

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
ON 9th May 2024 at 7.30pm.**

Present: Cllrs R Alexander (Chair), J Bulbrook P Barham, C Carr, & J West. C Hibbert (Clerk).
8 members of the public.
Apologies: P Cllrs Baker and H Brewis.

The meeting started at 8.10pm.

The filming statement was taken as read.

1. ELECTION OF OFFICERS

1.1 Chair RA was proposed by JW; seconded by JB. Unanimously **AGREED**.

1.2 Vice Chair No nominations received.

1.3 Completion of declaration of acceptance of office (Chair); COMPLETED.

1.4 Appointment of representatives: the following representatives were unanimously **RE-APPOINTED:** Greens – P Cllr CC; Communications – P Cllr HB; volunteering and playground - P Cllr JW; internal finance – P Cllr JB; tree warden – JC. Thanks were **NOTED** to all concerned.

2. TO RECEIVE APOLOGIES AND CONSIDER ANY APPLICATIONS FOR APPROVAL OF ABSENCE: Apologies from HB were **ACCEPTED**. The meeting heard that Cllr P Baker has formally tendered his resignation and **NOTED** its **THANKS** to him for his valuable contribution to the work of the Council during his years of service as Councillor (including a period as Chair). It was **AGREED** to advertise a notice of vacancy in an effort to co-opt a replacement.

3. PUBLIC FORUM

3.1 Public participation. The following points were raised; (i) Whepstead Road has sustained significant damage from a farm vehicle; this has been reported to SCC already; (ii) the opinion that no works to the River Lark should be authorised in the absence of local consultation.

3.2 County Council. In the absence of SC Cllr Soons, a copy of her most recent report will be uploaded onto the website.

3.3 West Suffolk Council. See item 3.2.

3.4 Police; no report.

4. DECLARATION OF INTERESTS

4.1 To complete register of interest (Chair): Duly **COMPLETED**.

4.2 To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting. RA declared an interest in respect of item 8.5 as Chair to the Board of Trustees for the River Lark Catchment Partnership; JW and RA declared an interest in item 12.2 (payment of expenses).

4.3 To consider any applications for dispensations in relation to declared pecuniary interests: no dispensation applications were received.

5. MINUTES FROM THE PARISH COUNCIL MEETING DATED 14th MARCH 2024.

The minutes from the Parish Council meeting dated 14th March 2024 were **APPROVED** and signed as a true and accurate record of this meeting.

6. MATTERS ARISING

Copies of village hall lease to be circulated by Chair.

7. CHAIR'S REPORT The meeting was referred to the Chair's statement made to the Annual Parish meeting on the same date.

8. CONSERVATION

8.1 Greens: The meeting heard that; (i) CC/RA/clerk had met with farm business advisers to review the Countryside Stewardship Claim and were hopeful that changes could be made to the mapping designations which would support an increased claim. It was **AGREED** that the farm advisers should be authorised to update the mapping to facilitate this; (ii) land off Bells Lane is up

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for sale. It was **AGREED** that CC would alert the agent to the fact that there is an [informal] access over the registered village green.

8.2 Footpaths: The meeting heard that due to the season, the footpaths are becoming overgrown.

8.3 Bird boxes: Installation of the two (renovated/new) owl boxes is awaited as part of the tree contract awarded to SB. Exact location of boxes to be given further consideration.

8.4 Trees on the Green: The meeting heard from the tree warden that SB (having been appointed to undertake tree works) would delay the majority of the work until September to avoid nesting birds. It was **AGREED** to review the position regarding the instruction to clear the tree which has fallen in the river until later on in the summer (ie before September) in light of conflicting advice received from the Chair's river contacts. The date for a site meeting is to be **AGREED** at the July meeting.

8.5 Proposal to grant permission to the River Lark Catchment Partnership for flood plain restoration and flood mitigation work on PC land between the culvert and the River Lark; the meeting considered a proposal (copy attached) by the RLCP which is seeking a development grant to facilitate restoration of the river in this area. The consent of the Council as riparian owner is required as part of the application process. The meeting heard that there are various options which might improve the issue, including creation of attenuation ponds, use of coir matting/wood in the watercourse etc. Collaboration with other riparian owners of the River Lark would be positive. CC declared an interest to the extent that she is an employee of EA which, as an organisation, oversees the grant process; she highlighted however that she was not involved in the grant-making process/ matters concerning this geographical area.

RA left the meeting.

The following points were made in discussion; (i) the bank of the Lark is eroding near Bells Lane; (ii) there is a problem with flooding in this location; (iii) the need for expert technical advice and consultation before any scheme of work is authorised; (iv) the need to safeguard surface of the registered Green; (v) the bridge is the responsibility of SCC. It was **AGREED** that the Council would support an application by RLCP for a grant to fund a feasibility study and design by a professional river morphologist for the restoration of the tributary of the Lark that flows along the East side of the village green, and then through a culvert under an area of scrub, also owned by the Council. For the avoidance of doubt it was **NOTED** that further approval from the Council is required before any restoration work can be implemented.

The meeting heard that a resident has special expertise in river restoration matters and would be able to offer valuable insight into this project.

RA rejoined the meeting.

9 PLANNING APPEALS AND NOTIFICATIONS (taken out of turn)

9.1 Planning notifications: The following notifications were received;-

Planning application - one dwelling - 1 The Pound Hawstead Bury St Edmunds Suffolk IP29 5NJ

Ref. No: DC/24/0016/FUL | Status: Application Granted | Case Type: Planning Application

Application for listed building consent - a. remove existing render and metal lath to south and west elevations and re-render in lime b. repair timber frame c. internally remove plaster and fireplace d. replace roofs to west and north e. pedestrian access gate - Old Forge Cottage The Green Hawstead Suffolk IP29 5NP

Ref. No: DC/24/0339/LB | Status: Application Granted | Case Type: Planning Application

10. REPORTS

10.1 Communications; The meeting heard that a flier inviting residents to join the WhatsApp Group/ village email lists has been circulated together with the final emergency plan. Thanks to HB and PB.

10.2 Highways; The meeting discussed the recent damage to Whepstead Road by a farm vehicles and it was **AGREED** to re-report this incident to SCC using providing additional information; Anglian Water has been encouraged to review the damage to the verges caused by HGVs linked to the strategic pipeline works and has agreed to visit.

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10.3 Volunteering: the meeting heard that; (i) the oak posts have been purchased and are ready to install as way markers; and (ii) bark has been laid under the swings. Thanks to JW and the volunteer group.

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

11 TO CONSIDER

10.1 Standing Orders, Financial Regulation Orders and Code of Conduct (review and re-adoption); these documents (based on NALC model templates) were reviewed and **APPROVED**. It was noted that a revised template for the financial regulation orders is about to be issued.

10.2 Review of asset register; subject to the inclusion of river ownership the asset register attached was reviewed and **APPROVED**.

10.3 Review of arrangements with other businesses; the following arrangements were **CONFIRMED**; (i) The Council is a data controller and as such must subscribe to the ICO (£35pa); The Council employs SALC as payroll provider - £38 pa; (iii) The Council pays 1&1 (now Ionos) for use of the village website and email platform - cost circa £300pa. It is hoped to phase out use of the old email platform during the course of the year which will reduce cost going forward. This website is maintained by volunteers as a community resource; (iv) The Council pays Suffolk.cloud for the new PC website and email platform cost £280pa.

10.4 Review of appointments to outside bodies; none at present.

10.5 Confirmation of insurance cover for all insurable risks; It was **NOTED** that the Council's insurance (Clear Insurance Management underwriter - Aviva) provides; (i) property cover of up to £42,000 for contents, street furniture and gates and fences which is adequate for the current range of assets; and (ii) £50,000 Fidelity cover which is adequate to cover the funds currently held by the Council in its bank account.

11.6 Review of Councils subscriptions to other bodies; The following annual subscriptions were **RE-CONFIRMED**; (i) SALC for training, support and news -cost £190.33 pa; (ii) The Open Space Society OSS, (£45pa); (iii) Suffolk Preservation Society SPS (£30pa) and (iv) Suffolk Wildlife Trust SWT.

11.7 Review of policies; The current suite of policies (grievance, reserves, complaints, subject access request, data protection, personal data breach, FOI and Equal opportunities) can be found on the new Council website <http://hawstead-pc.gov.uk/policies-and-procedures/> and are next due for review in May 2027; in the meantime it was **AGREED** to update the data protection, personal data breach, privacy notice, FOI and complaints policy with new email/website/chair details and to **APPROVE** the revised website accessibility statement following the creation of the new website (copy attached). The reserves policy requires updating in November 2024 to ensure general reserves are below the precept level from time to time.

11.8 Review of expenditure under s137 Local Authority Act 1972/ GPOC s1 Localism Act 2011; The Council **RE-DECLARED** that the conditions for the general power of competence have been met (over 2/3 of councillors appointed following election; clerk qualification and Council resolution); the general power of competence should be used rather than s137 LGA 1972 to support any grants in relation to which it has no alternative specific powers.

11.9 Meeting dates for 2024/25; the following meeting dates were **AGREED**; 11th July 2024; 12th September 2024; 14th November 2024; 9th January 2025; 13th March 2025.

11.10 Tithe map digitisation proposal; it was **AGREED** to approve a tithe map digitisation proposal (ICAM £258 inc VAT) on basis that locality funding is sought from WSC. The copy of the tithe map will belong to the Council and is to be made available on the website. Thanks to AP for pursuing this proposal.

11.11 White village gates proposal; an offer has been received from residents to refresh the white gates (Lawshall end) and to secure 30mph signage for the gates to slow traffic. It was **AGREED** to accept this generous offer, on condition that any works are undertaken with regard to safe working practices and to a suitable standard. Council to purchase 30mph signage.

12. FINANCE

12.1 To receive and approve the bi-monthly financial summary for March-April 2023; received and **APPROVED**.

12.2 To approve payments to be made. The following online payments were **APPROVED**:-

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	Detail	Cheque no/online payment	Net (of VAT)	Vat	TOTAL
1	SALC sub	Online	159.12		159.12
2	SALC payroll	Online	19.00	3.80	22.80
3	OSS sub	Online	45.00		45.00
4	CH website refund	Online	59.97	11.99	71.96
5	JW – refund of card payment to Field Compost Ltd	Online	121.00		121.00
6	CH website refund	Online	14.97	2.99	17.96
7	JW refund of payment to Clarkes of Walsham - signposts	Online	86.64		86.64
8	RA exps for APM refreshments	Online	15.40		15.40

12.3 To approve draft accounts for year ending 23/24 (including financial summary to 31/3/23); received and **APPROVED** – copy attached.

12.4 To approve exemption certificate AGAR 23/24. Reviewed and **APPROVED**.

12.5 To approve governance statement in AGAR 23/24. Reviewed and **APPROVED**.

12.6 To approve annual return AGAR 23/24. Reviewed and **APPROVED**.

12.7 To update the reserves policy. No changes required.

12.8 To confirm continuation of arrangements for internet banking. **CONFIRMED**

13. CORRESPONDENCE AND CIRCULARS

The following correspondence was received and **NOTED**:-

13.1 Playground reports;

13.2 Exchange with community police;

13.3 Anglian water correspondence;

13.4 ANPR information;

13.5 Correspondence re white gates;

13.6 Govt publication - <https://www.gov.uk/guidance/owning-a-watercourse>. It was **AGREED** that this link should be made available on the website.

14. DATE OF NEXT MEETINGS Thursday 11th July 2024; 12th September 2024;

14th November 2024; 9th January 2025; 13th March 2025.

The meeting closed at 9.10pm.

Distribution

All Cllrs

Website

Noticeboard

Docs before the meeting

CC report

Clerk report

Bi Monthly summary

Financial summary to 31 March 2024

AGAR 23/24

Attachment to item 8.5 Application to Hawstead Parish Council for permission to undertake watercourse restoration on land where the PC is the riparian owner

Signature.....

Approved

The River Lark Catchment Partnership aims to submit a large grant application to Defra's new Water Restoration Fund by 7 June 2024 for a series of linked projects involving floodplain and wetland restoration as a form of natural flood mitigation on the river system flowing into Bury St Edmunds from the south and west. One of these projects concerns the small stream that runs along the East side of Hawstead Village Green, entering a culvert to flow under Bells Lane, and then under a section of the Village Green that is covered in scrub, before finding outfall into the main River Lark. Hawstead Parish Council, as owner of the Green, is the riparian owner. Permission for this work from the PC is mandatory before the application can be submitted.

The culvert regularly becomes blocked with sediment and woody debris, and then inevitably floods, causing damage to the road and inconvenience to villagers. Both ends of the culvert were cleared by the farmer, the riparian owner on the other side of the stream in March 2024. In the process, the end of the culvert where the stream discharges into the main river became loose. This section of pipe is now lying on top of a pile of silt dug from the bank, and gravel dug from the main river (Photographs 2 and 3) The culvert has already begun to block again (photograph 1).

The object of the work is

- To use recognised river restoration methods to deflect the flow, thereby encouraging more natural processes in the stream, so that it drops more of its silt and debris before it reaches the culvert.
- Potentially, to create an attenuation pond or wetland on the edge of the green near the entrance to the culvert
- To dig out a section of the scrubland, removing the underlying culvert, thereby establishing the stream in a new bed with a broad floodplain/seasonal wetland capable of taking excess water from the road.
- Install a barrier (e.g. railings) to prevent vehicles falling off the road into the newly created floodplain

Time is extremely tight for turning around this application and RLCP is still taking advice from experts at the Norfolk Rivers Trust and elsewhere, so the precise design of the project may change slightly before the application is submitted. But the aim is to enhance both the performance of the river, and the biodiversity of these two parts of the green. If implemented, the work would qualify for a higher payment than would be made for either scrub or grassland under the new Environmental Land Management Scheme (ELMS).

I am concurrently applying for permission from the Lead Local Flood Authority (in this case, Suffolk County Council), which is mandatory for any work on a main river. The entire project will be carefully reviewed by the Environment Agency as part of the bid approval process. RLCP has access to some of the best advice in the country regarding chalk stream restoration. There will be no cost to the PC.

Signed

Ros Alexander, Chair, RLCP

Attachment to item 11.2 Hawstead Parish Council - Register of assets as at 9 May 2024

Description	Location/location held	Value	Date of acquisition (where known)
The Green (including part of the River Lark)	Adjoining Bells Lane and Bury Road	£1 nominal value	
Pound Green	Bury Road, adjacent to Almshouse	£1 nominal value	
Bull Green	Bull Lane	£1 nominal value	
Brook Green	Adjoining Bells Lane	£1 nominal value	

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(including part of the River Lark)			
Millennium Field	Church Road – adjoining Cemetery	£1 nominal value	
Village sign	The Pound	£3157	
Bus shelter	Junction of Bury/Lawshall Road and Whepstead Road	£2000	
Swings x 2	The Green – southern boundary	£1501	
Seats x 3	(1)The Green – adjacent to swings (2) The Green adjacent to play area (3) Millennium Field	(1) £557 (2) (3) £300 Total £857	(1) 2015 (2) ? (3) ?
Memorial bench x1	The Green adjacent to play area	£500	
Dog bins x 2	(1)The Green – village hall car park (2) The Green –Bells Lane	£150	
Dog fouling signs	The Green – various locations	£148	2014
Litter bins x1	Adjacent to bus shelter	£100	
Grit bins x 13	Various locations around village	(1) £687.50 (x5) (2) £115 (x2) (3) 297 (x3) (4) 366.92 x (3) Total £1466.42	(1) ? (2) 2014 (3) 2019 (4) 2022
Shovels x 13		108	2019
(5) 1x set outside xmas lights; (6) Internal decorations as follows: Xmas tree LED lights x1 2 x colour garlands, 1x white garland, plus timer in box with connector	Village hall	(1)£235 (2) £345 Total £580	(1) 2014 (2) ?
Emergency plan equipment; generator x 1, gas ring burnerx1, gas cylinders x2	1 Manor Cottages; The Green Village Hall; Kellycroft, the Green	£594	
Noticeboards x3	(1) Village hall car park; (2) Church Road adjacent to Pinford End Farmhouse, (3) The Pound.	(1) £1013.50 (2) £913.50 (3) £340 (est) Total=£2267	(1) 2014 (2) 2014 (3) ?

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Interpretation Board	The Green	£990	2019
Finger posts x 2	Hawstead Brook	£400	2019
Gating to village entrances		£598	
Village bench and table	The Pound	£800	
Goal posts	The Green	£215	2014
Defibrillator	Village Hall	£2020	2015
Speedwatch signage	Village Hall	£170	2015
Bat boxes	The Green	£114	2016
Orchard sign	Millennium Field	£98	2021
Well	Bull Green	Notional value	?
Footbridge	Hawstead Brook	£1375	2017
Speed gun	c/o Cllr West	£1110	2017
Phone box	Pinford End	£1	2017
Defibrillator	Pinford End	£2010	2019
Waymarker signs	Brook Green	£210	2019
Road signage	Larkfield Corner	£324.40	2022
Tree plaque	Village green	£50	2022
Owl Box	TBC	£178	2024
TOTAL		£24,096.82	

**Attachment to item 11.7 HAWSTEAD PARISH COUNCIL
WEBSITE ACCESSIBILITY STATEMENT
Statement for approval May 2024**

This website <http://hawstead-pc.gov.uk/policies-and-procedures/> is run by Hawstead Parish Council. We would like to ensure that as many people as possible are able to use this website. Generally that means that you should be able to:-

- Change colours, contrast levels and fonts
- Zoom in up to 30% without spilling text off the screen
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software
- Listen to more of the website using a screen reader

Go to <https://www.abilitynet.org.uk/> to find advice on making your device at home easier to use if you have a disability.

How accessible is the website?

Hawstead Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018. Accordingly the Council in 2024 invested in a new website supplied by Suffolk.Cloud which has enabled the Parish Council to improve on the levels of accessibility and increase levels of compliance with the required legal standards.

Please see attached the Suffolk.Cloud accessibility statement <https://www.suffolk.cloud/home/accessibility> for further information about the measures taken to ensure the Hawstead Parish Council website is accessible.

In the meantime, if you have difficulty accessing the information on the website, please contact the clerk to the Parish Council either by telephone or email and she will endeavour to provide any specific information in a different format as soon as possible.

Contact Details

Email | clerk@hawstead-pc.gov.uk

Tel | 01284 388504

Signature.....

Attachment to item 12.3

HAWSTEAD PC
SUMMARY RECEIPTS & PAYMENTS
FOR THE YEAR ending 31/3/24

<u>RECEIPTS</u>	<u>2023/24</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	423.60	250.00	173.60
Grant	1,907.09	1,500.00	407.09
reserves		200.00	-200.00
Interest	185.92	0.00	185.92
VAT	1,499.79		1,499.79
	<u>11,457.84</u>	<u>9,400.00</u>	<u>2,057.84</u>

<u>PAYMENTS</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc	516.81	350.00	-166.81
Admin	54.00	200.00	146.00
Audit fees	169.00	180.00	11.00
Clerk's salary(inc tax)	4,000.80	4,000.00	-0.80
Clerk exps	316.70	0.00	-316.70
Greens	2906.22	3,020.00	113.78
Insurance	399.15	350.00	-49.15
Repairs/maintenance	236.21	300.00	63.79
Training	75.00	150.00	75.00
Subscriptions	151.89	250.00	98.11
VAT	886.07		-886.07
Grants	150.00	150.00	0.00
Trees	650.00	0.00	-650.00
defib	384.00	150.00	-234.00
website	969.76	300.00	-669.76
	<u>11,865.61</u>	<u>9,400.00</u>	<u>-2,465.61</u>

Reconciliation of R. & P. Book

Balance b/f 01.04.23	£16,892.79	Deposit a/c Aug 23	£13,000.00
Receipts	£11,271.92	Receipts	£185.92
Payments	-£11,865.61	Payments	£0.00
inter a/c tfr	-£13,000.00		
	<u>£3,299.10</u>		<u>£13,185.92</u>
TOTAL	<u>£16,485.02</u>		

Bank Reconciliation balances as at

Lloyds Balance as at 31.03.24	£3,299.10
less unrepresented cheques as at 31.3.24	£0.00
	<u>£3,299.10</u>
Lloyds deposit as at 31.03.24	£13,185.92

TOTAL Bank Reconciliation **£16,485.02**

Signature.....