

Hartest Parish Council

DRAFT Minutes of the Virtual Meeting of the Parish Council was held on Wednesday 3 June 2020 at 7pm.

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

In Attendance: Co Cllr Richard Kemp, Dist Cllr Stephen Plumb, and the Parish Clerk

- | | <u>ACTION</u> |
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| 20/001 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 |
| 20/002 <u>Apologies for Absence</u> : Apology for absence (and reason) had been received and accepted; Cllr Nick Price (Business commitments). | |
| 20/003 <u>Approval of Minutes of Meeting held on 4 March 2020</u> : These minutes were approved and signed. | |
| 20/004 <u>Matters Arising</u> : None | |
| 20/005 <u>Declarations of Interest</u> : None | |
| 20/006 <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. Cllr Plumb advised that funding is now available for road amendments (via BDC). | |

Report based on help for Covid (rateable Property) is now available. B&H Institute had received £10k. Grants for sole traders are available from BDC; refer BDC website for full details.

20/009 Finance & Administration

- a. Bank Balances as at 31.3.20: Current: £11,412.83, Deposit: £20,086.23, Total: £31,499.06.
- 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 ratified:
OGS Cornish: Grounds Maintenance Jan-Mar: £950 plus cutting up of fallen branch: £250: TOTAL: £1,200 (Chq 100388)
BDC: Litter & Dog Bin Emptying Service 2019: £84.00 (100395)
Clerk's Salary & Mileage: Jan-Mar: £801.50 + £33.75: 835.95 (100389)
HMRC: PAYE: Jan-Mar: £187.20
Philip Goode (of Konrath & Goode): Repairs to notice board & paint: £220 plus supply seasoned oak and new lid for dog waste bin: £220 TOTAL: 564.00 (100391)
PKF Littlejohn LLP: Review of Annual Governance & Accountability Return: £240 (100393)
Namesco Ltd: Renewal of Hartest.com domain name: £15.59 (100394) Clerk
- f. Neighbourhood CIL Expenditure Report 2019 (in sum of £3,307.34 – Nil expenditure. This sum had been received on 22.10.18 and is required to be spent by September 2023. Any suggested expenditure items should be notified to the Clerk. It was agreed to retain this as a regular agenda item – to serve as an aide memoire. ALL
Clerk
- g. Asset of Community Value: New application re The Crown PH had been submitted by Cllr Price. NP
- h. Old PC Records (returned by previous Parish Clerk): Covid 19 pandemic had blighted arrangements; a new date is to be arranged. JP
- i. Approval of Transfer of Defibrillator from former doctors' surgery to Boxted & Hartest Institute: Members' attention had been drawn to the transfer of this item effective end April. Notices have been displayed around the village. ALL
- j. 2020 Annual Meeting and Acceptance of Office Forms: Members were advised that, due to Covid 19 pandemic, NALC had advised that there would be no requirement to hold an Annual Meeting this year and that the abovementioned completed forms could be carried over to 2020/21. Clerk
Members were reminded to advise the Parish Clerk of any changes to their Register of Members' Interests form. ALL
Clerk
- k. Annual Accounts: Refer Min 20/001 above Clerk
- l. Bank Accounts: Cllr Browning had contacted Barclays, and advised that they do not have the facility to have two signatories on current accounts. Cllr Browning added that he had had experience of NatWest having this facility. Enquiries are to be made. CB
Clerk

- 20/010 Planning
- (a) Decisions Received: Permission Granted:
DC/20/01548 - Seeley House, Somerton Road: Conversion of garage & loft to additional living accommodation, installation of rooflights. Erection of front porch and single storey rear extension (following demolition of greenhouse and porch). Erection of garage/store. Clerk
- (b) Withdrawn Applications: None
- (c) New Planning Applications: DC/20/01738: Place Farm: Telecommunications Mast (Prior Notice Application)
As agreed by Members, a response had been sent to this organisation recommending an alternative site with less visual impact on the village. Since no response had been received, the PC had submitted a consultation response to BDC in this vein. (Post Meeting, it was learned that this PA had been withdrawn.) Clerk
- (d) Tree Preservation Order/Tree Conservation Area applications: None Clerk
- (e) Appeals: The Paddocks and Land S of Waylands, Smithbrook Lane: Outcomes of both appeals awaited.
- (f) Other Planning Matters
Neighbourhood Plan: It was agreed that Mr Ralph Carpenter, Chair of NPWP be invited to attend the next PC Meeting in order to keep the PC informed of progress. (Post meeting: this has been arranged.)
Garage: Cllr Pask advised that this is no longer for sale.
Affordable Housing: It was agreed that we should check with BDC in September as to the current situation. Clerk
- 20/011 Green, Cemetery and Churchyard
- The Green
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. 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. Clerk/JP
Clerk
- Cemetery Leaflet: Cllr Pask and the Parish Clerk are to liaise on the production of such information (as a replacement for the previous leaflet.) Clerk
- 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.
- Repair of Jack's Bench: To be carried out asap as per original quotation. JP
- Ditch/Parsons Walk: Cllr Luttmann-Johnson is to produce a plan of the proposed works (discussed and agreed with Cllr Price) and would seek 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. WLJ
- Hartest Garage: Cllr Pask advised that this is no longer for sale. Fallen Branch in Stream. Cllr Browning agreed to check on site as to whether the offending branch had been dealt with. CB
- 20/012 Highways & Footpaths
Track across Green: Pothole Repairs outstanding; it 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, Accounts Grit Bins

20/016 Date of Next Meeting: Wednesday 1 July 2020 at 7 p.m. Until NALC authorises a return to 'traditional' meetings, this is likely to be required to be 'virtual'.

20/017 The Meeting closed at 2000 hours