

## HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on Tuesday 27<sup>th</sup> September 2022 at the Ron Crascall Pavilion

<b>Present</b>	G Brown, A Hannan (Chairman), Mrs. Y Hannan, Mrs. T Shaw, T Sparkes, Mrs. S Swinge, District Councillor Rachel Eburne, County Councillor Andrew Stringer, Mrs. C. Pizzey (Clerk) 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 G French, A Flint, T Monaghan and District Councillor Welham</li> <li>2. The members accepted the apologies.</li> </ol>
<b>2.</b>	<p><b>Casual Vacancy</b></p> <p>The Clerk reported that she had received a request from Sarah Swinge to join the Parish Council. The Chairman proposed that Sarah Swinge was co-opted onto the Council. G Brown seconded with all in favour. The declaration form was signed and Sarah Swinge joined the Council.</p>
<b>3.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>4.</b>	<p><b>Dispensations</b></p> <p>There were no requests for Dispensations received.</p>
<b>5.</b>	<p><b>Minutes</b></p> <p>All Councillors confirmed receipt of the minutes. G Brown proposed to accept the minutes of 19<sup>th</sup> July 2022 as a true record of the meeting and decisions made. Mrs. T Shaw seconded with all in favour.</p>
<b>6.</b>	<p><b>Action log</b></p> <p>The Chairman went through the action log with the members.</p>
<b>7</b>	<p><b>Public Forum:</b></p> <p>A resident raised his concerns over the post project. They asked to see a copy of a</p>

Signed Chairman:

Date:

	<p>plan to show how many posts and where they are proposed to be installed, raised their concerns over the safety and ease of accessing a vehicle after the posts are installed, wanted to know where cars will park if they are unable to park on Old Street and felt that cars will park further out in the road as a result of the posts being installed resulting in Old Steet becoming single car access.</p>
<p><b>8.</b></p>	<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. County Councillor Andrew Stringer highlighted:</p> <ol style="list-style-type: none"> <li>1. County Council has provided an update with how many Ukrainian refugees are currently in Suffolk and awaiting to be granted status to our county.</li> <li>2. Suffolk County Council has a new officer framework in dealing with progressing our local highways issues that are not part of the Highways management operational plan, The issues the officer will be working on are for instance, the items from the Local Highways Budget. Our local officer is Josh White.</li> <li>3. Suffolk County Council has been successful in a bid for funding towards new EV charging infrastructure. The £2.75m funding will focus on community-owned carparks, where charging can be accessed 24/7.</li> <li>4. Included in the report was a Thank You to our Fire Service. Community leaders across the board, recognise the stellar work from Suffolk Fire and Rescue Service during the heatwave and increased demand. Crews have been called to more than 1,300 incidents since the start of July, making it one of the busiest years on record for the service. With such heavy demand, our Group wish to extend our thanks to all involved.</li> <li>5. A full update on the Counties response to the cost of living crisis and clarification on the Government growth plan will be reported at the October meeting.</li> </ol>
<p><b>9.</b></p>	<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>

Signed Chairman:

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	<ol style="list-style-type: none"> <li>1. We had a virtual meeting with the Chief Planning Officer and Head of Planning Enforcement last week to consider how best to deal with current enforcement issues in our ward, some of which date back for a year or more. Only a few are in Haughley; we would like an opportunity to discuss these soon.</li> <li>2. Suffolk County Council has received the designer's response to the Stage 3 Safety Audit for work on the Fishponds footpath. No date for these works has been confirmed.</li> </ol>
<p><b>10.</b></p>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Councillors noted the planning applications received and that no representations made by Haughley Parish Council due to Parish Council not meeting in August: <ul style="list-style-type: none"> <li><b>DC/22/03613</b> - Application for Outline Planning Permission (Access points to be considered, Appearance, Landscaping, Layout and Scale to be reserved) Town and Country Planning Act 1990 - Severance of garden and erection of up to 3No dwellings and new vehicular access. Brookfield, Bury Road, Stowmarket, Suffolk IP14 3QB</li> <li><b>DC/22/03615</b> - Householder Application - Erection of a two-storey detached cart lodge (revision to DC/22/00762). Fieldwood House, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RQ</li> <li><b>DC/22/03829</b> - Planning Application - Erection of 4no. Ball Stop Nets (Revised scheme to that approved under DC/21/04671 to provide fixed netting on the posts on the East side of the playing field). King George's Playing Field, Green Road, Haughley, IP14 3RA</li> <li><b>DC/22/03929</b> - Notification of Works to Trees in a Conservation Area - Prune Canopy of 1No. Ash by 50% and cut back branches overhanging Chapel building. 46 Old Street, Haughley, Stowmarket, Suffolk IP14 3NX</li> <li><b>DC/22/03985</b> - Planning Application. Erection of B8 Storage and Distribution Warehouse together with associated works. E J Farrow Haulage Ltd, Bridge Farm, Stowmarket Road, Old Newton IP14 4PA</li> <li><b>DC/22/04072</b> - Application for Advertisement Consent - Erection of 1No external illuminated fascia sign. 50 Old Street, Haughley, Stowmarket, Suffolk IP14 3NX</li> </ul> </li> </ol>

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	<p><b>DC/22/04002</b> - Hybrid Application. Full planning Application for B8 and E(g) storage and office uses for Land Parcels 4 and 5. Outline Planning Application for B2, B8 and E(g) uses for Land Parcel 6. Land At Lawn Park Business Centre, Warren Lane, Woolpit, IP30 9RS</p> <p><b>DC/22/04158</b> - Listed Building Consent - Masonry repair above main entrance. Walnut Tree Manor, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RQ</p> <p><b>DC/22/04216</b> -Planning Application - Erection of Hot Food Takeaway with Office above (revised application following permission DC/22/00144) Land at Stag Cafe, Old A45, Woolpit, Suffolk</p> <p><b>DC/22/03567</b> - 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</p> <p>2. Councillors noted the decisions issued by Mid Suffolk District Council:</p> <p><b>DC/22/02722</b> - Proposal &amp; Location of Development: Full Planning Application - Change of use of an existing annexe to a residential dwelling along with the subdivision of the plot (revised scheme to DC/21/04307) Annexe Accommodation At, Hill House, Haughley Green, Haughley Suffolk: Planning permission was REFUSED</p> <p><b>DC/22/02822</b> - Proposal &amp; Location of Development: Full Planning Application - Erection of 1No dwelling and associated cartlodge including creation of a new vehicular access on the land adjacent Fieldwood House, Fieldwood House, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RQ: Planning permission was APPROVED</p> <p><b>DC/22/02958</b> - Proposal &amp; Location of Development: Householder Application - Erection of single storey rear extension (following demolition of existing conservatory); Conversion of attached garage to additional living accommodation and associated works. 1 Castle Rise, Haughley, Stowmarket, Suffolk IP14 3PR: Planning permission was APPROVED</p> <p><b>DC/22/03328</b> - Proposal &amp; Location of Development: Application for Listed Building Consent - Replace 4No existing front elevation casement windows, including bay window, and 2No metal French doors, in hard wood. The Grange, Duke Street, Haughley, Stowmarket Suffolk IP14 3QT: Listed Building Consent was APPROVED</p>
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	<p><b>DC/22/03929</b> - Proposal &amp; Location of Development: Notification of Works to Trees in a Conservation Area - Prune Canopy of 1No. Ash by up to 50% of crown volume including cutting back branches overhanging Chapel building. 46 Old Street, Haughley, Stowmarket, Suffolk IP14 3NX: Mid Suffolk District Council as Local Planning Authority, hereby give notice that it DOES NOT WISH TO OBJECT</p> <p><b>DC/22/03615</b> - Proposal &amp; Location of Development: Householder Application - Erection of a two-storey detached cart lodge (revision to DC/22/00762) Fieldwood House, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RQ: Planning permission was APPROVED</p> <p><b>DC/22/03829</b> - Proposal &amp; Location of Development: Planning Application - Erection of 4no. Ball Stop Nets (Revised scheme to that approved under DC/21/04671 to provide fixed netting on the posts on the East side of the playing field) King George's Playing Field, Green Road, Haughley, IP14 3RA: Planning permission was APPROVED</p>
11.	<p><b>Bio-Diversity and Wildlife Conservation Working Group</b></p> <p>Councillors confirmed receipt of the notes from the meeting of 5<sup>th</sup> September 2022</p> <ol style="list-style-type: none"> <li>1. Mrs. T Shaw proposed that the Parish Council agrees that a Parish CIL application is made for a budget of up to £3,000 towards the legal costs of acquiring the land for the wildflower meadow at the Bellway Homes development. G Brown seconded with all in favour.</li> <li>2. The Councillors agreed that the Parish Council names the Wildflower Meadow Fishponds Green Wildflower Meadow.</li> <li>3. G Brown proposed that no cuts are made to the 2023 Grass Cutting schedule on The Green between No. 16 and No. 22 Old Street during the months of May and June to allow the clover to grow and pollenate for the invertebrates. Mrs. T Shaw seconded. Three voted in favour and three against. The Chairman had the casting vote and the proposal was rejected.</li> </ol>
12.	<p><b>Gallowsfield Wood</b></p> <p>Councillors confirmed receipt of the notes from the meeting of 6<sup>th</sup> September 2022.</p>
13.	<p><b>PIIP Working Group</b></p> <p>Councillors confirmed receipt of the report from the PIIP Working Group</p>

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	<ol style="list-style-type: none"> <li>1. Mrs. Y Hannan proposed that the Parish Council agree the Parish CIL application of £109,639.72 for the King George V Playing Field Play equipment refurbishment. The Chairman seconded with all in favour.</li> <li>2. The Chairman proposed that that the Parish Council accepts the Parish CIL Application of £6,187.52 for the Village Maintenance Project. Mrs. T Shaw seconded with all in favour.</li> </ol>
<b>14.</b>	<p><b>Neighbourhood Plan Review</b></p> <p>Councillors confirmed receipt of the notes from the meeting of 1<sup>st</sup> August 2022 and noted the Public Consultation date of Saturday 12<sup>th</sup> November 2022.</p>
<b>15.</b>	<p><b>Play Park</b></p> <p>Councillors noted the concept design and public consultation for the play area at The Cricket. The Clerk reported that letters had been sent to local charities in the area and a donation of £5,000 has been received from The Lord Belstead Charitable Trust.</p>
<b>16.</b>	<p><b>Village Hall</b></p> <p>Councillors confirmed receipt of the report from the Village Hall Officer from the meeting of the 11<sup>th</sup> July 2022. T Sparkes highlighted:</p> <ul style="list-style-type: none"> <li>• A garage sale is being arranged for May 2023.</li> <li>• The garden has been revamped and open to the public.</li> <li>• Concerns over the regeneration of The Pavilion and the Village Hall Committee were concerned that they had not been consulted. Mrs. T Shaw advised that they will be consulted along with the village.</li> </ul>
<b>17.</b>	<p><b>Post Project</b></p> <p>Councillors to note the report on the post project</p> <ol style="list-style-type: none"> <li>1. Councillors noted the feedback from residents regarding the Post Project and it was agreed that further consultation of the installation of the posts would be carried out along with a trial before a decision is made to agree the post projects and the licence required for street furniture installation. Proposals 2 and 3 are rejected.</li> <li>2. Councillors to agree a quote for the Post Project for all the Village Green.</li> </ol>

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	<p>3. Councillors to agree the £150 spend to obtain a licence from Suffolk Highways for a Street Furniture Licence.</p>
<b>18.</b>	<p><b>HGV Count</b></p> <ol style="list-style-type: none"> <li>1. The Chairman proposed that the week of 3<sup>rd</sup> October 2022 for the next automated Traffic Count. Mrs. T Shaw seconded with all in favour.</li> <li>2. The Chairman proposed that the Parish Council add Duke Street and Stowmarket Road to the original five locations at an additional cost of £633.06 + vat. Mrs. T Shaw seconded with all in favour.</li> </ol>
<b>19.</b>	<p><b>Councillor Recruitment Project</b></p> <p>Mrs. S Swinge updated the members on the recruitment project and a presentation will be made at the October meeting.</p>
<b>20.</b>	<p><b>SALC</b></p> <p>Councillors confirmed receipt of the draft minutes from the SALC AGM of 20<sup>th</sup> July 2022.</p>
<b>21.</b>	<p><b>Maintenance Officer</b></p> <p>Mrs. S Swinge agreed to look over the Job Description and advert for the Maintenance Officer and it was agreed that these proposals will be available at the October meeting.</p>
<b>22.</b>	<p><b>Governance and Policy</b></p> <ol style="list-style-type: none"> <li>1. The Chairman proposed that the Parish Council accepts the Risk Assessment for King George V Playing Field. Mrs. Y Hannan seconded with all in favour.</li> <li>2. The Chairman proposed that the Parish Council accepts the Risk Assessment for the Village Hall. Mrs. Y Hannan seconded with all in favour.</li> <li>3. The Councillors agreed that a Greens Policy should be adopted and comments on the first draft to be received ready for the October meeting.</li> </ol>
<b>23.</b>	<p><b>Communication</b></p> <p>Members agreed the wording for the announcement for the Parish Noticeboards regarding anti-social and criminal behaviour.</p>

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<b>24.</b>	<p><b>Finance:</b></p> <p>1. The Council confirmed receipt of the finance report for July and August 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" style="margin-left: 40px;"> <thead> <tr> <th>Receipts</th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Gallowsfield Wood</td> <td>Wild play</td> <td>£ 120.00</td> </tr> <tr> <td>Gallowsfield Wood</td> <td>Wild play</td> <td>£ 100.00</td> </tr> <tr> <td>Grant</td> <td>Groundwork - NP</td> <td>£ 8,739.00</td> </tr> <tr> <td colspan="2"></td> <td><b>£ 8,959.00</b></td> </tr> </tbody> </table> <p>3. Councillors confirmed the August and September payments:</p> <p>August: Mrs. Y Hannan / Mrs. T Shaw</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Expenditure</th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Expenses</td> <td>Claire Pizzey</td> <td>£38.45</td> </tr> <tr> <td>Asset</td> <td>Glasdon</td> <td>£392.11</td> </tr> <tr> <td>General Expense</td> <td>Capital Road Safety</td> <td>£900.00</td> </tr> <tr> <td>General Expense</td> <td>Beaver And Mcaw Consulting</td> <td>£192.75</td> </tr> <tr> <td>Jubilee</td> <td>Haughley Hoofers</td> <td>£60.00</td> </tr> <tr> <td>Allotments</td> <td>S P Trees</td> <td>£750.00</td> </tr> <tr> <td>Wages</td> <td>Clare Pizzey</td> <td>£610.24</td> </tr> <tr> <td>Wages</td> <td>Katie Power</td> <td>£304.95</td> </tr> </tbody> </table> <p>September:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Expenditure</th> <th></th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Expenses</td> <td>Claire Pizzey</td> <td>£ 75.22</td> </tr> <tr> <td>Maintenance</td> <td>Town &amp; Village Landscapes</td> <td>£ 200.00</td> </tr> <tr> <td>Loan</td> <td>PWLB</td> <td>£ 1,992.84</td> </tr> <tr> <td>HMRC</td> <td>PAYE Return</td> <td>£ 100.00</td> </tr> <tr> <td>Gallowsfield Wood</td> <td>D Signs</td> <td>£ 96.00</td> </tr> <tr> <td>Insurance</td> <td>BHIB</td> <td>£ 1,250.82</td> </tr> <tr> <td>Allotments</td> <td>Wave</td> <td>£ 58.00</td> </tr> <tr> <td>Audit</td> <td>PKF Little John</td> <td>£ 960.00</td> </tr> <tr> <td>CIL</td> <td>Buildbase</td> <td>£ 7,922.58</td> </tr> <tr> <td>CIL</td> <td>Greenbarnes</td> <td>£ 6,803.87</td> </tr> <tr> <td>CIL</td> <td>Town &amp; Village Landscapes</td> <td>£ 2,250.00</td> </tr> <tr> <td>Maintenance</td> <td>Town &amp; Village Landscapes</td> <td>£ 465.00</td> </tr> <tr> <td>CIL</td> <td>Town &amp; Village Landscapes</td> <td>£ 686.00</td> </tr> </tbody> </table>	Receipts		Total	Gallowsfield Wood	Wild play	£ 120.00	Gallowsfield Wood	Wild play	£ 100.00	Grant	Groundwork - NP	£ 8,739.00			<b>£ 8,959.00</b>	Expenditure		Total	Expenses	Claire Pizzey	£38.45	Asset	Glasdon	£392.11	General Expense	Capital Road Safety	£900.00	General Expense	Beaver And Mcaw Consulting	£192.75	Jubilee	Haughley Hoofers	£60.00	Allotments	S P Trees	£750.00	Wages	Clare Pizzey	£610.24	Wages	Katie Power	£304.95	Expenditure		Total	Expenses	Claire Pizzey	£ 75.22	Maintenance	Town & Village Landscapes	£ 200.00	Loan	PWLB	£ 1,992.84	HMRC	PAYE Return	£ 100.00	Gallowsfield Wood	D Signs	£ 96.00	Insurance	BHIB	£ 1,250.82	Allotments	Wave	£ 58.00	Audit	PKF Little John	£ 960.00	CIL	Buildbase	£ 7,922.58	CIL	Greenbarnes	£ 6,803.87	CIL	Town & Village Landscapes	£ 2,250.00	Maintenance	Town & Village Landscapes	£ 465.00	CIL	Town & Village Landscapes	£ 686.00
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	<p>4. Councillors noted the VAT return of £1,986.18 for the period 01.02.22-30.06.22.</p> <p>5. The Chairman proposed that the Parish Council agrees a £2,500 reserve for the Playing Field Skate Park Maintenance and an annual budget figure to top up the reserve to £2,500 is agreed. Mrs. Y Hannan seconded with all in favour.</p> <p>6. The Chairman proposed that the Parish Council accepts the Insurance renewal of £3,250.82 from BHIB Councils Insurance. Mrs. T Shaw seconded with all in favour.</p> <p>7. The Chairman proposed that the Parish Council accept the quote from W Jarvis and Son of £2,700 for the paddock fencing and gates at the allotments. Mrs. Y Hannan seconded with all in favour.</p> <p>8. Mrs. T Shaw proposed that the Parish Council accepts the quote of £1,400 +vat for the pond clearance at The Cricket. Mrs. Y Hannan seconded with all in favour.</p> <p>9. Councillors accepted the completion of the limited assurance review for the year ended 31 March 2022 for Haughley Parish Council and noted that no matters were arising.</p> <p>10. As the audit had been concluded the Clerk reported that she had advertised the conclusion of the audit on the Parish Council Website.</p>									
<b>25.</b>	<p><b>Clerk's report</b></p> <p>Councillors noted receipt of the report.</p>									
<b>26.</b>	<p><b>Councillors Reports</b></p> <p>Mrs. T Shaw reported that the skatepark repair would be carried out this week, the jubilee tree will be planted on the 15<sup>th</sup> October and this is also the date that the consultation on the design of the regeneration of the Pavilion will start. G Brown reported that the church clock had stopped working. Advice had been given from the contractor and unfortunately it has stopped working again. The Chairman reported on the Christmas tree light event and it was agreed on a date of 2<sup>nd</sup> December.</p>									

Signed Chairman:

Date:

	<p>There will be an agenda item for October to discuss the event. Mrs. Y Hannan agreed to contact potential stall holders and the Chairman agreed to contact D Walker regarding the Christmas Trees to be ordered. Expected date for the event is Saturday 3<sup>rd</sup> December at 4pm.</p>
<p><b>27.</b></p>	<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 – drain blockage: No action.</li> <li>2. National Highways – Diversions from A14 during planned events: No action.</li> <li>3. Haughley PCC – Retirement of Rev’s Brin Singleton: It was agreed to send a retirement card from the Council.</li> <li>4. Suffolk Highways – Update zebra crossing: No action.</li> <li>5. Suffolk Highways – Update 30mph speed limit extension Green Road: No action.</li> <li>6. Various – Incident Haughley New Street: No action.</li> <li>7. Resident – Litter: No action</li> <li>8. BMSDC – Designation of Bacton NP Area: No action.</li> <li>9. BMSDC - Town and Parish update from Mid Suffolk District Council - September 2022: No action.</li> <li>10. Resident – Lorry count: No action. Chairman has already made a response to the resident.</li> <li>11. Diaper Poultry – Potential shop for village: No action. A holding response has been made.</li> </ol>
<p><b>28.</b></p>	<p><b>Date of next meeting:</b></p> <ol style="list-style-type: none"> <li>1. Neighbourhood Plan Revision Working Group scheduled Monday 10 October 2022 7.15pm Maxwell Charnley Room</li> <li>2. Haughley Parish Council Meeting scheduled for Tuesday 18<sup>th</sup> October 2022 7.00pm Ron Crascall Pavilion</li> <li>3. Biodiversity &amp; Wildlife Conservation Working Group scheduled for Monday 14<sup>th</sup> November 2022 7.00pm Maxwell Charnley Room</li> </ol>

Signed Chairman:

Date:

	There being no further business, the meeting was closed at 21.06
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A copy of any reports or correspondence cited in the minutes can be made available from the clerk  
on receipt of written application

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

Signed Chairman:

Date: