

**HAWSTEAD PARISH COUNCIL MEETING
AT THE VILLAGE HALL
on THURSDAY 14th MAY 2026 at 7.55pm.**

Present: P Cllrs H Brewis (Chair), A Brewis, J Lomas-Farley, J Bulbrook, R Alexander & C Carr; C Hibbert – clerk. Six members of the public.

Apologies: N/a.

The meeting started at 7.55pm.

1. TO ELECT CHAIR AND VICE CHAIR

1.1 Election of Chair Following discussion, the Council **UNANIMOUSLY RESOLVED** to re-appoint HB as Chair.

1.2 Election of Vice Chair Following discussion, the Council **UNANIMOUSLY RESOLVED** 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 member of public requested an update from WSC as to the breach of landscaping conditions relating to Woodlands. The meeting heard that WSC had indicated a response would be forthcoming at the end of the week.

3.2 County Council Refer to annual parish meeting minutes of 14 May 2026.

3.3 West Suffolk Council. See item 3.2 above.

3.4 Police. The local constabulary has reported the following crimes in Hawstead since the last meeting: (i) there were no crimes reported during March 2026; (ii) in April 2026 there were two assaults and three damages.

4. DECLARATION OF INTERESTS

4.1 To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting. It was **NOTED** that RA has an interest in item 8.3 below as Chair of the RLCP.

4.2 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 12th March 2026.

The minutes from the Parish Council meeting dated 12th March 2026 were **APPROVED** and signed as a true and accurate record of this meeting.

6. MATTERS ARISING

The meeting heard that; (i) a response was sent to Maglio Rosso re their request dated 6.5.26; (ii) Councillors met on site to review the RCLP proposal for a pond on the green after the last meeting; it is understood that RCLP will hold some public consultation - decision on RCLP proposal to be delayed until July meeting; (iii) SCC has suggested an alternative position for the Bury Road SID. It was **AGREED** that letters should be sent to nearby residents including the almshouse residents; (iv) the generator has been serviced.

7. REPORTS

To receive reports including the following:-

7.1 Communications; The meeting heard that the various Whatsapp groups are working well; City Fibre works in the area have now been completed.

7.2 Highways and safety; the meeting heard that; (i) Speedwatch sessions are continuing; on a couple of occasions no excess speed was recorded; another recent session recorded three speeding cars; session timings will be varied; (ii) the defibrillators are all in good order and JML is logging updates with Webnos/The Circuit; (iii) with potholes being a persistent issue in the locality,

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it was **AGREED** to encourage residents via the WhatsApp group to report the potholes which affect them directly to SCC using the highways reporting tool and to monitor any follow up.

7.3 Clerk. The clerk report was received and **NOTED**. Following a request from a member of the public, it was **AGREED** that the Council should (with Great Whelnetham PC) revisit the proposal to seek a Quiet Lanes designation for Bells Lane.

8. CONSERVATION

8.1 Greens; the meeting heard that; (i) new SFI options will be available via the Countryside Stewardship scheme from summer 2026 (likely to be available to the Council in June 2027).

8.2 Footpaths (inc footpath rep); a footpath report was received for which thanks – no particular issues identified.

8.3 River proposals – update on grant funding. Please see minutes to the annual parish meeting of 14 May 2026.

8.4 Tree work; following an intervention by a member of the public it was **AGREED** that CC/JC/ new tree warden would look at the tree roots growing through the bridge over the culvert and the trees affecting the parking area at the Pound and assess what work if any might be required.

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 2025 model templates issued by NALC). In 2014 HPC adopted a filming protocol which is again included in the Standing Orders for approval this year. 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 2026) 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** (i) ICO subscription (£52pa); (ii) SALC payroll provider (£45 +VAT pa); (iii) 1&1 (now Ionos) village website and email platform (circa £264+VAT pa); (iv) Suffolk.cloud (now Pear) - new PC website and email platform (cost £150pa); 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's insurance (Clear Council) provides property cover of up to £28,000 for contents, street furniture and gates and fences (plus playground equipment up to £13,500); The existing cover is adequate for the current range of assets; £250,000 Fidelity cover is provided 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 £195.50); (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 and information management, personal data breach, FOI, Equal opportunities; these can be found on the website <http://hawstead-pc.gov.uk/policies-and-procedures/> and are next due for review in May 2027; the FOI policy and website accessibility statement have been recently updated; 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 2026/27. The following dates were **AGREED** (i) Thursday 14th May 2026 to follow APM at 7pm (ii) Thursday 2nd July 2026 at 7.30pm (iii) Thursday 10th September 2026 at 7.30pm (iv) Thursday 12 November 2026 at 7.30pm (v) Thursday 14th January 2027 at 7.30pm (vi) Thursday 11th March 2027 at 7.30pm.

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.

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9.11 Re-appointment of representatives

(tree/greens/footpaths/communications/speedwatch): the following appointments were **APPROVED** (i) tree warden – R Peck TBC; (ii) Greens – CC; (iii) communications – AB; (iv) speedwatch - JFL; (v) internal finance checks – JB; (vi) Footpaths - JW TBC.

9.12 Vacancy on the Council The meeting heard that there has been no interest to date in filling the vacancy on the Council. It was **AGREED** that Councillors should raise this opportunity with their local contacts.

9.13 VH car park works; three quotes had been received (A Baker £2557; Baker Bound Ltd £2620 plus VAT; CMS £2729 plus VAT) It was **AGREED** to instruct A Baker to undertake this work on basis that the cost will be shared in equal parts with HCC; timing of works to be agreed between HCC/ A Baker.

9.14 Website accessibility audit: The meeting heard that Suffolk.Cloud has corrected accessibility errors on the website and prepared an updated website accessibility audit which was received and **NOTED**. The website scores no errors and an overall website score of 9.6/10. It was **AGREED** that guidance would be sought going forward (via audit process) as to how often it would be necessary to review accessibility.

10. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

10.1 Planning notifications; the following notifications were received;-

Householder planning application - veranda across rear elevation - 3 Bull Lane Pinford End Hawstead Suffolk IP29 5NU

Ref. No: DC/26/0151/HH | Status: Application Granted | Case Type: Planning Application

The meeting heard that the appeal for one dwelling beyond Pipers Hall had been dismissed.

10.2 To consider DC/26/0610/HH Householder planning application - a. boundary wall to existing gate b. single storey detached garage at Church Farm Church Road Hawstead Suffolk IP29 5N. Following consideration it was **UNANIMOUSLY AGREED** to **SUPPORT** this proposal.

11. FINANCE

11.1 To receive the financial summary for the year ending 31 March 2026. The financial summary to 31 March 2026 attached was received and **APPROVED**.

11.2 To receive and approve the bi-monthly financial summary for March-April 2026; the bi-monthly report was received and **UNANIMOUSLY APPROVED**.

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

	Payee	Detail	Net	VAT	Gross
1	OSS Sub	online	45.00		45.00
2	Command Pest Control	online	412.00	82.40	494.40
3	SALC sub	online	195.50		195.50
4	CH – Ionos refund	online	66.00	13.20	79.20
5	Peter Noble	ALREADY PAID	55.00		55.00
6	Pear Space Limited - website	online	150.00		150.00
7	SB return refund made in error	online	9.00		9.00
8	CH – SPS refund		30.00		30.00

11.4 To receive SALC internal audit report 25/26; the SALC internal report was received and **NOTED**; it was **AGREED** that any recommendations would be implemented going forward.

11.5 To approve exemption certificate 25/26; APPROVED.

11.6 To approve governance statement 25/26; APPROVED.

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11.7 To approve accounting statements in AGAR 25/26. APPROVED.

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

12.1 Playground reports.

13. DATE OF NEXT MEETING Thursday 2nd July 2026 at 7.30pm. .

The meeting closed at 9.00pm.

Distribution

All Cllrs/Website/Noticeboard

Documents before meeting

Clerk report

Bimonthly summary

Financial summary

Website accessibility report

Standing orders, financial regulations and code of conduct

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Attachment to Item 9.2

Hawstead Parish Council; Register of assets as at 14th May 2026

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 Wkepstead 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; Pinford End Farm	£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
SID and post	c/o Cllr H Brewis	£2589.00	2026
Village green signage	Village Green	£106.50	2026
TOTAL		£26,762.31	

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Attachment 11.1

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

RECEIPTS	2025/26		Variance
	Actual	Budgeted	
	£		
Precept	7,600.00	7,600.00	0.00
Wayleave	41.44	41.44	0.00
Bottle Bank	396.00	250.00	146.00
Grant	2,235.50	1,000.00	1,235.50
reserves		1,114.56	-1,114.56
Interest	198.68	100.00	98.68
VAT	1,130.28		1,130.28
Misc	0.00		
	11,601.90	10,106.00	1,495.90

PAYMENTS	2025/26		Variance
	Actual	Budgeted	
Misc	2,785.16	350.00	-2435.16
Admin	155.92	100.00	-55.92
Audit fees	183.00	200.00	17.00
Clerk's salary(inc tax)	4,558.76	4,300.00	-258.76
Clerk exps	232.48	208.00	
Greens	2885.04	2,823.00	-62.04
Insurance	303.00	400.00	97.00
Repairs/maintenance	246.23	300.00	53.77
Training	234.00	200.00	-34.00
Subscriptions	273.16	275.00	1.84
VAT	1,487.29		-1,487.29
Grants	150.00	150.00	0.00
Trees	775.00	0.00	-775.00
defib	135.00	150.00	15.00
website	626.88	650.00	23.12
	15,030.92	10,106.00	-4,924.92

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	£11,403.22	Receipts	£198.68
Payments	-£15,030.92	Payments	

	£653.42		£10,362.34
TOTAL	£11,015.76		

Bank Reconciliation balances as at

Lloyds Balance as at 31.03.26	£662.42
less unrepresented correction as	-£9.00
	£0.00
	£653.42
Lloyds deposit as at 31.03.26	10,362.34

TOTAL Bank Reconciliation	£11,015.76
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