

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
on THURSDAY 13th NOVEMBER 2025 at 7.30pm.**

Present: P Cllrs A Brewis (Vice Chair), J Lomas-Farley, J Bulbrook, R Alexander & C Carr; C Hibbert – clerk. Tree warden.

Apologies: P Cllr H Brewis and J West; SC Cllr Soons.

The meeting started at 7.30pm.

1. TO RECEIVE APOLOGIES AND CONSIDER ANY APPLICATIONS FOR APPROVAL OF ABSENCE: NOTED and ACCEPTED.

2. PUBLIC FORUM

2.1 Public participation. The tree warden noted his intention to stand down from this role; he recommended that a parish councillor take on this post and anticipated that there was likely to be an increasing amount of tree work required in the future; he would be pleased to assist in any handover. Thanks were expressed to JC for all the support he has given the Council as tree warden over many years. AB expressed an interest in the role – formal appointment to be confirmed at the next meeting.

7.4 Tree Work taken (out of turn) The tree warden and Councillors having met before the meeting on site to review the section of felled tree now lying in the brook, and a quote for its removal from the brook using a 14 tonne tracked excavator (£750 plus VAT) having been received, the meeting discussed next steps noting; (i) a preference to remove the large section of trunk from the water at a safe time; (ii) the risk of large machinery causing erosion to the bank; (iii) safety issues especially during wet weather; (iv) the possibility of reducing the size of the log prior to removal. It was generally **AGREED** to ask SB if he would be able to reduce size of trunk in the short term and to keep the full removal of the log using the excavator under review. [POST MEETING NOTE; SB has confirmed that extraction of the section of trunk should only be attempted in summer to avoid damage to the bank; SB was not willing to attempt taking any section of wood out of the trunk whilst it is lying in the river].

2.2 County Council In her absence a copy of SC Cllr KS report was received and **NOTED**; a copy will be uploaded onto the website.

2.3 West Suffolk Council. See item 2.2 above. The Council expressed dissatisfaction with the lack of response from WSC planning enforcement to the Woodlands matter, given that the WSC tree officer had encouraged the Parish Council not to object to the original planning application on grounds that a landscaping condition would be attached to the permission to safeguard the retained trees. It was **AGREED** that the clerk should lodge a formal complaint to WSC.

2.4 Police The current Suffolk Constabulary report can be found at.

<https://www.suffolk.police.uk/SysSiteAssets/media/downloads/suffolk/constables-county-september-2025---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. None received.

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 11th SEPTEMBER 2025.

The minutes from the Parish Council meeting dated 11th September 2025 were **APPROVED** and signed as a true and accurate record of this meeting.

5. MATTERS ARISING

The meeting heard that; (i) the Clerk is yet to install links to You Tube Channel on website; (ii) The fallen footpath sign near Market Path has been reported; (iii) a quote for cutting the weeping willow back on green has been requested; (iv) new insurance (Zurich) cover is in place; (v) clerk's

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training for assertion 10 is required; (vi) The RPA have notified the Council that there has been an over claim in respect of the Countryside Stewardship agreement consequent upon amendments to the mapping undertaken last summer in preparation for the new scheme; (vii) a £150 cheque was issued to the village McMillan Cancer coffee morning.

6. REPORTS

To receive reports including the following:-

6.1 Communications; the meeting heard that AB was investigating how the City Fibre Road closures in the village are being managed.

6.2 Highways and safety; the meeting heard that; (i) now that there is less light, the number of Speedwatch sessions have reduced to 1xpcm; (ii) the defibrillators are all in good order and JML is logging updates with both Webnos/ The Circuit.

6.3 Volunteering: no update available.

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

7. CONSERVATION

7.1 Greens; the meeting heard that the mole control season is about to get underway (Year 3 of 3 year contract).

7.2 Footpaths (inc footpath rep); a report was received from the footpaths rep, for which thanks. The view was expressed that SCC footpath resources are being deployed in the Sizewell area leaving less capacity to deal with issues elsewhere in the County (including the closed footbridge in the village).

7.3 River proposals – update on grant funding. The meeting heard that; (i) Aquamaintain has been commissioned to develop a plan which will be presented to the public for consultation; (ii) RA has attended a Water Resources East meeting involving a large range of stakeholders invested in the River Lark and its headwaters. General discussion followed about the pressure on water resources in the area, given the increasing number of new homes in the Region. RA confirmed that the presence of a tyre in the Lark near the monitoring point would not skew the results.

7.4 Tree work (continued); a quote for cutting the weeping willow near the village hall back is still awaited. Discussion followed about damage to the verges caused by farm machinery/ careless drivers. It was **NOTED** that SCC as highway authority is responsible for maintenance of verges, but that unless there is evidence as to causation of any specific damage, it can be difficult for them to take action against the individuals who have caused any damage to highway verge.

8. TO CONSIDER

8.1 Purchase of SID – update The Council heard that some preparatory work has been done to risk assess the proposed location for the new SID machine; the next step is to write to householders to alert them to the proposal and allow them to comment. It was **AGREED** to alert the village via the Whatsapp group chat to this process.

8.2 Proposals for memorial bench; The Council **AGREED** to the proposed memorial bench; it was **FURTHER AGREED** to raise the cost of necessary fixings with the donor.

8.3 Proposal for new signage for the Green; it was **AGREED** to purchase 3 x signs @ £35.40 each (no posts) as per wording previously circulated - to be placed at each corner of the Green.

8.4 Road closure signage; the meeting discussed the range of signage left around the village for long periods following any road closures; it was **AGREED** to raise this with SCC and ask for improved signage giving more detail as to location of the closure and date of works. Separately, it was **AGREED** to keep a log of the road works going on in the village from time to time.

8.5 Consider further tree work quotes; it was **NOTED** that quotes for further works around the village are awaited.

8.6 Water leaks in villages. The meeting discussed the not infrequent issue of flooding from water mains around the village. It was **AGREED** to write to Anglian Water to log this issue and request that consideration be given to replacing the dated section of water main between Bury St Edmunds and Hawstead which is subject to frequent leaks.

8.7 Xmas tree It was **AGREED** that the Council would purchase an Xmas tree up to the value of £150 for display at the village hall.

8.8 Honoraria It was **AGREED** that the Council would make an honorarium payment to the village website administrator of £50 in recognition of her efforts to maintain the village website.

9. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

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9.1 Planning notifications; none received; various applications remain pending.

10. FINANCE

10.1 To receive and approve the financial summary to 30 September 2025; the financial summary to 30 September 2025 (copy attached) was received and **UNANIMOUSLY APPROVED.**

10.2 To receive and approve the bi-monthly financial summary for September-October 2025; the bi-monthly report was received and **UNANIMOUSLY APPROVED.**

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

	Payee	Detail	Net	VAT	Gross
1	CHT	online	135	27	162
2	Stuart Bradnam	online	80	16	96
3	Zurich PAID	online	303		303
4	SALC	online	19	3.80	22.80
5	WSC	online	2473.04	494.60	2967.64
6	CH (Ionos)	online	66.00	13.20	79.20
7	Macmillan Cancer PAID	Chq	150.00		150.00

10.4. To agree budget and precept proposal for 2026-2027. The budget proposal for 2026-2027 (copy attached) was discussed and **APPROVED.** The precept request for 2026-2027 of £7,600 was **AGREED.** It was **NOTED** that this request (same level as previous year) would give rise to a 0.9% decrease in Council tax for a band D property.

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

11.1 Playground reports;

11.2 WSC correspondence re enforcement at Woodlands

11.3 Correspondence from received from resident business re planning matter

11.4 SCC response re footbridge

11.5 Police email

11.5 Consultation on Proposed Changes to the West Suffolk Local Council Tax Reduction Scheme 2026 to 2027

12. DATE OF NEXT MEETING Thursday 8th January 2026 at 7.30pm.

The meeting closed at 8.50pm.

Distribution

All Cllrs/Website/Noticeboard

Documents before meeting

Clerk report

Bimonthly summary

Draft Budget 2026/27

Financial summary to 30 September 2025

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Attachment 10.1

HAWSTEAD PC
SUMMARY RECEIPTS & PAYMENTS
FOR THE YEAR ending 31.03.26 as at 30.09.25

<u>RECEIPTS</u>	<u>2025/26</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budgeted</u>	
	£		
Precept	7,600.00	7,600.00	0.00
Wayleave	41.44	41.44	0.00
Bottle Bank	204.00	250.00	-46.00
Grant reserves	309.60	1,000.00	-690.40
Interest	106.24	1,114.56	-1,114.56
VAT	1,130.28	100.00	6.24
Misc	0.00		1,130.28
	<u>9,391.56</u>	<u>10,106.00</u>	<u>-714.44</u>

<u>PAYMENTS</u>	<u>2025/26</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budgeted</u>	
Misc	6.00	350.00	344.00
Admin	91.92	100.00	8.08
Audit fees	183.00	200.00	17.00
Clerk's salary(inc tax)	2,416.76	4,300.00	1,883.24
Clerk exps	107.60	208.00	
Greens	412.00	2,823.00	2,411.00
Insurance	303.00	400.00	97.00
Repairs/maintenance	139.73	300.00	160.27
Training	234.00	200.00	-34.00
Subscriptions	273.16	275.00	1.84
VAT	200.77		-200.77
Grants	0.00	150.00	150.00
Trees	0.00	0.00	0.00
defib	0.00	150.00	150.00
website	285.91	650.00	364.09
	<u>4,653.85</u>	<u>10,106.00</u>	<u>5,452.15</u>

Reconciliation of R. & P. Book

Balance b/f 01.04.25	£4,281.12	Deposit a/c c/f 1.4.25	£10,163.66
Receipts	£9,285.32	Receipts	£106.24
Payments	-£4,653.85	Payments	

	<u>£8,912.59</u>		<u>£10,269.90</u>
TOTAL	<u>£19,182.49</u>		

Bank Reconciliation balances as at

Lloyds Balance as at 30.09.25	£8,912.59
less unrepresented cheques as at 30.09.25	
	£0.00
	<u>£8,912.59</u>
Lloyds deposit as at 30.09.25	10,269.90

TOTAL Bank Reconciliation	<u>£19,182.49</u>
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Attachment 10.4 Budget approved 13 November 2025

		Year end 2021/22	Year End 2022/23	Year End 2023/24	Year End 2024/25	Budget 24/25	YTD 25/26 six months	Budget 2025/26	variance 25/26	2026/27 Draft Budget
Income										
Electoral roll										
Precept		7,400.00	7,400.00	7,400.00	7,400.00	7,400.00	7,600.00	7,600.00	0.00	7,600.00
Local Council Tax Support Grant				allowance for spare parts						
VAT		517.14	274.68	1499.79	886.07		1130.28		886.07	
Wayleaves		41.44	41.44	41.44	41.44	41.44	41.44	41.44	0.00	41.44
Bottle bank		481.80	402.60	423.60	441.00	250	204.00	250	-46.00	400
Grant		1,897.87	2266.17	1,907.09	1713.49	1500	309.60	1000	-690.40	800
reserves						648.56		1114.56	-200.00	1092.56
interest/misc				185.92	409.66	100	106.24	100	30.9	100
Sub total		10,338.25	10,384.89	11,457.84	10,891.66	9,940.00	9,391.56	10,106.00	-19.43	10,034.00
Expenditure										
Admin		73.00	73.00	54.00	73	100	91.92	100	8.08	150
Misc		769.10	260.75	516.81	498.68	350	6	350	344	250
Audit fees		158.00	161.00	169	177	180	183	200	17	189
Clerk's Salary/HMRC payments		3,460.80	3,820.80	4,000.80	4,216.75	4100	2,416.76	4300	1,883.24	4350
Clerk's expenses		208.00	109.58	316.7	222.99	100	107.6	208	100.4	208
Greens		390.00	3619.28	2906.22	2412.72	3200	412	2823	2411	3002
Insurance		304.30	374.02	399.15	392.69	400	303	400	97	350
Repairs & maintenance		78.46	1019.30	236.21	562.91	300	139.73	300	160.27	300
SALC Training		0.00	0.00	75	140.00	150	234	200	-34	200
Subscriptions		214.44	189.91	151.89	272.12	160	273.16	275	1.84	285
VAT		274.68	1,499.79	886.07	1,130.28		200.77			
Trees		165.00	2,303.00	650	2,070.00					
Grant GPOC		750.00	1,000.00	150	150	150		150	150	150
Website		299.76	299.76	969.76	419.76	600	285.91	650	364.09	450
defib		223.00	181.00	384.00	193	150		150	150.00	150
HCC										
Sub Total		7,368.54	14,911.19	11,865.61	12,931.90	9940	4,653.85	10106	5,652.92	10034

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