

## HAUGHLEY PARISH COUNCIL MEETING

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

<b>Present</b>	G Brown, Mrs. J Day, A Flint, A Hannan (Chairman), Mrs. Y Hannan, Mrs. T Shaw, T Sparkes, Mrs. S Swinge, District Councillor Rachel Eburne, District Councillor Keith Welham, Mrs. C. Pizzey (Clerk) and 1 member of the public.	
<b>1.</b>	<b>Apologies for Absence</b>	
	<ol style="list-style-type: none"> <li>1. Apologies were received from G French, T Monaghan and County Councillor Andrew Stringer.</li> <li>2. The members accepted the apologies.</li> </ol>	
<b>2.</b>	<b>Casual Vacancy</b>	
	The Clerk reported that she had received a request from Jayne Day to join the Parish Council. G Brown proposed that Mrs. Jayne Day was co-opted onto the Council. A Flint seconded with all in favour. The declaration form was signed and Mrs. Jayne Day joined the Council.	
<b>3.</b>	<b>Declarations of Interest</b>	
	G Brown declared an interest in item 16.3 as his son is employed by Beaver and Macaw Consulting LLP.	
<b>4.</b>	<b>Dispensations</b>	
	There were no requests for Dispensations received.	
<b>5.</b>	<b>Minutes</b>	
	All Councillors confirmed receipt of the minutes. Mrs. Y Hannan proposed to accept the minutes of 18 <sup>th</sup> October 2022 as a true record of the meeting and decisions made. Mrs. T Shaw seconded with all in favour.	
<b>6.</b>	<b>Action log</b>	
	The Chairman went through the action log with the members.	
	ACTION	COMMENT

Signed Chairman:

Date:

	Junior Football Pitch	Bloor Homes have responded to advise that the construction team have been using the area longer than expected. They will be clearing the area during October the area will then then be profiled, and they hope to top dress and seed by the End of November.
	SCC PROW Officer - upgrade of footpath and new footpath	Ongoing
	Allotments - Quote for removal of rabbits	Contractor advised to proceed
	Letter to MSDC - Footpath at Fishponds (Safety Audit)	Awaiting date from Contractor to start the works
	Land adj to The Cricket - register with Land Registry	
	Posts Project (Consultation)	Agenda item
	Village Maintenance Programme	Works started
	Fencing the paddock and 2 new gates at allotments	Start date of 8 December
	SCC along with local Parish Councils to work with all the agencies to schedule a meeting to put in place a protocol that can be used for A14 diversions.	On going
	Tree surgery - Gallowsfield Wood	Contractor to advise start date
	Contact SCC - Solar posts	Posts ordered - SCC are advising completion of February 2023
	Clean pond at The Cricket	Work completed
	Quote for Signs for The Cricket	Awaiting wording from The Cricket working Group
	Consultation SCC Haughley Green traffic calming	Andrew Stringer meeting with SCC Officer
	Planning Permission - The Cricket Play Equipment	Pre-application has been made
	Maintenance Officer - Job Description and Advert	Agenda item
	CIL Application - Wildflower Meadow	
	Contact Bellway and start legal procedure for Wildflower meadow	Email sent to Bellway and Birketts have been advised
	King George V Play Equipment Refurbishment	Start date of 16 January 2023
	HGV Count - Data analysis	Agenda item
	Greens Policy - second draft	Agenda item
	Application to be made to SCC for installation of EV Charge Points at the Pavilion Car Park	Register of interest sent
	Coronation Working Group - write Terms of Reference	Agenda item
	Clarke Telecom - respond to consultation	Email sent

Signed Chairman:

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	Speed Indicator Haughley Green - confirm the request for a solar post to be installed	Agenda item	
	Set up Parish Council Facebook page	The Facebook page has been set up	
	Respond to resident re previous resolutions	Email sent	
<b>7</b>	<p><b>Public Forum:</b></p> <p>A member of the public shared views on several issues regarding the Parish Council. Included in the list of issues were how the resident had been treated in respect of correspondence sent to the Chairman and Clerk, the finances of the Parish Council, inability to contact Council members, and several other issues. The Chairman asked that the resident put in writing all the issues to the Clerk for a written response to be made.</p>		
<b>8.</b>	<p><b>To receive written reports from County Councillor Andrew Stringer</b></p> <p>The members confirmed receipt of the report prior to the meeting.</p>		
<b>9.</b>	<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 prior to the meeting. District Councillor Rachel Eburne highlighted:</p> <ol style="list-style-type: none"> <li>1. <b>Elmswell Exemplar Housing Development:</b> Elmswell residents have been invited to a special drop-in session organised by Mid Suffolk District Council on Thursday (November 17) to find out more about proposals for an exemplar eco-friendly housing development and help shape the plans. The event gives local people the chance to learn more about how council-owned land in Church Road could be used to build 50 environmentally friendly low carbon homes.</li> <li>2. <b>Buses:</b> Many residents have contacted Rachel and Keith regarding reduced bus services, and we have raised this issue with Mid Suffolk and the County Council. Woolpit Parish Council has organised a meeting on 30 November with neighbouring parishes to discuss this issue and Rachel is attending.</li> <li>3. <b>The Boundary Commission Review:</b> For England has published revised constituency boundaries for review. The latest version puts the Haughley, Stowupland and Wetherden Ward in a new constituency of Waveney Valley – with some of south Norfolk, Bungay and Halesworth. Elmswell is to remain in the Bury St Edmunds constituency. If agreed, these boundaries will come into effect for the next general election. Comments on the proposals need to be made by 5<sup>th</sup> December.</li> </ol>		

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10.	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Councillors reviewed and approved a response to the following planning applications:  <b>DC/22/05435</b> - Proposal: Application Advertisement Consent - Erection of an internally illuminated projecting sign to front elevation. Location: 50 Old Street, Haughley, Stowmarket, Suffolk IP14 3NX. G Brown proposed that the Parish Council SUPPORTS the application. Mrs. T Shaw seconded with all in favour.</li> <li>2. Councillors to note the decisions issued by Mid Suffolk District Council:  <b>DC/22/03567</b> - Proposal &amp; Location of Development: Planning Application - Installation of Glen Farrow biomass boiler and log dryer. Old Bells Farm, Wassicks Lane, Haughley, Part in The Parish of Old Newton IP14 3NP. Planning permission has been GRANTED.</li> <li>3. Councillors to review the appeal has been made to the Secretary of State against the decision of Mid Suffolk District Council to refuse permission and to consider a response:  Appeal Reference: APP/W3520/W/22/3303035 Appeal by: Mr W Redmayne Proposal: Planning Application - Erection of 1no dwelling to replace that permitted under DC/20/01118 Location: Old Bells Farm, Wassicks Lane, Haughley, IP14 3NP: G Brown reported that the Parish Council's original objection was not listed amongst the documents for the appeal. It was agreed to submit the following comments in response to the appeal and to include a comment about the Neighbourhood Plan: <ul style="list-style-type: none"> <li>• This is the sixth application submitted on this site</li> <li>• The application is contrary to the Haughley Neighbourhood Plan.</li> <li>• The application states that the entrance to the farm is Rectory Lane, Haughley Green. This is incorrect. The official entrance is through Wassicks Lane in Old Newton.</li> <li>• The barn isn't redundant and if it is demolished as the application states, they indicate that they will look to install a new barn somewhere else on the farm. The original application was for a barn conversion and not a new build and the Parish Council do not understand the change in the application.</li> <li>• The application is suggesting using agricultural land for this new application and is essentially very different from the brown site replacement in the original application that has been granted.</li> <li>• This new application is building in the countryside.</li> <li>• All previous comments made by the Parish Council to be considered.</li> </ul> </li> </ol>
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	<p>4. Councillors noted the formal adoption of the Woolpit Neighbourhood Plan by Mid Suffolk District Council (31 October 2022) <a href="http://www.midsuffolk.gov.uk/WoolpitNP">www.midsuffolk.gov.uk/WoolpitNP</a></p> <p>5. G Brown proposed that the Parish Council does not give permission to the Automobile Association to erect temporary signs for Meadow Rise. The Chairman seconded with all in favour.</p>
<b>11.</b>	<p><b>Play Park Working Group</b></p> <p>Councillors noted receipt of the report from the working group</p> <p>1. Mrs. Y Hannan proposed that the Parish Council completes a Parish CIL application of £20,000 towards The Cricket Play Area refurbishment project. Mrs. T Shaw seconded with all in favour.</p>
<b>12.</b>	<p><b>Post Project</b></p> <p>1. The Chairman proposed that the Parish Council sets up a Working Group for the Post Project. Mrs. T Shaw seconded with all in favour. Mrs. J Day and Mrs. S Swinge along with the Clerk to set up the Working Group. Terms of reference to be written for the December meeting.</p>
<b>13.</b>	<p><b>Traffic Officer Report</b></p> <p>Councillors to note the report form the Traffic Officer</p> <p>1. A Flint proposed that the Parish Council seeks a quote for a third Solar Device for the Parish. Mrs. T Shaw seconded, and all were in favour.</p> <p>2. A Flint proposed that the Parish Council agrees that a solar post is installed in Haughley Green at a cost of £570.00. Mrs. T Shaw seconded, and all were in favour.</p> <p>3. The Parish Council had agreed at the September meeting to approve the request to relocate the speed indicator unit positioned to land adjacent to Fieldwood House. County Councillor Andrew Stringer had met with the Community Liaison Officer for SCC who has advised that the request to move the unit had come from the architect and reported that the post does not need to move and if it did here are no obvious safe locations in which to move it. It was agreed to contact the architect to advise that following the advice from Suffolk County Council the parish Council are unable to permit the relocation of the unit.</p>
<b>14.</b>	<p><b>Christmas Light Event</b></p>

Signed Chairman:

Date:

	Councillors confirmed receipt of the Programme of events and no comments were made.									
<b>15.</b>	<p><b>Maintenance Officer</b></p> <p>The members discussed the draft job advert for the Maintenance Officer, and it was agreed that further information needed to be included and a revised advert will be available for the December agenda.</p>									
<b>16.</b>	<p><b>HGV Count</b></p> <ol style="list-style-type: none"> <li>1. Councillors noted the data from the traffic count and agreed this is published to the residents via the H&amp;W Parish News, Facebook, Parish Council website and the Parish website. The data will be shared with Wetherden Parish Council.</li> <li>2. The Chairman proposed that the Parish Council agrees to a further traffic count three times during 2023. Mrs. T Shaw seconded with all in favour.</li> <li>3. The Chairman proposed that the Parish Council accepts the quote from Beaver and Macaw Consulting LLP of £4,033.44 for 3 traffic counts and analysis of the data. Mrs. T Shaw seconded with all in favour.</li> </ol>									
<b>17.</b>	<p><b>Village Greens Policy</b></p> <p>The members discussed the draft policy. Several issues were raised around the wording of the policy, and it was agreed that the Parish Council seeks advice from SALC over the legality of the policy before the document is adopted.</p>									
<b>18.</b>	<p><b>Statutory Business</b></p> <ol style="list-style-type: none"> <li>1. The Chairman proposed that the Parish Council agree the Terms of Reference for the King's Coronation Working Group. Mrs. Y Hannan seconded with all in favour.</li> </ol>									
<b>19.</b>	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li>1. The Council confirmed receipt of the finance report for October 2022 prior to the meeting including, Bank Reconciliation, Budget to Actual, Reserves, since the last meeting. No questions or comments were made.</li> <li>2. Councillors noted the receipts received since last meeting: <table border="1" data-bbox="432 1854 1353 2011"> <thead> <tr> <th colspan="2">Cheque / BACS / SO</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>INT</td> <td>Deposit Account</td> <td>£ 103.33</td> </tr> <tr> <td>BACS</td> <td>MSDC (CIL)</td> <td>£ 97,048.98</td> </tr> </tbody> </table> </li> </ol>	Cheque / BACS / SO		Total	INT	Deposit Account	£ 103.33	BACS	MSDC (CIL)	£ 97,048.98
Cheque / BACS / SO		Total								
INT	Deposit Account	£ 103.33								
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3. Councillors confirmed the November payments:

The Chairman proposed that the Parish Council accepts the payments. Mrs. T Shaw seconded with all in favour.

	Net	VAT	Total
Claire Pizzey (Expenses)	£ 39.80		£ 39.80
SALC (Training)	£ 26.00	£ 5.20	£ 31.20
SDW Services (Suffolk) Ltd (The Cricket)	£ 1,840.00	£368.00	£ 2,208.00
Haughley Village Hall (NP Review)	£ 50.00		£ 50.00
Jane Thompson (HIB)	£ 39.30		£ 39.30
Alf Hannan (The Cricket Play Park Project)	£ 57.50	£ 11.50	£ 69.00
Haughley Village Hall (CIL)	£15,190.00		£15,190.00
C Cook Electrical Ltd (Electrical Test (Xmas Tree Event))	£ 150.00	£ 30.00	£ 180.00
Alf Hannan	£ 8.00		£ 8.00
Beaver and Macaw Consulting	£ 273.06		£ 273.06
Woolpit Nurseries (HIB)	£ 67.25	£ 13.45	£ 80.70
Y Hannan (NP Review)	£ 25.40		£ 25.40
Places4People (NP Review)	£ 1,950.00	£390.00	£ 2,340.00
Luxstone (CIL War Memorial)	£ 3,096.00		£ 3,096.00
Claire Pizzey (Xmas Tree Event)	£79.20		£79.20
Claire Pizzey (Wages)	£ 930.06		£ 930.06
Katie Power (Wages)	£ 304.95		£ 304.95

4. Mrs. T Shaw proposed that the Parish Council accepts the quote for £380.00 from MSDC for a conservation cut at The Cricket. G Brown seconded with all in favour.

5. Councillors noted receipt of the review of the Asset Register 2022-23. Mrs. T Shaw reported that the new storage building at the Play Field needs to be added to the Parish Asset Register and G Brown raised an issue of some pockets of land that need to be registered to the Parish Council.

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20.	<p><b>Clerk's report</b></p> <p>Councillors noted receipt of the report. The Clerk reported that she had received an email from Glyn French regarding the Fishponds Bridleway. A meeting with the Landowner is scheduled for November when an agreement to the surfacing of the route can be achieved. A Footpaths report will be presented to the Parish Council in December.</p>
21.	<p><b>Councillors Reports:</b> Mrs. T Shaw thanked all those who have supported the consultation of the Pavilion regeneration. Mr G Brown reported that the Biodiversity and Wildlife Conservation Working Group had met this week and a report will be available in December. The Gallowsfield Wood Working Group is holding a hedge laying tuition event in December and a working party day is being arranged for later this week. Mrs. S Swinge reported that the Facebook page for the Parish Council is now live. The Chairman reported that 98 people had attended the Neighbourhood Plan Review Consultation and the Police had confirmed that they are aiming to carry out patrols covertly and high visibility, to deal with anyone that may be causing ASB, including drug dealing, very robustly. The Police will also be speaking to residents to see if there may be any further info forthcoming.</p>
22.	<p><b>Correspondence</b></p> <p>Councillors noted the correspondence already circulated and considered the following action:</p> <ol style="list-style-type: none"> <li>1. HM Revenue &amp; Customs – Invitation to be involved in independent research for HMRC with the aim to understand how and why employers offer Benefits in Kind to their employees.</li> <li>2. The Pension Regulator – Re-enrolment declaration.</li> <li>3. SCC – Street Lighting information on increases in electricity costs since the beginning of the financial year and the impact to the Parish.</li> <li>4. Haughley WI – Request to use the Parish Council storage facility to store their equipment as currently members of the organisation are storing items at their own properties, and this is becoming difficult. <i>It was agreed that the WI could have permission to store their equipment in the PC storage facility.</i></li> <li>5. Woolpit Parish Clerk – Arranging a meeting to begin discussion on the reduction of the bus service 384 &amp; 385: <i>The Clerk reported that she would be attending the meeting being held on Wednesday 30<sup>th</sup> November at the Woolpit Institute.</i></li> </ol>

Signed Chairman:

Date:



	<p>6. Resident – Request that Parish Council writes to owners of the business transporting straw through Haughley. <i>It was agreed that a letter is written to the business.</i></p> <p>7. Citizen Advice Stowmarket – Request for a donation: <i>Mrs. T Shaw proposed that a donation of £300 is made to the Citizen Advice. The Chairman seconded and all were in favour.</i></p>
<b>23.</b>	<p><b>Date of next meeting:</b></p> <ol style="list-style-type: none"> <li>1. Haughley Parish Council Meeting scheduled for Wednesday 21st December 2022 at Ron Crascall Pavilion at 7.00pm</li> <li>2. Neighbourhood Plan Review Working Group Monday 9<sup>th</sup> January 2023 at Maxwell Charnley Room at 7.15pm</li> </ol>
<b>24.</b>	<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 of the Clerk.</li> </ol>
	There being no further business, the meeting was closed at 20:54
<p>A copy of any reports or correspondence cited in the minutes can be made available from the clerk on receipt of written application</p> <p style="text-align: center;"><a href="mailto:clerk@haughleypc.co.uk">clerk@haughleypc.co.uk</a></p>	

Signed Chairman:

Date: