

Hartest Parish Council

Minutes of the Meeting of the Parish Council held in the Boxted & Hartest Institute on Wednesday 8 January 2020 at 7pm.

Present: Cllrs Chris Browning (Chair), Neil Chappell, Will Luttmann-Johnson, Jo Pask, Nick Price and Stephen Welfare
In Attendance: Co Cllr Richard Kemp, Dist Cllrs Stephen Plumb and Michael Holt, Mr Ian Leigh re Item 10(a) Cemetery Extension and the Parish Clerk

ACTION

19/110 Apologies for Absence: None

19/111 Approval of Minutes of Meeting held on 4 December 2019: These were approved and signed.

19/112 Matters Arising: None

19/113 Declarations of Interest: None

19/114 Public Forum: Mr Leigh had kindly produced a layout of the new Cemetery extension. Discussions followed as to the various decisions relating thereto – as cited in Min 19/119 below. Cllr Browning thanked Mr Leigh for the time and effort he had expended in this regard.

19/115 County Councillor's Report: Cllr Kemp's January report had been circulated and is attached. He wished everyone a happy and healthy new year and drew attention to the following: Responsibility for parking (and related fines) is being transferred to WSC at the end of January

19/116 District Councillors' Report: Details of the report covering swimming, funding, food hygiene contraventions at two catering establishments within the district were provided. A new budget, reflecting a general increase of 3% in Council Tax, is to be submitted for approval.

19/117 Finance & Administration

a. Bank Balances as at 31.12.19: Current: £5,971.10, Deposit: £30,086.23, Total: £36,057.33.

Members approved the transfer of £10k from the Deposit to the Current account (with a confirmatory letter to this effect signed).

b. Receipts: None

c. Bank Mandate: A new bank mandate to add the Parish Clerk and Cllr S Welfare (with his new responsibility for finance oversight) as new signatories was approved and signed.

d. Up-to-date Bank Reconciliations to be issued shortly.

Clerk

e. Payments

Clerk's Salary and Mileage: Oct-Dec 2019: £835.05

HMRC: PAYE: Oct-Dec 2019: £187.40

Mr E Donald: PC's Contribution to Village Christmas Tree and Lights (following Mr Donald's presentation to PC Meeting): 252.93

Clerk

f. Finance spreadsheet with the latest expenditure/income against budget had been issued. Cllr Welfare provided Members with a draft budget for 2020/21, which was discussed, including a proposal to include a 3% increase – in the sum of £257. Cllr Welfare is to circulate the final agreed version of the budget (showing additional amounts per budget head).

SW

It was therefore agreed that the precept request for 2020-21 be submitted in the sum of 12,047.28 The precept form was accordingly completed and signed.

SW

Cllr Price advised that all grants for the NP had been obtained – with the exception of a possible design grant. It was believed that Ian Poole’s next invoice is expected to be in the sum of £1k -£2k.

Clerk

- g. Neighbourhood CIL Expenditure Report 2018-2019. This report was discussed and signed confirming Nil expenditure of the CIL income of £3,307.34 received in October 2018 (and to be spent within 5 years).

Clerk

- h. Asset of Community Value: It was agreed that, since this ACV (on The Crown PH) is due to lapse on 2 March 2020, contact would be made in order to renew it citing the previously given reasons.

NP/SW

- (i) Dist Cllr Holt advised that BDC is still considering going forward with the possible purchase of Hartest’s former surgery as affordable housing. Cllr Price offered to check with the Land Registry as to current ownership of the building.

MH/NP

19/118 Planning

- (a) Decisions Received

Permissions Refused:

DC/19/01751: Plot 2, Land North of Springfield, Brockley Road:

1 no Dwelling

DC/19/01754: Plot 1, Land South of Springfield, Brockley Road:

1 no Dwelling

Permission granted:

DC/19/01757: Springfield, Brockley Road: Erection of a first floor extension, insertion of flue, application of cladding and erection of an ancillary outbuilding following demolition of existing conservatory and garage.

- (b) Withdrawn Application: DC/19/05470: Hartest Lake:

Discharge of Condition 12 re Tree Protection

Clerk

- (c) New Planning Applications: None

- (d) Tree Preservation Order/Tree Conservation Area applications:

DC/19/05886: Willow Cottage, The Green: Notification of Works to Trees in a Conservation Area - T1 (Willow) - Repollard to previous points at approximately 7-8m

Clerk

- (e) Appeals:

The Paddocks: Cllr Plumb believed that this may be re-submitted to the Planning Committee on 29 January, but would check. (Post Meeting, Cllr Plumb advised that this would not be dealt with at the aforementioned meeting. He will confirm the new date asap, so that the PC may make appropriate representation.)

SP

- (f) Other Planning Matters

Neighbourhood Plan: Cllr Price reported that he and Ralph Carpenter (new Chair of NP) had met to run through the NP’s outstanding issues. They had agreed that the NP Working Group would need to work jointly with the PC so that the PC receives everything circulated by the NP. Cllr Welfare is particularly keen to have an informal meeting with the Planners. Dist Cllr Plumb recommended that Paul Bryant of BDC be involved.

Garage: Mention was made of the possible use of this as a shop rather than housing.

Enforcement Matters: These issues are now to be entered directly on to BDC’s database.

- 19/119 Green, Cemetery and Churchyard
The Green
Cemetery:
Extension: Mr Ian Leigh had attended the meeting to run through the proposed layout. Following discussion, it was agreed that he would amend the plot lengths from 2.75m (which would allow 134 plots in total) to 2.9m (which would allow 130 plots).
Mr Leigh recommended commencing use in Row B (1-7) with a plot length of 2.9m. The following was agreed;
The spoil would be placed in the ditch/slope adjacent to the fence Row A would not be used
Headstones should be placed in the 600mm position (from head of plot) where the soil has not been turned/dug.
Recommendations as to the siting of the paths were approved.
It was agreed to have the dead tree – near the proposed plots, B3 and B4, removed.
The question as to whether residents should be able to pre-book plots was broached, but was not resolved; this is to be discussed further. JP
Cllr Pask reported that the fallen branch had been removed and the wood chopped up, as requested.
Ditch/Parsons Walk: This was briefly discussed. Cllrs Luttmann-Johnson and Price offered to carry out a survey in order to ascertain whether the volume of water in the ditch would be alleviated by finding a way of taking the water down alongside Parsons Walk. WLJ/NP
- 19/120 Highways & Footpaths
Track across Green: The potholes causing problems here had been reported, but SCC was unable to advise when the work would be carried out.
- 19/121 Correspondence: Nothing to report.
- 19/122 Matters of Report Only: Cllr Pask had mentioned that an incorrect entrance at Hartest House is being used rather than that approved by planners.
- 19/123 Matters for Consideration at Next Meeting: Grit Bins
- 19/124 Date of Next Meeting: Wednesday 5 February 2020 at 7 p.m. in the Boxted & Hartest Institute.
- 19/125 The Meeting closed at 2055 hours

Approved at the PC Meeting held on 5 February 2020