

HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Annual Council Meeting held on Tuesday 17th May 2022 at the Ron Crascall Pavilion

Present	G Brown, A Flint, A Hannan (Chairman), Mrs. Y Hannan, T Monaghan (arrived at item 10), Mrs. T Shaw, District Councillor Rachel Eburne, District Councillor Keith Welham, County Councillor Andrew Stringer (arrived at item 10), Mrs. C. Pizzey (Clerk) and 1 member of the public.
1.	<p>Chairman</p> <p>Mrs. Y Hannan proposed that A Hannan be elected as Chairman of the Council. G Brown seconded with all in favour. A Hannan signed the declaration of acceptance of office.</p>
2.	<p>Vice Chairman</p> <p>The Chairman proposed that G Brown be elected as Vice Chairman of the Council. Mrs. T Shaw seconded with all in favour.</p>
3.	<p>Apologies for Absence</p> <ol style="list-style-type: none"> 1. Apologies were received from Cllr G French 2. The members accepted the apologies.
4.	<p>Declarations of Interest</p> <p>There were no Declarations of Interest received.</p>
5.	<p>Dispensations</p> <p>There were no requests for Dispensations received.</p>
6.	<p>Minutes</p> <p>All Councillors confirmed receipt of the minutes. G Brown proposed to accept the minutes of 19th April 2022 as a true record of the meeting and decisions made. A Flint seconded with all in favour.</p>
7.	Action log

Signed Chairman:

Date:

	The members confirmed receipt of the action log. The members agreed to obtain revised quotes for the protection of the village green.
8.	Public Forum: Nothing to report.
9.	<p>To receive written reports from County Councillor Andrew Stringer</p> <p>The members confirmed received of the report prior to the meeting. County Councillor Andrew Stringer highlighted:</p> <ul style="list-style-type: none"> • Explained why National Grid are unable to install the new network high electricity network underground. • The Cabinet met to vote to accept the report from the Ofsted Focused Visit to Suffolk County Council Children’s Services on the topic of Care Leavers, for once we had a very positive inspection.
10.	<p>To receive written reports for information only from District Councillors Keith Welham & Rachel Eburne</p> <p>The members confirmed receipt of the report. District Councillor Rachel Eburne highlighted:</p> <ul style="list-style-type: none"> • Councillors have been allocated £7350 for 2022/23 to help fund projects to support their residents. This is the same sum as for 2021/22 and applications can now be made by any local club or organisation. • A consultation is open until 16th June for the proposed route of high voltage power lines from Norwich to Bramford. This is to facilitate greater capacity on the national grid for the electricity production from the offshore wind sites. The route through Mid Suffolk is proposed to go through Gislingham, Mendlesham and slightly to the east of Stowupland. The consultation ends on 16th June. • Old Newton have sent in their comments to MSDC for planning application DC/22/01786.
11.	<p>Planning</p> <ol style="list-style-type: none"> 1. Councillors reviewed and approved response to the current planning consultations:

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Date:

	<p>DC/22/01786 - Proposal: Planning Application - Erection of 1no dwelling to replace that permitted under DC/20/01118 Location: Old Bells Farm, Wassicks Lane, Haughley, IP14 3NP: G Brown proposed that the Parish Council OBJECTS to the application with the following:</p> <p>The Chairman seconded with all in favour.</p> <ul style="list-style-type: none"> • This is the sixth application submitted on this site. • The application is contrary to the Haughley Neighbourhood Plan • The application states that the entrance to the farm is Rectory Lane, Haughley Green. This is incorrect the official entrance is through Was-sicks Lane in Old Newton. • The barn isn't redundant and if it is demolished as the application states, they indicate that they will look to install a new barn somewhere else on the farm. The original application was for a barn conversion and not a new build and the Parish Council do not understand the change in the application. • The application is suggesting using agricultural land for this new application and is essentially very different from the brown site replacement in the original application that has been granted. • This new application is building in the countryside. • All previous comments made by the Parish Council to be considered. <p>2. Councillors noted the decisions issued by Mid Suffolk District Council:</p> <p>DC/22/00994 - Proposal & Location of Development: Application for Listed Building Consent - Remove existing cement and pebble dash render, install counter battens and timber lathes. Install sheep's wool insulation. Undertake repairs to existing timber frame as may be required using green oak. Existing cement render to be replaced with lime and chalk. The Grange, Duke Street, Haughley, Suffolk IP14 3QT. Listed Building Consent has been GRANTED</p> <p>DC/22/00924 - Proposal & Location of Development: Full Planning Application - Conversion of and extension to chapel to form 1No (1 bed) apartment. Gospel Hall And Bungalow, Haughley Green, Haughley, Suffolk IP14 3RR. Planning permission has been GRANTED</p>
12.	Statutory Business

Signed Chairman:

Date:

1. The Chairman proposed that the Parish Council adopts the Local Government Association (LGA) Model Councillor Code of Conduct 2020. Mrs. T Shaw seconded with all in favour.
2. The Chairman proposed the appointment of the Neighbourhood Plan Review Working Group. Mrs. T Shaw seconded with all in favour.
3. The Chairman proposed that the Parish Council adopts V1.3 of the terms of reference for Committees. Mrs. T Shaw seconded with all in favour.
4. Councillors confirmed the appointment of Parish Councillors to the following Working Groups and Committees:

Group	Councillor
Biodiversity and Wildlife Conservation Working Group	G Brown
Employment Committee	Mrs. Y Hannan, A Flint and Mrs. T Shaw
Gallowsfield Wood Working Group	G Brown
The Cricket Working Group	G Brown
Haughley in Bloom Working Group	Mrs. Y Hannan
PIIP Working Group	Mrs. Y Hannan, A Flint & T Monaghan
Neighbourhood Plan Review Working Group	A Hannan, Mrs. Y Hannan & G Brown
850 th Anniversary of Haughley Castle Working Group	G Brown and Mrs. T Shaw
Queens Platinum Jubilee Working Group	G Brown and Mrs. T Shaw

5. Councillors confirmed the appointment of Parish Council Representatives on the following Bodies

Playing Field Committee	Thirza Shaw with Mrs. Y Hannan, T Monaghan and G French as Trustees
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Signed Chairman:

Date:

Village Hall Committee

Mrs. Y Hannan

6. Councillors confirmed the following Parish Appointed Positions:

Allotment Officer	Vacancy
Communication Officer	Alf Hannan
Emergency Plan Officer	Gerald Brown
Footpath Officer	Glyn French
Planning Officer	Gerald Brown
Police Safer Neighbourhood Team and Community Engagement Officer	Andy Flint
SALC Representative	Alf Hannan
Safeguarding Officer	Thirza Shaw
Street Lighting Officer	Tony Monaghan
Traffic (incl. VAS) Officer	Andy Flint
Tree Officer	Glyn French

7. Councillors noted that the following Risk Assessments have been reviewed and approved unchanged as no updates are required:

- Clerk
- Community Caretaker
- Gallowsfield Wood
- VAS
- Haughley Parish
- Volunteer Litter Picker

Councillors agreed to review the following Risk Assessments and present to the Parish Council at a later meeting:

- Ron Crascall Pavilion
- Village Hall (Building only)

8. Councillors reviewed the Financial Risk Assessment for 2022-23 and approved unchanged as no updates are required.

9. 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.

Signed Chairman:

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	<p>10. The Councillors noted the review of the expenditure in 2021/2022 incurred under s.137 of the Local Government Act 1972:</p> <ul style="list-style-type: none"> I. £3,000 to Haughley Playing Field for a grant donation towards the running costs of the Pavilion II. £3,000 to Haughley Village Hall for a grant donation towards the running costs of the Hall III. £750 to Haughley PCC for a grant donation towards the maintenance of the Churchyard IV. £650 to Haughley & Wetherden Parish News for a grant donation towards the publishing of the magazine V. £338.00 to Haughley W.I for the running costs of the organisation due to the impact during the pandemic VI. £200 to Citizens Advice to help keep the service running and contribute towards the service they offer the residents of Haughley VII. £200 Haughley Wildlife Group towards the cost of an exhibition VIII. £2,777 to Haughley Football Club, this was the community grant received from Pyramid Builders <p>11. Councillors agreed the meeting timetable for 2022-23</p>
<p>13.</p>	<p>Bio-Diversity and Wildlife Conservation Working Group</p> <p>Councillors confirmed receipt of notes from the meeting of 10th May 2022</p> <ul style="list-style-type: none"> 1. Mrs. T Shaw proposed that the Parish Council consult residents to provide suggestions for a name for the Bellway Homes meadow and to include the wording “Wildflower Meadow” in the title. Mrs. Y Hannan seconded with all in favour.
<p>14.</p>	<p>Queens Platinum Jubilee Working Group</p> <p>Councillors confirmed receipt of notes from the meeting of 11th May 2022 and no comments were made.</p>
<p>15.</p>	<p>Neighbourhood Plan Review Working Group</p> <p>The Chairman proposed that the Parish Council approve Places4people as consultant for the review with the Working Group. Mrs. T Shaw seconded with all in favour.</p>

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16.	<p>Village Hall</p> <p>Councillors confirmed receipt of the report from the Village Hall meeting held on Tuesday 4th May and no comments were raised.</p>																		
17.	<p>Annual Parish Meeting</p> <p>The Councillors all agreed that the format for the Annual Parish Meeting had been a success.</p>																		
18.	<p>HGV Count</p> <p>It was agreed that a proposal and quotes are provided for the June meeting for an automated vehicle count.</p>																		
19.	<p>Junior Football Pitch</p> <p>Councillors agreed the amended drawing for the Junior Football Pitch and confirmed the continuation of the transfer of ownership.</p>																		
20.	<p>Finance:</p> <ol style="list-style-type: none"> The Council confirmed receipt of the finance report for April 2022 prior to the meeting including, Bank Reconciliation, Budget to Actual, Receipts and Payments, since the last meeting. No questions or comments were made. Councillors noted the receipts received since last meeting: <table border="1" data-bbox="486 1323 1284 1451"> <tr> <td>Wildplay (Gallowsfield Wood)</td> <td>£120.00</td> </tr> <tr> <td>Wildplay (Gallowsfield Wood)</td> <td>£130.00</td> </tr> <tr> <td>MSDC (Precept & CIL)</td> <td>£115,611.04</td> </tr> </table> Councillors confirmed the May payments: <table border="1" data-bbox="502 1561 1267 1995"> <tr> <td>Claire Pizzey (Expenses)</td> <td>£61.86</td> </tr> <tr> <td>Y Hannan (Expenses – APM)</td> <td>£23.47</td> </tr> <tr> <td>Copy Centre (Queens Jubilee)</td> <td>£303.23</td> </tr> <tr> <td>A Hannan (Expenses – APM and voucher for Clock Winding)</td> <td>£117.00</td> </tr> <tr> <td>Town and Village Landscape (Removal Play equipment The Cricket)</td> <td>£670.00</td> </tr> <tr> <td>Town and Village Landscape (Install bins)</td> <td>£305.00</td> </tr> </table> 	Wildplay (Gallowsfield Wood)	£120.00	Wildplay (Gallowsfield Wood)	£130.00	MSDC (Precept & CIL)	£115,611.04	Claire Pizzey (Expenses)	£61.86	Y Hannan (Expenses – APM)	£23.47	Copy Centre (Queens Jubilee)	£303.23	A Hannan (Expenses – APM and voucher for Clock Winding)	£117.00	Town and Village Landscape (Removal Play equipment The Cricket)	£670.00	Town and Village Landscape (Install bins)	£305.00
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	Dynamic Fireworks (Queens Jubilee)	£270.00
	Haward Horological Ltd (CIL)	£5,650.00
	The Play Inspection (The Cricket)	£126.00
	H&WPN (Grant)	£690.00
	PFC (Grant)	£3,000
	Haughley PCC (Grant)	£750.00
	D-Signs (B&WC)	£216.00
	Sound Induction System	£1,592.40
	Air Ambulance (Gallowsfield Wood)	£40.00
	Lawes of Bacton (Gallowsfield Wood)	£49.90
	PCC (Hire Maxwell Charnley Room)	£8.00
	Katie Power (Wages)	£304.95
	Claire Pizzey (Wages)	£610.24
	<p>4. The Chairman proposed that M Gilson is removed from the Bank Mandate. Mrs. T Shaw seconded and all were in favour.</p> <p>5. The Chairman proposed that G Brown is added as signatory for the Bank Mandate. A Flint seconded with all in favour.</p> <p>6. The Chairman proposed the £250,000 is transferred from the Barclays Current Account into the deposit accounts. G Brown seconded with all in favour.</p>	
21.	<p>Clerk's report</p> <p>Councillors noted receipt of the report and no comments were raised.</p> <p>1. The Chairman proposed that the Parish Council write letters to the tenants of plots 9, 10, 11, 12 & 16. A Flint seconded with all in favour.</p> <p>2. Mrs. T Shaw proposed that the Parish Council seek quotes to install two wooden gates at the allotments and a Parish CIL application is completed. Mrs. Y Hannan seconded with all in favour.</p>	
22.	<p>Councillors Reports</p> <p>Mrs. T Shaw reported that she had reported a broken footpath sign at Dagworth lane on the SCC portal. A Flint reported that a proposal for purchasing additional VAS will be an agenda item at the June meeting. G Brown reported that a working party had met at Gallowsfield Wood this week.</p>	

Signed Chairman:

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23.	<p>Correspondence</p> <p>Councillors noted the correspondence already circulated and considered the following action:</p> <ol style="list-style-type: none"> 1. Resident – Trackway over Haughley Village Green: The Councillors agreed to send a letter to the resident in response to his concerns over the trackway over Haughley Village Green. 2. Resident – Consider a Village Yard Sale: Councillors agreed that they do not object to a Village Yard Sale but are not in a position to arrange one. 3. Haughley Wildlife Exhibition – Letter of thanks: No action. 4. Palmers – The Parish Coalhouse: The members discussed the offer for the Parish Council to rent the Parish Coalhouse. Councillors agreed that they appreciated the offer but will decline. 5. Palmers – Noticeboards: Councillors agreed that this would be a proposal for the June meeting. 6. Resident – Parish Support for No Mow May: No action. 7. National Grid – Consultation: Councillors agreed that the Parish Council will not make a response as a corporate body but encourages individual responses. 8. Suffolk Highways – Update on Zebra Crossing: No action. 9. Suffolk Highways - Update on Green Road 30mph limit: No action. 10. Stowmarket Striders – Friday 5 race details: No action
29.	<p>Date of next meeting:</p> <ol style="list-style-type: none"> 1. Haughley Parish Council Meeting scheduled for Tuesday 21st June 2022 at Ron Crascall Pavilion 2. Biodiversity & Wildlife Conservation Working Group Scheduled for Monday 4th July 2022

Signed Chairman:

Date:

	There being no further business, the meeting was closed at 20.37
A copy of any reports or correspondence cited in the minutes can be made available from the clerk clerk@haughleypc.co.uk	

Signed Chairman:

Date: