

## HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on Tuesday 19<sup>th</sup> March 2024 the Ron Crascall Pavilion

<b>Present</b>	M Bloom, G Brown (Chairman), Mrs. J Day, Mrs. A Pepper, Mrs. T Shaw, T Sparkes, Mrs. Y Tricker, County Councillor Andrew Stringer (arrived at item 5), District Councillor Rachel Eburne and 5 members of the public.						
<b>1.</b>	<p><b>Apologies for Absence</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence were received from A Flint, Mrs. S Swinge and District Councillor Janet Pearson.</li> <li>2. The members accepted the apologies.</li> </ol>						
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>Mrs. A Pepper declared an interest in item 27.3 as a relation married into the Palmer family.</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.</p> <ol style="list-style-type: none"> <li>1. Mrs. A Pepper proposed to accept the minutes of 20<sup>th</sup> February 2024 as a true record of the meeting and decisions made. Mrs. T Shaw seconded with all in favour.</li> </ol>						
<b>5.</b>	<p><b>Action log</b></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: 50%;">ACTION</th> <th style="width: 50%;">COMMENT</th> </tr> </thead> <tbody> <tr> <td>Junior Football Pitch</td> <td>The Clerk reported that correspondence had been received from Bloor homes with a commuted sum figure. This will be discussed at the April meeting.</td> </tr> <tr> <td>SCC PROW Officer - upgrade of footpath and new footpath</td> <td>On going</td> </tr> </tbody> </table>	ACTION	COMMENT	Junior Football Pitch	The Clerk reported that correspondence had been received from Bloor homes with a commuted sum figure. This will be discussed at the April meeting.	SCC PROW Officer - upgrade of footpath and new footpath	On going
ACTION	COMMENT						
Junior Football Pitch	The Clerk reported that correspondence had been received from Bloor homes with a commuted sum figure. This will be discussed at the April meeting.						
SCC PROW Officer - upgrade of footpath and new footpath	On going						

Signed Chairman:

Date:

	Land adj. to The Cricket - register with Land Registry	Agenda item
	Posts Project (Consultation)	Consultation to be written
	Quote for Signs for The Cricket	Request to be made to the Maintenance Officer to look at the signs and advise
	Consultation SCC Haughley Green traffic calming	Awaiting report from SCC Community officer
	Contact Bellway and start legal procedure for Wildflower meadow	On going
	Greens Policy - second draft	On going
	Application made to SCC for installation of EV Charge Points at the Pavilion Car Park	Application in progress
	Registers pockets of land in the Parish	Agenda item
	Proposal Email group residents	On going
	Proposal for public event community broadband	On going
	Report on WG for 4g pitch	Ongoing
	Haughley Green - Slow horse signs	Email sent to Andrew Stringer
	Allotment – Purchase chain and lock	Completed
	Contact Diaper Poultry	Clerk report
	Repair shed roof	Handyman has agreed to carry out the work
	Tidy allotment carpark	Meeting arranged for 4 April
	Data download of SID devices	
	Policy Review	Agenda item
	Moles – The Cricket	Work in progress
	MSDC – Byelaw	On-going
	Allotment – quote mechanism of gate	
	Permanent Christmas Tree	
	Haughley Green Footpaths (verges)	No further update
	Damage Green	Clerk report
<b>6.</b>	<b>Public Forum</b>	

Signed Chairman:

Date:

	<p>A resident proposed that the Parish Council considers a project to reduce the level of the road-side verges through Haughley Green to provide places on which pedestrians can safely step when a vehicle passes. The Chairman reported that this had been discussed at the February meeting and the Parish Council are awaiting a date to meet the Highways Officer to discuss the project and costings. A resident reported unsociable behaviour of properties in Stegall Road. District Councillor Rachel Eburne confirmed that a MSDC Officer on the Anti-Social Behaviour Team has previously offered to hold a meeting with the residents and the Parish Council.</p>
7.	<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. County Councillor Andrew Stringer highlighted:</p> <ul style="list-style-type: none"> <li>• <b>Devolution Consultation:</b> People across Suffolk are being asked for their views on a proposed, in principle, devolution deal that would hand Suffolk greater decision-making powers and control of more than half a billion pounds of public funding over 30 years.</li> <li>• <b>Sizewell C:</b> Construction begins this month of the controversial new power station at Sizewell, a project that is forecast to take 17 years to complete. This will have a massive impact on local communities, the coastal environment and transport routes in the county. Suffolk County Council has secured £250m in mitigation monies for Suffolk communities, but this will still create a lot of upheaval in the county and the council has a role to play in making sure Sizewell C make every effort to minimise its impact and listens to the concerns of residents and local businesses.</li> <li>• <b>Ofsted/CQC SEND Inspection Report: Following the</b> resignation of the Cabinet members for SEND, Education and Children’s Services a new Director for the department has been appointed.</li> </ul>
8.	<p><b>To receive written reports for information only from District Councillors Rachel Eburne &amp; Janet Pearson</b></p> <p>The members confirmed receipt of the report prior to the meeting. District Councillor Rchel Eburne highlighted:</p> <ul style="list-style-type: none"> <li>• <b>Devolution in Suffolk:</b> While Suffolk County Council has commenced a consultation exercise on Devolution (from 18<sup>th</sup> March), the District Council will be debating this at Council on 20<sup>th</sup> March. Mid Suffolk District Council is a consultee only but councillors feel it is important to debate this publicly and to put forward all comments and concerns from the district’s perspective.</li> </ul>

Signed Chairman:

Date:

	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Councillors to review and approve a response to the following planning applications: <b>DC/24/00839</b> - Proposal: Householder Application - Erection of side porch extension (following removal of boundary wall). Location: 12 Turner Lane, Haughley, Stowmarket, Suffolk IP14 3SA. The Chairman proposed that the Parish Council SUPPORTS the application. Mrs. T Shaw seconded and all were in favour.</li> <li>2. Councillors noted there had been no decisions issued by Mid Suffolk District Council.</li> </ol>
<b>10.</b>	<p><b>Biodiversity &amp; Wildflower Working Group</b></p> <p>Councillors noted the report from the meeting of 4<sup>th</sup> March 2024 and no comments were made.</p> <ol style="list-style-type: none"> <li>1. The Chairman proposed that the Parish Council agrees that the Working Group obtains an information sign that is erected to inform residents about the wildlife friendly mowing on The Green. Mrs. T Shaw seconded with all in favour.</li> <li>2. The Chairman proposed that the Parish Council agrees that the working group can explore the possibility of uses for the unused paddock at the Allotments. Mrs. J Day seconded with all in favour.</li> </ol>
<b>11.</b>	<p><b>Haughley Parish in Bloom</b></p> <ol style="list-style-type: none"> <li>1. Mrs. A Pepper proposed that the Parish Council accepts the Parish CIL application of £942.00 for two new planters. Mrs. Y Tricker seconded with all in favour.</li> </ol>
<b>12.</b>	<p><b>Playing Field Committee</b></p> <ol style="list-style-type: none"> <li>1. Mrs. T Shaw proposed that the Parish Council agrees the quote of £1,805.00 from I A Play Solutions for the repair of play equipment and that the £400.00 Pride in my Place Grant is used towards these repairs. Mrs. J Day seconded and all were in favour.</li> <li>2. Councillors noted the report from the PFC Pavilion futures working party and no comments were made.</li> </ol>
<b>13.</b>	<p><b>Haughley New Street Gateway</b></p> <p>Councillors noted the report on the additional gateways</p> <ol style="list-style-type: none"> <li>1. It was agreed that the additional gateways would be put in storage for future use.</li> </ol>
<b>14.</b>	<b>Land Registry</b>

Signed Chairman:

Date:

	<p>Councillors noted the report from the meeting with Birketts Solicitors</p> <ol style="list-style-type: none"> <li>1. The Chairman proposed that the Parish Council agrees the cost of up to £4,000 to register the land at the allotments, Castle Rise, Lady Fields, and Fir Tree Lane. Mrs. J Day seconded with all in favour.</li> </ol>
<b>15.</b>	<p><b>Suffolk County Council Devolution</b></p> <p>Councillors noted receipt of the presentation from the Suffolk Devolution pre-engagement community session</p> <ol style="list-style-type: none"> <li>1. It was agreed to hold a public presentation prior to the Annual Parish Meeting on the 13<sup>th</sup> May 2023 to advise residents of the consultation.</li> </ol>
<b>16.</b>	<p><b>D-Day</b></p> <p>Councillors agreed that the Parish Council undertakes the lighting of the beacon to commemorate the 80<sup>th</sup> anniversary of D-Day on Thursday 6<sup>th</sup> June 2023 at 9.15pm.</p>
<b>17.</b>	<p><b>HGV Count</b></p> <p>Councillors agreed the following dates for the 2024 traffic counts:</p> <ul style="list-style-type: none"> <li>• 22 April</li> <li>• 24 June</li> <li>• 21 October</li> </ul>
<b>18.</b>	<p><b>Internal Control Statement</b></p> <p>Councillors noted that the Internal Control Statement for the year ending March 2024 had been completed by the Chairman.</p>
<b>19.</b>	<p><b>Fidelity Guarantee</b></p> <p>The Clerk had reported that the Parish Council currently has £500,000 of fidelity guarantee cover. It was agreed that given the current Bank balance this cover is sufficient.</p>
<b>20.</b>	<p><b>General Data Protection Regulation Audit</b></p> <p>Councillors noted that the GDPR Audit for 2023-24 was completed and had been signed by Mrs. T Shaw.</p>
<b>21.</b>	<p><b>Policies and Procedure Review</b></p>

Signed Chairman:

Date:

	Councillors noted that the following policies have been reviewed and noted the changes required in appendix 1.																										
<b>22.</b>	<p><b>Bank Mandate</b></p> <p>The Chairman proposed that Mark Bloom is added to the Barclays mandate and as Chairman of the Parish Council he is added to the Nationwide Bank Account. Mrs. J Day seconded with all in favour.</p>																										
<b>23.</b>	<p><b>Grass Cutting and Grounds Service Level Agreement 2024</b></p> <ol style="list-style-type: none"> <li>Mrs. T Shaw proposed that the Parish Council agrees the ground level service agreement with MSDC for 2024 once they have confirmed the areas that are included in the programme at a cost of £2,397.07 for the Parish. The Chairman seconded and all were in favour.</li> <li>The Chairman proposed that the Parish Council agrees that Mid Suffolk District Council provides the grass cutting service for 2024 at a cost of £866.05 for Gallowsfield Wood. Mrs. T Shaw seconded with all in favour.</li> </ol>																										
<b>24.</b>	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Councillors noted the receipts received since last meeting: <table border="1" data-bbox="459 1373 1331 1597"> <thead> <tr> <th>Receipts</th> <th colspan="2">Cheque / BACS / SO</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Cleansing grant</td> <td>BACS</td> <td>MSDC</td> <td>£ 677.30</td> </tr> <tr> <td>Misc</td> <td>BACS</td> <td>XPO</td> <td>£ 650.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£ 1,327.30</b></td> </tr> </tbody> </table> </li> <li>Councillors confirmed the March payments: The Clerk advised that correspondence had been received from Suffolk County Council for street lighting maintenance and energy for the period 1st April 2023 to 31st March 2024. The cost for Haughley Parish is £3,722.12 and an invoice will be received and payment will need to be made by the end of March 2024.</li> </ol> <table border="1" data-bbox="363 1973 1426 2020"> <thead> <tr> <th>Expenditure</th> <th></th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Receipts	Cheque / BACS / SO		Total	Cleansing grant	BACS	MSDC	£ 677.30	Misc	BACS	XPO	£ 650.00				<b>£ 1,327.30</b>	Expenditure		Net	VAT	Total					
Receipts	Cheque / BACS / SO		Total																								
Cleansing grant	BACS	MSDC	£ 677.30																								
Misc	BACS	XPO	£ 650.00																								
			<b>£ 1,327.30</b>																								
Expenditure		Net	VAT	Total																							

Signed Chairman:

Date:

	General Exp.	Claire Pizzey	£ 34.85		£ 34.85
	Village Maintenance	P Garrord	£ 246.00		£ 246.00
	Castle Event	Suffolk Owl Sanctuary	£ 111.00		£ 111.00
	CIL	A E White	£ 735.00	£ 147.00	£ 882.00
	Allotment	Wave	£ 10.20		£ 10.20
	Misc.	Andy Flint	£ 63.73		£ 63.73
	Communication	Suffolk.cloud	£ 145.00		£ 145.00
	Play Park	Proludic	£ 11,040.01		£ 11,040.01
	Village Maintenance	J Lawes	£ 3.29	£ 0.66	£ 3.95
	Street Lighting	Suffolk County Council	£ 3,722.12	£ 744.44	£4,466.56
	Communication	Fax Base Ltd	£ 30.00	£ 6.00	£ 36.00
	Wages	Claire Pizzey	£ 964.99		£ 964.99
	Wages	Katie Power	£ 364.70		£ 364.70
			<b>£ 17,470.89</b>	<b>£ 898.10</b>	<b>£ 18,368.99</b>
	<p>The Chairman proposed that the Parish Council accepts the payments. T Sparkes seconded with all in favour</p> <p>4. The Chairman proposed that the Parish Council accepts the quote from Suffolk County Council of £1,132.13 for the new welcome to Haughley sign for Fishponds Way. Mrs. A Pepper seconded with all in favour.</p> <p>5.</p>				
<b>25.</b>	<p><b>Clerks Report</b></p> <p>The members confirmed receipt of the report and no comments were made.</p>				
<b>26.</b>	<p><b>Councillors Issues</b></p> <p>M Bloom reported on the amount of people who stopped to thank him for litter picking at Plashwood at the community pick last weekend. T Sparkes reported that a resident from The Cricket had contacted him about a tree that is over hanging their property. Mrs. T Shaw had a request from a resident regarding the frequency of buses and reported that the Playing Field Committee will be advertising fit villages for the over 55 to promote hire at the Pavilion. The Chairman reported that 30 residents had turned out for the litter pick at the weekend, Mrs. A Pepper and</p>				

Signed Chairman:

Date:

	himself are booked on to the community self help scheme training on the 5 <sup>th</sup> April and the PCC have ordered a replacement part for the church clock that is in need of repair.
<b>27.</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. Hedgehogs R Us: Hedgehog Highway Project. It was agreed to forward to the Parish magazine and add to the Facebook page.</li> <li>2. Resident: Speed hump Green Road. It was agreed to respond to the resident to advise that the Parish Council will not be taking this any further.</li> <li>3. Resident: Permanent Christmas Tree. The Parish Council agreed not to pursue this any further.</li> <li>4. National Highways: Public information events. Information only.</li> </ol>
<b>23.</b>	<p><b>Date of next meetings:</b></p> <ol style="list-style-type: none"> <li>1. Haughley Parish Council Meeting scheduled on Tuesday 16<sup>th</sup> April 2024 at Ron Crascall Pavilion at 7.00pm</li> <li>2. Biodiversity &amp; Wildflower Working Group Wednesday 5<sup>th</sup> June 2024 at the Maxwell Charnley Room</li> </ol>
<b>24.</b>	<p><b>Councillors agreed to resolve 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. Clerk appraisal</li> </ol>
	There being no further business, the meeting was closed at 8.45
<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><a href="mailto:clerk@haughleypc.co.uk">clerk@haughleypc.co.uk</a></p>	

Appendix 1

## HAUGHLEY PARISH COUNCIL

Signed Chairman:

Date:

## Policies & Procedures Review March 2024

	ADOPTED	MEMBER	REVIEWED	CHANGES MADE
<b>Governance – These policies are amended when notified of changes from SALC/NALC</b>				
Code of Conduct	16.05.22	Clerk	03.03.24	
Financial Regulations (V1.2)	04.05.21	Clerk	03.03.24	
Standing Orders (V1.4)	04.05.21	Clerk	03.03.24	
<b>Employment (to be reviewed by the employment committee)</b>				
Appraisal Policy (V1.0)	15.12.20	TShaw	12.03.24	Typos in content
Dignity at Work (V1.0)	16.07.19	TShaw	12.03.24	Section 3 added in volunteers. Section 4 deleted Clerk. Section 5 numbering.
Disciplinary policy (V1.1)	04.05.21	TShaw	13.03.24	
Employee Privacy Notice (V1.0)	19.06.18	TShaw	13.03.24	
Grievance Policy (V1.1)	04.05.21	JD	05.03.24	Typos in content
Health & Safety Policy (V1.)	18.04.23	JD	05.03.24	Typos in content
Sickness Absence Policy (V1.0)	17.09.19	JD	05.03.24	Typos in content
Training and Development (V1.1)	04.05.21	JD	05.03.24	
<b>Policies</b>				
Anti-Harassment Policy (V1.0)	22.06.21	MB	11.03.24	
Banking Policy (V1.2)	21.03.23	MB	Changes needed	
CIL Grant Awarding Policy (V1.1)	20.07.21	MB	11.03.24	
Complaints Procedure (V1.1)	04.05.21	MB	11.03.24	
Environment Policy (V1.0)	22.06.21	AF	11.03.24	
Equality Statement (V1.1)	16.03.21	AF	11.03.24	
Grant Policy (V1.1)	15.12.20	AF	11.03.24	
Media Policy (V1.1)	16.03.21	AF	11.03.24	
Noticeboard Policy (V1.1)	18.04.23	GB	12.03.24	
Safeguarding Policy (V1.2)	18.04.23	GB	12.03.24	Typos in content
Social Media Policy (V1.0)	18.10.22	GB	12.03.24	
Volunteer Policy (1.0)	15.10.19	GB	12.03.24	

Signed Chairman:

Date:

Whistle Blowing Policy (V1.0)	22.06.21	YT	12.03.24	Change of contacts to Gerald Brown and Thirza Shaw
<b>GDPR</b>				
Consent Form (V1.1)	16.07.19	Clerk	03.03.24	
Data Protection Policy (V1.1)	16.03.21	YT	12.03.24	
Document and Electronic data policy (V1.1)	16.03.21	YT	12.03.24	
Lawful basis for processing Data (V1.0)	16.03.21	YT	12.03.24	
Privacy Notice (V1.1)	16.03.21	Clerk	03.03.24	
Security Incident Response Policy V1.0	16.03.21	AP	12.03.24	
Subject Access Request Procedure (V1.0)	22.06.21	AP	12.03.24	
Subject Access Request Policy V1.0	22.06.21	AP	12.03.24	
<b>Other</b>				
Co-option Procedure (V1.1)	15.10.2019	AP	12.03.24	
PIIP Procedure (V1.1)	19.03.22	Clerk	12.03.24	
Reporting at meetings (V1.1)	15.10.19	GB	12.03.24	

Signed Chairman:

Date: