

HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on Tuesday 21st September 2021 at the Ron Crascall Pavilion

Present	G Brown, A Flint, A Hannan (Chairman), Mrs. Y Hannan, T Monaghan, Mrs. T Shaw, District Councillor Rachel Eburne, District Councillor Keith Welham, County Councillor Andrew Stringer and Mrs. C. Pizzey (Clerk) and 5 members of the public.
1.	To note the resignation from a Councillor: The Chairman read out a letter of resignation from Sam Deans. The Chairman wanted to note his thanks to Sam for his time spent with the Parish Council.
2.	To receive and consider apologies for absence: Councillors noted apologies from M Gilson.
3.	To receive Councillors' Declarations of Interest: T Monaghan in items 25.3 and 25.5 as proprietor of Town & Village Landscapes.
4.	To receive any written requests for dispensations: There were no requests for dispensations.
5.	To note and approve the minutes of the Parish Council Meeting of 20th July 2021: All Councillors confirmed receipt of the minutes. G Brown proposed to accept the minutes of 20 th July 2021 as a true record and decisions made. Seconded by A Flint with all in favour the Chairman signed and dated all pages.
6.	To note/review updated action log: The members confirmed receipt of the action log and no comments were made.
7.	Public Forum: A resident as a member of the Gallowsfield Wood Committee addressed the Council in favour of the change from a Committee to a Working Group but requested that the Council considers the appointment of a Chair for the Working Group should be someone that does not have a financial involvement with the Wood. A representative from planning item DC/21/04854 addressed the members regarding the application. A resident raised concerns over the footpath on the bridge at the

Signed Chairman:

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	<p>Fishponds Way development and asked for an update on the erosion of The Green. A resident raised his concerns the removal of the kerbs on the trackway at The Green. A resident raised his concerns over the speed of traffic past along Duke Street and Plashwood Road and asked the Parish Council to look into traffic calming measures.</p>
8.	<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 independent review into Special Educational Needs and Disability Provision. The report targeted specific areas of the service. • Advised members that he will be updating on Suffolk County Councils Hydrogen Policy and ask them to find out the difference between the different colours, Black, Brown, Blue, Green.
9.	<p>To receive written reports for information only from District Councillors Keith Welham & Rachel Eburne: District Councillor Rachel Eburne highlighted:</p> <ul style="list-style-type: none"> • Payment has been raised for the Haughley in Bloom Locality award fund and there is still award funding available. • At this weeks Mid Suffolk Full Council meeting members will discuss a Pay Policy report to consider whether to amend the current pay scales for the Assistant Directors, Strategic Director and Chief Executive. They will also be discussing the Capital Investment Fund Company (CIFCO Capital Ltd) business trading and performance report and business plan. • A meeting has been arranged with the Health and Wellbeing department to discuss meeting the need for future provisions.
10.	<p>Planning Applications: To note planning application received and no comment made due to August break:</p> <ol style="list-style-type: none"> 1. DC/21/04203 - Proposal: Householder Application - Conversion of existing block work stable outbuilding to Garden room Location: Plashwood, Plashwood Road, Haughley, Suffolk IP14 3QY 2. DC/21/04133 - Proposal: Full Planning Application - Erection of agricultural building. Location: Bridge Farm, Green Road, Haughley, Suffolk IP14 3RA

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	<p>3. DC/21/04307 - Proposal: Full Planning - Change of use of an existing annexe to form 1No residential dwelling along with the subdivision of the plot. Location: Annexe Accommodation At, Hill House, Haughley Green, Haughley Suffolk</p> <p>4. DC/21/04324 - Proposal: Notification for works to trees in a Conservation Area - Removal of all overhanging branches from 1no sycamore, 1no Ash and 1no Robinia Frisia. Lifting of canopy and removal of diseased areas of 1no Cherry tree. Location: 40-42 Old Street, Haughley, Stowmarket, Suffolk IP14 3NX</p>
<p>11.</p>	<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> <p>1. DC/21/04725 - Proposal: Application for Listed Building Consent - Conversion of ground floor store into a study. Removal of existing stairs and addition of replacement stairs. New first floor bathroom. Location: 20 Duke Street, Haughley, Suffolk, IP14 3QS: Mrs. T Shaw proposed that the Parish Council SUPPORTS the application. Mrs. Y Hannan seconded with all in favour.</p> <p>2. DC/21/04854 - Proposal: Application for Outline Planning Permission (some matters reserved, access to be considered). Town and Country Planning 1990 - Erection of 2 No. detached dwellings and new vehicular access. Location: Land North of Plashwood Road, Haughley, Stowmarket: A Flint proposed that the Parish Council SUPPORTS the application even though it is outside the settlement boundary and not within the Parish Settlement Boundary and outside the Haughley Neighbourhood Plan. Mrs. T Shaw seconded. With 3 in favour and 3 opposed the Chairman was given the casting vote and voted to oppose to the application.</p> <p>All Councillors, apart from A Flint agreed that the comment for the objection is as follows:</p> <ul style="list-style-type: none"> • that the application is outside of the settlement boundary and it isn't part of the Neighbourhood Plan. <p>However, should the application be approved the Parish Council would like the applicant to consider the following:</p> <ul style="list-style-type: none"> • A footpath from the development to Quarries Cross (Squires Cross) and a footpath to join Duke Street into the village

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	<ul style="list-style-type: none"> • Traffic calming measures from Plashwood into Haughley • Extension of the 30mph limit from Haughley to Plashwood <p>3. DC/21/05098 - Proposal: Application for works to trees in a Conservation Area - Reduce back branches to 2No Lime trees overhanging playground. Location: St Marys Church, Duke Street, Haughley, Suffolk IP14 3QS: G Brown proposed that the Parish Council SUPPORTS the application with a comment that the work is carried out in a sympathetic manner as the trees are within the Cartlidge of a listed building. Mrs. T Shaw seconded with all in favour.</p>
12.	<p>Planning Decisions: To note determinations by the Local Planning Authority (MSDC).</p> <p>1. DC/21/03671 - Notification under Schedule 2 Part 3 Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 Proposal: Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwelling houses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 3, Class Q - conversion of agricultural building to form 5No dwellings (re-submission of DC/21/01509). Location: Woodside Farm, Shepherds Lane, Haughley, Suffolk IP14 3QE: Prior approval Planning Permission has been GRANTED.</p> <p>2. DC/21/03168 - Proposal & Location of Development: Householder Planning Application - Erection of a rear conservatory 7 St Marys Avenue, Haughley, Suffolk, IP14 3NZ: Planning Permission has been GRANTED.</p>
13.	<p>Gallowsfield Wood: Councillors noted the minutes from the meeting of 1st September 2021 and no comments were made.</p>
14.	<p>Bio-Diversity and Wildlife Conservation: Members noted the minutes from the meeting of 14th September 2021 and no comments were made.</p> <p>1. Councillors noted the results of the “Managing Areas for Wildlife” consultation and thanks were given to District Councillor Rachel Eburne for completing the analysis.</p>
15.	<p>HIB Working Group: Councillors noted the report and no comments were made.</p>

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16.	<p>Village Hall representative: Councillors noted the report and no comments were made.</p>
17.	<p>Public Rights of Way Officer meeting: Members confirmed receipt of the report and no comments were made.</p> <ol style="list-style-type: none"> 1. Mrs. T Shaw proposed that the Chairman and Clerk contact the landowner(s) to discuss the upgrade of the bridleway at Fishponds Way in conjunction with Suffolk County Council. G Brown seconded with all in favour. 2. Mrs. T Shaw proposed that following advice from the PROW Officer the Chairman and Clerk make contact with the landowner(s) to discuss the possibility of a new footpath to join The Folly with Quarries Cross in conjunction with Suffolk County Council. G Brown seconded with all in favour.
18.	<p>Junior Footpath Pitch: Councillors confirmed receipt of the report and no comments were made.</p> <ol style="list-style-type: none"> 1. The Chairman proposed that the Parish Council agrees to take over the Junior Football pitch in 2022 at a cost of £1.00 and confirmation is sent to Bloor Homes. Mrs. T Shaw seconded with all in favour.
19.	<p>Zebra Crossing at Green Road: Councillors confirmed receipt of the revised drawing for the installation of a zebra crossing and speed humps at Green Road. Councillors agreed that the following comments are made to Suffolk Highways:</p> <ol style="list-style-type: none"> 1. What new street lighting, if any, is required and where might the lamp posts be sited? 2. Are both speed humps the full width of the road as drawn or will they be 'cushions' on one side of the road? 3. Will there be any parking places lost school side due to relocation of bus stop? 4. Will current bus stop road markings be removed? 5. What parking, if any, will be allowed south of crossing, field side? 6. What signs will be erected either side of the crossing? 7. Will the 20mph speed limit and signs be retained?

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	<p>8. Could the WigWag lights be reactivated as further safety measure around school opening and closing times and when children are crossing to and from the playing field?</p> <p>9. What is the process here on? Public consultation? Scheduling of works? When? Period of works? Road closures? How long?</p> <p>10. How are they planning to deal with the flooding issues at the proposed crossing site?</p>
20.	Fishponds Way ramp: Councillors confirmed receipt of the report detailing the issues with the ramp. Suffolk Highways has advised that the ramp installed on Fishponds Way was part of the mitigation scheme for the new development to reduce vehicle speeds and improve footway routes for the pedestrian. However, the ramp was not constructed to specification. The remedial works have been instructed and will be carried out as soon as possible. In the meantime, Suffolk Highways instructed the developer to install additional temporary signage until the remedials are completed.
21.	Playing Field Storage Facility: Councillors confirmed receipt of the amended proposal for the reallocation and redesign of the storage facility.
22.	Christmas Tree Event: Councillors confirmed receipt of the report. A Flint agreed to take on the lead for the event following the resignation of S Deans from the Council.
23.	Dementia Friendly Communities: Councillors confirmed receipt of the report and no comments were made. <p>1. Mrs. T Shaw proposed that the Parish Council agrees to hold a future event in the village. The Chairman seconded with all in favour.</p>
24.	Statutory Business:

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	<ol style="list-style-type: none"> 1. The Chairman proposed that the Parish Council dissolves the Gallowsfield Wood and Bio-Diversity and Wildlife Committees to Working Groups. G Brown seconded with all in favour. 2. The Chairman proposed that the Parish Council adopts the terms of reference for the Gallowsfield Wood Working Group. Mrs. T Shaw seconded with all in favour. 3. The Chairman proposed that the Parish Council adopts the terms of reference for the Bio-Diversity and Wildlife Conservation Working Group. Mrs. T Shaw seconded with all in favour. 4. The Chairman proposed that the Parish Council adopts the terms of reference for The Cricket Working Group. Mrs. T Shaw seconded with all in favour. 5. The Chairman proposed that the Parish Council recommends Judy Thompson as Chair of the Gallowsfield Wood Working Group, Gavin Deans as Chair of the Biodiversity and Wildlife Conservation Working Group and Rachel Eburne as Primary Contact for The Cricket Working Group. Mrs. Y Hannan seconded with all in favour. 																										
25.	<p>Finance:</p> <ol style="list-style-type: none"> 1. The Council confirmed receipt of the finance report for July and August 2021 prior to the meeting including, Bank Reconciliation, Budget to Actual, Receipts and Payments, since the last meeting. No questions or comments were made. 2. Councillors noted the receipts received since last meeting: <table border="1" data-bbox="491 1424 1281 1682"> <tr> <td>HMRC (Vat)</td> <td>£1,511.14</td> <td>£ 1,511.14</td> </tr> <tr> <td>WILDPLAY (Gallowsfield Wood)</td> <td>£ 250.00</td> <td>£ 250.00</td> </tr> <tr> <td>VARIOUS (Scarecrow Event)</td> <td>£ 19.00</td> <td>£ 19.00</td> </tr> <tr> <td>MSDC (Cleansing Grant)</td> <td>£ 579.15</td> <td>£ 579.15</td> </tr> <tr> <td>WILDPLAY (Gallowsfield Wood)</td> <td>£ 225.00</td> <td>£ 225.00</td> </tr> <tr> <td>PEART (Allotment)</td> <td>£100.00</td> <td>£ 100.00</td> </tr> </table> 3. All Councillors confirmed the payments made in August: <table border="1" data-bbox="504 1789 1267 2011"> <tr> <td>Claire Pizzey (Expenses)</td> <td>£56.40</td> </tr> <tr> <td>Town & Village Maintenance (Trackway)</td> <td>£966.84</td> </tr> <tr> <td>Town & Village Maintenance (The Cricket)</td> <td>£150.00</td> </tr> <tr> <td>Katie Power (Wages)</td> <td>£284.78</td> </tr> </table> 	HMRC (Vat)	£1,511.14	£ 1,511.14	WILDPLAY (Gallowsfield Wood)	£ 250.00	£ 250.00	VARIOUS (Scarecrow Event)	£ 19.00	£ 19.00	MSDC (Cleansing Grant)	£ 579.15	£ 579.15	WILDPLAY (Gallowsfield Wood)	£ 225.00	£ 225.00	PEART (Allotment)	£100.00	£ 100.00	Claire Pizzey (Expenses)	£56.40	Town & Village Maintenance (Trackway)	£966.84	Town & Village Maintenance (The Cricket)	£150.00	Katie Power (Wages)	£284.78
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Claire Pizzey (Wages)	£599.84
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All Councillors confirmed the September payments:

Claire Pizzey (Expenses)	£34.18
PKF Little John (Audit)	£480.00
PWLB (Loan)	£1992.84
Playfield Committee (Hall Hire)	£23.00
S&P Trees (Allotment)	£250.00
HMRC (Wages)	£563.96
Katie Power (Wages)	£284.78
Claire Pizzey (Wages)	£753.46

G Brown proposed to accept the payments. Mrs. Y Hannan seconded and all were in favour. T Monaghan abstained.

4. The Chairman proposed that the Parish Council should accept the quote from BHIB of £2,936.32 for the insurance for 2021/22. Mrs. Y Hannan seconded with all in favour.
5. It was agreed that the installation of the kerbing at the Village Green would be put on hold until a Suffolk Highways Engineer visits the site to advise on solutions. The Clerk to contact County Councillor Andrew Stringer to arrange.
6. Councillors considered a Public Consultation for the installation of the kerbing at The Village Green and agreed that once a solution has been agreed an article would be written for the H&WPN.
7. The Chairman proposed that the Parish Council accepts the quote from S&P Trees of £870 for the yearly maintenance at the Allotments. Mrs. T Shaw seconded with all in favour.
8. Mrs. T Shaw proposed that the Parish Council agrees that the Chairman, M Gilson and the Clerk are signatures for the Nationwide 95-day Savers account. A Shaw seconded with all in favour.
9. Councillors accepted the completion of the limited assurance review for the year ended 31 March 2021 for Haughley Parish Council and noted the matter arising from the audit *"The smaller authority has disclosed that it made proper provision during the year 2020/21 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters*

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	<p><i>raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct."</i></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>
26.	<p>Clerk's report: Councillors noted receipt of the report. No comments were made.</p>
27.	<p>Correspondence: Councillors noted the correspondence already circulated and consider the following action:</p> <ol style="list-style-type: none"> 1. Haughley PCC – Response to wildlife areas in churchyard: It was agreed to arrange a meeting with the PCC to discuss the matter further. The Chairman, G Brown and the Clerk to attend the meeting. 2. Resident – Alleyway Car entrance/exit by Co-op: County Councillor Andrew Stringer reported that he had contacted the Co-op which had advised that its drivers had all been trained and to contact them again should this behaviour continue. 3. Resident – Village Green and Seagulls: The Clerk reported that she has responded to the resident. 4. Resident – Paper re-cycling: No action. 5. BMSDC – Notice of examination hearing JLP: No action. 6. Resident – Lorry Watch: No action. 7. BMSDC – Gambling Act 2005 consultation: No action. 8. CAS – Suffolk Community Restart: No action.
28.	<p>Date of next meeting:</p> <ol style="list-style-type: none"> 1. Full Parish Council is scheduled for Tuesday 19th October 2021 at 7.00pm at Ron Crascall Pavilion

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25.	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: 1. Contract renewals for use of Gallowsfield Wood
	There being no further business, the meeting was closed at 21.23

Signed Chairman:

Date: