

HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Virtual Parish Council Meeting held on Tuesday 16th February 2021 via VIDEOCONFERENCING

Present (by Video):	G Brown, A Flint, M Gilson, A Hannan (Chairman), Mrs. Y Hannan, Mrs. T Shaw, District Councillor Rachel Eburne, District Councillor Keith Welham, County Councillor Andrew Stringer, Mrs. C. Pizzey (Clerk) and 1 member of the public
1.	To receive and consider apologies for absence: S Deans. The members accepted the apologies.
2.	To receive Councillors' Declarations of Interest: There were no declarations of interest.
3.	To receive any written requests for dispensations: There were no requests for dispensations.
4.	To note and approve the minutes of the Parish Council Meeting of 19th January 2021 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting: All Councillors confirmed receipt of the minutes. M Gilson proposed to accept the minutes of 19 th January 2021 as a true record and decisions made. Seconded by A Flint with all in favour. Delegated authority was given to the Chairman to sign the minutes outside of the meeting.
5.	To note/review updated action log: The members confirmed receipt of the action log. The Chairman highlighted: <u>Article for H&WPN regarding VAS:</u> A Flint advised that the VAS had been retrieved and he would be ready to submit a report for the April edition of the magazine.
6.	Public Forum: Mrs. T Shaw reported on behalf of a resident about the dog poo around the village and particularly the footpath between Fishponds and Eve Balfour Way. Mrs. T Shaw advised that she had reported this on the Suffolk County Council portal.

Signed Chairman:

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7.	<p>To receive written reports from County Councillor Andrew Stringer: The members confirmed receipt of the report. County Councillor Andrew Stringer highlighted:</p> <ul style="list-style-type: none"> • The Suffolk County Council Budget has now been presented to Scrutiny and to Cabinet, and was agreed at Full Council on February 11th • The government has confirmed the elections for the Police & Crime Commissioner, and the County Council will go ahead as planned. This will present a challenge for the District Council to organise as we need to book venues etc. as well as organise a count of the vote with all party's verifying the vote, while socially distancing etc. • A sign has been erected by Bloor Homes at Tot Hill and if the Parish Council were minded, C.Cllr Stringer agreed to take up this matter with Highways with regards to planning permission.
8.	<p>To receive written reports for information only from District Councillors Keith Welham & Rachel Eburne: The members confirmed receipt of the report. District Councillor Rachel Eburne highlighted:</p> <ul style="list-style-type: none"> • Cabinet have agreed a draft budget for 2021/22 and this will be debated at a meeting on 18th February. • Due to the snow and ice, some bin collections are behind schedule. • Brown bin bills have been sent out with a 16% decrease. • MSDC planning refused the application at Fishponds Way was as the development would reduce the pedestrian safety and concerns over the use of the footpath by vehicles given the local development approval in the area.
9.	<p>Planning Applications: To consider and agree Council comments on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body):</p> <ol style="list-style-type: none"> 1. DC/21/00617: Proposal: Householder Planning Application - Erection of a single storey side extension, new boundary fencing, new vehicle access and driveway. Location: 24 Denny Avenue, Haughley, Stowmarket, Suffolk IP14 3PG: Cllrs agreed to SUPPORT the application.

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	<p>2. DC/20/05936: Proposal: Householder Application - Erection of a timber framed garage/store. Location: Folly House, The Folly, Haughley, Stowmarket Suffolk IP14 3NS: Cllrs agreed that NO COMMENT is made.</p> <p>3. DC/21/00634: Proposal: Householder Planning Application - Erection of a two-storey rear extension, single storey garage and insertion of ground floor side elevation window. (Resubmission of DC/20/03707) Location: 16 Duke Street, Haughley, Stowmarket, Suffolk, IP14 3QS: Cllrs agreed to SUPPORT the application.</p>
10.	<p>Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC:</p> <p>1. DC/20/05357: Householder Planning Application - Erection of a single storey side extension, boundary fencing, vehicle access and driveway. 24 Denny Avenue, Haughley, Stowmarket, Suffolk IP14 3PG. Planning permission has been <u>refused</u>.</p> <p>2. DC/20/03900: Householder Planning Application - Construction of driveway/parking area (following removal of retaining wall and re-positioning of bollards). 17 Fishponds Way, Haughley, Stowmarket, Suffolk IP14 3PH: Planning permission has been <u>refused</u>.</p>
11.	<p>To receive a report following the Appeal by Amber REI Holdings Ltd for the Outline planning permission with all matters reserved except the access point for the demolition of existing industrial buildings and construction of 120 dwellings, employment provision (Use Class B1), community building, provision of public open space including playing fields, village greens, green corridors, community orchard, landscaping and surface water attenuation and associated works (amended scheme to refused application DC/18/03592) Location: Former Poultry Processing Plant, Haughley Park, Haughley, Stowmarket Suffolk: The Chairman thanked Mrs T. Shaw and G Brown for the presentation they made at the appeal. An outcome from the Inspector is unlikely until the end of April.</p>
12.	<p>To receive an update from the Bio-diversity and Wildlife Conservation Committee in relation to the public consultation questionnaire: Jo Ling was unable to attend the meeting and The Clerk read out a report that had been received. <i>The survey was</i></p>

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	<p><i>commissioned by the Biodiversity and Wildlife Committee for the purpose of gauging public appetite for managing some areas of the parish for the benefit of wildlife in general- that is wild flowers, insects and invertebrates, birds and small mammals - and for the change in management of green areas for wild flowers and grasses in particular.</i></p> <p><i>Due to Covid the Committee were not allowed to organise a paper survey and so decided to use Survey Monkey online. The 'survey that did not cost any money allowed only 10 questions restricted to 'yes' and 'no' answers. The committee agreed the questions and the survey was posted online and advertised around the village. Once we had received 30 replies did Survey Monkey reveal that the 'free' survey only allows 40 answers. Any additional answers would cost £380.00. Of the 40 responses received there is an overwhelming endorsement for leading on managing some green areas of the parish for wild flowers. (100% of respondents are worried about loss of habitats, 95% would support growing wild flowers and grasses on road side verges, 90% support growing wild flowers in the centre of Haughley Village, nobody had any objections to wilder areas and so on).</i></p> <p><i>It was agreed that the Parish Council waits receipt of a report from the Bio-Diversity and Wildlife Conservation Committee before commenting further.</i></p>
13.	<p>To receive an update on the status of the CIL applications: The Chairman reported that both applications have been validated and approved and will be presented at Cabinet on the 8 March 2021. The Capital Grant fund applications have been made alongside the CIL applications and are due to be approved (or otherwise) this month.</p>
14.	<p>To receive an update on the Junior Football Pitch: The Chairman reported that clarification of the S106 has been provided by the MSDC Legal department: -</p> <p><i>Through requirement 1.1 of the S106 and conditions 4 and 5 for landscaping details this is required to be grass:</i></p> <p><i>“AMENITY GRASS AREAS - Wear Tolerant Turfgrass Mixture, Emorsgate EG22 sown at 25g/m2, Kept mown short to 40mm”.</i></p> <p><i>There are no further requirements under the S106 or conditions insofar as the surface itself is concerned, although there are further points in the S106 as to timing and transfer: Not more than 80% of the dwellings can be occupied until the open space has been provided in accordance with the open space plan and specification, which details</i></p>

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	<p><i>the grass surface as above.</i></p> <p><i>The open space has to be managed and maintained by the developer until the date of transfer. The Owner shall transfer the Open Space to the Nominated Body or Nominated Bodies within twelve months of Occupation of the last Dwelling in accordance with the Open Space Transfer.</i></p> <p>District Councillor Rachel Eburne has been in contact with Bloor Homes and it has agreed to respond to the Clerk by Friday when a meeting will be held with the Chairman, Clerk and District Councillors. Bloor Homes has contacted the Council to ask about the transfer of ownership of the Junior Football Pitch and a response will not be made until the Parish Council has considered this at the March meeting.</p>
15.	<p>To discuss the Annual Parish Meeting and Annual General Meeting for 2021: The Chairman reported that the regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face-to-face meetings from 7 May.</p> <p><u>Annual Parish Meeting:</u> The Chairman reported that an Annual Parish Meeting HAS to be held between 1 March and 1 June. The Chairman of the Parish Council MAY call the meeting If he/she doesn't call the meeting, 2 other Parish Councillors MAY call the meeting. If they don't, 6 registered electors MAY call the meeting. It was agreed that as there has not been any advice from the government regarding remote meetings then neither the Chairman nor any other Members will call an Annual Parish Meeting in 2021. An advert will be placed in the H&WPN to advise residents of this.</p> <p><u>Annual Meeting (AGM):</u> The Chairman reported that an AGM of the Parish Council needs to be held on such day in May as the Parish Council may determine. It was agreed that the Parish Council does not meet in April (20th) and the AGM of Haughley Parish Council takes place remotely on Tuesday 4th May 2021 and delegated authority is given to the Chairman and Clerk to make the April payments. The normal May (18th) meeting would also not take place but an Extra ordinary meeting could be called should the need arise. The Clerk to write an article for the H&WPN to advise residents of the change of date.</p>

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16.	To receive the Policies and Procedures document and agree how they are reviewed:		
	The members discussed the policies and procedure review document and agreed who would review the documents ready for the March meeting:		
		ADOPTED	Reviewer
	Governance:		
	Code of Conduct	16.05.2018	
	Financial Regulations (V1.2)	21.07.2020	AH/CP
	Standing Orders (V1.3)	21.07.2020	AH/CP
	Employment (to be reviewed by the employment committee):		
	Appraisal Policy	15.12.2020	
	Dignity at Work	16.07.2019	
	Disciplinary policy	16.07.2019	
	Employee Privacy Notice	19.06.2018	
	Grievance Policy	17.09.2019	
	Health & Safety Policy	16.05.2019	
	Sickness Absence Policy	17.09.2019	
	Training and Development	17.09.2019	
	Policies:		
	Banking Policy	18.06.2019	AH/CP
	Complaints Procedure & Policy	16.05.2018	AF
	Equality Statement	05.2016	TS/GB
	Grant Policy (V1.1)	15.12.2020	TS/GB
	Media Policy	15.10.2019	TS/GB
	Noticeboard Policy	21.07.2020	TS/GB
	Safeguarding Policy	16.05.2018	TS/GB
	Volunteer Policy	15.10.2019	TS/GB
	GDPR:		
	Consent Form (Draft)		
	Data Protection Policy	18.07.2018	AH/CP
	Document and Electronic data policy	18.06.2019	AH/CP

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	Lawful basis for processing Data (Draft)																
	Privacy Notice	19.06.2018	AH/CP														
	Security Incident Response Policy (Draft)																
	Subject Access Request Procedure (Draft)																
	Subject Access Request Policy (Draft)																
	Other:																
	Co-option Procedure	15.10.2019	AF														
	PIIP Procedure	17.02.2020	YH														
	Reporting at meetings	15.10.2019	AF														
	Virtual Meeting Procedure		AF														
17.	<p>To discuss the condition of the Footbridge between Church View and SE corner of King George Playing Field and agree what action is taken: G Brown reported that the boards on the footbridge between Church View and King George playing field are starting to dip. The footpath is not a Public right of way and is the responsibility of the Parish Council. It was agreed to contact Towns and Village Landscape for a quote for the repair.</p>																
18.	<p>FINANCE:</p> <ol style="list-style-type: none"> The Council confirmed receipt of the finance report for January 2021 prior to the meeting including, Bank reconciliation, Budget to Actual and Receipts and Payments since the last meeting. No questions or comments were made. Cllrs agreed that the finance reports are accepted and agreed that the delegated authority to sign the documents be given to the Chairman outside of the meeting. All Councillors confirmed receipt of supporting invoices and documents and resolved to approve and authorise the following payments in February: <table border="1" data-bbox="464 1637 1227 2018"> <tr> <td>Claire Pizzey (Expenses)</td> <td>£36.68</td> </tr> <tr> <td>Town and Village Landscape (Allotments)</td> <td>£942.00</td> </tr> <tr> <td>Suffolk.cloud (Haughley.org domain)</td> <td>£25.00</td> </tr> <tr> <td>T Stopher (Gallowsfield Wood)</td> <td>£22.98</td> </tr> <tr> <td>R Shave (HIB)</td> <td>£67.17</td> </tr> <tr> <td>Claire Pizzey (Wages)</td> <td>£499.86</td> </tr> <tr> <td>Katie Power (Wages)</td> <td>£264.51</td> </tr> </table> 			Claire Pizzey (Expenses)	£36.68	Town and Village Landscape (Allotments)	£942.00	Suffolk.cloud (Haughley.org domain)	£25.00	T Stopher (Gallowsfield Wood)	£22.98	R Shave (HIB)	£67.17	Claire Pizzey (Wages)	£499.86	Katie Power (Wages)	£264.51
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	<ol style="list-style-type: none"> 3. Cllrs agreed that a budget of £50 for the purchase of stakes, ties and guards to complete the work at the orchards. 4. Cllrs agreed that the cost of £50 for a member of the Biodiversity and Wildlife conservation Committee to attend a Community Orchard Course. 5. Cllrs agreed that a quote can be sought for a designated mobile phone for the Clerk. The quote to be for both contract and purchase of the phone.
19.	<p>To receive the Clerks report: The members confirmed receipt of the report and no comments were made.</p>
20.	<p>To note a summary of correspondence and consider action to be taken where applicable:</p> <ol style="list-style-type: none"> 1. To note correspondence from a MSDC regarding an update on the Joint Local Plan: No action, information only. 2. To note correspondence for clarity from Suffolk County Council regarding the Traffic Regulation Order for Green Road: No action, information only. 3. To note correspondence from MSDC Waste Management Team regarding recycling campaign: No action, information only. The Clerk reported that she had forwarded the information to the H&WPN. 4. To note correspondence from MSDC CIL team regarding the CIL bid for the Storage Facility at the Playing Field: No action, information only. 5. To note correspondence from a resident regarding the planter at Auction Yard: It was agreed that the planter would be raised higher off the ground once the weather gets better. C Cllr Andrew Stringer to action. 6. To note correspondence from Bloor Homes regarding the Junior Football Pitch: No action, dealt with at item 14. 7. To note correspondence from Community Action Suffolk regarding Training and Development: Members were asked to look at the programme and advise the Clerk if they would like to attend any training. 8. To note correspondence from a resident regarding ideas for footbridge: G Brown reported that the footbridge isn't in the Parish of Haughley and that the resident is advised to contact Old Newton Parish Council. 9. To note correspondence from a resident regarding flooding from Bloor Homes onto Castle Rise garden: The members agreed that ownership of the ditch

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	<p>was unknown and this was not a Parish Council matter. The Chairman agreed to contact the site manager at Bloor Homes to discuss the matter before responding to the resident.</p> <p>10. To note correspondence from County Councillor Andrew Stringer on the Community A.N.P.R Pilot project: No action, for information only.</p>
21.	<p>Date of next meeting:</p> <ol style="list-style-type: none"> 1. Gallowsfield Wood Committee is scheduled for Wednesday 3rd March 2021 at 7.00pm via Zoom 2. Bio-Diversity & Wildlife Conservation Committee is scheduled for Tuesday 9th March 2021 at 7.00pm via Zoom 3. Full Parish Council is scheduled for Tuesday 16th March 2021 at 7.00pm via Zoom
22.	<p>Cllrs 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.</p>
	<p>There being no further business, the meeting was closed at 20.50</p>

Signed Chairman:

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