

## HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Virtual Parish Council Meeting held on Tuesday 16<sup>th</sup> March 2021 via VIDEOCONFERENCING

<b>Present (by Video):</b>	G Brown, S Deans, A Flint, A Hannan (Chairman), Mrs. Y Hannan, Mrs. T Shaw, District Councillor Rachel Eburne, District Councillor Keith Welham, County Councillor Andrew Stringer, Mrs. C. Pizey (Clerk) and 2 members of the public
<b>1.</b>	<b>To receive and consider apologies for absence:</b> Apologies were received from M Gilson. The members accepted the apologies.
<b>2.</b>	<b>To receive Councillors' Declarations of Interest:</b> There were no declarations of interest.
<b>3.</b>	<b>To receive any written requests for dispensations:</b> There were no requests for dispensations.
<b>4.</b>	<b>To note and approve the minutes of the Parish Council Meeting of 16<sup>th</sup> February 2021 (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. Mrs. T Shaw proposed to accept the minutes of 16 <sup>th</sup> March 2021 as a true record and decisions made. Seconded by G Brown 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. No comments were made.
<b>6.</b>	<b>Public Forum:</b> Nothing to report.
<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>• Suffolk County Councils budget has been set with an increase in council tax charges.</li> <li>• SALC held a virtual forum to discuss speeding in partnership with Suffolk Constabulary. The Police have reported that they will want to control all the data</li> </ul>

Signed Chairman:

Date:

	<p>when the ANPR scheme is rolled out. SCC have put money aside for this and if the Parish Council wants to be part of the scheme, they will need to express an interest. A Flint agreed to send the email to A Stringer.</p> <ul style="list-style-type: none"> <li>Concerns over HGV movement through the village from developers has been raised. The lack of an enforceable lorry movement plan can cause havoc in the village. Bacton Parish Council is currently looking at 400 new dwellings and contact needs to be made with them to open a dialogue to make sure that the movement of construction traffic doesn't come through Haughley. This is noted on the transport plan under the reserved matters on the applications. G Brown offered to attend any Bacton Parish Council meetings if required.</li> </ul>
8.	<p><b>To receive written reports for information only from District Councillors Keith Welham &amp; Rachel Eburne:</b> The members confirmed receipt of the report. District Councillor Rachel Eburne highlighted:</p> <ul style="list-style-type: none"> <li>Reminded the Parish Council to complete the Survey on behalf of your Town/Parish Council which will inform the Babergh &amp; Mid-Suffolk District Councils Leisure, Sport and Physical Activity Strategy.</li> <li>Planning enforcement are always able to take up concerns from the Parish Council around the Construction Management Plan from the developments.</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>DC/21/00618: Proposal: Householder Planning Application - Erection of swimming pool building, extension and conversion of garage to form annex <b>Location:</b> Spindleberry Cottage, Wetherden Road, Haughley, Stowmarket, Suffolk IP14 3RE: The member discussed the application. It was agreed to SUPPORT the application and would like to comment that the annex is used in conjunction with the main dwelling as it is outside any housing settlement boundary and deemed to be within the countryside.</li> </ol>

Signed Chairman:

Date:

10.	<p><b>Planning Decisions: To note determinations by the Local Planning Authority (MSDC) Council to note the following determinations made by MSDC:</b></p> <ol style="list-style-type: none"> <li>1. DC/20/05937 <b>Proposal &amp; Location of Development:</b> Submission of details for reserved matters following approval of outline application DC/18/04614. Town and Country Planning (Development Management Procedure) (England) Order 2015 - Access, Appearance, Landscaping, Layout and Scale for the Erection of 1No dwelling and garage (amended scheme to approved DC/19/03742). Land South Of Ashdown, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RR: Reserved matters have been APPROVED</li> </ol>
11.	<p><b>To note the minutes from the Gallowsfield Wood Committee meeting of 3<sup>rd</sup> March 2021 and consider recommendations:</b> Members confirmed receipt of the minutes.</p> <ol style="list-style-type: none"> <li>1. It was agreed that the Parish Council would not be organising a public event at Gallowsfield Wood to celebrate release from COVID-19 lockdown.</li> <li>2. Cllrs voted to agree that 2 members of the Gallowsfield Wood Committee could attend a basic tree assessment training at a cost of £220.00 per person.</li> </ol>
12.	<p><b>To note the minutes from the Biodiversity and Wildlife Conservation Committee meeting of 10<sup>th</sup> March 2021:</b> Members confirmed receipt of the minutes and no comments were made.</p>
13.	<p><b>To receive an update on the status of the CIL applications:</b> The Chairman reported that the CIL applications for the Car Park and Storage Facility at the Playing Field have been successful. Work to complete the car park is scheduled for the beginning of July.</p>
14.	<p><b>To receive an update on the Junior Football Pitch:</b> The Chairman reported that an internal meeting had been held with the District Councillors, Clerk and himself. There are still a number of unknowns which the Parish Council need to seek clarity of commitment by Bloor Homes before a decision is made.</p> <ol style="list-style-type: none"> <li>1. A number of safety risk answers around the junior football pitch being located next to houses and the attenuation pond.</li> </ol>

Signed Chairman:

Date:

	<p>2. A response on how the pitch is to be marked out, prevention of residents spoiling the pitch and allowing dogs to foul, appropriate seed, how the pitch will be maintained before responsibility is handed over.</p> <p>3. Access from King George's Field for appropriate machinery</p> <p>4. How the pitch is managed before the transfer of management</p>
15.	<b>To receive a report from the PIIP Working Group:</b> Members confirmed receipt of the report and no comments were made.
16.	<p><b>To receive a report from the Haughley in Bloom Working Group:</b> Members confirmed receipt of the report. Mrs. Y Hannan highlighted: -</p> <ul style="list-style-type: none"> <li>The five tubs on the green near the road and in front of the new <i>Palmer's</i> bench, survived the major container replacement project of 2016, but are now at the end of their useful lifespan. Covid-19 issues meant that a £400 locality grant awarded last year to help fund replacement of the old worn-out tubs could not be spent during 2020. However, the 5 old wooden tubs need not be replaced like for like and would like the Council to consider using a company who manufacture from products made from recycled plastic lumber.</li> </ul> <p><a href="https://www.slpw.co.uk/view-brochure.php">https://www.slpw.co.uk/view-brochure.php</a></p>
17.	<b>To receive a report from the Village Hall Representative:</b> Members confirmed receipt of the report and no comments were made.
18.	<p><b>To receive a report from Playing Field Committee:</b> Members confirmed receipt of the report. Mrs. T Shaw highlighted:</p> <ul style="list-style-type: none"> <li>Her thanks to all those that were involved in the success CIL funding applications for the car park and storage facility at the pavilion.</li> </ul>
19.	<b>To consider a "Scarecrow" event on The Green:</b> G Brown reported on his proposal for a scarecrow event in Haughley. The members agreed that the event was a good idea and a plan will be presented to the council by G Brown and Mrs. T Shaw.

Signed Chairman:

Date:

20.	<p><b>To consider holding an event to commemorate the 850<sup>th</sup> anniversary of the siege and burning of Haughley Castle in 1173:</b> All the members agreed that an event should be held in 2023 to commemorate the anniversary. G Brown to present a plan to the Council.</p>
21.	<p><b>Parish Council Policies Review 2021:</b> The members noted the review and approved them as unchanged as no updates were required:</p> <ol style="list-style-type: none"> <li>1. Code of Conduct</li> <li>2. Financial Regulations V1.2</li> <li>3. Standing Orders V1.3</li> <li>4. Appraisal Policy V1.0</li> <li>5. Dignity at Work Policy V1.0</li> <li>6. Employee Privacy Notice V1.0</li> <li>7. Sickness and Absence Policy V1.0</li> <li>8. Noticeboard Policy V1.0</li> <li>9. Volunteer Policy V1.0</li> </ol>
22.	<p><b>To agree to adopt the following amendments to policies:</b> The Chairman proposed to adopt the following policies as amended following the review:</p> <ol style="list-style-type: none"> <li>1. Banking Policy V1.1</li> <li>2. Equality Statement: V1.1</li> <li>3. Media Policy V1.1</li> <li>4. Safeguarding Policy V1.1</li> <li>5. Consent Form V1.0</li> <li>6. Data Protection Policy V1.1</li> <li>7. Document and Electronic Data Policy V1.1</li> <li>8. Lawful Basis for Processing Data V1.0</li> <li>9. Privacy Notice V1.1</li> <li>10. Security Incident Response Policy V1.0</li> </ol> <p>Cllr A Flint seconded with all in favour.</p>
23.	<p><b>FINANCE:</b></p> <ol style="list-style-type: none"> <li>1. The Council confirmed receipt of the finance report for February 2021 prior to the meeting including, Bank reconciliation, Budget to Actual and Receipts and</li> </ol>

Signed Chairman:

Date:

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.

2. All Councillors confirmed receipt of supporting invoices and documents and resolved to approve and authorise the following payments in March:

Claire Pizzey (Expenses)	£57.85
MSDC (Grass Cutting 2020-21)	£3,040.00
PWBL (Loan)	£1,992.84
A Hannan (Street Cleaner Expense)	£21.98
Faxbase Ltd (Laptop)	£984.00
Playing field Committee (Donation Storage facility)	£5,000.00
Stowupland Parish Council (Zoom)	£35.97
Wells Stitched Embroidery (Street Cleaner Expense)	£52.80
Suffolk.Cloud (Parish Website)	£160.00
RSA Pest Management (The Cricket)	£180.00
HMRC (PAYE)	£520.20
Suffolk County Council (Street Lighting)	£2,811.99
S P Trees (Village Maintenance)	£450.00
S P Trees (Village maintenance)	£1,550.00
K Power (Wages)	£264.51
C Pizzey (Wages)	£787.32

Mrs. T Shaw proposed to accept the payments. Mrs. Y Hannan seconded with all in favour.

3. To review and agree the effectiveness of Internal Control Statement: The members confirmed receipt of the statement. The Chairman proposed that the Internal Control Statement for the year ending March 2021 is accepted. Sam Deans seconded with all in favour.
4. To review the effectiveness of the Internal Auditor and agree a fee of £265: The members were satisfied that Hellis and Lodge were suitable independent of Haughley Parish Council, holding no role within the Council and having no

Signed Chairman:

Date:

	<p>connection with any current member. A Flint proposed that the fee of £265 is accepted for Hellis and Lodge to undertake the 2020-21 Internal Audit. Mrs. Y Hannan seconded with all in favour.</p> <p>5. To consider the quote received for the work to the footbridge linking the Playing Field with Castle Rise: G Brown proposed that the quote from Land and Village Landscapes for £460 is accepted. Mrs. T Shaw seconded with all in favour.</p> <p>6. To agree the Grass Cutting and Grounds Service Level Agreement 2021: The Chairman proposed that the Parish Council accepts the quote from MSDC of £1,836.82 +vat for the grass cutting and grounds service work 2021. Mrs. T Shaw seconded with all in favour.</p> <p>7. To discuss and agree the cost of the Clerk's mobile phone: The Chairman proposed that the Parish Council purchases a Samsung Galaxy A12 mobile phone from Tesco at a cost of £139.99 and a no contract 8gb sim from Tesco at a cost of £10.00. S Deans seconded with all in favour.</p>
<b>24.</b>	<b>To receive the Clerks report:</b> The members confirmed receipt of the report and no comments were made.
<b>25.</b>	<b>To discuss and consider action taken and to be taken in relation to the water cabinet at the allotments:</b> The members discussed the damage made to the galvanised cabinet. The Clerk reported that an email had been sent to all tenants to request information on the damage. No response has been made. It was agreed that the Chairman writes an additional letter to the all the allotment holders and a piece is written for the H&WPN.
<b>26.</b>	<b>To consider and agree a date for a Community Litter Pick:</b> A date of the 3 <sup>rd</sup> July 2021 was agreed for the community Volunteer Litter Pick.
<b>27.</b>	<b>To note a summary of correspondence and consider action to be taken where applicable:</b> <ol style="list-style-type: none"> <li>1. To note correspondence from a MSDC Grant team regarding grant for the Improvement and extension of the Ron Crascall Pavilion Car Park: Information only.</li> </ol>

Signed Chairman:

Date:

	<ol style="list-style-type: none"> <li>2. To note correspondence from Suffolk Highways street lighting inventory: Information only.</li> <li>3. To note correspondence from Palmers (Haughley) Ltd regarding The Queens Jubilee 2022: It was agreed to put together a working party to discuss the event at the May AGM.</li> <li>4. To note correspondence from allotment tenant requesting fence and fruit cage: It was agreed that permission could be given.</li> <li>5. To note correspondence from Suffolk Highways regarding 30mph speed limit consultation on Fishponds Way: Information only.</li> <li>6. To note correspondence from The Play Inspection Company regarding the goal posts at The Cricket: G Brown agreed to look at the goal posts.</li> <li>7. To note correspondence from a local business starting a mobile bulk refilling store "<i>Reducing Plastic Waste Initiative:</i>" It was agreed to respond to the business to advise that the Parish Council has no objection to them visiting the village but they will need to find a suitable location.</li> </ol>
28.	<p><b>Date of next meeting:</b></p> <ol style="list-style-type: none"> <li>1. Full Parish Council (Annual General Meeting) is scheduled for Tuesday 4<sup>th</sup> May 2021 at 7.00pm via Zoom</li> <li>2. Gallowsfield Wood Committee is scheduled for Wednesday 5<sup>th</sup> May 2021 at 7.00pm via Zoom</li> <li>3. Biodiversity &amp; Wildlife Conservation Committee is scheduled for Tuesday 27<sup>th</sup> April 2021 at 7.00pm via Zoom</li> </ol>
	There being no further business, the meeting was closed at 20.41

Signed Chairman:

Date: