

**HAWSTEAD PARISH COUNCIL MEETING  
AT THE VILLAGE HALL  
ON 9<sup>th</sup> January 2025 at 7.30pm.**

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

*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) a suggestion that the Council should investigate the production of a Hawstead village walks brochure to incorporate some of the walks in the area currently shown on the Hawstead community website <http://www.hawstead-parish-council.co.uk/leisure-time/walking-running/>  
Funding/support for this type of initiative can be found at <https://www.discoversuffolk.org.uk/>
- (ii) the current Suffolk police consultation which is available for any resident to engage with <https://www.smartsurvey.co.uk/s/SuffolkDraftPoliceCrimePlan/>

**2.2 County Council.** In the absence of SC Cllr K Soons, no report received.

**2.3 West Suffolk Council.** In the absence of SC Cllr K Soons, no report received.

**2.4 Police** The current Suffolk Constabulary report can be found at <https://www.suffolk.police.uk/SysSiteAssets/media/downloads/suffolk/constables-county-december-2024.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 9.3 as honorary auditor of HCC; RA declared an interest in items 8.3 and 9.3 as HCC Trustee/ chair of the RLCP; HB declared an interest in item 9.1 as relative of the applicant for co-option.

**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 5<sup>th</sup> DECEMBER 2024.**

The minutes from the Parish Council meeting dated 5<sup>th</sup> December 2024 were **APPROVED** and signed as a true and accurate record of this meeting.

**5. MATTERS ARISING**

The meeting heard that the new grit shovels have been ordered, but are yet to be delivered.

**6. CHAIR REPORT**

No separate report.

**7. REPORTS**

**To receive reports including the following:-**

**7.1 Communications;** the meeting heard that; (i) a reminder about the forthcoming defibrillator session (item 9.2) would be circulated around the village email group/WhatsApp; and (ii) regular filming of meetings would get underway soon.

**7.2 Highways and safety;** the meeting heard that there had been dangerous conditions at Larkfield Corner resulting from field water coming onto the road and freezing; this had been reported to SCC, but they have investigated and concluded that their intervention criteria have not been met; it was **AGREED** to continue to monitor conditions, report incidents to SCC and keep photographic evidence of accident damage.

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**7.3 Volunteering** The meeting heard that the generator has been serviced again by BM, for which thanks; JW continues to liaise with local contacts about this annual task; a contact at Barton Mills is a possibility if the generator can be taken there. Volunteers have removed the Xmas tree, for which thanks – especially to NG; it is hoped to trim back the overgrowth around the bottle bank shortly.

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

## **8. CONSERVATION**

**8.1 Greens;** the meeting heard that; (i) progress has been made updating the maps so that the Council can take advantage of emerging new stewardship options; further investigation is ongoing to understand how best to switch away from the current agreement which ends after 2025; and (ii) a working party will be arranged to tackle the Millennium Field hedge.

**8.2 Footpaths (inc footpath rep);** a report was received from the footpath rep, for which thanks; concern was expressed that debris left following the tree works by the Brook would impact on the emerging snowdrop display in this area.

**8.3 River proposals –update on grant funding.** The Chair confirmed that no grants had been awarded yet to the RCLP. A view was expressed that it was now over 10 months since the broken culvert pipe near the Brook had been reported and no action had been taken by anyone to remediate the position. The Chair (in capacity as chair of RLCP) reassured the meeting that significant work was being undertaken to secure grant funding and gather data about the river which will be used to inform how to use any grant funding as and when received.

It was noted that work on the Anglian Water strategic pipeline appears to have slowed down (funding?); RCLP has queried the impact of the pipeline on the local aquifer.

**8.4 Tree work** The meeting heard that; (i) the tree warden and councillors had inspected the fallen trees at Bull Lane reported by residents and liaised with relevant landowners regarding removal of these; (ii) SB has completed the majority of the tree work as per the spec agreed last year, but was unable to remove the fallen tree from the Brook whilst the water is so high. A councillor expressed concern about the brush/logs left unstacked, a tree which had been pruned back rather than felled and the timing for removal of the fallen tree in the Brook, given the approach of the nesting season. It was **AGREED** that the invoice for this work should be part paid but that the clerk (in liaison with the tree warden) should invite SB back to finish any outstanding work.

## **9. TO CONSIDER**

*HB left the meeting.*

**9.1 Co-option re casual vacancy** The Council considered an application for co-option from AB and unanimously **AGREED to APPROVE** his appointment as Councillor. Thanks to AB.

*HB rejoined the meeting*

**9.2 To confirm arrangements for defibrillator awareness session** The meeting heard that a defibrillator awareness session will take place at the village hall at 11am on Saturday 18<sup>th</sup> January 2025 and lead by Community Heartbeat Trust. It was **AGREED** to undertake further publicity including a leaflet drop and email/whatsapp group reminders to ensure sufficient numbers will attend.

**9.3 Correspondence from HCC** Correspondence had been received from HCC linked to their plans to refurbish the play area, seeking clarification about recovery of VAT and information from records as to whether the Council was responsible for maintenance of the play area equipment. It was noted that there were no detailed costings/ proposals for any replacement play equipment at this stage. Following discussion it was **AGREED** that; (i) the clerk would write to HCC to confirm that (a) VAT is only recoverable on purchases the Council has itself made; and (b) papers reviewed do not reveal any commitment on the part of the Council to the long term maintenance of the existing play area; and (ii) the Council would commit to an open dialogue with HCC about the play area and attend relevant HCC meetings where possible, given it is an asset enjoyed by both residents and village hall customers.

**9.4 WSC proposal re three year contract for grass cutting** WSC have confirmed that they will agree to a three year contract subject to an annual increase linked to the Consumer price inflation rates produced by the Office for National Statistics [Consumer price inflation, UK - Office for](#)

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[National Statistics](#). It was **AGREED** that this was acceptable in principle and the clerk should approach WSC to see whether they could offer this from summer 2025.

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

**10.1 Planning notifications;** the following notifications were received and **NOTED**

DC/24/1723/AG1 Lawshall Road Hawstead Suffolk Determination in respect of permitted agricultural development - crop store/grain store building; refused Fri 20 Dec 2024

**10.2 DC/24/1780/HH Householder planning application - a. replacement fenestration, removal of dormer on south east elevations and removal of covered walkway/porch of the dwelling b. partial conversion of store to home office with mono-pitch Roof c. alterations of fenestration of Bothy outbuilding d. outbuilding for plant storage and changing room e. demolition and relocation of garden store with mono-pitch roof at Hawstead Lodge**

**Horsecroft Road Hawstead Bury St Edmunds Suffolk IP29 5NU** It was noted that this is a retrospective application and that the works have already been undertaken; one councillor suggested that a condition was attached to the bothy to limit its use ancillary to the residential use of the main house. The Council unanimously **AGREED TO SUPPORT**.

**10.3 DC/24/1781/LB Application for listed building consent - a. replacement fenestration, removal of dormer on south east elevations and removal of covered walkway/porch of the dwelling b. partial conversion of store to home office with mono-pitch Roof c. alterations of fenestration of Bothy outbuilding d. outbuilding for plant storage and changing room e. demolition and relocation of garden store with mono-pitch roof at Hawstead Lodge Horsecroft Road Hawstead Bury St Edmunds Suffolk IP29 5NU.** The view was expressed that the advice of the listed building officer should be followed. The Council unanimously **AGREED TO SUPPORT**.

The meeting agreed to ask WSC for an update on the Woodlands enforcement case.

**11. FINANCE**

**11.1 To receive and approve quarterly financial summary to 31 December 2024** The financial report to 31<sup>st</sup> December 2024 (attached) was received and **APPROVED**.

**11.2 To receive and approve the bi-monthly financial summary for November-December 2024;** the bi-monthly report was received and **APPROVED**.

**11.3 To approve payments to be made;** the following payments were **APPROVED**.

	Detail	Net	VAT	Gross
1	CH – website refund	14.97	2.99	17.96
2	SB (retention for tree in brook £80 plus VAT)	2,070.00	414.00	2484.00
3	BM - Emergency generator service sundries	11.99		11.99
4	CH - expenses	52.00		52.00
5	SALC	19.00	3.80	22.80
6	CH – refund grit bin scoops	76.68		76.68

**12. CORRESPONDENCE** The following correspondence was received;-

12.1 Playground reports;

12.2 WSC confirmation of tax base calculations

**13. DATE OF NEXT MEETINGS** Thursday 13th March 2025.

*The meeting closed at 9.10pm.*

Distribution  
 All Cllrs/Website/Noticeboard

Signature.....

Attachment 11.1 Quarterly financial summary to 31<sup>st</sup> December 2024

**HAWSTEAD PC**  
**SUMMARY RECEIPTS & PAYMENTS**  
**FOR THE YEAR ending 31.03.25 as at 31.12.24**

<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	1,713.49	1,500.00	213.49
reserves		648.56	-648.56
Interest	138.40	100.00	38.40
VAT	886.07		886.07
Misc	215.00		
	<u>10,610.40</u>	<u>9,940.00</u>	<u>455.40</u>

<u>PAYMENTS</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc	504.43	350.00	-154.43
Admin	54.00	100.00	46.00
Audit fees	177.00	180.00	3.00
Clerk's salary(inc tax)	3,112.20	4,100.00	987.80
Clerk exps	104.00	100.00	
Greens	2412.72	3,200.00	787.28
Insurance	392.69	400.00	7.31
Repairs/maintenance	474.24	300.00	-174.24
Training	140.00	150.00	10.00
Subscriptions	272.12	160.00	-112.12
VAT	707.50		-707.50
Grants	150.00	150.00	0.00
Trees	0.00	0.00	0.00
defib	193.00	150.00	-43.00
website	324.82	600.00	275.18
	<u>9,018.72</u>	<u>9,940.00</u>	<u>921.28</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	£10,472.00	Receipts	£138.40
Payments	-£9,018.72	Payments	-£13,216.92
inter a/c tfr(13216.92-10,000)	£3,216.92		£10,000.00
	<u>£7,969.30</u>		<u>£10,107.40</u>
<b>TOTAL</b>	<b><u>£18,076.70</u></b>		

Bank Reconciliation balances as at

Lloyds Balance as at 31.12.24	£7,969.30
<b>less unpresented cheques as at 31.12.24</b>	<b>£0.00</b>
	<u>£7,969.30</u>
Lloyds deposit as at 31.12.24	£10,107.40

**TOTAL Bank Reconciliation** **£18,076.70**

Signature.....