

**HAWSTEAD PARISH COUNCIL MEETING  
AT THE VILLAGE HALL  
on THURSDAY 15<sup>th</sup> MAY 2025 at 8.00pm.**

**Present:** P Cllrs R Alexander (Outgoing Chair), J Lomas-Farley, J Bulbrook, H Brewis (incoming Chair), A Brewis, C, Carr & J West. C Hibbert (Clerk).  
SC Cllr K Soons. 8 members of the public.

**Apologies:** N/A.

*The meeting started at 8.10pm.*

**1. TO ELECT CHAIR AND VICE CHAIR**

**1.1 Election of Chair** Nominations having been received for RA (by CC) and HB (by JB), (*HB and RA left the meeting*); the Council **RESOLVED BY MAJORITY** (4:1) to appoint HB as Chair. HB addressed the meeting and thanked RA for her service to the Council as Chair; he outlined his aspiration as Chair to work for the community, encourage debate and listen to others.

**1.2 Election of Vice Chair** CC nominated AB as Vice Chair. *AB left the room.* The meeting **RESOLVED UNANIMOUSLY** to appoint AB as Vice Chair.

**1.3 Completion of declaration of acceptance:** the declarations of acceptance were signed and **RECEIVED**.

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

**3. PUBLIC FORUM**

**3.1 Public participation.** A resident queried who would be in charge of village communications in light of HB's new role. (See item 9.11 below).

**3.2 County Council** KS delivered her report, a copy of which is uploaded onto the website. Discussion followed about; (i) local authority devolution and proposals for a Mayor for Suffolk and Norfolk and the aspiration for a more joined up approach to local services. KS urged those present to participate in the relevant consultation; (ii) SCC's evolving approach to highway repairs. KS urged those present to continue reporting defects via the SCC online highway reporting tool and to copy her in; (iii) funding currently available for EV charging points and the successful project in this regard at Tuddenham. KS reported that; (a) John Clements (SCC) is point of contact for any restoration works to Bells Lane; and (b) she had chased the WSC planning enforcement team for an update on the apparent failure to implement the approved landscaping scheme at Woodlands (DC/22/0695/FUL). It was **AGREED** that the clerk should remind KS to follow up. Thanks were expressed to KS for her ongoing support to the Council.

**3.3 West Suffolk Council.** See item 3.2 above.

**3.4 Police** The current Suffolk Constabulary report can be found at <https://www.suffolk.police.uk/SysSiteAssets/media/downloads/suffolk/ceo-constables-county-march.pdf>

**4. DECLARATION OF INTERESTS**

**4.1 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.

**5. MINUTES FROM THE PARISH COUNCIL MEETING DATED 8<sup>th</sup> MAY 2025.**

The minutes from the Parish Council meeting dated 8<sup>th</sup> May 2025 were **APPROVED** and signed as a true and accurate record of this meeting.

**6. MATTERS ARISING**

The meeting heard that; (i) a Quintas River Linnet solar proposal consultation event took place April 2025 attended by a number of councillors; (ii) The Countryside Stewardship claim was submitted in May 2025; (iii) a resident's proposal to create a Hawstead footpaths leaflet has not

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yet been formally considered/progressed; (iv) SCC has declined to action repairs to the broken culvert reported after the last meeting as it did not meet intervention criteria.

## 7. REPORTS

### To receive reports including the following:-

**7.1 A134 Working Report** The report of the A134 working party (a copy of which will be uploaded onto the website) was received and **NOTED**. Positive outcomes following a period of lobbying were highlighted including; (i) the opening of Low Green ahead of schedule; and (ii) the withdrawal by Hopkins Homes of their proposal to vary the Abbots Vale planning permission as regards timing of provision of the relief road. Hopkins Homes have declined to commit to funding any restoration of Bells Lane which has been damaged as a result of displaced traffic associated with the development; the working party is exploring other ways in which Hopkins Homes maybe encouraged to support this community (for example, the new playground/ the inadequate parking facilities at Whepstead Road). The A134 works are nearly at an end. Concern was expressed about the ongoing increased level of traffic in the village and speeding issues.

**7.2 Communications;** the meeting heard that the various communication systems were working well. See item 9.11 below regarding proposals for a new communication lead councillor. The meeting heard that work is in hand to establish a Hawstead PC You tube channel as a repository for meeting recordings.

**7.3 Highways and safety;** the meeting heard that; (i) efforts are underway to re-establish the Speedwatch scheme; 8 volunteers have come forward, for which thanks; the police have to sign off on formalities (training, risk assessment, DBS checks) before the scheme can launch;; and (ii) there had been a car accident at the Pound recently highlighting the need for speed control measures in the village. It was **AGREED** to include an agenda item at the next meeting to consider the purchase of a radar speeding sign for Hawstead and associated signage for the white gates. It was **NOTED** that the Council speedwatch gun is c/o JFL.

**7.4 Volunteering:** the meeting heard that the volunteers plan to refresh village sign shortly; there is work to be done around Hawstead Brook.

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

## 8. CONSERVATION

**8.1 Greens;** the meeting heard that confirmation is still awaited for the date at which an application under the new SFI scheme may be made by parties to existing countryside stewardship agreements, such as the Council.

**8.2 Footpaths (inc footpath rep);** a report was received from the footpath rep, for which thanks; there are no particular issues at present.

**8.3 River proposals – update on grant funding.** The meeting heard that that a formal outcome on the River Lark grant applications submitted by the RLCP is still awaited; the meeting heard that a lot of time and care has been taken to make sure any resulting programme of works will provide a holistic and sustainable approach. Water quality/ sediment equipment is already gathering data in a number of locations to inform this work; issues around sewage outfalls, water infrastructure, drought and the need for a multi-agency response were highlighted. RA suggested that the fact that the headwaters for the Lark join in the parish of Hawstead is something to celebrate and nurture.

**8.4 Tree work:** the fallen tree is yet to be taken out of the brook - when conditions permit.

## 9. TO CONSIDER

**9.1 Standing Orders and Financial Regulation Orders and Code of Conduct (review and re-adoption):** the meeting reviewed draft documents based on the model templates issued by NALC (in particular the Standing Order template updated 2025 and the financial regulation orders template updated 2024). In 2014 the Council adopted a filming protocol which is included again in the Standing Orders for approval at this meeting. It was **UNANIMOUSLY AGREED** to adopt the Standing Orders, Financial Regulation Orders as per the drafts previously circulated and re-adopt the Code of Conduct.

**9.2 review of asset register:** the asset register (last reviewed in March 2025) in the form attached was **UNANIMOUSLY APPROVED**.

**9.3 Review of arrangements with other businesses (ICO/1&1/ SALC/Suffolk Cloud);**  
The arrangements with the following external organisations were **UNANIMOUSLY APPROVED**

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(i) ICO subscription (£35pa); (ii) SALC payroll provider (£38 +VAT pa); (iii) 1&1 (now Ionos) village website and email platform (circa £300+VAT pa). It is still hoped to phase out use of the old email platform during the course of the year which will reduce cost going forward. The old website is maintained by volunteers as a community resource; (iv) Suffolk.cloud - new PC website and email platform (cost £280pa); and (v) Lloyds bank charges (£4.25pcm).

**9.4 Review of appointments to outside bodies (none at present);**

**9.5 Confirmation of insurance cover for all insurable risks;** The meeting **NOTED** that the Council benefits from insurance cover (via Clear Council) which provides property cover of up to £22,000 for contents, street furniture and gates and fences; The existing cover is adequate for the current range of assets; there is £50,000 Fidelity cover which is adequate to cover the funds held by the Council in its bank account.

**9.6 Review of Councils subscriptions to other bodies (SALC)** Subscriptions to the following organisations were **UNANIMOUSLY APPROVED**; (i) SALC (Cost £160.16); (ii) The Open Space Society (£45pa); (iii) Suffolk Preservation Society (£30pa); and (iv) Suffolk Wildlife Trust (£38pa).

**9.7 Review and re-confirm current range of policies;** The current policies include grievance, reserves, complaints, subject access request, data protection, personal data breach, FOI, Equal opportunities, Whatsapp use; these can be found on the website <http://hawstead-pc.gov.uk/policies-and-procedures/> and are mainly next due for review in May 2027; the reserves policy requires updating in order to ensure general reserves are below the precept level from time to time; it is due for next review Nov 25. The range of policies was **NOTED and RE-CONFIRMED**.

**9.8 Review of expenditure under s137 Local Authority Act 1972/General Power of Competence;** 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 resolution); Once the general power of competence has been re-declared it should then use s1 Localism Act 2011 rather than s137 LGA 1972 to support any grants in relation to which it has no alternative specific powers.

**9.9 Meeting dates for 2025/26.** The following dates were **AGREED** (i) 15<sup>th</sup> May 2025; (ii) 10<sup>th</sup> July 2025; (iii) 11<sup>th</sup> September 2025; (iv) 13<sup>th</sup> November 2025; (v) 8<sup>th</sup> January 2026; (vi) 12<sup>th</sup> March 2026.

**9.10 Bank mandate** The Council **AGREED** to continue to use online banking with Lloyds; it was **NOTED** that JB, HB and RA and the clerk are on the bank mandate.

**9.10 Local Nature Recovery Strategy consultation:** the meeting **NOTED** the ongoing SCC Local Nature Recovery Strategy consultation (closes 11 June 2025) and urged those present to respond. [Local Nature Recovery Strategy \(LNRS\) - Suffolk County Council](#)

**9.11 (Re) appointment of representatives:** the following appointments were **UNANIMOUSLY APPROVED** (i) tree warden; JC; (ii) greens warden; CC; (iii) footpaths; JW; (iv) communications lead councillor; AB; (v) volunteering lead councillor; JW; (vi) Speedwatch and defib monitoring; JFL; (v) Asset monitoring/internal finance checks; JB; (vi) River warden; RA; (vii) planning lead councillor; CC. Thanks to all who have volunteered their time in this way.

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

**10.1 Planning notifications;** the following notification was received;- Planning application DC/24/1575/HH - one dwelling, Land adjacent Cullum House, Church Road, Hawstead. An appeal decision has been received for the above application which has been **DISMISSED**. The application was originally refused under delegated powers.

Householder planning application - a. alterations of existing barn to form annexe b. render to front and side elevation c. cladding to side elevation - Hawstead Hall Nowton Road Hawstead Suffolk IP29 5NH | Status: Application Granted.

**11. FINANCE**

**11.1 To receive the financial summary for the year ending 31 March 2025:** the financial summary for the year ending 31 March 2025 (copy attached) was reviewed and **UNANIMOUSLY APPROVED**.

**11.2 To receive and approve the bi-monthly financial summary for March-April 2025;** the bi-monthly report was received and **UNANIMOUSLY APPROVED**.

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

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	Payee	Detail	Net	VAT	Gross
1	CH	website refund	14.97	2.99	17.96
2	SALC	Internal audit	183.00	36.60	219.60
3	SALC	membership	160.16		160.16
4	SALC	payroll	19.00	3.80	22.80
5	CH	Website refund	59.97	11.99	71.96
6	Command Pest Control	Mole control	412.00	82.40	494.40
7	CH	expenses	3.60		3.60
8	CH	Refund SPS sub card payment	30.00		30.00

**11.4 To approve AGAR exemption certificate;** the draft AGAR exemption statement was reviewed and **UNANIMOUSLY APPROVED.**

**11.5 To approve AGAR 24/35 governance statement;** the draft governance statement was reviewed and **UNANIMOUSLY APPROVED.**

**11.6 To approve AGAR return 24/25:** the draft AGAR return 24/25 was reviewed and **UNANIMOUSLY APPROVED.**

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

12.1 Playground reports (WSC regular report re swings; low risk findings only – as previously);

12.2 Info from SALC re devolution;

12.3 Various A134 works correspondence.

**13. DATE OF NEXT MEETING Thursday 10<sup>th</sup> July 2025 at 7.30pm.** .

*The meeting closed at 9.15pm.*

Distribution

All Cllrs/Website/Noticeboard

Documents before meeting

Clerk report

Asset register

Bimonthly summary

Financial summary

Draft AGAR 24/25

Standing Orders, finance regulation orders and code of conduct

A134 working party report

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**Attachment 9.2 Register of assets**  
**Hawstead Parish Council; Register of assets as at 15<sup>th</sup> May 2025**

Description	Location/location held	Value	Date of acquisition (where known)
The Green	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	
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
Scoops		77	2025
(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) ?

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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) ?
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 Lomas Farley	£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	Village Green	£178	2024
<b>TOTAL</b>		<b>£24,065.82</b>	

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Attachment 11.1 Financial summary for the year ended 31 March 2025

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

<u>RECEIPTS</u>	<u>2024/25</u>		<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	441.00	250.00	191.00
Grant	1,713.49	1,500.00	213.49
reserves		648.56	-648.56
Interest	194.66	100.00	94.66
VAT	886.07		886.07
Misc	215.00		
	<u>10,891.66</u>	<u>9,940.00</u>	<u>736.66</u>

<u>PAYMENTS</u>	<u>2024/25</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budgeted</u>	
Misc	498.68	350.00	-148.68
Admin	73.00	100.00	27.00
Audit fees	177.00	180.00	3.00
Clerk's salary(inc tax)	4,216.75	4,100.00	-116.75
Clerk exps	222.99	100.00	
Greens	2412.72	3,200.00	787.28
Insurance	392.69	400.00	7.31
Repairs/maintenance	562.91	300.00	-262.91
Training	140.00	150.00	10.00
Subscriptions	272.12	160.00	-112.12
VAT	1,130.28		-1,130.28
Grants	150.00	150.00	0.00
Trees	2,070.00	0.00	-2,070.00
defib	193.00	150.00	-43.00
website	419.76	600.00	180.24
	<u>12,931.90</u>	<u>9,940.00</u>	<u>-2,991.90</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	£10,697.00	Receipts	£194.66
Payments	-£12,931.90	Payments	-£13,216.92
inter a/c tfr(13216.92-10,000)	£3,216.92		£10,000.00
	<u>£4,281.12</u>		<u>£10,163.66</u>
<b>TOTAL</b>	<b><u>£14,444.78</u></b>		

Bank Reconciliation balances as at

Lloyds Balance as at 31.03.25	£4,281.12
<b>less unrepresented cheques as at 31.03.25</b>	
	£0.00
	<u>£4,281.12</u>
Lloyds deposit as at 31.03.25	£10,163.66

**TOTAL Bank Reconciliation** **£14,444.78**

Attachment 11.4 – Internal control statement

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