

**HAWSTEAD PARISH COUNCIL REMOTE MEETING  
ON 12<sup>th</sup> NOVEMBER 2020 at 7.30pm.**

**Present:** Cllrs J West (Chairman), C Carr, P Barham, P Baker and G Rushen. C Hibbert (Clerk).  
C Cllr K Soons (in part); WS Cllr T Clements.  
**Apologies:** Cllr H Brewis.

The meeting was held remotely due to the Covid-19 outbreak; a recording was made. The filming statement was taken as read.

**1. APOLOGIES FOR ABSENCE**

Noted.

**2. PUBLIC FORUM**

**2.1 Public participation.**

No matters were raised.

**2.2 Covid-19 community response update.** The meeting heard that a team of volunteers continues to meet regularly to coordinate support for residents during the pandemic.

**2.4 West Suffolk Council.** WS Cllr T Clements' commended the work of the Covid-19 scheme in Hawstead and the Healthwatch service; he encouraged efforts to communicate effectively with one another during the pandemic.

**2.5 Police;** a link to the most recent police report is available at <https://www.suffolk.police.uk/your-area/haverhill>.

**3. DECLARATION OF INTERESTS**

**3.1** No declarations of interest were received;

**3.2** No dispensations were granted in relation to any identified pecuniary interests.

**4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 8 OCTOBER 2020.**

The minutes from the Parish Council meeting dated 8<sup>th</sup> October 2020 were **APPROVED** and will be signed as a true and accurate record.

**5. REPORTS**

**5.1 Communications;** in HB's absence nothing to report; work to create a book exchange at the Pinford End phone booth is under discussion.

**5.2 Greens;** it was reported that; (i) it is now hoped to chain harrow the Green in spring; (ii) JC has offered to revive the handmade bench in the Millennium Field, for which many thanks; (iii) a new three year mole control arrangement has been agreed with Command Pest Control to commence winter 2020; (iv) the new waymarker signs are ready for installation.

**5.3 Footpaths and trees;** the meeting heard that the footpaths are in reasonable condition; path fingerposts which need repair have been reported to SCC – outcome awaited.

**5.4 Roads;** a large pothole on Church Road has been reported to SCC. It was **AGREED** that the Council would consider costings for wheelie bin speed stickers for use through the village at the next meeting. It was **AGREED** that the village survey outcomes should be re-circulated and the Councillors would meet informally to review the issues identified in that exercise, some of which relate to speeding. It was noted that Speedwatch cannot operate during the lockdown.

**5.5 Safety;** the meeting heard that the emergency plan has been updated and stands ready for use.

**5.6 Volunteers;** the meeting heard that projects which can be executed by the volunteer group in a socially distanced manner will be identified over the coming months.

**5.7 Clerk;** report received and **NOTED**. The clerk's appraisal has been completed.

**6 TO CONSIDER**

**6.1 Purchase of a Christmas Tree;** it was **AGREED** that (i) a Christmas tree (up to £150) should be purchased for the benefit of the village; and (ii) honoraria to the value of £100 plus £50 should

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be awarded to CR and AP for their efforts litter picking around the village and maintaining the website.

**7.2 Insurance renewal;** The terms of the proposed insurance renewal (CAS £304.30) were considered to meet the Council's needs and were **APPROVED**.

**6.3 WSC mowing quote for 2020;** The meeting was reminded that in May 2020 the Council approved what it understood to be the WSC mowing quote for 2020 (three quotes were sought at this time; WSC was the only company to quote and their tender of £2397.50 was approved). WSC later confirmed that this was their quote for 2021; despite requests, no quote for 2020 was received – until now, when a quote for the 2020 season now finished of £1791 exc VAT has been submitted. The work has been done by them and the season is now over. The quote is less than what this Council was under the impression it had approved for this year. **APPROVED**.

*KS joined the meeting at 8.15pm.*

**2.3 County Council (taken out of turn).** C Cllr K Soons, presented her report, a copy of which will be uploaded onto the website.

*KS let the meeting pm.*

**6.4 Response (if any) to West Suffolk Issues and options Consultation Local Plan review.**

It was **AGREED** that PB would review the consultation draft and prepare a report for circulation to councillors; the formal response would then be agreed by email for submission before 22 December 2020.

## **7. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS**

**7.1. The following planning decisions were NOTED:**

DC/20/1310/HH; Copperfield Barn Lawshall Road Hawstead IP29 5NR; Planning Application - replacement windows and doors; Approved Thu 01 Oct 2020

## **8. FINANCES**

**8.1 To receive quarterly financial summary to 30<sup>th</sup> September 2020;** received and **APPROVED**.

**8.2 To receive and approve the bi-monthly financial summary for September -October 2020;** received and **APPROVED**.

**8.3 To approve payments;** the following payments were **APPROVED:-**

	Detail	Cheque no/online payment	Net (of VAT)	Vat	TOTAL
1	C Hibbert website	Online	14.97	2.99	17.96
2	C Hibbert wage	Online	924.40		924.40
3	Hmrc	Cheque	38		38
4	C Hibbert website	Online	59.97	11.99	71.96
5	C Hibbert reimbursement of card payment to Keepers Nursery	Online	32		32.00
6	SALC payroll	Online	19	3.80	22.80
7	C Hibbert expense	Online	55.70		55.70
8	Business services at cas	Online	304.30		304.30
	BM – generator expenses	Online	5.99		5.99

**8.4 To receive and approve the draft budget and precept proposal for 2021/22.** The proposal attached was received and **APPROVED**. The precept for 2021/22 was accordingly agreed at £7,400 pa.

**9. CHAIRMAN'S SUMMARY:** The Chairman thanked those present for their various contributions.

## **10. CORRESPONDENCE AND CIRCULARS**

The following correspondence was received;-

10.1 Precept application information 21 22;

10.2 Play area reports for Oct and Nov 2020;

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10.3 Various covid-19 information.

**11. DATE OF NEXT MEETING**

Thursday 14<sup>th</sup> January 2021 at 7.30pm.

*The meeting closed at 8.30 pm.*

Distribution  
All Cllrs  
Email list  
Website  
Noticeboard

Docs before the meeting

CC reports  
Clerk report  
Bi Monthly summary  
Quarterly summary to 30/9/20  
Budget and precept proposal 21/22

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**BUDGET FOR 2021-22 APPROVED 12 NOVEMBER 2020**

ANTICIPATED RECEIPTS 21/22	DESCRIPTION OF PAYMENTS/RECEIPTS	PROPOSED BUDGET 2021/22	Actual spend 2020 21 YTD 7 months	Budget 20/21 Precept 7,200	Actual spend 19/20	Budget 2019/20 Precept 7,000
250	Bottle bank					
1500	Grant DEFRA/RPA					
50	Wayleaves					
7400	Precept					
0	Journal contribution	0		0	31.69	0
	Orchard	0	15.01		645.22	
	Grants s137	150	150	300	356.51	300
	Administration (includes room hire, Data control, payroll, mileage zoom)	350	172.90	200	209.34	200
	Personnel (wages, tax, clerks expenses)	4000	768+ 79.26	3800	3072+634.90	3700
	Greens (cutting + mole control)	2730		1950	2106	1800
	Audit fee	170	155	170	145	300
	Insurance	350		350	304.30	350
	Reserves/legal fees			300		300
	Subscriptions	250	185.72	250	249.23	250
	Training	150		300	276	300
	Misc (litter pick honorium xmas tree)	300		200	307.73	200
	Village maintenance (including churchyard maint, and capital expense for replacement village furniture)	400	435	800	210+181.30	800
	Tree work				370	
	Website	300	149.88	350	299.76	300
	Defibrillator on-costs	50	135	30		0
	Contribution to HCC village hall costs	0	549.54	0		0
	New defib				2,196.00	
9200	<b>TOTAL COSTS</b>	9200	2795.31	9000	11,594.28	8800

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