

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
ON 21st November 2024 at 7.30pm.**

Present: P Cllrs R Alexander (Chair), J Bulbrook, J Lomas-Farley, C Carr, & J West. C Hibbert (Clerk).
SC Cllr Soons (in part); 3 members of the public.
Apologies: P Cllr H Brewis.

The meeting started at 7.35pm.

The filming statement was taken as read.

1. TO RECEIVE APOLOGIES AND CONSIDER ANY APPLICATIONS FOR APPROVAL OF ABSENCE: Cllr HB's absence was **APPROVED**.

2. PUBLIC FORUM

2.1 Public participation. N/a.

2.2 County Council. See below.

2.3 West Suffolk Council. See item 2.2.

2.4 Police; a report is available at

<https://www.suffolk.police.uk/SysSiteAssets/media/downloads/suffolk/constables-county-september---online.pdf>

3. DECLARATION OF INTERESTS

3.1 To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting. JW declared an interest in item 11.3 (expenses claim); RA declared an interest in respect of item 8.3 as Chair to the Board of Trustees for the River Lark Catchment Partnership.

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

4. MINUTES FROM THE PARISH COUNCIL MEETING DATED 12th SEPTEMBER 2024.

The minutes from the Parish Council meeting dated 12th September 2024 were **APPROVED** and signed as a true and accurate record of this meeting.

5. MATTERS ARISING

Clerk to obtain and confirm PC has a copy signed VH lease.

6. CHAIR'S REPORT; the meeting heard that; (i) no candidates have yet been identified for co-option; (ii) planned tree work is scheduled for 9 December (owl boxes to be returned to their original locations); (iii) two letters had been received from the HCC regarding the Council's decision to refuse consent for a drainage pipe over the Green; the Chair had responded directly after consultation with councillors; (iv) residents remain concerned about the muddy parking conditions at Whepstead Road which have been exacerbated by a leaking fire hydrant which Anglian Water has now fixed; thanks to JW who had tried to raise the matter again with both Havebury and SCC; The Council have previously looked into this Sept 2011, June 2016 and June 2020. Havebury have provided a map which shows the extent of their ownership and does not include affected land; SCC do not have funds to support any remedial work. The meeting discussed asking SC Cllr K Soons to get involved/ urging residents to create a petition.

7. REPORTS To receive reports including the following:-

7.1 Communications; in Cllr HB's absence, no report received.

7.2 Highways and safety; a number of potholes have been reported.

It was **NOTED** that the emergency generator needs servicing – it was **AGREED** to appeal to the village for support via email/ Village Voice.

7.3 Volunteering; the meeting heard that the volunteer group have replaced the missing speed signs on the white gates and refreshed the oak noticeboard, for which thanks; the grit bins have been topped up; a broken bin has been replaced; there are plans to do some work around the

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brook, but advice is still awaited from RLCP as to what work would be suitable. Thanks to all involved.

7.4 Clerk. Clerk report received and **NOTED**.

8. CONSERVATION

8.1 Greens: The meeting heard that; (i) mole control is due to get underway (Clerk to contact contractor); (ii) amendments to the ELMS mapping have been actioned by CC – updated maps to be circulated for information; consideration is being given as to the scope of any sustainable farming incentive application to Defra; there are a variety of new offers which the Council might be able to benefit from (woodland areas/ unimproved grassland/ scrubland management) and the pros and cons of each option/ any emerging new options need to be properly assessed prior to application; CC will circulate information about these options to councillors; (iii) the hedge along the Millennium Field needs cutting back – CC/JC to arrange a work party; (iv) a resident of Pinford End has reported that trees on Bull Green need work –CC/JC to investigate and report to January meeting.

8.2 Footpaths (including appointment of new footpath rep): a resident (JW) has offered to monitor the footpaths, for which thanks. She provided a brief report to this meeting.

8.3 River proposals - update on grant funding. The meeting heard that the RLCP awaits a response to its application for grant to fund the costs of a development plan for the river as it goes through Hawstead with the aim to reduce flood risk and increase resilience; further consultation with residents/ riparian owners would need to take place before any work is actually done. The meeting heard that Anglian Water is also drawing up plans to restore sections of the River Lark. A councillor commented that over 8 months have gone by since the broken pipe in the Lark was reported and no action has been taken to remediate, pending the outcome of these grant applications. The meeting heard that local volunteers are monitoring the water quality in the Lark.
KS joined meeting 8.15pm

2.2 SCC Report (taken out of turn). SC Cllr Soons presented her report, a copy of which will be uploaded onto the website. The muddy parking conditions at Whepstead Road were discussed with KS who highlighted that financing any improvements remained a hurdle. It was **AGREED** to continue to liaise with SC Cllr Soons about this. KS was also asked to follow up on the WSC enforcement case at Woodlands. Clerk to write to KS.

K Soons left meeting at 8.25pm.

8.4 Tree work The scheduled tree work will commence on 9 December; the contractor has been made aware of a potentially dangerous hanging branch which needs attention.

9. TO CONSIDER

9.1 Casual vacancy. No candidates for co-option have yet been identified. The meeting urged those present to encourage applications from residents.

9.2 Honoraria It was **AGREED** to make the following honoraria payments to CR (litter picking - £100) and AE (website maintenance - £50).

9.3 Grit Bins JB had checked all grit bins – many are missing shovels. It was **AGREED** to purchase a replacement set of shovels (up to £150 plus VAT).

9.4 Mowing contract The meeting considered the two quotes received (WSC £2,473.06 plus VAT (existing contractor) and TGS £1,600 plus VAT); The two tenders could not be compared easily as the TGS quote was based on a schedule of work different from the spec provided – to take this further TGS would need to be invited to requote; following discussion it was **AGREED** to proceed with WSC who have worked with the Council for many years now and who have a track record of delivering the maintenance to a spec and standard which the Council seek. Clerk to raise the possibility of a three year contract with WSC.

9.5 Transport Local Plan Consultation It was **AGREED** that the Council would not submit its own response (issues mainly concern arrangements in Bury St Eds); Councillors/residents may respond directly if they choose to do so. Link to go on website/ Village Voice.

9.6 Xmas Tree It was **AGREED** that clerk should arrange purchase and delivery of Xmas tree from Rougham Estates (up to £150 exc VAT) and that a volunteer group should be sought to help erect and decorate before Sunday 1 Dec.

9.7 Bank Charges The introduction of banking charges after Jan 2025 was **NOTED**; it was **AGREED** that the situation would be monitored going forward.

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Approved

9.8 To note and implement National Pay Award for 24/25 The Council **NOTED** the increase in hourly rate for the Clerk's pay effective 1 April 2024 as a result of the recent National pay award and **AGREED** that this should be implemented as per the clerk's contract of employment.

9.9 Phone Kiosk and defibrillator It was **NOTED** that two volunteers have come forward to keep an eye on the book exchange in the phone kiosk, for which thanks. It was **NOTED** that replacement pads for the defibrillator have been ordered but may not arrive before the Use By date on current pads expires [Post meeting note – pads now received]. JLF **AGREED** to be available to host a defibrillator awareness session in the new year and would confirm some potential dates for this event.

10. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

10.1 Planning notifications. No notifications were received.

10.2 DC/24/1575/HH The meeting heard that this planning consultation was received after the agenda for this meeting had been issued. It was **AGREED** to convene an extraordinary planning meeting for Thursday 5 December to consider.

11. FINANCE

11.1 To receive and approve the quarterly summary to 30th September; the quarterly summary to 30th September a copy of which is attached was received and **APPROVED**.

11.2 To receive and approve the bi-monthly financial summary for September-October 2024; received and **APPROVED**.

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

	Detail	Cheque no/online payment	Net (of VAT)	Vat	TOTAL
1	JW – reimburse Hirst Signs Ltd	online	176.40		176.40
2	JW – reimburse paint	online	36.01		36.01
3	CH refund website fee	online	14.97	2.99	17.96
4	CH refund website fee	online	59.97	11.99	71.96
5	Macmillan Cancer – already PAID	cheque	150		150.00

11.4 To review and approve the budget for 25/26 The budget for 25/26 (copy attached) was reviewed and **APPROVED**. In anticipation of a decrease in grant funding from Defra for the forthcoming year, the precept will be raised by £200 to £7,600; Band D properties in Hawstead will experience this as a 0.36% increase in their council tax liability.

11.5 To review and approve the precept request for 25/26 The precept request for 25/26 of £7,600 was **APPROVED**.

11.6 To review and approve the reserves policy the reserves policy, a copy of which is attached was **APPROVED**.

12. CORRESPONDENCE The following correspondence was received and **NOTED:-**

12.1 Playground reports;

12.2 Acknowledgment of Macmillan Donation;

12.3 Correspondence re condition of parking at Whepstead Road;

12.4 Correspondence re Woodlands;

12.5 Correspondence from HCC;

12.6 correspondence re footpath rep;

The meeting thanked JW for his efforts to resolve the Whepstead Road parking situation. A councillor commented that any formal correspondence from the Council should be sent by the clerk not individual councillors.

13. DATE OF NEXT MEETINGS Thursday 5th December 2024; 9th January 2025;13th March 2025.

The meeting closed at 8.30pm.

Signature.....

Distribution
All Cllrs
Website
Noticeboard

Docs before the meeting

CC report
Clerk report
Bi Monthly summary
Quarterly summary
Draft budget
Precept request
Mowing quotes

Signature.....

Attachment 11.1 Quarterly financial summary to 30 September 2024

HAWSTEAD PC
SUMMARY RECEIPTS & PAYMENTS
FOR THE YEAR ending 31.03.25 as at 30.09.24

<u>RECEIPTS</u>	2024/25		<u>Variance</u>
	<u>Actual</u>	<u>Budgeted</u>	
	£		
Precept	7,400.00	7,400.00	0.00
Wayleave	41.44	41.44	0.00
Bottle Bank	216.00	250.00	-34.00
Grant reserves	645.00	1,500.00	-855.00
Interest	76.43	648.56	-648.56
VAT	886.07	100.00	-23.57
Misc	0.00		886.07
	<u>9,264.94</u>	<u>9,940.00</u>	<u>-675.06</u>

<u>PAYMENTS</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc	248.39	350.00	101.61
Admin	54.00	100.00	46.00
Audit fees	177.00	180.00	3.00
Clerk's salary(inc tax)	2,000.40	4,100.00	2,099.60
Clerk exps	104.00	100.00	
Greens	2412.72	3,200.00	787.28
Insurance	392.69	400.00	7.31
Repairs/maintenance	261.83	300.00	38.17
Training	140.00	150.00	10.00
Subscriptions	272.12	160.00	-112.12
VAT	639.71		-639.71
Grants	0.00	150.00	150.00
Trees	0.00	0.00	0.00
defib	135.00	150.00	15.00
website	149.88	600.00	450.12
	<u>6,987.74</u>	<u>9,940.00</u>	<u>2,952.26</u>

Reconciliation of R. & P. Book

Balance b/f 01.04.24	£3,299.10	Deposit a/c c/f 1.4.24	£13,185.92
Receipts	£9,188.51	Receipts	£76.43
Payments	-£6,987.74	Payments	-£13,216.92
inter a/c tfr(13216.92-10,000)	£3,216.92		£10,000.00
	<u>£8,716.79</u>		<u>£10,045.43</u>
TOTAL	<u>£18,762.22</u>		

Bank Reconciliation balances as at

Lloyds Balance as at 30.09.24	£8,716.79
less unpresented cheques as at 30.09.24	
	<u>£0.00</u>
	£8,716.79
Lloyds deposit as at 30.09.24	£10,045.43

TOTAL Bank Reconciliation **£18,762.22**

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Attachment 11.4 Approved budget 25/26

	Year End 2020/21	Year end 2021/22	Year End 2022/23	Budget 2022/23	Year End 2023/24	Budget 2023/24	YTD 24/25 six months	Budget 2024/25	variance 24/25	2025/26 approved Budget
Income										
Electoral roll										
Precept	7,200.00	7,400.00	7,400.00	7,400.00	7,400.00	7,400.00	7,400.00	7,400.00	0.00	7,600.00
Local Council Tax Support Grant				allowance for spare parts						
VAT	1182.65	517.14	274.68		1499.79		886.07		886.07	
Wayleaves	41.44	41.44	41.44	50.00	41.44	50.00	41.44	41.44	0.00	41.44
Bottle bank	420.00	481.80	402.60	250.00	423.60	250.00	216.00	250	-34.00	250
Grant	1963.15	1,897.87	2266.17	1500.00	1,907.09	1500.00	645.00	1500	-855.00	1000
reserves					200.00	200.00		648.56	-200.00	1114.56
interest/misc	841.00				185.92		76.43	100	30.9	100
Sub total	11,648.24	10,338.25	10,384.89	9,400.00	11,457.84	9,400.00	9,264.94	9,940.00	-172.03	10,106.00
Expenditure										
Admin	210.9	73.00	73.00	200	54.00	200	54.00	100	46.00	100
Misc	185.99	769.10	260.75	350	516.81	350	248.39	350	101.61	350
Audit fees	155	158.00	161.00	180	169	180	177	180	3	200
Clerk's Salary/HMRC payments	3,460.80	3,460.80	3,820.80	4,000.00	4,000.80	4,000.00	2,000.40	4100	2,099.60	4300
Clerk's expenses	242.66	208.00	109.58		316.7	0.00	104	100	-4	208
Greens	1271.26	390.00	3619.28	3020.00	2906.22	3020.00	2412.72	3200	787.28	2823
Insurance	304.30	304.30	374.02	350.00	399.15	350.00	392.69	400	7.31	400
Repairs & maintenance	98.00	78.46	1019.30	300.00	236.21	300.00	261.83	300	38.17	300
SALC Training	25.00	0.00	0.00	150.00	75	150.00	140	150	10	200
Subscriptions	185.72	214.44	189.91	250.00	151.89	250.00	272.12	160	-112.12	275
VAT	517.14	274.68	1,499.79		886.07		639.71			
Trees	0.00	165.00	2,303.00	0.00	650	0.00				
Grant GPOC	150	750.00	1,000.00	150	150	150		150	150	150
Website	299.76	299.76	299.76	300	969.76	300	149.88	600	450.12	650
defib	135	223.00	181.00	150	384.00	150	135.00	150	15.00	150
HCC	984.54									
Orchard	47.01									
Xmas tree	88.96									
Sub Total	8,362.04	7,368.54	14,911.19	9,400.00	11,865.61	9,400.00	6,987.74	9940	3,591.97	10106

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Attachment 11.6 Approved reserves policy

HAWSTEAD PARISH COUNCIL

RESERVES POLICY

Approved 21 November 2024

REVIEW DATE: Nov 2025

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 £7,600 being the level of the precept for the forthcoming year.

Tree Work Fund: £5000.

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

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