the sum we should seek. BDC to be contacted to confirm that this is now the sum they are offering. Cllr Price asked if formal written confirmation of this sum should be sought from BDC's CEO. Co Cllr Kemp felt that this would be in order, since BDC is likely to be dissolved within the next year or two and difficulties might be experienced in extracting the sum from a successor organisation if a full audit trail is not established. The matter was discussed and the following comments agreed to be included in a letter of acknowledgement to BDC:  
 "Thanks for confirmation of the cited figure. Would they please confirm that:  
 i. That is the figure now on offer  
 ii. How that offer may be enshrined legally (with interest) in view of BDC's likely dissolution in the foreseeable future."
- (g) s106 Monies: Cllr Burr advised that BDC is awaiting his response; this will be communicated before the next meeting.  
 DB
- 17/131 Green, Cemetery and Churchyard  
Cemetery: A response is still awaited from the resident re one of the cremated remains plots.  
 Clerk  
 Cllr Pask has requested a meeting with our Grounds Maintenance Contractor to review the recommendations made for the Cemetery by Suffolk Wildlife Trust.  
 JP  
Burial Fees: It is hoped to obtain this information for the next meeting.  
 Clerk
- Green  
 Trees: A meeting to discuss the Tree Works Strategy is to be held on the afternoon of Saturday 3 March, in the Institute, to which all residents are invited. This will now be conducted by John Kemp (Tree Warden) and Erica Clark (with support of Cllr Pask).

Mr Kemp is to be contacted to ascertain how we might go forward in this regard.

Posts: The supply, and installation, of two oak posts (to match the existing) is awaited.

Grass Cutting: The suggested revised scheduling (and increased charge, to reflect the increased frequency) had been accepted by the PC's current contractor.

Clerk

17/132 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 in the Melford Road as it leaves the village had been broken, possibly during recent flailing work.

Clerk

17/133 Correspondence: Nothing to report.

17/134 Matters of Report Only: None

17/135 Matters for Consideration at Next Meeting: Review Standing Orders, Financial Regulations, Internal Control & Risk Assessment Documents

17/136 Date of Next Meetings:

PC: Wednesday 7 March )

NP Meeting: Wednesday 21 March ) In the Institute

The Meeting closed at 1955 hours