

HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Annual Council Meeting held on Tuesday 4th May 2021 via VIDEOCONFERENCING

Present (by Video):	G Brown, S Deans, A Flint, M Gilson (arrived at item 7), 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)
1.	To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office: G Brown proposed that A Hannan be elected as Chairman of the Council. A Flint seconded and all were in favour. A Hannan signed the declaration of acceptance of office.
3.	To receive and consider apologies for absence: None received.
4.	To receive Councillors' Declarations of Interest: There were no declarations of interest.
5.	To receive any written requests for dispensations: There were no requests for dispensations.
6.	To fill the casual vacancies for a Parish Councillor by co-option: An expression of interest had been received from T Monaghan. The Chairman proposed that T Monaghan is co-opted onto Haughley Parish Council. Mrs. T Shaw seconded, and all were in favour. T Monaghan signed the declaration of acceptance of office and joined the Council.
7.	To note and approve the minutes of the Parish Council Meeting of 16th March 2021 and the Extra Ordinary Meeting of 13th April 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. The Chairman proposed to accept the minutes of 16 th March 2021 and the Extra Ordinary Meeting of 12 th April 2021 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.

Signed Chairman:

Date:

2.	To elect a Vice-Chairman of the Council: The Chairman proposed that M Gilson be elected as Vice Chairman of the council. Mrs. Y Hannan seconded, and all were in favour.										
8.	To note/review updated action log: The members confirmed receipt of the action log. The Chairman highlighted: <ul style="list-style-type: none"> • Following no response from Bloor Homes regarding the junior football pitch it was agreed that the Clerk would send a further email. • Commercial Grass cutting additional information was agreed to be an agenda item for the June meeting. 										
9.	Public Forum: District Councillor R Eburne reported that after a visit to Gallowsfield Wood at the weekend she wanted to pass on to the Parish Council what great work the Committee are doing on the site and it is looking fantastic.										
10.	To receive written reports from County Councillor Andrew Stringer: The members confirmed receipt of the report. No comments were made.										
11.	To receive written reports for information only from District Councillors Keith Welham & Rachel Eburne: The members confirmed receipt of the report. No comments were made.										
12.	<p>Statutory Business:</p> <p>1. To confirm the appointment of Parish Councillors on the following Committees:</p> <table border="1"> <tr> <td>Biodiversity and Wildlife Conservation Committee</td> <td>Gerald Brown</td> </tr> <tr> <td>Employment Committee</td> <td>Yvonne Hannan, Sam Deans & Matt Gilson</td> </tr> <tr> <td>Gallowsfield Wood Committee</td> <td>Gerald Brown</td> </tr> <tr> <td>The Cricket Sub-Committee</td> <td>Gerald Brown</td> </tr> <tr> <td>Haughley in Bloom Working Group</td> <td>Yvonne Hannan</td> </tr> </table>	Biodiversity and Wildlife Conservation Committee	Gerald Brown	Employment Committee	Yvonne Hannan, Sam Deans & Matt Gilson	Gallowsfield Wood Committee	Gerald Brown	The Cricket Sub-Committee	Gerald Brown	Haughley in Bloom Working Group	Yvonne Hannan
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PIIP Working Group	Yvonne Hannan, Sam Deans & Andy Flint
Queens Platinum Jubilee Working Group	Gerald Brown & Thirza Shaw
<p>2. Review the terms of reference for Committees and agree to adopt V1.1: The Chairman proposed that V1.1 of the Terms of Reference is adopted. M Gilson seconded with all in favour.</p> <p>3. To review the Standing Orders and confirm acceptance of amendments proposed: The Chairman proposed acceptance of the amended Standing Orders. M Gilson seconded with all in favour.</p> <p>4. To review the Financial Regulations and confirm acceptance of amendments proposed: The Chairman proposed acceptance of the amended Financial Regulations. Mrs. T Shaw seconded with all in favour.</p> <p>5. To confirm the appointment of Parish Council Representatives:</p>	
Haughley Joint Charities Trustees	Alf Hannan
Playing Field Committee	Thirza Shaw with Yvonne Hannan & Tony Monaghan as Trustees
Village Hall Committee	Yvonne Hannan
6. To confirm the following Parish Appointed Positions:	
Allotment Officer	Matt Gilson
Asset Officer	Matt Gilson
Communication Officer	Alf Hannan (pro-tem)
Emergency Plan Officer	Matt Gilson
Footpath Officer	Gerald Brown
Planning Officer	Alf Hannan
Police Safer Neighbourhood Team and Community Engagement Officer	Andy Flint
Risk Assessment Officer	Matt Gilson
Safeguarding Officer	Thirza Shaw
Street Lighting Officer	Sam Deans
Traffic Officer	Andy Flint
Tree Officer	Gerald Brown

Signed Chairman:

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	<p>7. Review of the Council's employment policies and procedures: The Chairman proposed to adopt the following policies as amended following the review. S Deans seconded with all in favour:</p> <ul style="list-style-type: none">• Disciplinary Policy• Grievance Policy• Health & Safety Policy• Training & Development Policy• Complaints Procedure <p>8. To review the Council's Risk Assessments and agree to adopt the Clerk Risk Assessment: Members noted the reviews and approved them as unchanged as no updates were required. The Chairman proposed that the Clerk Risk Assessment is adopted. A Flint seconded with all in favour.</p> <ul style="list-style-type: none">• Clerk• Community Caretaker• Financial• Gallowsfield Wood• Ron Crascall Pavilion• VAS• Village• Village Hall• Volunteer Litter Picker <p>9. To confirm the continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer: In accordance with Section 151 of the Local Government Act 1972(d) (financial administration), the Council confirmed that the Clerk was to be the appointed person who would be responsible for the administration of the financial affairs of the parish council.</p> <p>10. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972: The members noted the review of the Council's expenditure incurred under s137 of the Local Government Act 1972.</p> <ul style="list-style-type: none">• £200 to the Haughley PCC for a donation towards the telephone tree
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Signed Chairman:

Date:

	<ul style="list-style-type: none"> • £3,000 to Haughley Playing Field for a grant donation to towards the running costs of the Pavilion • £3,000 to Haughley Village Hall for a grant donation towards the running costs of the Hall • £750 to Haughley PCC for a grant donation towards the maintenance of the churchyard <p>11. To approve the meeting timetable for 2021-22: Following the amendment of the Bio-Diversity meetings to the first Tuesday of the month on a bi-monthly basis, the members agreed the meeting timetable for 2021-22. Councillors also decided that all Parish Council meetings and Committee meetings will be held at the Ron Crascall Pavilion from June.</p>
13.	<p>Planning Decisions: To note determinations by the Local Planning Authority (MSDC).</p> <ol style="list-style-type: none"> 1. DC/21/00634: Proposal & Location of Development: 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) 16 Duke Street, Haughley: Stowmarket, Suffolk IP14 3QS: Planning Permission has been GRANTED 2. DC/20/05916: Proposal & Location of Development: Full Planning Application - Erection of stables and indoor riding arena. The Oaks, Dagworth Lane, Haughley, Stowmarket Suffolk IP14 3QJ: Planning Permission has been GRANTED 3. DC/21/00617: Proposal & Location of Development: Householder Planning Application - Erection of a single storey side extension, new boundary fencing, new vehicle access and driveway. 24 Denny Avenue, Haughley, Stowmarket, Suffolk IP14 3PG: Planning Permission has been GRANTED 4. DC/21/00618: Proposal & Location of Development: Householder Planning Application - Erection of swimming pool building, extension, and conversion of garage to form annex Spindleberry Cottage, Wetherden Road, Haughley, Stowmarket Suffolk IP14 3RE: Planning Permission has been GRANTED

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14.	Councillors noted the Appeal Dismissal document for the former Poultry Processing Plant Haughley Park, Haughley – APP/W3520/W/20/358516 – DC/19/0205
15.	To receive the minutes from the Gallowsfield Wood Committee Meeting of 22nd April: Councillors noted the minutes, and no comments were made.
16.	To consider the response from the Allotment Holders in reference to the damaged water cabinet and agree action: The Chairman reported on the responses received from the Allotment Holders and no information has been forthcoming regarding the damaged water cabinet. Allotment Holders have raised their concerns over the security at the site and it was agreed to put up signs at the entrances and on the shed with wording to deter further thefts. T Monaghan offered to repair free of charge the damaged water cabinet back to its original state and the padlock code to be provided to the Allotment Holders. A letter to be sent to all Allotment Holders to advise of the outcome of the meeting. The Clerk and Allotments Officer to arrange a meeting with the Allotment Holders by the end of the Summer and the Chairman to update residents in the next edition of the H&WPN.
17.	To agree the locations of additional SID posts at Haughley New Street and Station Road Haughley: Councillors agreed the locations of the additional SID posts as per the documents that had been received from Suffolk Highways Safety team.
18.	To agree the site for the APNR Pilot project: Councillors agreed that Fishponds Way would be an appropriate site for the APNR Pilot Project. The Chairman and A Flint to meet on site to agree the exact location and A Flint to complete the application.
19.	To agree the proposal and budget for the Scarecrow Event: Councillors discussed the proposal for the event. Councillors agreed that the Parish Council would go ahead with the event on Monday 21 June. The Chairman proposed a budget of up to £100 for the event. T Monaghan seconded with all in favour.
20.	To note a report from Cllr Brown following his attendance at the Bacton Parish Council Meeting: Councillors noted the report. Councillors agreed that the Parish Council contacts Mid Suffolk District Council and asks that they be consulted on all

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	major planning applications (for more than 15 dwellings) in the Parishes of Bacton and Wyverstone.																																				
21.	<p>FINANCE:</p> <ol style="list-style-type: none"> The Council confirmed receipt of the finance report for April 2021 prior to the meeting including, Bank Reconciliation, Budget to Actual, 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 April and May: <ul style="list-style-type: none"> April <table border="1" data-bbox="504 869 1267 1581"> <tr><td>Claire Pizzey (Expenses)</td><td>£23.20</td></tr> <tr><td>Lawes Bacton (Allotments)</td><td>£21.16</td></tr> <tr><td>SALC (Subscription)</td><td>£650.52</td></tr> <tr><td>SALC (Training)</td><td>£15.00</td></tr> <tr><td>The Play Inspection Co (The Cricket)</td><td>£126.00</td></tr> <tr><td>Town & Village Landscapes (Village Maintenance)</td><td>£300.00</td></tr> <tr><td>Town & Village Landscapes (Village Maintenance)</td><td>£460.00</td></tr> <tr><td>Suffolk.cloud (Village website)</td><td>£100.00</td></tr> <tr><td>Paul Wright (Footpath)</td><td>£50.00</td></tr> <tr><td>Katie Power (Wages)</td><td>£284.78</td></tr> <tr><td>C Pizzey (Wages)</td><td>£600.04</td></tr> </table> May <table border="1" data-bbox="504 1632 1267 2018"> <tr><td>Claire Pizzey (Expenses)</td><td>£34.20</td></tr> <tr><td>A Hannan (Stationery)</td><td>£62.75</td></tr> <tr><td>Village Hall (Grant)</td><td>£3,000</td></tr> <tr><td>H&WPN (Grant)</td><td>£650</td></tr> <tr><td>Haughley PCC (Grant)</td><td>£750.00</td></tr> <tr><td>Haughley WI (Grant)</td><td>£338.00</td></tr> <tr><td>Haughley Playing Field (Grant)</td><td>£3,000.00</td></tr> </table> 	Claire Pizzey (Expenses)	£23.20	Lawes Bacton (Allotments)	£21.16	SALC (Subscription)	£650.52	SALC (Training)	£15.00	The Play Inspection Co (The Cricket)	£126.00	Town & Village Landscapes (Village Maintenance)	£300.00	Town & Village Landscapes (Village Maintenance)	£460.00	Suffolk.cloud (Village website)	£100.00	Paul Wright (Footpath)	£50.00	Katie Power (Wages)	£284.78	C Pizzey (Wages)	£600.04	Claire Pizzey (Expenses)	£34.20	A Hannan (Stationery)	£62.75	Village Hall (Grant)	£3,000	H&WPN (Grant)	£650	Haughley PCC (Grant)	£750.00	Haughley WI (Grant)	£338.00	Haughley Playing Field (Grant)	£3,000.00
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22.	<p data-bbox="368 1077 1366 1158">To receive the Clerks report: The members confirmed receipt of the report and no comments were made.</p>																
23.	<p data-bbox="368 1240 1394 1321">To note a summary of correspondence and consider action to be taken where applicable:</p> <ol data-bbox="416 1346 1401 1966" style="list-style-type: none"> 1. To note correspondence from BMSDC regarding the submission of the Joint Local Plan: Information only. 2. To note correspondence from a resident regarding ducks on the moat: Councillors agreed to respond to the resident to advise that they are not aware of what happened to the ducks on the moat. 3. To note correspondence from a resident regarding traffic issues: Councillors agreed that a response is sent to the resident to advise that the Parish Council are continuing to work with Suffolk County Council following the representation made after the traffic survey consultation with the village. The Parish has been put forward as part of a new ANPR initiative with Suffolk County Council and Suffolk Police and consultation continues with the developers in the village and surrounding parishes. 																

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	<ol style="list-style-type: none"> 4. To note correspondence from a resident regarding the 30mph extension: Councillors agreed to respond to the resident to advise that Suffolk County Council are doing all they can to extend the 30mph limit to before the Dagworth turning or to the old A14. 5. To note correspondence from a resident regarding hedgerow: Information only. 6. To note correspondence from Haughley Park regarding planning appeal: Information only. 7. To note correspondence from The Play Company regarding repeat order for The Cricket play equipment inspection: Councillors agreed to accept the repeat inspection for 2022. 8. To note correspondence from Barclays Bank regarding the closure of the Stowmarket branch: Information only. 9. To note correspondence from Suffolk Highways regarding a revised start to the proposed 30mph at Green Road: Councillors noted the revised proposal. 10. To note correspondence from a resident regarding attack in Haughley New Street: Councillors agreed that no action is taken. 11. To note correspondence from Stowmarket Dementia Action Alliance: Mrs. T Shaw offered to enquire about the session. 12. To note correspondence from Community Action Suffolk regarding invitation to join their network: Councillors agreed to join the network.
24.	<p>Date of next meeting:</p> <ol style="list-style-type: none"> 1. Gallowsfield Wood Committee is scheduled for 19th May 2021 at 7.00pm at Gallowsfield Woods 2. Full Parish Council scheduled for Tuesday 22nd June 2021 at 7.00 pm at the Ron Crascall Pavilion 3. Biodiversity & Wildlife Conservation Committee TBC
	There being no further business, the meeting was closed at 21.00

Signed Chairman:

Date: