

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
ON 17th November 2022 at 7.30pm.**

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

The meeting started at 7.30pm.
The filming statement was taken as read.

1. APOLOGIES FOR ABSENCE

Noted.

2. PUBLIC FORUM

2.1 Public participation

The following matters were raised during public forum:-

The tree warden has sourced some black poplars – one of which could be used for the proposed memorial tree. Clerk to contact family; thanks to JC.

2.2 County Council. C Cllr K Soons presented her report, a copy of which will be loaded onto the website. SCC Soons highlighted the opportunity for villages to participate in the ANPR roll out scheme. It was **AGREED** that Hawstead should ask to be included in the ANPR roll-out.

The issue of Quiet Lanes was and it was **AGREED** to revisit this topic at the January meeting. A Councillor commented that the funding allocated to special educational needs provision in Suffolk is inadequate.

2.3 West Suffolk Council. No report received. It was **NOTED** that SC Cllr K Soons is covering the WS Councillor role in relation to this village; she will need to be alerted as and when the Council has concerns about any planning application in order that she can request determination by the Planning Committee where appropriate.

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 Cllrs GR and RA declared a pecuniary interest in item 5.4 below to the extent that their land is affected by the lost path proposals.

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

4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 27th OCTOBER 2022.

The minutes from the Parish Council meeting dated 27th October 2022 were **APPROVED** and signed as a true and accurate record of this meeting.

5. REPORTS

5.1 Communications; in the absence of HB, there was no update.

5.2 Greens; the meeting heard that; (i) Defra have agreed to extend the Countryside Stewardship Agreement for Hawstead Green, pending roll-out of the Environmental Land Management Scheme which will replace the Countryside Stewardship scheme; (ii) SB had been asked to make safe a tree which had fallen near the brook – cost £98 **AGREED**; (iii) the malus evereste will be ordered from Barchams (£268) in time for planting over the Xmas festive period; (iv) BT plans to reduce the height of a number of elms at Brook Green as they pass under the phone lines. It was noted that the tree warden welcomes this work and it was **AGREED** that the clerk should respond to BT accordingly; (v) it was **AGREED** that the clerk should touch base with Command Pest Control regarding the forthcoming mole control season (year 3 of three year contract).

5.3 Conservation; nothing to report.

5.4 Footpaths; the meeting was updated on progress with the lost footpath project; the team has identified a number of old footpaths from historic maps and prepared a plan showing the re-

Signature.....

discovered routes; it was **AGREED** that the Council would write a letter to the relevant landowners before submitting any formal application in this regard. The meeting heard that the new grit bins will be installed ready for winter shortly.

5.5 Highways; nothing to report, except that some verges are collapsing with the poor weather.

5.6 Volunteering The meeting heard that the volunteer group has done a couple of sessions over the last few weeks and plans to continue.

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

6. TO CONSIDER

6.1 Honoraria payments; honoraria payments of £100 for the resident who has undertaken litter picking all year round and £50 for the website administrator were **AGREED** in recognition of the valuable contribution both have made to community life this year.

6.2 Xmas Tree It was **AGREED** that an Xmas tree should be purchased (max value £250).

6.3 Defib signage It was **AGREED** that the clerk should investigate improved signage options for the defibrillator at Bulls Lane.

7. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

7.1 Planning notifications

The following planning decisions have been issued since the last meeting:-

Householder planning application - a. single and two storey front extensions and b. two storey side extension (following demolition of existing building) - Woodlands The Pound Hawstead Suffolk IP29 5NJ

Ref. No: DC/22/0695/HH | Status: Application Granted | Case Type: Planning Application

Planning application - a. change of use of paddock land for the siting of four bell tents b. conversion of stable block to amenity block - Land Off Church Road Hawstead Suffolk IP29 5PE

Ref. No: DC/22/1349/FUL | Status: Application Granted | Case Type: Planning Application

Planning application - one dwelling - The Spinney Bury Road Hawstead Suffolk

Ref. No: DC/22/1564/FUL | Status: Application Refused | Case Type: Planning Application

8. FINANCE

8.1 To receive quarterly finance summary to 30 September 2022; the summary attached was received and **APPROVED**.

8.2 To receive and approve the bi-monthly financial summary for September-October 2022; received and **APPROVED**.

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

	Detail	Cheque no/online payment	Net (of VAT)	Vat	TOTAL
1	RA	online	8.00	8.00	8.00
2	CH 1&1	online	59.97	11.99	71.96

8.4. To consider budget and precept request for 23/24; the budget for 23/24 attached was **APPROVED**; the precept request for the same period of £7,400 was **APPROVED**. Discussion followed about putting an article into the Village Voice highlighting that; (i) the precept has not been increased over the last several years; (ii) changes in the tax base may result in increased council tax despite the precept being kept at the same level; (iii) the likely need to increase the precept in line with rising costs in the future.

8.5 To review reserves policy; the reserves policy attached was **APPROVED**.

8.6 To receive six months internal finance checks It was noted that PB had undertaken the internal finance controls six month check, for which thanks and his report was received.

9. CHAIRMAN'S SUMMARY: the Chairman thanked those present for their contributions.

10. CORRESPONDENCE AND CIRCULARS

The following correspondence was received:-

10.1 Play area reports for October/November 2022;

10.2 Letter from MG re campsite;

10.3 WSC info re election recharges.

11. DATE OF NEXT MEETING

Thursday 12th January 2023 at 7.30pm.

Signature.....

The meeting closed at 9.00pm.

Distribution
All Cllrs
Email list
Website
Noticeboard

Docs before the meeting

CC report
Clerk report
Bi Monthly summary

Signature.....

Attachment 8.1

HAWSTEAD PC					
SUMMARY RECEIPTS & PAYMENTS					
FOR THE YEAR ending 31/3/23					
			<u>2022/23</u>		
<u>RECEIPTS</u>			<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
			£		
Precept			7,400.00	7,400.00	0.00
Wayleave			41.44	50.00	-8.56
Bottle Bank			180.60	250.00	-69.40
Grant			516.06	1,500.00	-983.94
reserves				200.00	-200.00
Misc				0.00	0.00
VAT			274.68		274.68
			<u>8,412.78</u>	<u>9,400.00</u>	<u>-987.22</u>
<u>PAYMENTS</u>			<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc			500.00	350.00	-500.00
Admin			35.00	200.00	165.00
Audit fees			161.00	180.00	19.00
Clerk's salary(inc tax)			1,817.80	4,000.00	2,182.20
Clerk exps			57.58	0.00	-57.58
Greens			3619.28	3,020.00	-599.28
Insurance			0.00	350.00	350.00
Repairs/maintenance			435.50	300.00	-135.50
Training			0.00	150.00	150.00
Subscriptions			189.91	250.00	60.09
VAT			1,250.10		-1,250.10
Grants			0.00	150.00	150.00
Trees			1,720.00	0.00	-1,720.00
defib			181.00	150.00	-31.00
website			149.88	300.00	150.12
			<u>10,117.05</u>	<u>9,400.00</u>	<u>-717.05</u>
<u>Reconciliation of R. & P. Book</u>					
Balance b/f 01.04.22	£21,419.09				
Receipts	£8,412.78				
Payments	-£10,117.05				
	<u>£19,714.82</u>				
TOTAL	<u>£19,714.82</u>				
<u>Bank Reconciliation balances as at</u>					
Lloyds Balance as at 30.09.22	£19,714.82				
less unrepresented cheques as at					
	£0.00				
	<u>£19,714.82</u>				
TOTAL Bank Reconciliation	<u>£19,714.82</u>				

Signature.....

Attachment to item 8.4 budget for 23/24

	Year End 2020/21	Year end 2021/22	Budget 2021/22	variance 21/22	YTD 2022/23	Budget 2022/23	variance 22/23	Draft Budget 23/24
Income								
Electoral roll								
Precept	7,200.00	7,400.00	7,400.00	0.00	7,400.00	7,400.00	0.00	7,400.00
Local Council Tax Support Grant								
VAT	1182.65	517.14		-517.14	274.68			
Wayleaves	41.44	41.44	50.00	8.56	41.44	50.00	-8.56	41.44
Bottle bank	420.00	481.80	250.00	-231.80	180.60	250.00	-69.40	250
Grant	1963.15	1,897.87	1500.00	-397.87	516.06	1500.00	-983.94	1500
reserves						200.00	-200.00	178.56
Misc Receipts	841.00							
Sub total	11,648.24	10,338.25	9,200.00		8,412.78	9,400.00	-987.22	9,370.00
Expenditure								
Admin	210.9	73.00	350	277.00	35.00	200	165.00	200
Misc	185.99	769.10	300	-469.10	500	350	-150	150
Audit fees	155	158.00	170	12.00	161.00	180	19.00	190
Clerk's Salary/HMRC payments	3,460.80	3,460.80	4,000.00	539.20	1,817.80	4,000.00	2,182.20	4000
Clerk's expenses	242.66	208.00		-208.00	57.58		-57.58	
Greens	1271.26	390.00	2730.00	2340.00	3619.28	3020.00	-599.28	3100
Insurance	304.30	304.30	350.00	45.70	0.00	350.00	350.00	380
Repairs & maintenance	98.00	78.46	400.00	321.54	435.50	300.00	-135.50	300
SALC Training	25.00	0.00	150.00	150.00	0.00	150.00	150.00	100
Subscriptions	185.72	214.44	250.00	35.56	189.91	250.00	60.09	250
VAT	517.14	274.68		-274.68	1,250.10		-1,250.10	
Trees	0.00	165.00		-165.00	1,720.00	0.00	-1,720.00	0
Grant GPOC	150	750.00	150	-600.00	0.00	150	150.00	200
Website	299.76	299.76	300	0.24	149.88	300	150.12	300
defib	135	223.00	50	-173.00	181.00	150	-31.00	200
HCC	984.54							
Orchard	47.01							
Xmas tree	88.96							
Sub Total	8,362.04	7,368.54	9200		10,117.05	9,400.00		9370

Attachment to item 8.5
HAWSTEAD PARISH COUNCIL - RESERVES POLICY
For approval 17 November 2022
REVIEW DATE: Nov 2023

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: £7,000.

Signature.....