

Hartest Parish Council

Minutes of the Meeting of the Parish Council held in the Boxted & Hartest Institute on Wednesday 4 March 2020 at 7pm.

Present: Cllrs Chris Browning (Chair), Will Luttmann-Johnson, Jo Pask and Nick Price (part time)
In Attendance: Co Cllr Richard Kemp, Dist Cllrs Michael Holt and Stephen Plumb, and the Parish Clerk

ACTION

- 19/142 Apologies and Absence: Apologies for absence (together with reasons) had been received and were accepted; Neil Chappell (Family issues), Nick Price (Business commitments) and Stephen Welfare (Holiday).
- 19/143 Approval of Minutes of Meeting held on 5 February 2020: These minutes were approved and signed.
- 19/144 Matters Arising: None
- 19/145 Declarations of Interest: None
- 19/146 Public Forum: Mr J Long reported several large potholes on Lawshall Road (between IP29 4DZ and IP29 4EA) and flooding at the junction of Hartest Hill with Lawshall Road (adjacent to the road bridge). Co Cllr Kemp very kindly reported the aforementioned on behalf of the PC.
- 19/147 County Councillor's Report: Cllr Kemp's March report had been circulated and is attached.
School Travel Policy Implementation: Following the recent review re this matter, the following problems were identified; technology, processes and people.
IT: Significant issues re the IT and systems used to process applications caused delays. Improvements to enable automatic processing are already in hand.
The Appeals process is also being simplified and improved.
Application Process: Many parents found the information provided difficult to understand; messages and processes are to be simplified and there is ongoing work to ensure that communications between the SCC and the schools are well managed and effective and are regularly reviewed. Applications have increased from circa 2,000 to 11,674. Even so, 90.9% of bus passes were issued by the start of term. To ensure that there is adequate resource this year, a full time temporary member of staff in the entitlement team has been recruited to assist through the busy period.
Superfast Broadband: Currently 96% of Suffolk properties have access to this service; under Phase 3 it is aimed to reach a further 2% of properties, which are amongst the hardest to reach. To fund this, SCC will reinvest the £10m of 'gainshare funding' it has received from the first two contracts with Openreach.
Ipswich Northern Route bypass will not proceed as BDC, MSDC and ESDC all withdrew their support.
New Apprenticeships Website: SCC is celebrating Apprenticeship Week with the launch of a new 'one stop shop' website to support apprenticeship growth in the county. The new online hub has been

- made possible thanks to a successful bid for £500k from the European Social Fund along with match funding from SCC.
- 19/148 District Councillors' Report: Both Dist Cllrs Holt and Plumb had submitted reports, which had been circulated. Items of interest: BMSDC is in the running for a national planning award... having paved the way for technological advances as part of 21st century planning.
Council Tax 2020/21: Increase just under 3%.
A number of shops in Suffolk are offering refills for a host of household items in a bid to reduce the amount of plastic and packaging generated.
- 19/149 Finance & Administration
- a. Bank Balances as at 31.1.20: Current: £4,767.62, Deposit: £30,086.23, Total: £34,853.23.
 - b. Receipts: None
 - c. Bank Mandate: Nothing to report.
 - d. Bank Reconciliations: All bank reconciliations prepared; awaiting Cllr Welfare's return for checking. SW/
Clerk
 - e. Bank Transfer: Approval was given for the transfer of £10k from the Deposit account to the Current account.
 - f. Updated Standing Orders and Financial Regulations for Financial Year 2020/21: Standing Orders 2018, including updates, were approved and signed.
Financial Orders 2019 were approved and signed.
 - g. Payments
The following payments were approved: Clerk
 - OGS Cornish: Grounds Maintenance Jan-Mar: £950 plus cutting up of fallen branch: £250: TOTAL: £1,200 (Chq 100386) ALL
 - BDC: Litter & Dog Bin Emptying Service 2019: £84.00 (100395)
 - Clerk's Salary & Mileage: Jan-Mar: £801.50 + £33.75: 835.95 (100389) Clerk
 - 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) ALL
 - PKF Littlejohn LLP: Review of Annual Governance & Accountability Return: £240 (100393) Clerk
NP
 - Namesco Ltd: Renewal of Hartest.com domain name: £15.59 (100394) ALL
 - h. Neighbourhood CIL Expenditure Report in sum of £3,307.34 – Nil expenditure (received 22.10.18; to be spent by Sep 23). Clerk
Any suggested expenditure items? Agreed to retain this as a regular agenda item – to serve as an aide memoire.
 - i. Asset of Community Value: New application to be submitted. NP
 - j. Old PC Records (returned by previous Parish Clerk): It had been agreed to run through the documents at Cllr Pask's home at 2.30 p.m. on Saturday 21 March.
 - k. Dog Fouling: A complaint had been received in this regard; it was agreed to place an article in 'Contact'.
- 19/150 Planning
- (a) Decisions Received: None
Withdrawn Application: None
 - (b) New Planning Applications: None
 - (c) Tree Preservation Order/Tree Conservation Area applications: None
 - (d) Appeals
 - (e) Other Planning Matters
Neighbourhood Plan: The NPWG had agreed not to name specific sites, but, instead to place a limit on the number of

units per site.

Affordable (or Community Led) Housing: It was agreed to regularly list on the agenda, the compensation sum allocated by BDC after the originally identified affordable house was sold by the developer on the open market. This sum is to go towards a suitable replacement property.

Clerk

Surgery: It was reported that the old surgery is being Offered for sale as a commercial property in the sum of £225k. It was thought that the owner(s) was "testing the market" for a year in the hope that no interest would have been shown and that it could, consequently, be reclassified from Commercial to Residential.

19/151 Green, Cemetery and Churchyard
The Green

Cemetery: Updated Fees Sheet to be prepared as soon as possible.

Clerk

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

Clerk/
JP

Churchyard: Tree Works: A further letter, dated 17 February, had been received from the PCC. It was agreed that a letter, similar to that sent previously - suggesting that a grant application be made to the PC - be sent again with the appropriate form for completion.

Ditch/Parsons Walk: Cllr Luttmann-Johnson was requested to produce a plan of the works proposed - in readiness for submission in order to obtain a quotation. It was noted that permission would first be required from Messrs Greene King in respect of the work proposed on its land.

Clerk

Hartest Garage: Dist Cllr Holt advised that he had made enquiries re the use and hours of work at this location. He advised that there was no limit to the hours of work allowed. He asked that any further enquiries in this connection be referred directly to him.

WLJ/NP

ALL

19/152 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.

19/153 Correspondence: Nothing to report.

19/154 Matters of Report Only: Reminder: Police Engagement Meeting 23 March at Glemsford Village Hall. Cllr Holt was requested to broach the issue of 'illegal' parking on the hatched zones in front of the School at the start/finish of each day, which causes considerable problems to vehicles endeavouring to enter/leave nearby properties (particularly 'Banhams Yard').

19/155 Matters for Consideration at Next Meeting: Grit Bins

19/156 Date of Next Meeting: Wednesday 1 April 2020 at 7 p.m. in the Boxted & Hartest Institute. **Post Meeting**: With the onset of the Covid 19 pandemic, it was agreed to hold the next meeting on Wednesday 3 June 2020

19/157 The Meeting closed at 2055 hours

Approved at the PC Meeting held on 3.6.20