

Hartest Parish Council

Minutes of the Virtual Meeting of the Parish Council held on Wednesday 1 July 2020 at 7pm.

Present: Cllrs Chris Browning (Chair), Neil Chappell, Will Luttmann-Johnson, Jo Pask and Stephen Welfare

In Attendance: Mr R Carpenter and Dist Cllrs Michael Holt and Stephen Plumb, and the Parish Clerk

- | | <u>ACTION</u> |
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| 20/018 2020 Annual Meeting and Declaration of Acceptance of Office forms: Due to the impact of the Covid 19 pandemic, NALC had advised Parish Councils that there would be no requirement to hold the normal Annual Meeting and, also, that the Declaration and Acceptance of Office forms (signed in 2019) could carry forward for the year 2020/21.
Members noted NALC's comments and agreed to extend the use of the aforementioned Declaration and Acceptance of Office forms from 2019/20 into 2020/21. Members agreed to notify the Parish Clerk if there were any changes required to their Registers of Interest, which would also be carried forward. It was further noted that the submission date for the Annual Accounts is postponed to 30 September 2020 (in accordance with NALC directive). | Clerk

All |
| 20/019 <u>Apologies for Absence</u> : Co Cllr Kemp apologised post meeting for having overlooked the meeting. | |
| 20/020 <u>Approval of Minutes of Meeting held on 4 March 2020</u> : These minutes were approved and signed. | |
| 20/021 <u>Matters Arising</u> : None | |
| 20/022 <u>Declarations of Interest</u> : None | |
| 20/023 <u>Public Forum</u> : There were no members of the public present, since this was the first 'virtual' meeting; for any such future meetings, invitations would be extended to the public. | Clerk |
| 20/007 <u>County Councillor's Report</u> : Cllr Kemp's June report had been circulated and is attached. He drew particular attention to the opening of schools this week (on a part time basis).
Regional Testing: Covid 19: The nearest centre was cited as the Copdock P&R, London Road, Ipswich.
Social Distancing: Business owners are able to mark out social distances of 2m with tape/chalk, without permission from SCC.
Domestic Abuse: A helpline is available 24/7: 0800 977 5690.
Recycling Centres are now open, but visits require to be booked in advance.
The PA in respect of the new Sizewell Power Station has been received by BDC.
The County's Mobile Vehicle Activated Sign is being reintroduced this month (June). | |
| 20/008 <u>District Councillors' Report</u> : Both Dist Cllrs Holt and Plumb had submitted reports, which had been circulated. Both Cllrs gave extracts from their reports (attached). | |

- 20/009 Finance & Administration
- a. Bank Balances as at 30.4.20: Current: £10,848.83, Deposit: £26,109.87, Total: £36,958.70.
 - b. Receipts: None
 - c. Bank Reconciliations: Final bank reconciliations for the latter part of the financial year are to be sent to Cllr Welfare for checking. SW/
Clerk
 - d. Updated Standing Orders and Financial Regulations for Financial Year 2020/21: Standing Orders 2018, including updates, were approved and signed. Financial Regulations 2019 were approved and signed. Clerk
 - e. Payments
The following payments were approved:
OGS Cornish: Grounds Maintenance Apr-Jun: £950 (Chq 100203)
Clerk's Salary: Apr-Jun: £558.88 (100204}
HMRC: PAYE: Apr-Jun: £152.40
Clerk: Work to PC re Zoom: 12.50 (100206) Clerk
 - f. Neighbourhood CIL Expenditure: £3,307.34 had been received on 22.10.18 and is required to be spent by September 2023.
 - g. Asset of Community Value: New application re The Crown PH had been submitted by Cllr Price.
 - h. Annual Accounts: The consideration of the Accounts was held over to the next meeting. Clerk
 - i. Bank Accounts: Both Cllr Browning and the Parish Clerk had contacted Barclays and Natwest, and both advised that a facility whereby two signatories are required for each payment isn't compatible with their systems. The Parish Clerk is to investigate further. Clerk
- 20/010 Planning
- (a) Decisions Received: None
 - (b) Withdrawn Applications: DC/20/02255: The Surgery, The Row: Change of use, conversion and erection of first floor extension and erection of first floor extension to a redundant doctors' surgery to a new dwelling.
Land at Place Farm, Somerton Road: Prior approval notice for installation of communications tower.
 - (c) New Planning Applications: None
DC/20/02633 - The Hunters, The Green: It was believed that, from the details provided, the choice of door should be acceptable.
 - (d) Tree Preservation Order/Tree Conservation Area applications: None
 - (e) Appeals: The Paddocks and Land S of Waylands, Smithbrook Lane: Outcomes of both appeals awaited.
 - (f) Other Planning Matters
The PC's processing of Planning Applications: It was agreed that where possible the Parish Clerk would request extensions to the time available to make a response to new planning applications so that they could be discussed at a council meeting. Prior to the meeting, members would confer by e-mail to determine whether a 'site meeting' is required. Clerk
'Hunters', The Green: Application for Listed Building Consent. Insertion of new front door This was briefly discussed, nothing to note
Neighbourhood Plan: Re the poor telecommunications in Hartest, Chair of the NPWP, Ralph Carpenter, wondered if this might prove of interest to the PC to move pro-actively in this regard. Cllr Luttmann-Johnson offered to make contact
WLJ

with Colin of Chadacre Estate to ascertain their possible interest.

Ralph Carpenter said that it was hoped that the NPWP would be able to obtain a grant for its remaining work re the NP, but sought the PC's agreement to being a 'backstop' in this connection, if required. This was approved by Members. Cllr Plumb advised that Glemsford was offered a sum of £20k, but rejected this and managed to achieve £60k. Affordable Housing: It was agreed to contact BDC in this connection – in September.

Clerk

20/011 Green, Cemetery and Churchyard

The Green: Cllr Pask advised that Mr John Kemp had emailed the PC reminding it that it had a responsibility, under its Safety Policy, to get the trees here professionally inspected. Following discussion, Mr Kemp was asked to obtain quotes for this work.

John Kemp also requested that a member of the PC take Cllr Pask's place: Cllr Price agreed to do so.

JP/NP

Cemetery: New, larger, plans have kindly been prepared by Ian Leigh and plots C2-C7 have been marked out on site. Copy plans are to be provided to the Parish Clerk. Aforementioned area is to be kept flat by grounds maintenance contractor.

Clerk/
JP

Cllr Chappell suggested installing a standpipe just inside the entrance. Parish Clerk to establish contact with Anglian Water and enquire re installation and costs. The Parish Clerk had established contact with Anglian Water; they were provided with details of the location and are to contact us in this regard.

Clerk

Cllr Pask reported that the hedge at the bottom of the new section is very overgrown and will require cutting back in the Autumn/ Winter. It was agreed that Oliver Cornish be asked to provide a quote for this extra work.

JP

Cemetery Leaflet: Cllr Pask and the Parish Clerk are to liaise on the production of such information (as a replacement for the previous leaflet.)

Churchyard: Tree Works: No response had been received to the PC's earlier letter recommending that the PCC seeks a grant for the required works.

WLJ

Repair of Jack's Bench: To be carried out asap as per original quotation.

Ditch/Parsons Walk: Cllr Luttmann-Johnson is seeking Greene King's permission for the work, which would require use of their spoil heap area. Once permission had been gained, a further quotation would be obtained for the ground works. WLJ to write to Greene King with copy of plan.

Hartest Garage: Cllr Pask advised that this is no longer for sale.

Fallen Branch in Stream. Cllr Browning reported that the offending branch appeared to have been dealt with.

20/012 Highways & Footpaths

Cllr Pask advised that there had again been a very severe flood at The bottom of Hartest Hill to the bridge. This had been reported by and SCC had attended.

Track across Green: Pothole Repairs outstanding; this is considered non-urgent.

20/013 Correspondence: Nothing to report.

20/014 Matters of Report Only: None

20/015 Matters for Consideration at Next Meeting: As above.

20/016 Date of Next Meeting: Wednesday 15 July 2020 at 7 p.m.

20/017 The Meeting closed at 2000 hours