

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
ON 11th November 2021 at 7.30pm.**

Present: Cllrs J West (Chairman), R Alexander, P Barham, P Baker, C Carr and G Rushen.
C Hibbert (Clerk).
One member of the public.

Apologies: Cllr H Brewis.

The filming statement was taken as read.

1. APOLOGIES FOR ABSENCE

Noted.

2. PUBLIC FORUM

2.1 Public participation.

No matters were raised during the public forum

2.2 County Council. In her absence a copy of C Cllr K Soons' report was received; a copy will be uploaded onto the PC website.

2.3 West Suffolk Council. A copy of WS Cllr Clements' final statement to West Suffolk Council prior to his stepping down was received.

2.4 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 declaration of interests was disclosed;

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

4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 26th October 2021.

The minutes from the Parish Council meeting dated 26th October 2021 were **APPROVED** and signed as a true and accurate record of this meeting.

5. REPORTS

5.1 Communications; see item 6.4 below.

5.2 Greens; the meeting heard that the mowing schedule will be amended to include a new pathway to be created along Bells Lane before quotes for 2022 are sought; the clerk will make contact with the appointed mole control contractor. It was noted that a standard nitrate pollution regs notice has been served on the Council as owner of the Green – no response required.

5.3 Footpaths and trees; the meeting heard that the footpaths are in reasonable order now that the growing season is at an end. The need for repair on the Cranks wooden bridge has been reported to SCC.

5.4 Highways; the meeting heard that SCC has recently tackled the build-up of gravel at Larkfield Corner improving road safety conditions. The Council will seek consent from adjoining landowners in this area to install a warning sign on private land to encourage traffic to slow. The need to refresh the white road markings in this area has been reported to SCC. Thanks to a resident for strimming the undergrowth concealing the grit bin on Whepstead Road.

5.5 Safety (emergency plan); the emergency generator has been serviced in readiness for winter.

5.6 Volunteering; the volunteer group has spent time working on the churchyard and will move onto other areas – forthcoming work sessions to be confirmed.

5.7 Clerk. The clerk report was received and **NOTED**.

6. TO CONSIDER

6.1 Honoraria; it was **AGREED** to make honoraria payments to CR for litter picking (£100) and AP for the website (£50).

6.2 Xmas tree; it was **AGREED** to purchase an Xmas tree for the village hall (estimated cost £150-£200).

Signature.....

6.3 Update on Bells Lane management plan; the tree warden presented a first draft of a proposed management plan for Council-owned woodland at Bells Lane/ The Green for discussion which (in addition to historical context) reflects suggestions made by Suffolk Wildlife Trust. The Council agreed that this was an excellent start and should be developed further - if possible - to incorporate further detail. A schedule of work will be developed alongside this document which will inform future work programmes for contractors/volunteers. Quotes for the first phase of tree work will be available at the January meeting. It was **AGREED** to share the detail of the developing management plan with the community via the website/newsletter/ presentation. The meeting noted its sincere thanks to the tree warden for his work to date and to RA for leading on this project.

6.4 Website administrator A new website administrator has been found (AB) who will take over from the current administrator, AP, who wishes to step down from this role after a long period of service. The Council noted its thanks to both AP and AW for their support in this regard.

7. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

7.1 The meeting heard that application DC/21/1499/HH Householder planning application - new vehicular access at Land Adj 1 The Pound Hawstead IP29 5NJ had been **APPROVED**.

8. FINANCE

8.1 To receive and approve the quarterly summary of finance to 30 September 2021; received and **APPROVED**. A copy is attached to these minutes.

8.2 To receive and approve the bi-monthly financial summary for September- October 2021; received and **APPROVED**.

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

	Detail	Cheque no/online payment	Net (of VAT)	Vat	TOTAL
1	CH wage	BACS	865.20		865.20
2	Stuart Bradnam	BACS	165.00	33.00	198.00
3	C H 1 and 1	BACS	59.97	11.99	71.96
4	SALC payroll	BACS	19.00	3.80	22.80
5	C H 1 and 1	BACS	14.97	2.99	17.96
6	Danny Lebbon	BACS	30.00		30.00
7	C H exps	BACS	52.00		52.00
8	PB expenses	BACS	45.00		45.00
9	All Saints PCC GPOC grant	BACS	600.00		600.00

8.4 To approve the budget and precept proposal for 22/23; the draft budget for 22/23 attached was **APPROVED**; a precept application for 22/23 of £7,400 will be requested. The precept for 22/23 will therefore be identical to that set for the current financial year.

8.5 To review reserves policy; the reserves policy was reviewed and **APPROVED** – copy attached to minutes.

8.6 To receive six month internal finance controls check; the meeting noted that the six month internal control check had been completed by JW.

9. CHAIRMAN’S SUMMARY: Suggestions for marking the Queen’s Jubilee locally were discussed; these included the possibility of planting further trees - subject to availability of suitable sites (a suggestion to plant one tree per resident was put forward).

10. CORRESPONDENCE AND CIRCULARS

The following correspondence was received;-

- 10.1 Play area reports for October and November 2021;
- 10.2 Queens platinum jubilee info re beacons and trees;
- 10.3.Precept application material for 22/23;
- 10.4 Notice under Nitrate Pollution Regs
- 10.5 Thank you letter from Macmillan Coffee morning event.

11. DATE OF NEXT MEETING

Signature.....

Thursday 13th January 2022 at 7.30pm.

The meeting closed at 8.30pm.

Distribution
All Cllrs
Email list
Website
Noticeboard

Docs before the meeting

CC reports
Clerk report
Bi Monthly
Quarterly summary
Woodland management plan
Budget proposal 22/23

Signature.....

Attachment 8.1

HAWSTEAD PARISH COUNCIL: SUMMARY OF RECEIPTS & PAYMENTS YEAR ENDING 31 MARCH 2022 as at 30 SEPT 2021

RECEIPTS	21/2022 Actual	Budget 20/21	20/2021 Actual	PAYMENTS	Actual 21/22	Budget 21/22	Actual 20/21
DEFRA /RPA grant		1500	1963.15				
Precept	7400	7400	7200				
Wayleaves	41.44	50	41.44				
Bottle bank	222.00	250	420				
Locality grant			841	HCC		0	984.54
Community orchard				Community orchard		0	47.01
Contribution to Xmas tree				Xmas tree			88.96
Contributions to printing				Journal (Printer costs)		0	
VAT REFUND	517.14		1182.65	VAT PAID	88.56	0	517.14
				Grants s137		150	150
				Grants GPOC			
				Personnel (wages/tax + expenses)	865.20 + 52	4000	3460.80+ 242.66
				Admin (ICO, room hire/payroll)	35	350	210.90
				Subscriptions	214.44	250	185.72
				Training		150	25
				Insurance	304.30	350	304.30
				Audit fee	158	170	155
				Misc	474.29	300	185.99
				Reserves/legal fees			
				Tree work			
				Village maintenance	48.46	400	98
				Village greens		2730	1271.26
				Defibrillator	135	50	135
				Website fees	149.88	300	299.76
TOTAL RECEIPTS	8,180.58	9,200	11,648.24	TOTAL COSTS	2525.13	9200	8,362.04

Signature.....

Attachment 8.4

BUDGET FOR 2022 2023 APPROVED 11 NOVEMBER 2021

ANTICIPATED RECEIPTS 22/23	DESCRIPTION OF PAYMENTS/RECEIPTS	PROPOSED BUDGET 2022/23	Actual spend 2021/22 YTD 6 months	Budget 21/22 Precept 7,400	Actual spend 20/21	Budget 2020/21 Precept 7,200	Actual 19/20
250	Bottle bank						
1500	Grant DEFRA/RPA						
50	Wayleaves						
7400	Precept						
200	Reserves						
	Orchard	0	0	0	47.01	0	645.22
	Grants GPOC	150		150	150	300	150
	Administration (includes room hire, Data control, payroll, mileage zoom)	200	35	350	210.90	200	89.34
	Personnel (wages, tax,)	4,000)	865.20)	4000	3460.80)	3800	3072)
	Clerk expenses)	52)		242.66)		634.90)
	Greens (cutting + mole control)	3020		2730	1271.26	1950	2106
	Audit fee	180	158	170	155	170	145
	Insurance	350	304.30	350	304.30	350	304.30
	Reserves/legal fees					300	
	Subscriptions	250	214.44	250	185.72	250	249.23
	Training	150		150	25	300	276
	Misc (litter pick honorarium xmas tree)	350	474.29	300	185.99 88.96	200	307.73 206.51+ 31.69
	Tree work	0		0			370
	Village maintenance (including churchyard maint, and capital expense for replacement village furniture)	300	48.46	400	98	800	210 181.30
	Website	300	149.88	300	299.76	350	299.76
	Defibrillator/ on-costs	150	135	50	135	30	2196
	Contribution to HCC village hall costs	0	0	0	984.54	0	
9,400	TOTAL COSTS	9,400	2,436.57	9,200	7,844.90	9,000	11,594.98

Signature.....

Attachment 8.5 Reserves policy

HAWSTEAD PARISH COUNCIL

RESERVES POLICY

Approved 11 Nov 2021

REVIEW DATE: Nov 2022

The reserves of Hawstead Parish Council are held for the purposes of:-

- i. improving the quality of the Parish's amenities;
- ii. promoting the village and encouraging visitors by the use of all forms of communication;
- iii. strengthening and encouraging community cohesion; and or
- iv. Optimising the Council's administrative costs, assets and income from assets;

and shall be allocated as follows:-

General reserves: Up to £7,400 being the level of the precept for the forthcoming year.

Tree Work Fund: £7000.

Village Furniture and Asset Provision and Replacement Fund: £6,000.

Signature.....