

HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on Tuesday 21st March 2023 the Ron Crascall Pavilion

Present	M Bloom, G Brown (Chairman), Mrs. J Day, Mrs. T Shaw, T Sparkes, District Councillor Rachel Eburne, County Councillor Andrew Stringer, Mrs. C. Pizzey (Clerk) and 1 member of the public														
1.	<p>Apologies for Absence</p> <ol style="list-style-type: none"> 1. Apologies were received from G French, A Flint, A Hannan, Mrs. Y Hannan, T Monaghan and Mrs. S Swinge 2. The members accepted the apologies. 														
2.	<p>Declarations of Interest</p> <p>There were no Declarations of Interest received.</p>														
3.	<p>Dispensations</p> <p>There were no requests for Dispensations received.</p>														
4.	<p>Minutes</p> <p>All Councillors confirmed receipt of the minutes. Mrs. T Shaw proposed to accept the minutes of 21st February 2023 as a true record of the meeting and decisions made. M Bloom seconded with all in favour.</p>														
5.	<p>Action log</p> <p>The Councillors noted the action log, and no comments were made.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">ACTION</th> <th>COMMENT</th> </tr> </thead> <tbody> <tr> <td>Junior Football Pitch</td> <td>Ongoing</td> </tr> <tr> <td>SCC PROW Officer - upgrade of footpath and new footpath</td> <td>Ongoing</td> </tr> <tr> <td>Allotments - Quote for removal of rabbits</td> <td>Work complete</td> </tr> <tr> <td>Letter to MSDC - Footpath at Fishponds (Safety Audit)</td> <td>Work Complete</td> </tr> <tr> <td>Land adj. to The Cricket - register with Land Registry</td> <td>Ongoing</td> </tr> <tr> <td>Posts Project (Consultation)</td> <td>Ongoing</td> </tr> </tbody> </table>	ACTION	COMMENT	Junior Football Pitch	Ongoing	SCC PROW Officer - upgrade of footpath and new footpath	Ongoing	Allotments - Quote for removal of rabbits	Work complete	Letter to MSDC - Footpath at Fishponds (Safety Audit)	Work Complete	Land adj. to The Cricket - register with Land Registry	Ongoing	Posts Project (Consultation)	Ongoing
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Village Maintenance Programme	Work still to complete: White railings, paint, and varnish 9 benches, replace missing sign (Clerk working with SCC)
Quote for Signs for The Cricket	Ongoing
Consultation SCC Haughley Green traffic calming	Awaiting report from SCC Community officer
Contact Bellway and start legal procedure for Wildflower meadow	Ongoing
King George V Play Equipment Refurbishment	Work started on the rainbow fencing
Greens Policy - second draft	Ongoing
Application made to SCC for installation of EV Charge Points at the Pavilion Car Park	Ongoing
Solar post for VAS sign for Haughley (\$106 contribution Bloor)	Site suitability application made
Quote for additional VAS device	Agenda item
Registers pockets of land in the Parish	Ongoing
Arrange date for GW site meeting with Council members	Date to be confirmed
Request letter from ANPR Officer regarding the location of the post	Email sent to Bellway Homes
Report on WG for 4g pitch	April agenda
Purchase plaque for 10th Anniversary of Haughley Hagenah Morris Men	Ordered
Procedure for installing and moving SID devices distribute to Volunteers	Completed
HGV Count - Advice contractor of dates	Completed
Community Litter Picks - Advertise and contact MSDC	Completed
Annual Parish Meeting-hire Hall	Clerk Report – Change of date
Sign at Folly - Advice of changes and request quote	Awaiting quote
Bus service 384 & 385 - confirm attendance at	Awaiting date for meeting

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	meeting	
	Wood Chippings at allotments - confirm removal with Contractor	Completed
	Friends of Haughley War memorial - confirm attendance	Completed
6.	<p>Public Forum:</p> <p>A resident reported concerns about the state of the verges in Haughley Green and the inability of walking due to this. Many residents refuse to walk as they feel they are sharing the verges with vehicles.</p>	
7.	<p>To receive written reports from County Councillor Andrew Stringer</p> <p>The members confirmed receipt of the report prior to the meeting.</p> <ol style="list-style-type: none"> 1. Budget: At the beginning of February, the Council's budget for 2023/24 was voted in. The budget will now increase tax by 2.99% - broken down into a 2% rise in the Social Care Precept and a .99% increase in general tax. 2. Zebra Crossing: Plans to install a new pedestrian, zebra crossing along Bacton Road, Haughley, outside Haughley Crawford's Primary School. The work will be completed in two phases: <ul style="list-style-type: none"> Phase 1: 27 to 31 March 2023 – Temporary traffic signals will be in operation to allow our teams to install new drainage and electrical connections for the new crossing. Phase 2: 3 to 14 April 2023 – A road closure will be in place between Duke Street and the end of King Georges Field. This is necessary to enable our teams to work safely within the carriageway and footway. The new crossing points will be installed along with the lighting units. The road will be resurfaced, and road markings installed following the crossing installation works. <p>During the road closure, through traffic will be diverted via Duke Street, Plashwood Road, Kates Lane, Green Road and vice versa.</p> 3. A14 Concrete Works: The County Council have been invited to a briefing by National Highways (sp). 4. Haughley Green The Community Liaison Officer has been in contact and has advised that he may need further traffic information before he can raise a report for traffic calming measures. 	

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8.	<p>To receive written reports for information only from District Councillors Keith Welham & Rachel Eburne</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"> 1. Budget: Mid Suffolk District Council will not be raising Council Tax for 2023/24. Within the 2023/24 budget, the Conservative Administration proposed a £3.5 million surplus, most of which will be put into a “strategic transformation infrastructure fund”. This may be used on the Stowmarket sports and leisure project and an innovation centre at Gateway 14 if plans are agreed. Total reserves are just under £21 million. 2. Planning Enforcement: MSDC are looking at a new enforcement plan on how they deal with enforcement issues. Request for more staff and better feedback to Parish Councils and asked that the Parishes get a better understanding of the outcome when no action is taken. 3. CIL: Changes to the Community Infrastructure Levy (CIL) conditions to allow funding bids towards library projects, continued funding (after a pilot) for cycling/walking initiatives and to reduce the need to have quotes valid for several months.
9.	<p>Planning</p> <ol style="list-style-type: none"> 1. Councillors to review and approve a response to the following planning applications: DC/23/00978 Proposal: Planning Application - Change of use of land to equestrian use Location: Land Between Fieldwood House & Fox Cottage, Haughley Green, Haughley. G Brown proposed that the Parish Council submit comments that it is outside the Neighbourhood Plan area and support the Environmental Protection Officers comment (the three proposed conditions) that a waste management plan for storage and removal of horse manure is to be confirmed prior to the application being approved. Mrs. T Shaw seconded with all in favour. 2. Councillors noted no decisions had been issued by Mid Suffolk District Council
10.	<p>Biodiversity and Wildlife Conservation Working Group</p> <p>Councillors noted the report from the meeting of 8th March 2023.</p>
11.	<p>Gallowsfield Wood Working Group</p>

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12.	<p>Traffic Officer</p> <p>Councillors to note the report from the Traffic Officer. Install of the minutes.</p> <ol style="list-style-type: none"> 1. Councillors agreed the CIL application of £6,210 for the SID Device Project. 2. Mrs. T Shaw proposed that the Parish Council accepts the quote from Elan City of £2,250 to purchase a further Solar SID device. M Bloom seconded with all in favour. 																																																				
13.	<p>Additional Dog and Litter bin</p> <p>The members discussed additional dog and litter bins as follows:</p> <ol style="list-style-type: none"> 1. Dog and litter bin at Grange way/Castle rise. 2. Dog bin on the Bloor Estate by the noticeboard 3. Dog and litter bin at gateway of the cycle path at Haughley new street 4. Dog bin at the footpath that leads from Dagworth to Ladyfields <p>The Clerk to send a request form to MSDC.</p>																																																				
14.	<p>Parish Council Policies Review 2023</p> <ol style="list-style-type: none"> 1. Councillors noted that the following policies have been reviewed and approved unchanged as no updates are required. <table border="1"> <thead> <tr> <th></th> <th>ADOPTED</th> <th>MEMBER</th> <th>REVIEWED</th> </tr> </thead> <tbody> <tr> <td colspan="4">Governance</td> </tr> <tr> <td>Code of Conduct</td> <td>16.05.22</td> <td>AH</td> <td>08.03.23</td> </tr> <tr> <td>Financial Regulations (V1.2)</td> <td>04.05.21</td> <td>AH</td> <td>08.03.23</td> </tr> <tr> <td>Standing Orders (V1.3)</td> <td>04.05.21</td> <td>AH</td> <td>08.03.23</td> </tr> <tr> <td colspan="4">Employment (to be reviewed by the employment committee)</td> </tr> <tr> <td>Appraisal Policy (V1.0)</td> <td>15.12.20</td> <td>AF</td> <td>09.03.23</td> </tr> <tr> <td>Dignity at Work (V1.0)</td> <td>16.07.19</td> <td>AF</td> <td>09.03.23</td> </tr> <tr> <td>Disciplinary policy (V1.1)</td> <td>04.05.21</td> <td>AF</td> <td>09.03.23</td> </tr> <tr> <td colspan="4">GDPR</td> </tr> <tr> <td>Document and Electronic data policy (V1.1)</td> <td>16.03.21</td> <td>GB</td> <td>09.03.23</td> </tr> <tr> <td>Lawful basis for processing Data (V1.0)</td> <td>16.03.21</td> <td>GB</td> <td>09.03.23</td> </tr> <tr> <td>Privacy Notice (V1.1)</td> <td>16.03.21</td> <td>GB</td> <td>09.03.23</td> </tr> </tbody> </table>		ADOPTED	MEMBER	REVIEWED	Governance				Code of Conduct	16.05.22	AH	08.03.23	Financial Regulations (V1.2)	04.05.21	AH	08.03.23	Standing Orders (V1.3)	04.05.21	AH	08.03.23	Employment (to be reviewed by the employment committee)				Appraisal Policy (V1.0)	15.12.20	AF	09.03.23	Dignity at Work (V1.0)	16.07.19	AF	09.03.23	Disciplinary policy (V1.1)	04.05.21	AF	09.03.23	GDPR				Document and Electronic data policy (V1.1)	16.03.21	GB	09.03.23	Lawful basis for processing Data (V1.0)	16.03.21	GB	09.03.23	Privacy Notice (V1.1)	16.03.21	GB	09.03.23
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15.	<p>Statutory Business</p> <p>Mrs. T Shaw proposed that the Parish Council accept the Internal Control Statement for the year ending March 2023. G Brown seconded with all in favour.</p>																																																																		
16.	<p>Finance:</p> <p>1. The Council confirmed receipt of the finance report for February 2023 prior to the meeting including, Bank Reconciliation, Budget to Actual, Reserves, 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"> <thead> <tr> <th>Receipts</th> <th colspan="2">Cheque / BACS / SO</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Allotment</td> <td>BACS</td> <td>Peart</td> <td>£ 80.00</td> </tr> <tr> <td>Gallowsfield Wood</td> <td>BACS</td> <td>Wild Play</td> <td>£ 120.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 200.00</td> </tr> </tbody> </table> <p>3. Councillors confirmed the March payments:</p> <p>G Brown proposed that the Parish Council accepts the payments. Mrs. T Shaw seconded with all in favour.</p> <table border="1"> <thead> <tr> <th>Expenditure</th> <th></th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>General Exp.</td> <td>Claire Pizzey</td> <td>£ 68.85</td> <td></td> <td>£ 68.85</td> </tr> <tr> <td>Kings Coronation</td> <td>Copy Centre</td> <td>£ 122.00</td> <td></td> <td>£ 122.00</td> </tr> <tr> <td>Communication</td> <td>Suffolk.cloud</td> <td>£ 175.00</td> <td></td> <td>£ 175.00</td> </tr> <tr> <td>Misc.</td> <td>Andy Flint</td> <td>£ 79.94</td> <td></td> <td>£ 79.94</td> </tr> <tr> <td>Allotments</td> <td>Wave</td> <td>£ 18.42</td> <td></td> <td>£ 18.42</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£ 1,237.56</td> <td></td> <td>£1,237.56</td> </tr> <tr> <td>Wages</td> <td>Claire Pizzey</td> <td>£ 887.52</td> <td></td> <td>£ 887.52</td> </tr> <tr> <td>Wages</td> <td>Katie Power</td> <td>£ 308.75</td> <td></td> <td>£ 308.75</td> </tr> <tr> <td></td> <td></td> <td>£ 2,898.04</td> <td>£ -</td> <td>£2,898.04</td> </tr> </tbody> </table>	Receipts	Cheque / BACS / SO		Total	Allotment	BACS	Peart	£ 80.00	Gallowsfield Wood	BACS	Wild Play	£ 120.00				£ 200.00	Expenditure		Net	VAT	Total	General Exp.	Claire Pizzey	£ 68.85		£ 68.85	Kings Coronation	Copy Centre	£ 122.00		£ 122.00	Communication	Suffolk.cloud	£ 175.00		£ 175.00	Misc.	Andy Flint	£ 79.94		£ 79.94	Allotments	Wave	£ 18.42		£ 18.42	HMRC	PAYE	£ 1,237.56		£1,237.56	Wages	Claire Pizzey	£ 887.52		£ 887.52	Wages	Katie Power	£ 308.75		£ 308.75			£ 2,898.04	£ -	£2,898.04
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	<p>4. Mrs. T Shaw proposed that the Parish Council authorise the payment of the invoice (once received) to Suffolk County Council of £3,795.45 + VAT for the street lighting maintenance and energy for 2022-23. G Brown seconded with all in favour.</p> <p>5. 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. G Brown proposed that the fee of £515 is accepted for Hellis and Lodge to undertake the 2022-23 Internal Audit. Mrs. T Shaw seconded with all in favour.</p> <p>6. Members noted the VAT return of £14,808.09 for the period 01.12.22-28.02.23</p>
17.	<p>Clerk's Report</p> <p>Councillors noted receipt of the Clerk's Report and the Clerk updated the members on the Zebra Crossing update.</p>
18.	<p>Councillors Reports</p> <p>G Brown reported that correspondence had been received from Highways England to update on the A14 junction 47a Haughley to 49 Tothill reconstruction scheme and to advise on two upcoming public information events. Both had been advertised on the Parish FB Page. Mrs. T Shaw reported that the 1173 Castle Event Working Group are looking for organisations to hold a stall at the event.</p>
19.	<p>Correspondence</p> <p>Councillors noted the correspondence already circulated and considered the following action:</p> <ol style="list-style-type: none"> 1. Suffolk County Council – Join the greenest county community network. It was agreed that the Parish Council joins the community network. The Clerk to action. 2. MSDC – Increase of National Living Wage. 3. Barclays – Change of Mandate. 4. Stowmarket Striders – Friday five road race 30th June 2023. It was agreed that a copy of the letter is put on the Haughley New Street Notice Board nearer the time. 5. Resident – Report of fall on Old Street. The members confirmed that this area was registered at village green and it was agreed that this is looked at as part of the post project or when the Village Handyman is appointed. 6. MSDC – Successful CIL funding application for The Cricket Play area.

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	<p>7. John Sisk & Sons Ltd – Introduction as Contractor working on the A14 concrete Road scheme. It was agreed to contact and arrange a meeting to discuss for volunteer projects in the village.</p> <p>8. National Lottery – Confirmation of successful funding of £1,850 for Kings coronation event.</p> <p>9. Resident – Destructive parking around village. It was agreed that The Clerk and G Brown responds to the resident.</p>
20.	<p>Date of next meeting:</p> <ol style="list-style-type: none"> 1. Community Litter Pick Sunday 26th March 2023 10.00am at The Green 2. Haughley Parish Council Meeting scheduled on Tuesday 18th April 2023 at Ron Crascall Pavilion at 7.00pm 3. Haughley Neighbourhood Plan Review Working Group on Monday 15th May 2023 at Maxwell Charnley Room at 7.15pm 4. Biodiversity and Wildlife Conservation Working Group on Wednesday 10th May 2023 at Maxwell Charnley Room at 7.00pm
	There being no further business, the meeting was closed at 20.05
<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;">clerk@haughleypc.co.uk</p>	

Signed Chairman:

Date: