

HAUGHLEY PARISH COUNCIL

Chairman: Councillor Alf Hannan
Clerk: Claire Pizzey
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Parish Council Meeting of HAUGHLEY PARISH COUNCIL
to be held in **Ron Crascall Pavilion** on Tuesday 15th March 2022 at 7.00pm.

The meeting will consider the items set out below. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07871 692117) or email clerk@haughleypc.co.uk at least 24 hours before the meeting so that every effort may be made to provide access.

All Parish Council Meetings are open to the Public and Press. Photographing, recording and broadcasting or transmitting the proceedings of a meeting by any means is permitted. It is our policy that anyone who wishes to do so must speak with the Clerk prior to the meeting.

AGENDA

1. Apologies for absence

1. Councillors to note any apologies for absence
2. Councillors to vote on acceptance of apologies for absence

2. Resignation

Councillors to note the resignation of a member of the Parish Council

3. Declarations of Interest

To receive any Councillor's Declarations of Local Non-Pecuniary interest

4. Dispensations

To receive any requests for dispensations

5. Casual vacancy

To fill a casual vacancy for a Parish Councillor by co-option

6. Minutes

Councillors to review and approve the minutes of:

1. Parish Council Meeting 15th February 2022

7. Action Log

To review the action log arising from previous meetings and agree further action

8. Public Forum

The public will be invited to address the Parish Council. Each member of the public will be allowed a maximum of 3 minutes to address the council with their questions

9. To receive written reports for information only from County Councillor Andrew Stringer

To respond to any questions on reports previously submitted to the Parish Council

10. To receive written reports for information only from District Councillors Keith Welham and Rachel Eburne

To respond to any questions on reports previously submitted to the Parish Council

11. Planning

1. Councillors to review and approve a response to the following planning applications:

DC/22/00762 - Proposal: Full Planning Application - Erection of 1No dwelling, cart lodge and shed (previously approved under DC/20/02834), and construction of new vehicular access and cart lodge to serve Fieldwood House. Location: Fieldwood House, Haughley Green, Haughley, Suffolk IP14 3RQ

DC/22/01162 - Proposal: Application for works to a tree protected by Tree Preservation Order ES67/T1 - Works to 1No Horse Chestnut tree to retain size and shape of the tree within its surrounding environment and to reduce the weight and leverage on the tight unions, in particular the large east stem that leans towards the neighbouring property. Reduce the overall canopy of the tree by approx. 2- 2.5m to suitable replacement growth points. Reduce the height of the stem on the east side of the tree stem on the east side by 3m. and remove deadwood. Raise the lower canopy to 5m from ground level. Location: The Elms, The Folly, Haughley, Suffolk IP14 3NS

DC/22/00994 - Proposal: Application for Listed Building Consent - Remove existing cement and pebble dash render, install counter battens and timber lathes. Install sheep's wool insulation. Undertake repairs to existing timber frame as may be required using green oak. Existing cement render to be replaced with lime and chalk. Location: The Grange, Duke Street, Haughley, Suffolk IP14 3QT

2. Councillors to note the decisions issued by Mid Suffolk District Council:

None received

12. Bio-Diversity and Wildlife Conservation Working Group

Councillors to note the report from the meeting of 1st March 2022

1. That the Parish Council agrees that quotes are sought to cut back the footpath either side of the cycle path at Quarries Cross
2. To agree that 4 x A4 signs are purchased and installed to notify the presence of wildflower orchids to avoid them from being cut at Plashwood and 6 x A5 signs to show residents where the orchids are growing round the village.

13. Gallowsfield Wood Working Group

Councillors to note the report from the meeting of 19th February 2022

1. Councillors to note the draft Management Plan written by Gary Battell, Suffolk County Council Woodland Advisor
2. Councillors to agree a budget of £500 for the working group to proceed with obtaining a Management Plan for Gallowsfield Wood

14. Village Hall

Councillors to receive a report from the Village Hall Officer from the meeting of 1st March 2022

15. Queens Platinum Jubilee

Councillors to consider nominations for the Suffolk Festival Lord lieutenant's torch relay

<https://www.festivalofsuffolk.org/all-events/torch-relay>

16. PIIP

Councillors to consider Parish CIL applications from Haughley Village Hall of £20,000 for the regeneration of the garden

17. HGV Count

Councillors to receive the results of the HGV count and consider dates for future counts

18. Neighbourhood Plan

Councillors to consider the setup of a Neighbourhood Plan Working Group at the Annual General Meeting in May 2022

19. The Green

Councillors to discuss the damage to The Green and a response from Suffolk Highways regarding the protection (County Councillor Andrew Stringer to be asked to speak at this item)

20. Parish Council Policies Review 2022

1. Councillors to note that the following policies have been reviewed and to approve unchanged as no updates are required

| | ADOPTED | MEMBER | REVIEWED |
|--|----------|--------|--------------------------------------|
| Governance | | | |
| Code of Conduct (V1.0) | 16.05.18 | AH | 18.02.22 |
| Financial Regulations (V1.2) | 04.05.21 | AH | 18.02.22 |
| Standing Orders (V1.3) | 21.07.20 | AH | 18.02.22 |
| Employment (to be reviewed by the employment committee) | | | |
| Appraisal Policy (V1.0) | 15.12.20 | YH | 21.02.22 |
| Dignity at Work (V1.0) | 16.07.19 | YH | 21.02.22 |
| Disciplinary policy (V1.1) | 04.05.21 | YH | 21.02.22 |
| Employee Privacy Notice (V1.0) | 19.06.18 | YH | 21.02.22 |
| Grievance Policy (V1.1) | 04.05.21 | YH | 21.02.22 |
| Health & Safety Policy (V1.1) | 04.05.21 | YH | 21.02.22 |
| Sickness Absence Policy (V1.0) | 17.09.19 | YH | 21.02.22 |
| Training and Development (V1.1) | 04.05.21 | YH | 21.02.22 |
| Policies | | | |
| CIL Grant Awarding Policy (V1.1) | 20.07.21 | YH | Amendment to policy – Agenda item |
| Complaints Procedure (V1.2) | 04.05.21 | AF | 19.02.22 |

| | | | |
|--|------------|----|----------|
| Environment Policy (V1.0) | 22.06.21 | GB | 09.03.22 |
| Equality Statement (V1.1) | 16.03.21 | GB | 09.03.22 |
| Grant Policy (V1.1) | 15.12.20 | GB | 09.03.22 |
| Media Policy (V1.1) | 16.03.21 | GB | 09.03.22 |
| Noticeboard Policy (V1.0) | 21.07.20 | GB | 09.03.22 |
| Volunteer Policy (1.0) | 15.10.19 | GB | 09.03.22 |
| Whistle Blowing Policy (V1.0) | 22.06.21 | AF | 19.02.22 |
| GDPR | | | |
| Consent Form (V1.0) | 16.03.21 | AH | 18.02.22 |
| Data Protection Policy (V1.1) | 16.03.21 | AH | 18.02.22 |
| Document and Electronic data policy (V1.1) | 16.03.21 | AH | 18.02.22 |
| Lawful basis for processing Data (V1.0) | 16.03.21 | AH | 18.02.22 |
| Privacy Notice (V1.1) | 16.03.21 | AH | 18.02.22 |
| Security Incident Response Policy V1.0 | 16.03.21 | AH | 18.02.22 |
| Subject Access Request Procedure (V1.0) | 22.06.21 | AH | 18.02.22 |
| Subject Access Request Policy V1.0 | 22.06.21 | AH | 18.02.22 |
| Other | | | |
| Co-option Procedure (V1.1) | 15.10.2019 | AF | 19.02.22 |
| PIIP Procedure | 17.02.20 | YH | 21.02.22 |
| Reporting at meetings (V1.1) | 15.10.19 | AF | 19.02.22 |

2. To agree to adopt the following amendments to policies

CIL Policy V1.1

21. Councillor Recruitment Plan

Councillors to agree the Councillor Recruitment Plan and consider any action

22. Statutory Business

Councillors to note that the Internal Control Statement for the year ending March 2022 has been completed

23. Annual Parish Meeting

Councillors to consider the format for the meeting

24. Storage Facility

Councillors to consider the allocation of rooms

25. Finance:

1. Councillors to receive the February Finance Reports:

- i. Bank reconciliation
- ii. Budget to actual
- iii. Reserves

2. Councillors to note receipts allocated since the last meeting
3. Councillors to authorise March payments (BACS, SOs and cheques)
4. Councillors to note a VAT return of £1,680.46
5. To review the effectiveness of the Internal Auditor and agree a fee of £420
6. Councillors to consider the quotes for the sound system
7. Councillors to consider a budget of £300 for paint and shelving for the storage facility
8. Councillors to agree the quote for the fencing at the allotments
9. Councillors to agree that an additional raised base planter is purchased at a cost of £385+ vat plus delivery £60+ vat and that the Parish Council use money left from the Parish CIL Bench Project to fund the item

26. Clerk's report

Councillors to note report and respond to any questions from Councillors

27. Councillor's reports

Councillors to report any issues arising

28. Correspondence

Councillors to note correspondence circulated and consider any action

29. Date of next meetings

1. Full Parish Council is scheduled for Tuesday 19th April 2022 at 7.00pm at Ron Crascall Pavilion
2. Biodiversity & Wildlife Conservation Working Group Scheduled for Tuesday 3rd May 2022 at Ron Crascall Pavilion

30. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be discussed

1. Employment issues
2. May 2023 Council elections

Claire Pizzey

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