

**HAWSTEAD PARISH COUNCIL MEETING  
AT THE VILLAGE HALL  
ON 22<sup>nd</sup> July 2024 at 7.30pm.**

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

**Apologies:** SC Cllr Soons.

*The meeting started at 7.30pm.*

The filming statement was taken as read.

**1. TO RECEIVE APOLOGIES AND CONSIDER ANY APPLICATIONS FOR APPROVAL OF ABSENCE:** N/A.

**2. PUBLIC FORUM**

**2.1 Public participation.** The following points were raised; (i) The History Recorder introduced the tithe map - 1838; a digital copy of which has recently been purchased for the benefit of the village and will be made available on the Council website; a small scale hard copy is available; (ii) the view was expressed that the recent Councillors Award to CR in recognition of his many years voluntary work to keep Hawstead litter-free should have been acknowledged in a more public way. The award was announced at the annual meeting on 9 May but neither K Soons nor CR had been able to attend this meeting in person. It was **AGREED** to make an announcement via the Village Voice; (iii) a resident highlighted that spraying of weeds within 1m of any river was detrimental to public health and unlawful and was concerned to have observed evidence of such spraying on the Green near the river – who had done this? Reassurance was provided that this spraying was not work done/ authorised by the Council. No information was available as to who might have done this – refer to agenda item 7(ii) below.

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

**2.3 West Suffolk Council.** See item 3.2.

**2.4 Police;** no report.

Cllr PB announced that she would be tendering her resignation with immediate effect for personal reasons, after eight years of service; the Council thanked PB for her valuable contribution to the work of the Council and in particular with work to monitor the asset schedule, keep the footpaths clear, manage the banking and support many project groups over the years.

**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 12.6 as auditor of HCC and item 11.3 (payment of expenses); CC declared an interest in item 7; RA declared an interest in respect of item 7 as Chair to the Board of Trustees for the River Lark Catchment Partnership and in item 12.6 as Trustee of the village hall.

**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 9<sup>th</sup> MAY 2024.**

The minutes from the Parish Council meeting dated 9<sup>th</sup> May 2024 were **APPROVED** and signed as a true and accurate record of this meeting.

**5. MATTERS ARISING**

The location of a signed copy of the VH lease remains outstanding. It was **AGREED** to approach the relevant law firm.

**6. CHAIR'S REPORT** No separate report.

**7. CONSERVATION**

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**7.1 Greens:** The meeting heard that; (i) the FFRF plan had been received (copy circulated to councillors); CC is working with the appointed farm business advisers to get the relevant plans amended and finalised; (ii) the hay cut is due imminently; (iii) a ragwort check will be arranged; (iv) agents for sale of farmland with access over the Green have been alerted to the protected status of the village green.

**7.2 Footpaths:** The meeting heard that the local footpaths are all clear.

**7.3 River proposals including (i) response to correspondence received re works in river; (ii) report of spraying near watercourse.** The Chair reported that RCLP had submitted an application for grant funding to DEFRA to fund the cost of a river restoration plan; feedback received so far has been positive; other grant options may be available if this application is not successful; RCLP is determined to work with all stakeholders (landowners/ community/Council etc) to work together to secure long lasting restoration to this special and important watercourse.

**i) correspondence re works in the river:** a resident had raised an FOI about works in the river earlier in the year which the Council had responded to as obliged by law; the resident had raised further points about the conduct of the Council in this and other matters which he had requested were considered by the Council; all relevant correspondence having been circulated to the Councillors, the Chair proposed that a draft response prepared by the clerk was approved and issued. Full discussion followed; one councillor wanted to know more about some of the allegations made in the correspondence to the Council [clerk noted that all councillors had seen all relevant documents] and sought an apology from the writer; another councillor outlined in detail the context of the river works which were the subject of the original FOI, including the regular flooding at Bells Lane, the lack of engagement from SCC to address this problem and the decision of an individual councillor to accept an offer from a third party landowner to clear the blockage during a period of flooding without formal Council approval, in the interests of keeping the road passable for the benefit of residents, plus other points. He outlined how he considered the Council had in recent years always acted with integrity for the good of the village. The proposal to send the draft response was **REFUSED** (3 against; 2 in favour; 1 abstention). **(ii) report of spraying near watercourse.** The meeting heard that this work was not authorised/ executed by the Council; no information was available as to who had done this. It was **AGREED** that the Council should prepare some public notices highlighting that it is unlawful to spray land within 1 m of a watercourse.

**7.4 Tree work (including arrangements for site visit);** The Chair and tree warden **AGREED** to liaise about treatment of the fallen tree across the Brook, the removal of which forms part of the agreed spec of works which SB has been instructed to undertake when the nesting season is over.

**8. REPORTS** To receive reports including the following:-

**8.1 Communications;** the meeting heard that Gigabit is planning works in the area. Further information can be found at at [www.cityfibre.com/projectgigabit](http://www.cityfibre.com/projectgigabit). The view was expressed that the main hall was best for Council meetings.

**8.2 Highways and safety;** the meeting heard that; (i) one councillor had approached SCC to suggest an HGV weight restriction for Bells Lane to make driving conditions more manageable. The meeting noted that SCC is not able to take this suggestion forward;(ii) Anglian Water had surveyed Bells Lane following a complaint about verges/heavy traffic and accepted that this was being used in contravention of agreed construction traffic routing. Details about any remedial action are awaited.

**8.3 Volunteering;** the meeting heard that the volunteer group have undertaken a number of projects including refreshing the village gates, checking the generator, restoring dog fouling signs; thanks to DD for his support. It was **AGREED** that replacement speed signs (cost TBC) and barn paint (£43.19) could be purchased.

**8.4 Clerk.** Clerk report received and **NOTED**.

## **9. TO CONSIDER**

**9.1 Co-option re casual vacancy** An application for co-option was received from Jim Lomas Farley. Following consideration the co-option of JLF as councillor was proposed by CC, seconded by JB and unanimously **APPROVED**. JLF was welcomed to the Council – induction to follow.

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**9.2 Review and approve financial regulations based on new model template** Reviewed and **APPROVED.**

**9.3 Proposal to film meetings** it was **AGREED** that efforts to film meetings using a councillors equipment would be re-commenced.

**10. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS**

**10.1 Planning notifications (including discussion regarding scope of development authorised by planning permission DC/22/0695).** It was **AGREED** to request that WS Cllr K Soons investigate with WSC planning officers whether this permission has been implemented in accordance with the issued planning permission.

**10.2 DC/24/0941/ELEC Application under the overhead lines (Exemption) (England and Wales) Regulations 2009 - a. replace existing poles with 11 metre poles b. part replacement of overhead line with underground cable at Whepstead Road Hawstead Suffolk.** The Council **AGREED** it had **NO COMMENT.**

**10.3 DC/24/0922/ELEC Application under the overhead lines (Exemption) (England and Wales) Regulations 2009 - a. replace existing poles 210631, 210630, 210628, 210627, 210626, 210625 & 210654 with taller 11m poles; b. part of the existing overhead line between 210626 and 210625 will be replaced with underground cable c. height increase of the line will exceed to 10% tolerance afforded under the Exemption Regulations Planning Application at Whepstead Road Hawstead Suffolk.** The Council **AGREED** it had **NO COMMENT.**

**10.4 DC/24/0884/FUL Planning application - vehicular access and hardstanding (following removal of existing agricultural access and replaced with landscaping) at Land To East Of Lawshall Road South Of Hawstead Green.** Following discussion the Council noted that this proposal reflected the existing temporary access layout. It was **AGREED** to **SUPPORT** the proposal.

**11. FINANCE**

**11.1 To receive and approve the quarterly summary to 30 June 2024;** received and **APPROVED**

**11.2 To receive and approve the bi-monthly financial summary for May-June 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	Icam Archive Systems Limited	Online	215	43	258.00
2	CH – wage	online	973.80		973.80
3	HMRC – wage	online	26.40		26.40
4	CH 1&1 broadband –refund	online	14.97	2.99	17.96
5	SWT – renewal	online	38.00		38.00
6	CH underpayment (website fees authorised May 2024)	online	10.00		10.00
7	CH expenses	online	52.00		52.00
8	SALC audit – tbc	online			
9	CH refund of Suffolk Preservation Soc renewal	online	30.00		30.00
10	ICO fee	DD	35		35
11	A Parrett exps - tithe map	online	7.99		7.99
12	John West - barn paint	online	43.19		43.19

**11.4 To receive the internal audit report for 2023/24 and approve any recommendations;** The report was received and **NOTED;** it was **AGREED** to accept the recommendation to amend Standing Orders to incorporate all model wording.

Signature.....

**11.5 Proposal to place funds on deposit.** It was **AGREED** to place £10,000 on deposit with the Lloyds 32 day notice account.

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

12.1 Playground reports;

12.2 West Suffolk Local Plan (Regulation 24) 2024 - Examination in public – invitation to participate

12.3 SCC advice on HGV ban signage

12.4 Safety of Lithium Batteries and e-bikes and scooters – campaign materials. (Pass to Village Voice)

12.5 Anglian water correspondence re Bells Lane

12.6 Correspondence from HCC re works to village green. Information was received after the agenda for this meeting had been issued setting out a proposal to install drainage under the Green at HCC cost (overflow into river) to address the flooding in the play area which is causing a health and safety issue. It was **NOTED** that any work to the green raises a range of complex issues. Discussion followed about; (i) the extent of the flooding problem in the play area/volume of water; (ii) SCC consent required for discharge into river; one councillor commented that drainage into the aquifer below would be preferable; (iii) concern re impact on DEFRA grant/ obligations under the Countryside Stewardship agreement; (iv) temporary/long term damage to green; (v) statutory protection of green; (vi) need for consistency; (vii) any available alternative options including soakaway. Discussion followed about current drainage arrangements for the village hall roof. It was **AGREED** that; (a) the clerk should check the position with SALC; (b) the Chair should discuss the proposals with her river contacts; and (c) this proposal should be included on the September agenda for full consideration.

12.7 Project Gigabit info.

**13. DATE OF NEXT MEETINGS Thursday 12<sup>th</sup> September 2024;**

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

*The meeting closed at 9.30pm.*

Distribution

All Cllrs

Website

Noticeboard

Docs before the meeting

CC report

Clerk report

Bi Monthly summary

Financial summary to 30 June 2024

Audit Report 23/24

Signature.....

**HAWSTEAD PC**  
**SUMMARY RECEIPTS & PAYMENTS**  
**FOR THE YEAR ending 31.03.25 as at 30.06.24**

<b>RECEIPTS</b>	2024/25		<b>Variance</b>
	<b>Actual</b>	<b>Budgeted</b>	
	£		
Precept	7,400.00	7,400.00	0.00
Wayleave	41.44	41.44	0.00
Bottle Bank	0.00	250.00	-250.00
Grant reserves	0.00	1,500.00	-1,500.00
Interest	0.00	648.56	-648.56
VAT	886.07	100.00	-100.00
	<u>8,327.51</u>	<u>9,940.00</u>	<u>-1,612.49</u>

<b>PAYMENTS</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Misc	15.40	350.00	334.60
Admin	19.00	100.00	81.00
Audit fees	0.00	180.00	180.00
Clerk's salary(inc tax)	0.00	4,100.00	4,100.00
Clerk exps	0.00	100.00	
Greens	0.00	3,200.00	3,200.00
Insurance	0.00	400.00	400.00
Repairs/maintenance	207.64	300.00	92.36
Training	0.00	150.00	150.00
Subscriptions	204.12	160.00	-44.12
VAT	8.78		-8.78
Grants	0.00	150.00	150.00
Trees	0.00	0.00	0.00
defib	0.00	150.00	150.00
website	74.94	600.00	525.06
	<u>529.88</u>	<u>9,940.00</u>	<u>9,410.12</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	£8,327.51	Receipts	£31.00
Payments	-£529.88	Payments	£0.00
inter a/c tfr	£13,216.92		<u>-£13,216.92</u>
	<u>£24,313.65</u>		<u>£0.00</u>
<b>TOTAL</b>	<b><u>£24,313.65</u></b>		

Bank Reconciliation balances as at

Lloyds Balance as at 30.06.24	£24,313.65
<b>less unpresented cheques as at 30.06.24</b>	<b>£0.00</b>
	<u>£24,313.65</u>
Lloyds deposit as at 30.06.24	£0.00

**TOTAL Bank Reconciliation** **£24,313.65**

Signature.....