

HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Virtual Parish Council Meeting held on Tuesday 19 May 2020 via VIDEOCONFERENCING

Present (by Video):	G Brown (arrived at item 9), S Deans, A Flint, M Gilson, A Hannan (Chairman), Mrs. Y Hannan, Mrs. T Shaw, Mrs. H Charman, District Councillors Rachel Eburne and Keith Welham and Mrs. C Pizzey (Clerk)
1.	To receive and consider apologies for absence: No apologies were received.
2.	To receive Councillors' Declarations of Interest: None received.
3.	To receive any written requests for dispensations: None received.
4.	To note the minutes of the following meetings: (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting: All Councillors confirmed receipt of the minutes. S Deans proposed to accept the minutes of 17 March 2020 as a true record and decisions made and that delegated authority is given to the Chairman to sign the minutes outside of the meeting. Seconded by Mrs. T Shaw with all in favour.
5.	Public Forum: Concerns were reported to Mrs T. Shaw over the amount of work and traffic at old Bells Farm, Haughley. District Councillor Rachel Eburne advised that there were currently two applications at the site one for an operator licence for goods vehicle and trailer and a planning application. The Planning Enforcement Officer was aware and had visited the site.
6.	To receive written reports for information only from County Councillor Andrew Stringer: No report received.
7.	To receive written reports for information only from District Councillors Keith Welham and Rachel Eburne: The members confirmed receipt of the report. District Councillor Rachel Eburne highlighted: <ul style="list-style-type: none"> • Meetings: MSDC have taken the decision to continue with virtual meetings until September 2020.

Signed Chairman:

Date:

	<ul style="list-style-type: none"> • Small Business Grants: Encouraging business and other organisations to apply for the grant in these difficult times. • Planning application: The planning application at Haughley Park was refused again and the reserved matters on the land East of King George V playing field has been granted.
8.	<p>To consider and agree how the analysis from the traffic consultation is published:</p> <p>The members confirmed receipt of the analysis from the traffic consultation and following comments from Councillors it was agreed not to publish anything during the COVID-19 emergency.</p>
9.	<p>To consider and agree how the traffic consultation data is used and action next steps:</p> <p>A Flint and M Gilson agreed to compile a list of recommendations and a request to be made to County Councillor Andrew Stringer to ask an Officer to meet with members to consider the analysis and recommendations.</p>
10.	<p>To consider and agree that the CIL presentation is published on the Village Website and residents' views are submitted to The Clerk:</p> <p>Following comments from the Councillors it was agreed that the power point presentation would be published on the website after modifications of the ideas.</p>
11.	<p>To consider and agree that the Village Hall edits its own web page on the Parish website and a VH representative undergo training at their cost by Suffolk Cloud:</p> <p>The Chairman advised members that the Village Hall are already able to edit their own tab on the Parish Website and have no access to anything else. They have been without a regular updater for some time. M Gilson proposed that the Village Hall continues to edit its own tab on the Parish Website and the new VH representative is to undergo training by Suffolk Cloud at the cost of the VH. Mrs. H. Charman seconded with all in favour.</p>
12.	<p>Planning Applications: To consider and agree Council comments on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body):</p>

Signed Chairman:

Date:

	<ol style="list-style-type: none"> 1. DC/20/001447: Proposal: Planning Application: Erection of perimeter security fencing. Location: Haughley Crawfords Primary School, Green Road, Haughley, IP14 3QZ: It was agreed that following comments from Councillors that the Parish Council would Support the application. 2. DC/20/01051: Proposal: Application for Listed Building Consent. Removal of a portion of south gable end concrete render for frame inspection and remedial work, re-insulation and rendering. Fix lead flashing between chimney stack and roof. Location: Bridge Farm, Haughley New Street, Haughley, Stowmarket Suffolk IP14 3JN: It was agreed that following comments from Councillors that the Parish Council would Support the application. 3. DC/20/01759: Proposal: Planning Application - Alterations to listed building as per Design and Access Statement including change of use to flexible use as defined within Class V of the GPDO 2015 as either Physio Treatment or Office or Tea Room or Shop. Location: The Old Coalhouse, Palmers Bakery, The Green, Haughley Suffolk IP14 3NR: It was agreed that following comments from Councillors that the Parish Council would Support the application. 4. DC/20/01760: Proposal: Application for Listed Building Consent - Alterations to listed building as per Design and Access Statement. Location: The Old Coalhouse, Palmers Bakery, The Green, Haughley Suffolk IP14 3NR: It was agreed that following comments from Councillors that the Parish Council would Support the application. 5. DC/20/01745: Proposal: Application for Listed Building Consent - Replacement of French doors. Location: Castle Barn, Duke Street, Haughley, Stowmarket Suffolk IP14 3QS: It was agreed that following comments from Councillors that the Parish Council would Support the application. 6. DC20/001827: Proposal: Planning Application. Over-roof works to existing sports hall building. Addition of 2no 'passivent' ventilation terminals Location: Walnut Tree Manor, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RQ: It was agreed that following comments from Councillors that the Parish Council would Support the application.
3..	<p>Planning Decisions: To note determinations by the Local Planning Authority (MSDC)</p> <p>Council to note the following determinations made by MSDC:</p>

Signed Chairman:

Date:

	<ol style="list-style-type: none"> 1. DC/18/04773: Proposal: Discharge of Conditions Application for DC/18/04773 - Condition 20 (Part 1- Archaeological Written Investigation) and Condition 21 (Part 2- Archaeological Works) Location: Land To The West Of, Fishponds Way, Haughley, Suffolk APPROVED 2. DC/19/05958: Proposal & Location of Development: Submission of details under Outline Planning Permission DC/17/04113 - Appearance, Landscaping, Layout and Scale for the erection of 98 dwellings (including 34 affordable homes), provision of a junior football pitch, areas of public open space and off-site highway improvements. Land East Of King George's Field, Green Road, Haughley, IP14 3RA: Reserves matters have been APPROVED 3. DC/20/01057: Proposal & Location of Development: Planning Application - Extension to and conversion of outbuilding to form WC block; Extension to existing outbuilding for use with meditation centre. Walnut Tree Manor, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RQ: Planning permission has been GRANTED 4. DC/20/00673: Proposal & Location of Development: Listed Building Consent - replacement of windows on rear elevation The Firs, 6 Fishponds Way, Haughley, Stowmarket Suffolk IP14 3PJ: Listed building consent has been GRANTED. 												
14..	<p>FINANCE:</p> <ol style="list-style-type: none"> 1. The Council confirmed receipt of the finance report for March and April 2020 prior to the meeting including, Bank reconciliation, Budget to Actual and Receipts and Payments since the last meeting. No questions or comments were made. S Deans proposed that the finance reports are accepted. G Brown seconded and all were in favour. 2. The members noted the April payments (BACS. SO's and cheques) made since the March Meeting: <table border="1" data-bbox="464 1693 1225 2024"> <tr> <td>Faxbase Ltd (Communications)</td> <td>£36.00</td> </tr> <tr> <td>SALC (Subscription)</td> <td>£632.03</td> </tr> <tr> <td>Suffolk icloud (Communication)</td> <td>£100.00</td> </tr> <tr> <td>LE Fencing (Allotment Fence)</td> <td>£2,525.0</td> </tr> <tr> <td>Play Inspection (The Cricket)</td> <td>£120.00</td> </tr> <tr> <td>Claire Pizzey (Expenses)</td> <td>£38.88</td> </tr> </table> 	Faxbase Ltd (Communications)	£36.00	SALC (Subscription)	£632.03	Suffolk icloud (Communication)	£100.00	LE Fencing (Allotment Fence)	£2,525.0	Play Inspection (The Cricket)	£120.00	Claire Pizzey (Expenses)	£38.88
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Haughley PCC (Donation)	£200.00
Claire Pizzey (Wages)	£486.52
Katie Power (Wages)	£245.11

3. It was resolved to make the following payments in May:

Haughley VH (Grant)	£3,000.00
Haughley Church (Grant)	£750.00
Playing Field Committee (Grant)	£3,000.00
MSDC (Litter and Dog bins)	£838.01
C Pizzey (Expenses)	£8.00
Claire Pizzey (Wages)	£486.32
Katie Power (Wages)	£244.32

Mrs. H Charman proposed that the payments be made and Mrs. T Shaw seconded and all were in favour.

4. To review the effectiveness of the Internal Auditor and agree a fee of £250: The members were satisfied that M Balfour is a suitable and independent of Haughley Parish Council and having no connection to any current member. The Parish Council also felt that his professional qualification showed that he is competent to carry out the internal audit for a parish council the size of Haughley. M Gilson proposed that a fee of £250 is made as payment for the internal audit. A Flint seconded with all in favour.
5. To receive and approve the budget to actual for the year ending 31st March 2020: The Council noted the position at the end of the year. G Brown proposed that the budget to actual for the year ending 31 March 2020 is approved. S Deans seconded with all in favour.
6. To consider and approve the movement of reserves for the Year ending 31st March 2020 and agree any action: The Council noted and approved the movement of the Council's reserves as per the paper submitted. It was agreed that the reserves held by the Parish Council at the year-end were appropriate to its needs. M Gilson proposed that the reserves are agreed. Mrs. H Charman seconded with all in favour.
7. To consider and approve the asset register for the year ending March 2020: The Council noted and approved the asset register. Mrs. H Charman

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	<p>proposed that the asset register for the year ending 31 March 2020 was approved. S Deans seconded with all in favour.</p> <p>8. To consider and approve the Statement of Accounts for Haughley Parish Council for the year ending March 31st 2020: The accounts for the year ending 31 March 2020 had been presented to the Council. M Gilson proposed acceptance of the Statement of accounts for the year ending 31st March 2020 and that delegated authority is given to the Chairman and RFO to sign outside of the meeting. Mrs. Y Hannan seconded with all in favour.</p> <p>9. To consider and approve the annual return figures for the year ending March 31st 2020: The annual return was discussed. S Deans proposed that the annual return is approved at the July meeting following completion of the Internal Audit. Mrs. T Shaw seconded with all in favour.</p> <p>10. To consider and approve the Risk Assessment and Management (Financial) risk assessment for the period 1 April 2020 – 31 March 2021: M Gilson proposed the Risk assessment and management (Financial) for the period 1 April 2020 – 31 March 2021 is approved. Mrs. T Shaw seconded with all in favour.</p> <p>11. To consider and agree that a grant is approved in principle to the Playing Field Committee towards the cost of a new storage facility: The members confirmed receipt of the report. Following comments from Councillors it was agreed that in principle a grant would be approved towards the new storage facility. The Playing Field Committee to apply for a grant when the need for funding is required.</p>
29.	<p>To note a summary of correspondence and consider action to be taken where applicable:</p> <ol style="list-style-type: none"> 1. To note correspondence from Citizen Advice Suffolk: No action 2. To note correspondence from Play inspections regarding a repeat inspection for The Cricket 2020: It was agreed to accept the repeat inspection for The Cricket. 3. To note correspondence from SCC regarding temporary closure of footpath 1: No action

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	4. To note correspondence from Highways England regarding roadworks A14 junction 50 to junction 52 in both directions: No action
30.	Date of next meeting: Members are asked to note that the next Parish Council meeting is scheduled for 16 June 2020 via Video Conferencing commencing at 7.00pm
	There being no further business, the meeting was closed at 19.45

DRAFT

Signed Chairman:

Date: