

## HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on Tuesday 19<sup>th</sup> April 2022 at the Ron Crascall Pavilion

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| <b>Present</b> | G Brown, G French, A Flint, A Hannan (Chairman), Mrs. Y Hannan, T Monaghan, Mrs. T Shaw, District Councillor Rachel Eburne, Mrs. C. Pizzey (Clerk – joined via Zoom due to COVID) and 1 member of the public.   |
| <b>1.</b>      | <p><b>Apologies for Absence</b></p> <ol style="list-style-type: none"> <li>1. Apologies were received from District Councillor Keith Welham and County Councillor Andrew Stringer.</li> <li>2. The members accepted the apologies.</li> </ol>   |
| <b>2.</b>      | <p><b>Declarations of Interest</b></p> <p>There were no Declarations of Interest received.</p>  |
| <b>3.</b>      | <p><b>Dispensations</b></p> <p>There were no requests for dispensations received.</p>   |
| <b>4.</b>      | <p><b>Minutes</b></p> <p>All Councillors confirmed receipt of the minutes. G Brown proposed to accept the minutes of 15<sup>th</sup> March 2022 as a true record and decisions made and agree that the Chairman could sign them outside of the meeting in the absence of the Clerk. Seconded by Mrs. T Shaw with all in favour.</p> |
| <b>5.</b>      | <p><b>Action log</b></p> <p>The members confirmed receipt of the action log and agreed that a letter is sent to Suffolk Highways giving a month's notice that it is the intention of the Parish Council to authorise work to protect the Village Green by installation of high kerbing .</p>  |
| <b>6.</b>      | <p><b>Public Forum:</b> A resident asked about the footbridge at Fishponds Way and is interested in the response from Mid Suffolk District Council</p>  |
| <b>7.</b>      | <p><b>To receive written reports from County Councillor Andrew Stringer</b></p> <p>The members confirmed received of the report prior to the meeting.</p>   |

Signed Chairman:

Date:

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| 8. | <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>• Mid Suffolk has created a Local Cycling and Walking Infrastructure Plan (LCWIP) to encourage active travel and help reduce the effects of climate change. It sets out the council’s approach to improving and developing the local cycling and walking network across the district over the next ten years, to support residents in shifting towards more sustainable transport – making cycling and walking more attractive for short journeys. Schemes in and around Haughley are: <ul style="list-style-type: none"> <li>- Better signage at Tothill footpath junction regarding parking (short term)</li> <li>- Improvement to Fishponds bridleway (medium term)</li> <li>- Footpath along The Folly (long term)</li> <li>- Foot/cycle path from Haughley Green to Haughley (long term)</li> <li>- Foot/cycle path from Haughley Green to Bacton (long term)</li> </ul> </li> <li>• Mid Suffolk is undertaking a Community Governance Review across the whole district. This type of review looks at issues such as merging parishes, changing boundaries, naming of parishes and grouping of parishes. Submissions can be made until 27<sup>th</sup> May.</li> <li>• An online meeting was held with Bellway regarding the open space for the wildflower meadow. The Bellway representative requested that the Parish Council agree the area they potentially wish to take on and Bellway legal team will then review this. From beginning of May Mid Suffolk have a new post of biodiversity officer who will be able to support parishes in this type of initiative.</li> </ul> |
| 9. | <p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Councillors reviewed and approved response to the current planning consultations: <p><b>DC/22/00924</b> – Proposal: Full Planning Application – Conversion of and extension to chapel to form 1No (1bed) apartment. Location: Gospel Hall and Bungalow, Haughley Green, Haughley, Suffolk, IP14 3RR: Councillors agreed to</p> </li> </ol>   |

Signed Chairman:

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|     | <p>SUPPORT the application and comment that the Parish Council have concerns around the parking provision and access for both the properties.</p> <p><b>DC/22/01527</b> - Proposal: Householder Application - Erection of a 5.5m x 4m Log Cabin studio to the front of the property on a concrete raft base. Height at ridge 3.5 m. Connected to mains electricity and mains water. Location: 2 New Bells Cottages, New Bells Lane, Haughley, Suffolk IP14 3RN: Councillors agreed to SUPPORT the application.</p> <p>2. Councillors noted the decisions issued by Mid Suffolk District Council:</p> <p><b>DC/22/01162</b> - Proposal &amp; Location of Development: 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. The Elms, The Folly, Haughley, Suffolk IP14 3NS: Consent has been GRANTED.</p> <p><b>DC/22/00272</b> - Proposal &amp; Location of Development: Planning Application - Erection of two Jack Leg cabins for a temporary period of two years The Coach House, Walnut Tree Manor, Haughley Green, Haughley IP14 3RQ: Planning permission has been GRANTED.</p> |
| 10. | <p><b>Bio-Diversity and Wildlife Conservation Working Group</b></p> <p>Councillors confirmed receipt of the report from the meeting with Bellway Homes. Mrs. T Shaw proposed that members agree the wildflower meadow area for Parish Council ownership and are happy for Gavin Deans, Chair of the working Group, District Councillor Rachel Eburne and the Clerk to continue to work with Bellway Homes. G Brown seconded with all in favour.</p>  |
| 11. | <p><b>Queens Platinum Jubilee Working Group</b></p> <p>Councillors confirmed receipt of the report from the 7<sup>th</sup> April 2022 and no comments were made.</p>   |

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| 12. | <p><b>850<sup>th</sup> Anniversary of the attack on Haughley Castle 1173</b></p> <p>Councillors confirmed receipt of the report. G Brown proposed that the Parish Council agrees to form a Working Group to arrange an event for July 2023 to commemorate the attack on Haughley Castle. Mrs. T Shaw seconded with all in favour.</p>   |
| 13. | <p><b>The Green</b></p> <p>The Chairman proposed that the Parish Council seeks quotes to replace old and erect new posts on all the Village Greens to protect the grass verges. Mrs. T Shaw seconded with all in favour.</p>  |
| 14. | <p><b>Village Maintenance</b></p> <p>Councillors confirmed receipt of the report.</p> <ol style="list-style-type: none"> <li>1. A Flint proposed that the Parish Council agrees the village maintenance program proposal to carry out <ol style="list-style-type: none"> <li>a) Repair of large sleeper plant container on corner Duke Street near the post office - serious damage reported by resident - reports one side completed removed by lorry impact, unfortunately no evidence available.</li> <li>b) Inspect integrity of all half-barrels' retaining steel bands Old Street. Repair as needed to prevent them coming apart and posing a risk to the public.</li> <li>c) Cleaning and repainting as necessary the white railings on bridge as you enter Haughley from Tot Hill.</li> <li>d) Replace locks, and fit internal bolts, sand down and varnish (prevent further water damage) the parish notice boards at Haughley Green and Haughley New Street.</li> <li>e) Replace community notice boards at Thomson Court and Windgap lane.</li> <li>f) Replace missing village sign on Folly Green.</li> <li>g) Cut down and clear area around the pond which is obscuring the view from the bench.</li> <li>h) Clean or replace village signs as required (if badly faded etc.).</li> <li>i) Clean and repaint white pump on the village green (Old Street).</li> </ol> </li> </ol> |

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|   | <p>j) Clean and paint black the two bells which sit on the village green (Old Street).</p> <p>k) Paint/varnish/stain all old benches.</p> <p>l) Inspect and if required, clean and paint the Bus Shelter.</p> <p>and that quotes are sought for the work. Mrs. Y Hannan seconded with all in favour.</p> <p>2. A Flint proposed that the Parish Council agrees a Parish CIL application is completed for the village maintenance program of works. Mrs. T Shaw seconded with all in favour.</p>  |            |           |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
|---|--|------------|-----------|---|----------|------------------------|---------|-----------------------|---------|-------------------------------------|----------|----|----------|----------------------------|----------|----|----------|
| 15.                                     | <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="403 891 1366 1176"> <thead> <tr> <th></th> <th>ADOPTED</th> <th>MEMBER</th> <th>REVIEWED</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Policies</b></td> </tr> <tr> <td>Anti-Harassment Policy (V1.0)</td> <td>22.06.21</td> <td>TS</td> <td>15.03.22</td> </tr> <tr> <td>Safeguarding Policy (V1.1)</td> <td>16.03.21</td> <td>TS</td> <td>15.03.22</td> </tr> </tbody> </table>   |            | ADOPTED   | MEMBER                                  | REVIEWED | <b>Policies</b>        |         |                       |         | Anti-Harassment Policy (V1.0)       | 22.06.21 | TS | 15.03.22 | Safeguarding Policy (V1.1) | 16.03.21 | TS | 15.03.22 |
|   | ADOPTED  | MEMBER     | REVIEWED  |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
| <b>Policies</b>                         |  |            |           |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
| Anti-Harassment Policy (V1.0)           | 22.06.21   | TS         | 15.03.22  |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
| Safeguarding Policy (V1.1)              | 16.03.21   | TS         | 15.03.22  |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
| 16.                                     | <p><b>Annual Parish Meeting</b></p> <p>Councillors agreed the list of Parish Council achievements for the Annual Parish Meeting.</p>   |            |           |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
| 17.                                     | <p><b>Finance:</b></p> <p>1. The Council confirmed receipt of the finance report for March 2022 prior to the meeting including, Bank Reconciliation, Budget to Actual, Receipts and Payments, since the last meeting. No questions or comments were made.</p> <p>2. Councillors noted the receipts received since last meeting:</p> <table border="1" data-bbox="488 1767 1283 1982"> <tbody> <tr> <td>HMRC (VAT)</td> <td>£1,680.46</td> </tr> <tr> <td>Playing field Committee (Minor Expense)</td> <td>£322.74</td> </tr> <tr> <td>MSDC (Cleansing Grant)</td> <td>£579.15</td> </tr> <tr> <td>Nationwide (Interest)</td> <td>£113.94</td> </tr> <tr> <td>Barclays (Deposit Account interest)</td> <td>£1.40</td> </tr> </tbody> </table> | HMRC (VAT) | £1,680.46 | Playing field Committee (Minor Expense) | £322.74  | MSDC (Cleansing Grant) | £579.15 | Nationwide (Interest) | £113.94 | Barclays (Deposit Account interest) | £1.40    |    |          |                            |          |    |          |
| HMRC (VAT)                              | £1,680.46  |            |           |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
| Playing field Committee (Minor Expense) | £322.74  |            |           |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
| MSDC (Cleansing Grant)                  | £579.15  |            |           |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
| Nationwide (Interest)                   | £113.94  |            |           |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |
| Barclays (Deposit Account interest)     | £1.40  |            |           |   |          |                        |         |                       |         |                                     |          |    |          |                            |          |    |          |

Signed Chairman:

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## 3. Councillors confirmed the April payments:

|  |         |
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| Claire Pizzey (Expenses)                 | £45.20  |
| D Walker (Operation London Bridge)       | £68.64  |
| BigDUG (Storage Facility)                | £380.94 |
| Haughley PCC (War Memorial CIL)          | £200.00 |
| R Tricker (Gallowsfield Wood)            | £89.25  |
| D Bradshaw (HIB)                         | £10.00  |
| Groundwork (Training)                    | £258.90 |
| Suffolk.Cloud (Communication)            | £120.00 |
| A Hannan (New litter trolley)            | £99.95  |
| A Hannan (Storage Facility materials)    | £31.68  |
| G Nunn (Storage Facility paint)          | £80.00  |
| T Stopher (Gallowsfield Wood)            | £24.29  |
| SALC (Membership)                        | £653.70 |
| Second Life Products (CIL)               | £534.00 |
| Lawes of Bacton (Gallowsfield Wood)      | £64.60  |
| Faxbase (Communication)                  | £36.00  |
| Katie Power (Wages)                      | £305.15 |
| Claire Pizzey (Wages + bonus + back pay) | £822.67 |

4. **To receive and approve the budget to actual for the year ending 31<sup>st</sup> March**

**2022:** The Council noted the position at the end of the year. Mrs. T Shaw proposed that the budget to actual for the year ending 31<sup>st</sup> March 2022 is approved. Mrs. Y Hannan seconded with all in favour.

5. **To consider and approve the annual return figures for the year ending 31<sup>st</sup> March 2022 and explanation of variances:**

The annual return figures and explanation of variances were received and no comments were made. Mrs. T Shaw proposed that the annual return figures and explanation of variances is approved. Mrs. Y Hannan seconded with all in favour.

6. **To approve the Statement of Accounts for Haughley Parish Council for the year ending 31<sup>st</sup> March 2022:**

The accounts for the year ending 31<sup>st</sup> March 2022 had been presented to the Council. A Flint proposed acceptance of the

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|     | <p>Statement of accounts for the year ending 31<sup>st</sup> March 2022. Mrs. T Shaw seconded with all in favour. The Chairman and The Clerk to sign the Statement of Accounts.</p> <p>7. <b>To consider and approve the reserves for the year ending 31<sup>st</sup> March 2022:</b><br/>The Council agreed that the reserves held by the Parish Council at the year-end were appropriate to its needs. Mrs. Y Hannan proposed that the reserves for the year ending 31<sup>st</sup> March 2022 are agreed. G French seconded with all in favour. The Chairman and the Clerk to sign the Statement of Reserves.</p> <p>8. <b>To consider and approve the asset register for the year ending 31<sup>st</sup> March 2022:</b> It was agreed to do an inventory of the asset register before the end of September 2022. G French proposed that the asset register for the year ending 31<sup>st</sup> March 2022 was approved. Mrs. T Shaw seconded with all in favour.</p> <p>9. <b>To consider and approve the CIL report for 2021-22:</b> Mrs. Y Hannan proposed that the CIL report for 2021-22 is approved and published on the website. A Flint seconded with all in favour. The Chairman and the Clerk to sign the document.</p> |
| 18. | <p><b>Clerk's report</b></p> <p>Councillors noted receipt of the report. A Flint proposed that a new grit bin is purchased for Windgap Lane. Mrs. Y Hannan seconded with all in favour.</p>   |
| 19. | <p><b>Councillors Reports</b></p> <p>A Flint reported that he had met with County Councillor A Stringer to discuss the requirements for the sound system. A quote had been received from Eastern Entertainment Services Ltd within the budget that was approved by the Parish Council. The Clerk would be placing the order. Mrs. T Shaw reported that Ashenden Architects had sent through the proposal for the next stage of the Pavilion regeneration project and the Playing Field Committee are hopeful it will be able to share this with the clubs and wider community soon. The Chairman reported that the auto winding of the clock mechanism had been completed and he proposed that a letter and voucher to the value of £100 is purchased as a token of thanks to Roger Shave for his service winding the clock over the years. Mrs. T Shaw seconded with all</p>   |

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|            | <p>in favour. The Chairman reported that correspondence had been received from Palmers giving the Parish Council first refusal on renting the Coal House once it has been renovated. This will be discussed and actioned at the May meeting. The Chairman wanted members to have the opportunity to deliberate about it prior to the meeting. The Chairman reported that the new sound system needs to be stored between meetings. Mrs. T Shaw agreed that a key for a storage cupboard within the Pavilion will be made available to the Parish Council. The Chairman reported that further damage had been caused by a vehicle to the Village Green. The company had been contacted and they had admitted liability and a repair will be made.</p>   |
| <b>20.</b> | <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. Resident – Damage to roads in Haughley: It was agreed to respond to the resident to advise that the Parish Council are looking into options to protect the Village Green.</li> <li>2. Allotment Tenant – Allotments: The Chairman and Clerk have agreed to carry out an allotment inspection and report back to the Council at the May meeting.</li> <li>3. MSDC – Community Governance Review: No action.</li> <li>4. MSDC – Change of National Minimum Wage: No action.</li> <li>5. MSDC – Active Travel News: No action.</li> <li>6. Resident – Trackway/Village Green: It was agreed that the Clerk would make a response on behalf of the Parish Council.</li> <li>7. BMSDC – CIL Payment: No action.</li> </ol> |
| <b>29.</b> | <p><b>Date of next meeting:</b></p> <ol style="list-style-type: none"> <li>1. Biodiversity &amp; Wildlife Conservation Working Group Scheduled for Tuesday 3<sup>rd</sup> May 2022 at Ron Crascall Pavilion</li> <li>2. Haughley Parish Council Annual General Meeting scheduled for Tuesday 17<sup>th</sup> May 2022 at Ron Crascall Pavilion</li> </ol>  |
|            | There being no further business, the meeting was closed at 20.42   |
|            |  |

Signed Chairman:

Date:



A copy of any reports or correspondence cited in the minutes can be made available from the clerk

[clerk@haughleypc.co.uk](mailto:clerk@haughleypc.co.uk)

Signed Chairman:

Date: