

**HAWSTEAD PARISH COUNCIL REMOTE MEETING  
ON 28<sup>th</sup> MAY 2020 at 7.30pm.**

**Present:** Cllrs J West (Chairman), R Alexander, C Carr, H Brewis, P Baker and G Rushen. C Hibbert (Clerk).  
SC Cllr K Soons; Four members of the public.

**Apologies:** Cllr P Barham; WS Cllr T Clements.

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

**1. ELECTION OF OFFICERS**

**1.1 Chairman** Cllr JW was proposed as Chairman by RA; the proposal was seconded by GR and unanimously **APPROVED**.

**1.2 Vice Chairman** Cllr P Baker was proposed as Vice Chairman by JW; the proposal was seconded by CC and unanimously **APPROVED**.

**1.3 Completion of declaration of acceptance of office.** The declarations of acceptance of office were signed and **ACCEPTED**.

**2. APOLOGIES FOR ABSENCE**

Noted.

**3. PUBLIC FORUM**

**3.1 Public participation.** The meeting heard that HCC has upgraded its website; it has received a business/hospitality grant and is financially secure despite the loss of income due to Covid-19.

**Item 5.1 County Council (taken out of turn)** C Cllr Soons presented her report, a copy of which will be uploaded onto the website, and then took questions. She agreed to be available to support any meeting which could be set up between the Councillors and Havebury regarding parking arrangements at Whepstead Road; she confirmed that under current SCC policy, the replacement of non-mandatory traffic signage will not be funded by SCC.

*KS left the meeting at 19.44.*

**3.2 Covid-19 community response update.** The meeting heard that a team has been formed to coordinate the local voluntary response to the pandemic; it meets regularly; has arranged leaflet drops to all residents to make them aware of available support with shopping, prescriptions etc; the Village Voice newsletter is now in circulation; weekly delivery of groceries to the village hall have been arranged.

**4. DECLARATION OF INTERESTS**

**4.1** No declarations of interest received;

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

**5. MINUTES FROM THE PARISH COUNCIL MEETING DATED 26<sup>th</sup> MARCH 2020.**

The minutes from the Parish Council meeting dated 26<sup>th</sup> March 2020 were **APPROVED** and will be signed as a true and accurate record.

**6. REPRESENTATIVES**

**6.1 Greens and Footpaths.** It was **AGREED** that CC would continue as greens warden and PB would continue as footpaths representative.

**6.2 Trees.** It was **AGREED** that James Carr would continue as tree officer, for which many thanks.

**6.3 SALC.** It was **AGREED** that JW would continue as SALC representative.

**6.4 Highways.** It was **AGREED** that RA would continue as highways representative.

**6.5 Communications.** It was **AGREED** that HB would continue as communications representative.

**7. REPORTS**

**7.2 West Suffolk Council;** no report had been received from WS Cllr T Clements.

**7.3 Police;** a link to the most recent police report will be uploaded onto the website.

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**7.4 Communications;** it was reported that communications in the village had been working well with regard to both the Covid-19 response and the volunteer group. The meeting was reminded that not all residents have access to email; consideration should be given to whether printed information should be prepared from time to time for such residents.

**7.5 Greens;** it was reported that; (i) some residents have been mowing the Green, for which many thanks, pending commencement of the greens maintenance contract. It was **AGREED** that a letter of thanks should be sent;

*The meeting adjourned for Clap for Carers 7.58-8.05pm.*

(ii) a vehicle has continued driving over and parking on the Green behind the bus shelter to access a rented field which action is damaging the surface of the Green. This is an ongoing issue and previous informal approaches to both the landlord and tenant have not satisfactorily resolved the matter. It was **AGREED** that a draft letter to the landlord of the field should be prepared for approval by Councillors.

**7.6 Footpaths and trees;** nothing to report.

**7.7 Roads;** SCC appear to be taking the opportunity to catch up on the backlog of pothole repairs; efforts are underway to re-arrange the meeting with Havebury to review parking arrangements at Whepstead Road.

**7.8 Safety;** it was **AGREED** that the village survey should now be circulated. The emergency plan has been satisfactorily adapted and put into action for the current Covid-19 response.

**7.9 Volunteers;** PB **AGREED** to take on responsibility for coordinating with the volunteer group who have made themselves available to undertake various repairs around the village.

**7.10 Clerk;** report received and **NOTED**.

## **8 TO CONSIDER**

**8.1 Renewal of SALC and OSS subscription; AGREED.**

**8.2 Purchase of bench for play area outside village hall;** it was **AGREED** that, subject to receipt of locality funding from West Suffolk Council, for which many thanks, the Council would purchase a bench to be gifted to HCC.

**8.3 Greens maintenance quotes;** despite approaches having been made to at least three contractors only one tender had been received from West Suffolk Council (21/5/20 total contract price £2,397.50 exc VAT). It was **AGREED** that the WSC quote should be approved subject to Clerk first endeavouring to negotiate a reduced number of cuts in light of the late start of the contract.

**8.4 Standing Orders, Financial Regulation Orders and Code of Conduct (review and re-adoption); APPROVED.**

**8.5 Review of arrangements with other businesses;** the arrangements with other businesses described in the clerk report were **NOTED**.

**8.6 Review of appointments to outside bodies;** none.

**8.7 Review of asset register; APPROVED.** It was **AGREED** that a plan would be produced describing the Council's property interests.

**8.8 Confirmation of insurance cover for all insurable risks; CONFIRMED.**

**8.9 Review of Councils subscriptions to other bodies;** Subscriptions to SALC, OSS, SPS and SWT were **AGREED**.

**8.10 Review of policies;** the following policies were **(RE-)ADOPTED** and will be uploaded onto the website; complaints policy; disciplinary policy and procedure; equal opportunities policy; grievance policy and procedure; personal data breaches policy; reserves policy; data protection and information management policy (to replace the personal data breach policy); subject access request policy; and freedom of information policy.

**8.11 Review of expenditure under s137 Local Authority Act 1972;** section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power. The limit of expenditure under this provision for 20/21 is 262 x £8.32=£2,179.84. (The 20/21 budget makes allowance for £300 towards s137 grants).

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**8.12 Meeting dates for 2020/21 including arrangements for Annual meeting.** The meeting dates were **APPROVED** and will be uploaded onto the website. It was **AGREED** to defer the Annual meeting due to the Covid-19 crisis.

**9. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS (taken out of turn)**

**9.1 Appeals and notifications.**

The following decisions were noted:-

**DC/20/0106/FUL** Planning Application - 1no. detached building for use as cycling/gym/exercise studio - Metcalf Arms Lawshall Road Hawstead IP29 5NR **Refused** .

**10. FINANCES**

**10.1 To receive and approve the bi-monthly financial summary for March - April 2020;** received and **APPROVED**.

**10.2 To receive quarterly financial summary to 31 March 2020;** received and **APPROVED**.

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

Detail	Cheque no/online payment	Net (of VAT)	Vat	TOTAL
C Hibbert - 1 and 1 invoice	online	59.97	11.99	71.96
C Hibbert - 1 and 1 Invoice	online	14.97	2.99	17.96
SALC Inv 23314	online	140.72		140.72
SALC 22920	online	18	3.60	21.60
OSS 64515	online	45		45
C Hibbert - exp	online	20.27		20.27
Woodberry of Leamington Spa (vh bench)	Order to be placed	435	87	522
HCC grant	Payable once work done	358		358

It was **AGREED** that a reimbursement of mowing costs incurred of up to £35 in the Millenium Field could be made to AP.

**10.4 To receive draft accounts for 2019/2020 for approval;** received and **APPROVED**.

**10.5 To receive internal auditors report for 2019/2020;** **NOTED**.

**10.6 To approve governance statement in AGAR return for 2019/2020;** **APPROVED**.

**10.7 To approve AGAR financial return for 2019/2020 including exemption certificate.**

**APPROVED**

**11. CHAIRMAN'S SUMMARY:** The Chairman thanked those present for their various contributions; he also thanked AT for his support on remote meetings/filming; AP for management of the website; the Covid-19 community group for their work to support the community. The aims of the Council for the year ahead include a village survey; investigating improvements to parking in Whepstead Road, coordinating voluntary effort in the community; updating the emergency plan.

**12. CORRESPONDENCE AND CIRCULARS**

The following correspondence was received.

12 .1 Play area inspection report March-April 2020;

12.2 Letter from SCC leader;

12.3 MHCL letter dated 8/4/20;

12.4 PK Littlejohn correspondence re audit/Covid-19 updates-various;

12.5 Information regarding temporary walking routes;

12.6 PCC letter re All Saints monument dated 25/4/20;

12.7 Email re community orchard dated 28/4/20;

12.8 WSC letter re landscaping dated 28/4/20;

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12.9 SARS appeal for funds dated 13/05/20;

12.10 Countess of Euston letter dated 14/5/20 enclosing message from the Queen.

**13. DATE OF NEXT MEETING**

Thursday 9<sup>th</sup> July 2020 at 7.30pm.

*The meeting closed at 8.50 pm.*

Distribution

All Cllrs

Email list

Website

Noticeboard

Docs before the meeting

CC reports

Clerk report

Bi Monthly summary

Accounts 19/20

Quarterly summary

AGAR 19/20

Internal audit report 19/20

Asset register

Signature.....