

## HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on Tuesday 15<sup>th</sup> March 2022 at the Ron Crascall Pavilion

<b>Present</b>	G Brown, G French, A Flint, M Gilson, A Hannan (Chairman), Mrs. Y Hannan, T Monaghan, Mrs. T Shaw, District Councillor Rachel Eburne, District Councillor Keith Welham, County Councillor Andrew Stringer, Mrs. C. Pizzey (Clerk) and 5 members of the public.
<b>1.</b>	<b>Apologies for Absence</b> None received
<b>2.</b>	<b>Resignation</b> The Chairman read out a letter of resignation that had been received from M Gilson. M Gilson will be leaving the Council at the end of the meeting and the Chairman thanked him for his contribution to the Parish Council.
<b>3.</b>	<b>Declarations of Interest</b> T Monaghan declared an interest in item 25.3 as owner of Town and Village Landscapes.
<b>4.</b>	<b>Dispensations</b> There were no requests for dispensations received.
<b>5.</b>	<b>Co-option</b> The Clerk reported that she had received a request from Glyn French to join the Parish Council. The Chairman proposed that Glyn French was co-opted onto the Council. G Brown seconded with all in favour. The declaration form was signed and Glyn French joined the meeting.
<b>6.</b>	<b>Minutes</b> All Councillors confirmed receipt of the minutes. Mrs. T Shaw proposed to accept the minutes of 15 <sup>th</sup> February 2022 as a true record and decisions made. Seconded by M Gilson with all in favour the Chairman signed and dated all pages.

Signed Chairman:

Date:

7.	<p><b>Action log</b></p> <p>The members confirmed receipt of the action log and no comments were made.</p>
8.	<p><b>Public Forum:</b></p> <p>A resident from asked the Parish Council about the ownership of the land adjacent to The Cricket, an update on the location of new equipment for the play area at The Cricket and a request for a footpath between Haughley Green and Haughley. A resident asked for an update on Footpath 30 at Dagworth Lane. A resident reported on the state of the village green and Old Street and asked if wooden posts could be installed to protect the areas.</p>
9.	<p><b>To receive written reports from County Councillor Andrew Stringer</b></p> <p>The members confirmed received of the report. County Councillor Andrew Stringer Highlighted:</p> <ul style="list-style-type: none"> <li>• At the full budget meeting the Council had discussed measures to assist people with their energy bills.</li> <li>• A meeting had been held with the Public Rights of Way Officer and the Parish Council to discuss footpath issues in the village.</li> </ul>
10.	<p><b>To receive written reports for information only from District Councillors Keith Welham &amp; Rachel Eburne</b></p> <p>The members confirmed receipt of the report. District Councillor Rachel Eburne highlighted:</p> <ul style="list-style-type: none"> <li>• MSDC have a huge CIL Funding pot to which organisations can apply, not just the Parish Council.</li> <li>• There is a potential development on Station Road, Old Newton. Although this is not at the application stage it would be worth the Parish Council making comment when the application becomes live as it will impact the village.</li> <li>• Updated the members on the Judicial Review lodged by Thurston Parish Council for granting of permission of 210 homes contrary to its Neighbourhood Plan. MSDC have put in an appeal against this and they await an update from the Council.</li> </ul>

Signed Chairman:

Date:

	<ul style="list-style-type: none"> <li>Concerns around planning application DC22/00762 as they are looking to move the entrance which will involve disturbing a hedgerow that has been there for years.</li> </ul>
11.	<p><b>Planning</b></p> <p>1. Councillors reviewed and approved response to the current planning consultations:</p> <p><b>DC/22/00762</b> - 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: It was agreed that no comment is made.</p> <p><b>DC/22/01162</b> - 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: G Brown proposed that the Parish Council SUPPORTS the application. Mrs. T Shaw seconded with all in favour.</p> <p><b>DC/22/00994</b> - 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: The Chairman proposed that the Parish Council SUPPORTS the application. G Brown seconded with all in favour.</p> <p>2. Councillors noted the decisions issued by Mid Suffolk District Council: None received.</p>
12.	<b>Bio-Diversity and Wildlife Conservation Working Group</b>

Signed Chairman:

Date:

	<p>Councillors confirmed receipt of the report from the meeting of 1<sup>st</sup> March 2022</p> <ol style="list-style-type: none"> <li>1. The proposal to agree that quotes are sought to cut back the footpath either side of the cycle path at Quarries Cross was rejected in light of the meeting with the Public Rights of Way Officers. The Clerk to update the Working Group at their next meeting.</li> <li>2. G Brown proposed that the Parish Council agrees 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 A4 signs to show residents where the orchids are growing round the village. Mrs. T Shaw seconded with all in favour.</li> </ol>
<b>13.</b>	<p><b>Gallowsfield Wood Working Group</b></p> <p>Councillors confirmed receipt of the report from the meeting of 19<sup>th</sup> February 2022</p> <ol style="list-style-type: none"> <li>1. Councillors noted the draft Management Plan written by Gary Battell, Suffolk County Council Woodland Advisor</li> <li>2. The Chairman proposed that the Parish Council agrees a budget of £500 for the working group to proceed with obtaining a Management Plan for Gallowsfield Wood. Mrs. T Shaw seconded with all in favour.</li> </ol>
<b>14.</b>	<p><b>Village Hall</b></p> <p>Councillors confirmed receipt of the report from the Village Hall Officer from the meeting of 1<sup>st</sup> March 2022 and no comments were made.</p>
<b>15.</b>	<p><b>Queens Platinum Jubilee</b></p> <p>Mrs. T Shaw proposed that the Palmer family is nominated as the torch bearer for the Lord Lieutenant's Torch Relay. G Brown seconded with all in favour. G Brown reported that the Event Management Plan is nearly completed and ready for submission to Mid Suffolk District Council.</p>
<b>16.</b>	<p><b>PIIP</b></p> <p>Councillors discussed the application received from Haughley Village Hall for a £20,000 Parish PIIP Fund request towards the regeneration of their garden. Mrs. Y Hannan proposed that the Parish Council makes a match funding offer of £15,190.00 from the Parish PIIP fund towards the regeneration of the garden. M Gilson seconded</p>

Signed Chairman:

Date:

	and all were in favour.
<b>17.</b>	<p><b>HGV Count</b></p> <p>Councillors confirmed receipt of the results following the HGV count. The Chairman reported his thanks to the Clerk for the significant time and effort she spent on the administration of the count and allocation and management of the volunteer's time slots. The results will be published in the Parish magazine and made available on the Parish website. The following observations had been made for consideration before the next count:</p> <ul style="list-style-type: none"> <li>• Do not publish the date of the next HGV Count</li> <li>• Contact volunteers direct to ask they volunteer again and ask each one to encourage another person to volunteer</li> <li>• Consider a different day to Monday</li> <li>• Cover the clip boards against rain and provide elastic band to hold papers on clip board at bottom</li> <li>• Provide photos of types of HGV vehicles to include in the count</li> <li>• Contact Wetherden to advise of the HGV counts</li> <li>• Consider a count point on Duke Street</li> <li>• Consider an automated count at an approximate cost of £750 for 5 sites for 24/7</li> <li>• Consider carrying out shorter counts in between the organised counts to see what diversions may have been made</li> </ul> <p>It was agreed that the next two counts would be carried out on Monday 27<sup>th</sup> June and Monday 3<sup>rd</sup> October 2022.</p>
<b>18.</b>	<p><b>Neighbourhood Plan</b></p> <p>Mrs. T Shaw proposed that the Parish Council sets up a Neighbourhood Plan Working Group at the Annual General Meeting in May 2022. Mrs. Y Hannan seconded with all in favour.</p>
<b>19.</b>	<b>The Green</b>

Signed Chairman:

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	<p>Repair: The Chairman reported that he had received a response from the Co-Op admitting liability for the damage made to The Green. The Parish Council is to provide the Co-Op for a quote to repair the damage. In the meantime, it was agreed to report the adjacent dangerous pothole on the Suffolk Highways portal.</p> <p>Protection of The Green: The Chairman reported that the Parish Council have yet to receive advice on options to how to protect the edges of The Green following a meeting with a Highways Officer last year. County Councillor Andrew Stringer had requested an update for the Parish Council and was advised that this is currently with the Highway Assessment Manager for investigation.</p>																																																																								
20.	<p><b>Parish Council Policies Review 2022</b></p> <p>1. Councillors noted that the following policies have been reviewed and to approve unchanged as no updates are required:</p> <table border="1" data-bbox="368 891 1401 1989"> <thead> <tr> <th></th> <th>ADOPTED</th> <th>MEMBER</th> <th>REVIEWED</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Governance</b></td> </tr> <tr> <td>Code of Conduct (V1.0)</td> <td>16.05.18</td> <td>AH</td> <td>18.02.22</td> </tr> <tr> <td>Financial Regulations (V1.2)</td> <td>04.05.21</td> <td>AH</td> <td>18.02.22</td> </tr> <tr> <td>Standing Orders (V1.3)</td> <td>21.07.20</td> <td>AH</td> <td>18.02.22</td> </tr> <tr> <td colspan="4"><b>Employment (to be reviewed by the employment committee)</b></td> </tr> <tr> <td>Appraisal Policy (V1.0)</td> <td>15.12.20</td> <td>YH</td> <td>21.02.22</td> </tr> <tr> <td>Dignity at Work (V1.0)</td> <td>16.07.19</td> <td>YH</td> <td>21.02.22</td> </tr> <tr> <td>Disciplinary policy (V1.1)</td> <td>04.05.21</td> <td>YH</td> <td>21.02.22</td> </tr> <tr> <td>Employee Privacy Notice (V1.0)</td> <td>19.06.18</td> <td>YH</td> <td>21.02.22</td> </tr> <tr> <td>Grievance Policy (V1.1)</td> <td>04.05.21</td> <td>YH</td> <td>21.02.22</td> </tr> <tr> <td>Health &amp; Safety Policy (V1.1)</td> <td>04.05.21</td> <td>YH</td> <td>21.02.22</td> </tr> <tr> <td>Sickness Absence Policy (V1.0)</td> <td>17.09.19</td> <td>YH</td> <td>21.02.22</td> </tr> <tr> <td>Training and Development (V1.1)</td> <td>04.05.21</td> <td>YH</td> <td>21.02.22</td> </tr> <tr> <td colspan="4"><b>Policies</b></td> </tr> <tr> <td>CIL Grant Awarding Policy (V1.1)</td> <td>20.07.21</td> <td>YH</td> <td>Amendment to policy – Agenda item</td> </tr> <tr> <td>Complaints Procedure (V1.2)</td> <td>04.05.21</td> <td>AF</td> <td>19.02.22</td> </tr> <tr> <td>Environment Policy (V1.0)</td> <td>22.06.21</td> <td>GB</td> <td>09.03.22</td> </tr> </tbody> </table>		ADOPTED	MEMBER	REVIEWED	<b>Governance</b>				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	<b>Employment (to be reviewed by the employment committee)</b>				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	<b>Policies</b>				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
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	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
	<b>GDPR</b>			
	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
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	<b>Other</b>			
	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
	<p>2. Mrs. T Shaw proposed that the Parish Council adopts the amendments made to the CIL Policy V1.1. Mrs. Y Hannan seconded with all in favour.</p>			
<b>21.</b>	<p><b>Councillor Recruitment Plan</b></p> <p>Councillors confirmed receipt of the Haughley Parish Council draft Recruitment Campaign. The members viewed two draft YouTube videos that will be shared by public link to reach out to the community. It was agreed to make some small changes to the visual aspect. M Gilson proposed that the Parish Council approves recruitment plan and amended videos which will be released as part of the campaign. G Brown seconded and all were in favour.</p>			

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<b>22.</b>	<p><b>Statutory Business</b></p> <p>Councillors noted that the Internal Control Statement for the year ending March 2022 has been completed by Mrs. Y Hannan and the Clerk.</p>												
<b>23.</b>	<p><b>Annual Parish Meeting</b></p> <p>The Chairman reported that the Village Hall was booked for the May 9<sup>th</sup> 2022. Councillors agreed to title the meeting “Achievements.” Organisations to be invited to send in their reports of their achievements over the past 2 years and encourage photos to be included to allow for visual displays. Refreshments will be made available prior to the start of the meeting. The Parish Council’s achievements will be discussed and agreed at the April meeting.</p>												
<b>24.</b>	<p><b>Storage Facility</b></p> <p>Mrs. T Shaw highlighted the concept of the rooms within the storage facility and the need to allocate to the organisations. Councillors agreed that the smaller room would be sufficient for Parish Council use. This room would not be used as storage by any other organisation other than the Parish Council.</p>												
<b>25.</b>	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li>The Council confirmed receipt of the finance report for February 2022 prior to the meeting including, Bank Reconciliation, Budget to Actual, Receipts and Payments, since the last meeting. No questions or comments were made. It was agreed to transfer £120,000 from the current account into the deposit account.</li> <li>Councillors noted the receipts received since last meeting: <table border="1" data-bbox="488 1592 1283 1720"> <tr> <td>MSDC (Cleansing Grant)</td> <td>£579.15</td> </tr> <tr> <td>Foxglove Forest School (Gallowsfield Wood)</td> <td>£120.00</td> </tr> <tr> <td>Wild Play (Gallowsfield Wood)</td> <td>£60.00</td> </tr> </table> </li> <li>Councillors confirmed the March payments: <table border="1" data-bbox="504 1827 1267 1986"> <tr> <td>Claire Pizzey (Expenses)</td> <td>£27.20</td> </tr> <tr> <td>Suffolk.Cloud (Communication)</td> <td>£145.00</td> </tr> <tr> <td>PWLB (Loan)</td> <td>£1,992.84</td> </tr> </table> </li> </ol>	MSDC (Cleansing Grant)	£579.15	Foxglove Forest School (Gallowsfield Wood)	£120.00	Wild Play (Gallowsfield Wood)	£60.00	Claire Pizzey (Expenses)	£27.20	Suffolk.Cloud (Communication)	£145.00	PWLB (Loan)	£1,992.84
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Wybone (Litter bin)	£192.74
Town and Village Landscape (Beacon)	£1,800.00
Alf Hannan (Stationary)	£12.90
Haughley Nature Group (Donation)	£200.00
S P Trees (The Cricket)	£1,800.00
S P Trees (Playing Field Hedge)	£550.00
HMRC (PAYE)	£597.32
T Shaw (Queens Jubilee)	£61.00
G Brown (Queens Jubilee)	£231.20
Suffolk County Council (Lighting)	£2,713.10
Katie Power (Wages)	£289.58,
Claire Pizzey (Wages + additional Hours)	£824.91

Mrs. T Shaw proposed to accept the payments. M Gilson seconded with all in favour.

4. Councillors noted a VAT return of £1,680.46
5. Internal Auditor: The members were satisfied that Hellis and Lodge were suitable independent of Haughley Parish Council, holding no role within the Council and having no connection with any current member. A Flint proposed that the fee of £420 is accepted for Hellis and Lodge to undertake the 2021-22 Internal Audit. M Gilson seconded with all in favour
6. A Flint proposed that the Parish Council accepts the quote from Sound Induction Systems to the purchase of a JTS CS-1 Conference system and a PA system consisting of 3 x Bose S1Pro PA speakers, microphones and associated equipment. The cost will be £1,327.00 and £3,252.28 respectively. G Brown seconded with all in favour.
7. The Chairman proposed that the Parish Council agrees a budget of £500 for paint and shelving for the storage facility. M Gilson seconded and all were in favour.
8. The Chairman proposed that the Parish Council accept the quote from SP Trees for £750 for the fencing at the allotments. M Gilson seconded with all in favour.
9. Mrs. Y Hannan proposed that the Parish Council agrees that an additional raised base planter is purchased at a cost of £385+ vat plus delivery £60+ vat

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	and that the Parish Council use money left from the Parish CIL Bench Project to purchase this. T Monaghan seconded with all in favour.
<b>26.</b>	<b>Clerk's report</b> Councillors noted receipt of the report. No comments were made.
<b>27.</b>	<b>Councillors Reports</b> The Chairman reported that the fixings on noticeboards have rusted and are in need of repair. It was agreed that the Parish Council gets a quote for the refurbishment and readjusting the noticeboard in line with the one at the Co-Op.
<b>28.</b>	<b>Correspondence</b> Councillors noted the correspondence already circulated and considered the following action: <ol style="list-style-type: none"> <li>1. Resident - Concerns about the poor health of a tree on Ladyfields Green: The Clerk reported that she had spoken with MSDC and this land was the responsibility of Suffolk County Council. This had been reported on the portal.</li> <li>2. Palmers Bakery - Noticeboard: It was agreed that the Parish Council does need another notice board.</li> <li>3. Resident - Concerns about a tree on Ladyfields: As one above.</li> <li>4. National Highways-A14 Road closures: No action.</li> <li>5. Resident - Concerns over trees on Fir Tree Lane: The Clerk reported that due to the nature of the trees growing around the telephone and electricity lines she had already asked the tree surgeon for a quote.</li> <li>6. Resident - A14 closure concerns: No action.</li> </ol>
<b>29.</b>	<b>Date of next meeting:</b> <ol style="list-style-type: none"> <li>1. Full Parish Council is scheduled for Tuesday 19<sup>th</sup> April 2022 at 7.00pm at Ron Crascall Pavilion</li> <li>2. Biodiversity &amp; Wildlife Conservation Working Group Scheduled for Tuesday 3<sup>rd</sup> May 2022 at Ron Crascall Pavilion</li> </ol>

Signed Chairman:

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30.	<p><b>The Councillors resolved 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:</b></p> <ol style="list-style-type: none"> <li>1. Employment issues. Councillors considered the report from the Employment Committee, and all were in favour of implementing the recommendations made regarding the salary and conditions of the Community Caretaker and the Clerk, and to purchase a 4-wheel barrow for the Community Caretaker</li> <li>2. May 2023 Council elections. Councillors were made aware by the Chairman of the process for council election process due in Mat 2023, that all Members wishing to be elected onto Haughley Parish Council will have to make an application, and that there is a need to elect a Vice Chairman at the May 2022 AGM, which person could become Chairman in May 2023.</li> </ol>
	There being no further business, the meeting was closed at 21.40
<p>A copy of any reports cited in the minutes can be made available from the clerk  <a href="mailto:clerk@haughleypc.co.uk">clerk@haughleypc.co.uk</a></p>	

Signed Chairman:

Date: