

## HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Virtual Parish Council Meeting held on Tuesday 15<sup>th</sup> December 2020 via VIDEOCONFERENCING

<b>Present (by Video):</b>	G Brown (arrived at item 7), S Deans, A Hannan (Chairman), Mrs. Y Hannan, Mrs. T Shaw, District Councillor Keith Welham, County Councillor Andrew Stringer and Mrs. C. Pizzey (Clerk)
<b>1.</b>	<b>To receive and consider apologies for absence:</b> A Flint, M Gilson and District Councillor Rachel Eburne. The members accepted the apologies.
<b>2.</b>	<b>To receive Councillors' Declarations of Interest:</b> None received.
<b>3.</b>	<b>To receive any written requests for dispensations:</b> None received.
<b>4.</b>	<b>To note and approve the minutes of the Parish Council Meeting of 17<sup>th</sup> November 2020 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting:</b> All Councillors confirmed receipt of the minutes. S Deans proposed to accept the minutes of 17 <sup>th</sup> November 2020 as a true record and decisions made. Seconded by Mrs. T Shaw with all in favour. Delegated authority was given to the Chairman to sign the minutes outside of the meeting.
<b>5.</b>	<b>To note/review updated action log:</b> The members confirmed receipt of the action log. The Chairman reported that he had received an update from the contractor and the work to the ditch at Stansfield House will start on the 5 <sup>th</sup> March and the work to the hedges on the 27 <sup>th</sup> February 2021.
<b>6.</b>	<b>Public Forum:</b> None.
<b>7.</b>	<b>To receive written reports from County Councillor Andrew Stringer:</b> The members confirmed receipt of the report. County Councillor Andrew Stringer highlighted: <ul style="list-style-type: none"> <li>• OFSTED initial report on SCC's SEND services has been published by Ofsted and the Care Quality Commission (CQC) looking into the support for children and young people with Special Educational Needs and Disabilities (SEND)</li> </ul>

Signed Chairman:

Date:

	<p>during the COVID-19 pandemic. Suffolk was one of eighteen local authorities taking part in the study to gather evidence to inform future national improvements for children and young people with SEND across Education, Health and Care. The initial findings of the report suggest that SEND services were maintained during lockdown in Suffolk, and workers have increased collaboration and co-production.</p> <ul style="list-style-type: none"> <li>• Submitted response to Pavement Parking Consultation following the Government’s announcement of a consultation on potential reforms to the law on pavement parking, Andrew Stringer’s group has submitted a response supporting Option 3: a nationwide roll-out of a London-style ban on pavement parking.</li> <li>• Proposed biodiversity motion. At Full Council on the 3<sup>rd</sup> December, the LDGI Group proposed and had agreed a biodiversity motion. this motion will ensure: Delivery of an SCC biodiversity strategy, Assessment of how SCC can lead partner organisations in this field, Adoption of biodiverse land management options on SCC land and A letter to the Secretary of State calling for a clear and ambitious national biodiversity strategy.</li> <li>• School places at Haughley. SCC are currently forecasting Crawford school to be 82 on roll at the end of this current period (2024/25). With the additional pupils predicted to arrive from housing post that period, or that is in the local plan/awaiting approval, this to be at around the 105 mark, which is the school’s current capacity. SCC is still seeing low primary age pupil demographics coming through across Suffolk and the current trend of a reducing school population continuing for a few more years, particularly in Primary settings.</li> </ul>
8.	<p><b>To receive written reports for information only from District Councillor Keith Welham:</b> The members confirmed receipt of the report. The District Councillor Keith Welham highlighted:</p> <ul style="list-style-type: none"> <li>• Cemex site. Having received a detailed response from the planning enforcement officer. He has concluded that there has been no planning breach.</li> <li>• Junior Football pitch. This is still with the legal officer at MSDC. Contact will be made by the 21<sup>st</sup> December and the information will be forwarded to the Council as soon as it becomes available.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Haughley Park Development. An update on the public enquiry has been made and no confirmation of the start date and how and where the enquiry will be held has been received.</li> <li>• Bridge Field Paddock. As a result of reports and photographs received, Keith Welham contacted the planning enforcement officer. The owner appears to be in contempt of court and a further court case is awaiting a date when the case can be heard in Covid safe conditions. In the meantime any new evidence will be useful for the officer preparing for the hearing.</li> </ul>
9.	<p><b>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):</b></p> <ol style="list-style-type: none"> <li>1. <b>DC/20/05069 APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - Proposal:</b> Application under S73a to vary or remove a condition relating to DC/19/00550 dated 21/03/2019. Town and Country Planning Act 1990 to vary (Condition 2 Approved Plans and documents) - to facilitate building to be split into two class E units, as no longer to be used in association with Suffolk Lowland Search and Rescue as a new base. <b>Location:</b> Stag Cafe Site, A14 Slip Road, Woolpit, Suffolk IP30 9QS: The Chairman proposed that the Parish Council supports the application. Mrs. T Shaw seconded and all were in favour.</li> <li>2. <b>DC/20/05357 APPLICATION FOR PLANNING PERMISSION - Proposal:</b> Householder Planning Application - Erection of a single storey side extension, boundary fencing, vehicle access and driveway. <b>Location:</b> 24 Denny Avenue, Haughley, Stowmarket, Suffolk, IP14 3PG: The Chairman proposed that the Parish Council supports the application. S. Deans seconded and all were in favour.</li> <li>3. <b>DC/20/05456 APPLICATION FOR PRIOR APPROVAL - AGRICULTURAL TO DWELLING - Proposal:</b> Application for prior approval of a proposed: Change of Use of Agricultural Building to 1no. Dwelling house (Class C3), and for building operations reasonably necessary for the conversion. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q. Location: Bridge</li> </ol>

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	<p>Farm, Green Road, Haughley, Stowmarket, Suffolk, IP14 3RA: The Chairman proposed that the Parish Council supports the application. S. Deans seconded and all were in favour.</p>
10.	<p><b>Planning Decisions: To note determinations by the Local Planning Authority (MSDC)</b>  <b>Council to note the following determinations made by MSDC:</b></p> <ol style="list-style-type: none"> <li>1. <b>DC/20/04384:</b> Proposal &amp; Location of Development: Householder application - Erection of rear single storey garden room Chalice, Fir Tree Lane, Haughley, Stowmarket Suffolk IP14 3RJ: Planning permission has been granted.</li> <li>2. <b>DC/20/04053:</b> Proposal &amp; Location of Development: Full application - Erection of Detached Cart Lodge. Land Adjacent Hill House, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RR. Planning permission has been granted.</li> <li>3. <b>DC/20/04779:</b> Notification under Schedule 2 Part 1 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015  Proposal: An application to determine if prior approval is required for a proposed: Larger home extension. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class A - Erection of single storey linked extension. Location: 2 Eve Balfour Way, Haughley, Stowmarket, Suffolk, IP14 3NW: Following notification of the proposal to neighbours, no letters of objection have been submitted and accordingly no objection is raised. Mid Suffolk District Council hereby give notice in pursuance of the above legislation: that prior approval to the development is not required.</li> </ol>
11.	<p><b>To consider a response to the Babergh and Mid Suffolk submission joint plan (Regulation 19):</b> It was agreed that no comment is made.</p>
12.	<p><b>To consider a response to the Babergh and Mid Suffolk proposed revised Community Infrastructure Levy Charging rates under the Community Infrastructure Levy Regulation 2010 (as amended):</b> It was agreed that no comment is made.</p>
13.	<p><b>To receive the minutes from the Gallowsfield Wood meeting of 10<sup>th</sup> November:</b> The members confirmed receipt of the minutes and no comments were made.</p>

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<b>14.</b>	<b>To receive the minutes from the Biodiversity and Wildlife Conservation meeting of 24<sup>th</sup> November:</b> The members confirmed receipt of the minutes and no comments were made.
<b>15.</b>	<b>To consider the proposal that Haughley Parish considers purchasing a commercial grass cutter:</b> The members discussed the proposal that had been submitted by G Brown. It was agreed to look at the working capital of purchasing the grass cutter and consider the cost of insurance, training, health and safety, maintenance and repair of the equipment. G Brown will investigate this further and update the Council.
<b>16.</b>	<b>To receive a report from the PIIP Working Group:</b> The members confirmed receipt of the report. Mrs Y. Hannan reported that a PIIP Working Group article will be in the February 2021 H&WPN and will include the reviewed/updated suggested projects list. A postcard will be inserted inside each magazine to invite parishioners to prioritise three presented projects, make comments and suggest further project ideas. There will be a deadline of March 31 for returns either a completed postcard to the Post Office or via an email to the Parish Clerk. Feedback will help inform Version 1 of the Haughley PIIP, which will be presented to Haughley Parish Council. Councilors are respectfully asked to submit ideas for inclusion in the <i>Project Ideas List</i> by January 8, 2021 at the latest.
<b>17.</b>	<b>To receive an update on the Junior Football pitch:</b> This had been covered under the District Councillors report.
<b>18.</b>	<b>To receive an update on the recruitment of new Councillors:</b> No update available.
<b>19.</b>	<b>FINANCE:</b> 1. The Council confirmed receipt of the finance report for November 2020 prior to the meeting including, Bank reconciliation, Budget to Actual and Receipts and Payments since the last meeting. No questions or comments were made. Mrs. T Shaw proposed that the finance reports are accepted and agreed that the delegated authority be given to the Chair to sign the reports outside of the meeting S Deans seconded and all were in favour.

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Date:

2. It was resolved to make the following payments in December:

Claire Pizey (Expenses)	£50.48
J Wheeler (Gallowsfield Wood)	£2,392.44
Rougham Estate (Xmas Tree)	£175.87
SALC (Training)	£30.00
SLCC (Membership renewal)	£74.00
Clarkes of Walsham (Gallowsfield Wood)	£646.55
HMRC (PAYE)	£374.80
Y Hannan (Printing)	£38.00
Claire Pizey (Wages)	£499.86
Katie Power (Wages)	£264.51

S Deans proposed that the payments be made. G Brown seconded and all were in favour.

3. To agree the quote from Town and Village Landscapes for proposed works at the allotment, flower tubs in Old Street, play equipment at The Cricket and clearing and cleaning Fishponds railings: The Chairman proposed that the quote from Town and Village Landscapes for £1,964.30 is accepted. S Deans seconded with all in favour.
4. To agree the quote from S&P Trees for the works to reposition signs, waste bin and dog bin, replace and install concrete bollards and remove posts at the Car Park of the Pavilion: Mrs. T Shaw proposed that the quote from S&P Trees for £650.00 is accepted. Mrs. Y Hannan seconded with all in favour.
5. To agree the grant application of £650 from the Haughley and Wetherden Parish News: Mrs. T Shaw proposed that the grant application for the Haughley and Wetherden Parish News of £650.00 is accepted. Mrs. Y Hannan seconded with all in favour.
6. To agree the grant application of £750 from the Haughley PCC: S Deans proposed that the grant application for the Haughley PCC of £750.00 is accepted. G Brown seconded with all in favour.
7. To agree the grant application of £3,000 from the Playing Field Committee: S Deans proposed that the grant application for Haughley Playing Field of £3,000 is accepted. G Brown seconded with all in favour.
8. To discuss the report on the 2021-22 budget: The Clerk reported that she had received information from MSDC around the calculation of the Taxbase

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Date:

	<p>for 2021-22. This year the impact of the Covid-19 pandemic means that calculation of the tax base is subject to a very high degree of uncertainty, both in respect of the factors affecting the tax base and the Government's response to these. As far as the factors affecting the tax base are concerned, the two key areas of concern that will reduce the tax base are rising numbers of Local Council Tax Reduction Scheme (LCTRS) reliefs and reduced collection rates. At this stage in the year, the impacts of these factors on the tax base are very difficult to forecast. Concerns have been raised with the Government and it is monitoring the position. As a result of these uncertainties MSDC intend to recalculate the council tax base in early January 2021 following the Provisional Local Government Finance Settlement. MSDC are advising Parish Councils to hold our precept setting meeting between the 8<sup>th</sup> and the 29<sup>th</sup> January 2021 after this request has been received. Precept requirements are still to be received by no later than 31<sup>st</sup> January 2021.</p>
20.	<p><b>To agree the amendment to the Grant Policy:</b> The Chairman proposed that V1.1 of the Grant Policy is adopted with the inclusion of 'and supporting documentation' after '...appropriate form'. S Deans seconded with all in favour.</p>
21.	<p><b>To agree the Staff Appraisal Policy &amp; Procedure:</b> Mrs. Y Hannan proposed that the Staff Appraisal Policy and Procedure is adopted with the following additions: -</p> <ul style="list-style-type: none"> <li>• To add in "<i>where face to face isn't practical virtual meetings will be arranged.</i>" and</li> <li>• Bullet point 5 to read "<i>Once the appraisal process has been concluded the Appraiser will provide the employee's self-appraisal form and the Performance Review (signed by employee and Appraiser), to the Employment Committee for joint review.</i>"</li> <li>• Mrs. T Shaw seconded with all in favour.</li> </ul>
22.	<p><b>To note the Clerk's report and consider any action:</b> The members confirmed receipt of the report and no comments were made.</p>
23.	<p><b>To agree to set up a new Haughley Parish Council website at a cost of £160 and to agree the continuation of the yearly subscription of £110 for the Haughley Parish</b></p>

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	<p><b>website:</b> The Chairman proposed that following the report provided by suffolk.cloud the Parish Council would set up a new Haughley Parish Council website at a cost of £50 with £110 annual charge and agreed that the Parish Council would continue to fund the Haughley website at a hosting and support cost of £110 a year. S Deans seconded and all were in favour. It was further agreed to appraise the Haughley webmaster and user groups of the Accessibility Check prepared by suffolk.cloud.</p>
24.	<p><b>To note a summary of correspondence and consider action to be taken where applicable:</b></p> <ol style="list-style-type: none"> <li>1. To note correspondence from Office for National Statistics regarding Census 2021: It was agreed to respond and recommend the Village Hall as a suitable location to hold a completion event.</li> <li>2. To note correspondence from MSDC regarding Community Caretaker hourly rate increase: Noted.</li> </ol>
21.	<p><b>Date of next meeting:</b></p> <ol style="list-style-type: none"> <li>1. Bio-Diversity &amp; Wildlife Conservation Committee is scheduled for Tuesday 12<sup>th</sup> January 2021 at 7.00pm via Zoom</li> <li>2. Gallowsfield Wood Working Party is scheduled for Saturday 16<sup>th</sup> January 2021 10am</li> <li>3. Full Parish Council is scheduled for Tuesday 19<sup>th</sup> January 2021 at 7.00pm via Zoom</li> </ol>
	There being no further business, the meeting was closed at 20.38

Signed Chairman:

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