

## HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on Wednesday 21<sup>st</sup> December 2022 at the Ron Crascall Pavilion

<b>Present</b>	G Brown, Mrs. J Day, A Flint, G French, A Hannan (Chairman), Mrs. Y Hannan, Mrs. T Shaw, T Sparkes, Mrs. S Swinge, District Councillor Rachel Eburne, District Councillor Keith Welham, Mrs. C. Pizey (Clerk) and 1 member of the public.									
<b>1.</b>	<b>Apologies for Absence</b> <ol style="list-style-type: none"> <li>1. Apologies were received from T Monaghan.</li> <li>2. The members accepted the apologies.</li> </ol>									
<b>2.</b>	<b>Declarations of Interest</b> There were no declarations of interest received.									
<b>3.</b>	<b>Dispensations</b> There were no requests for Dispensations received.									
<b>4.</b>	<b>Minutes</b> All Councillors confirmed receipt of the minutes. G Brown proposed to accept the minutes of 15 <sup>th</sup> November 2022 as a true record of the meeting and decisions made. A Flint seconded with all in favour.									
<b>5.</b>	<b>Action log</b> The Chairman went through the action log with the members <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">ACTION</th> <th style="width: 50%;">COMMENT</th> </tr> </thead> <tbody> <tr> <td>Junior Football Pitch</td> <td>Expected to clear the area by the end of November. Email sent for update.</td> </tr> <tr> <td>SCC PROW Officer - upgrade of footpath and new footpath</td> <td>Ongoing</td> </tr> <tr> <td>Allotments - Quote for removal of rabbits</td> <td>Contractor has not responded. It was agreed to get 3 quotes for the removal of the rabbits.</td> </tr> </tbody> </table>		ACTION	COMMENT	Junior Football Pitch	Expected to clear the area by the end of November. Email sent for update.	SCC PROW Officer - upgrade of footpath and new footpath	Ongoing	Allotments - Quote for removal of rabbits	Contractor has not responded. It was agreed to get 3 quotes for the removal of the rabbits.
ACTION	COMMENT									
Junior Football Pitch	Expected to clear the area by the end of November. Email sent for update.									
SCC PROW Officer - upgrade of footpath and new footpath	Ongoing									
Allotments - Quote for removal of rabbits	Contractor has not responded. It was agreed to get 3 quotes for the removal of the rabbits.									

Signed Chairman:

Date:

Letter to MSDC - Footpath at Fishponds (Safety Audit)	Awaiting date from Contractor to start the works
Land adj to The Cricket - register with Land Registry	
Posts Project (Consultation)	Working group formed. TOR written for December meeting
Village Maintenance Programme	Works started
Fencing the paddock and 2 new gates at allotments	Start date 19 December
SCC along with local Parish Councils to work with all the agencies to schedule a meeting to put in place a protocol that can be used for A14 diversions.	The National Highways public events were well attended and there is unlikely to be any local meetings but instead continues liaison with the National Highways
Tree surgery - Gallowsfield Wood	Contractor to advise start date
Contact SCC - Solar posts	Posts ordered - SCC are advising completion of February 2023
Quote for Signs for The Cricket	Awaiting wording from The Cricket working Group
Consultation SCC Haughley Green traffic calming	Following the meeting with the Community Officer, he will be proposing additional traffic calming effect (e.g large roundels, dragons' teeth etc) at Haughley Green and come up with a cost.
Planning Permission - The Cricket Play Equipment	Full planning application submitted and validated. Decision awaited
Maintenance Officer - Job Description and Advert	Agenda item
CIL Application - Wildflower Meadow	Agenda item
Contact Bellway and start legal procedure for Wildflower meadow	Email sent to Bellway and Birketts have been advised
King George V Play Equipment Refurbishment	Start date of 16 January 2023

Signed Chairman:

Date:

	Greens Policy - second draft	SALC advised that the Parish Council contact Birketts Solicitors. Awaiting a response from them
	Application to be made to SCC for installation of EV Charge Points at the Pavilion Car Park	Register of interest sent. Andrew Stringer will encourage a response from SCC
	Automobile Association contact regarding Meadow Rise and Old Street Signs	Email sent
	Additional solar post for Haughley Green	Email sent to Andrew Stringer
	Solar post for VAS sign for Haughley (S106 contribution Bloor)	No further update
	Quote for additional VAS device	It was agreed to obtain a quote on the new year as the posts are not being installed until February 2023.
	Publish HGV data	On website and H&WPN
	Registers pockets of land in the Parish	GB to advise "pockets"
	Contact WI regarding use of PC storage facility	WI have been informed
	Letter to business transporting Straw	Letter has been sent
<b>6.</b>	<b>Public Forum:</b> Nothing.	
<b>7.</b>	<p><b>To receive written reports from County Councillor Andrew Stringer</b></p> <p>The members confirmed receipt of the report prior to the meeting.</p> <ol style="list-style-type: none"> <li><u>Traffic issues in Bacton</u>: Bacton faces over 4 months of Closures and diversions etc while two sites carry out works to the highway, Turkey Hall Lane is now starting to carry out the Section 278 works, to the lane, widening the highway and installing a new footway, as well as creating the site entrance and services etc, with a break of several weeks while Rectory Road is closed to connect water supplies to the Taylor Wimpey site. It has been confirmed that the local highway engineer would accept any Beaver Macaw traffic data if it includes 85 percentile information, Beaver Macaw agreed that this is possible at the same time and price as the surveys carried out in Haughley. After discussing this with our local engineer Josh White, a survey sampling traffic flows and speeds at Rectory Road</li> </ol>	

Signed Chairman:

Date:

	<p>(near the bull) in between Pretyman and Birch Avenue, are a must, with other sites included to get a wider picture highly desirable, it is also likely after looking at existing data that works will probably carried out increasingly because of traffic volume rather than identified speeds, but a comprehensive look at this when upcoming works are clear would be the preferred plan from SCC officers point of view.</p> <p>2. <u>Water Station blocked drain</u>: There is an issue of a blocked drain at the Water Station because Suffolk County Council has got a drain going into a private drain, which is a soak away and this is causing a bigger issue with regards to flooding in the area.</p>
8.	<p><b>To receive written reports for information only from District Councillors Keith Welham &amp; Rachel Eburne</b></p> <p>The members confirmed receipt of the report prior to the meeting. District Councillor Rachel Eburne highlighted:</p> <ol style="list-style-type: none"> <li>1. <u>Proposed motion sewage outputs from rivers</u>. Members agreed a motion calling for an end to the pollution of rivers from new major developments which resulted in over 300 events of raw sewage discharges into rivers in Mid Suffolk in 2021. Currently planning does not take account of this in decision making. The situation is expected to worsen as new developments continue to be built. The Overview and Scrutiny Committee will now hear from Anglian Water and other bodies to contribute towards a solution to this unacceptable situation, and develop recommendations aimed at ending discharge of raw sewage into watercourses.</li> <li>2. <u>Fishponds Way Footpath</u>: Work on improving the footway from the Bellway development (following the safety audit) is expected to take place in February.</li> <li>3. <u>Overview and Scrutiny Committee</u>: District Councillor Welham reported that the Committee will be looking at a way forward in terms of the motion to end the pollution of rivers from new developments and they will also be looking at the Review of the Culture, Heritage, and Visitor Economy Strategy.</li> </ol>
9.	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Councillors noted there were no planning application to review.</li> <li>2. Councillors to note the decisions issued by Mid Suffolk District Council:  <b>DC/22/05084</b> - Proposal &amp; Location of Development: Notification of Works to Trees in A Conservation Area - Fell 1No. Conifer (T1) Juniper Lodge, 4 Fishponds Way, Haughley, Stowmarket Suffolk IP14 3PR. Mid Suffolk District Council as Local Planning Authority,</li> </ol>

Signed Chairman:

Date:

	<p>hereby give notice that it DOES NOT WISH TO OBJECT to the works described above affecting trees within the above Conservation Area and the proposed works.</p>
<b>10.</b>	<p><b>Biodiversity and Wildlife Working Group</b></p> <p>Councillors confirmed receipt of the minutes from the meeting of 15<sup>th</sup> November 2022. The Clerk reported that the tree planting for the St Marys Avenue Project is scheduled for Sunday 8<sup>th</sup> January 2023 at 10.00am.</p>
<b>11.</b>	<p><b>Gallowsfield Wood Working Group</b></p> <p>Councillors confirmed receipt of the report. G Brown suggested arranging a site meeting at the woods for all Council members to show them what work has been undertaken over the past year.</p>
<b>12.</b>	<p><b>Footpath Officer</b></p> <p>Councillors confirmed receipt of the report. G French reported that there was still no update on the agreement with the landowners to resurface the bridleway at Fishponds Way. Once an agreement has been reached the Public Rights of Way Officer will agree a quote and contact the Parish Council for a contribution. Suffolk Highways have limited funds and it was agreed in principle that the Parish Council would be willing to make a larger contribution to the upgrade once a formal request is made to them. There is also an issue around the bridleway on the footpath along the old A14. This is overgrown and currently inaccessible in parts for horses. Discussion around how this can be maintained is being had as the land is still under ownership of Highways England and not Suffolk Highways.</p>
<b>13.</b>	<p><b>Traffic Officer</b></p> <p>Councillors confirmed receipt of the report. A Flint reported that the ANPR was set up on Fishponds. Unfortunately, the post erected by Bellway was unsuitable given the unit being solar powered and the post covered by foliage. Jon Shaw (ANPR Officer) agreed to write a letter to the Parish Council to advise that the post was in an unsuitable position.</p>
<b>14.</b>	<p><b>Maintenance Officer</b></p> <p>1. G French proposed that the Parish Council agrees the advert for the position of Maintenance Officer. Mrs. Y Hannan seconded with all in favour.</p>

Signed Chairman:

Date:

	<p>2. It was agreed to advertise the role from January 2023 on the parish noticeboards, in the H&amp;WPN, Parish Facebook page and websites.</p>
<b>15.</b>	<p><b>Parish CIL Applications</b></p> <ol style="list-style-type: none"> <li>1. Councillors noted the Parish Council CIL application of £3,000 for the legal fees for the transfer of the wildflower meadow.</li> <li>2. Councillors noted the Parish Council CIL application of £6,210 for the purchase of SID devices and solar posts.</li> <li>3. Councillors noted proposed that the Parish Council accepts the Parish CIL application of £20,000 for the contribution towards The Cricket Play Park upgrade. X seconded with all in favour.</li> </ol>
<b>16.</b>	<p><b>Statutory Business</b></p> <p>Mrs. T Shaw proposed that the Parish Council agrees the Terms of Reference for the Village Greens Post Project Working Group following the removal of “for example by the installation of posts and ‘no parking’ signs.” T Sparkes seconded with all in favour.</p>
<b>17.</b>	<p><b>Grant Applications</b></p> <ol style="list-style-type: none"> <li>1. Mrs. T Shaw proposed that the Parish Council agrees the grant application request of £3,000 from the Playing Field Committee. G Brown seconded with all in favour.</li> <li>2. Mrs. T Shaw proposed that the Parish Council agrees the grant application request of £700.00 from Haughley and Wetherden Parish News. Mrs. Y Hannan seconded with all in favour.</li> <li>3. The Chairman proposed that the Parish Council agrees the grant application request of £500 from Haughley Parochial Church Council. Mrs. Y Hannan seconded with all in favour.</li> </ol>
<b>18.</b>	<p><b>Budget 2023-24</b></p> <ol style="list-style-type: none"> <li>1. Mrs. Y Hannan proposed that the Parish Council agrees the budget request of £695.00 from Haughley in Bloom Working Group. Mrs. S Swinge seconded with all in favour.</li> <li>2. The Clerk reported that indicative tax base figures have been received from MSDC. They have confirmed that although they do not anticipate any significant changes, they will confirm the Final Tax Base early January 2023. The Chairman proposed that the Parish Council sets Band D at £81.75 with no increase and a total precept of £58,557.00 for the</li> </ol>

Signed Chairman:

Date:

year 2023-24 subject to no change in the tax base figures. G Brown seconded with all in favour.

**Budget 2022-23**

-

<b>RECEIPTS</b>	<b>2023-24</b>
Interest	£ 60.00
Precept	£ 58,557.00
Pyramid Builders Donation	£ 2,500.00
Street Cleaning Grant	£ 2,683.20
<b>Total income</b>	<b>£ 63,800.20</b>

<b>PAYMENTS</b>	<b>2023-24</b>
Audit fees	£ 1,290.00
Clock maintenance	£ 200.00
Communication	£ 1,000.00
Depreciation and replacement of Assets	£ 2,000.00
Donations	£ 350.00
Election	£ 3,355.93
Footpaths Ditches and Tree Surgery	£ 4,100.00
Gallowsfield Woods Reserve	£ 750.00
General expenses (Inc. Clerks)	£ 1,248.00
Grant Church	£ 500.00
Grant Parish magazine	£ 700.00
Grant Playing Field	£ 3,000.00
Donation RBL	£ 50.00
Grass cutting contract	£ 2,782.00
Haughley in Bloom	£ 695.00
Insurance	£ 3,506.00
Neighbourhood Plan Review	£ 1,900.00
Pavilion reserve	£ 2,000.00
Payroll/salaries	£ 14,291.78
PWLB Loan	£ 3,986.00
Pyramid Builders Grant	£ 2,500.00
Street Cleaning	£ 1,391.00
Street lighting	£ 3,900.00
Subscriptions/training	£ 2,000.00
Traffic Count	£ 4,033.00
The Cricket Reserve	£ 1,000.00
Village Maintenance	£ 2,000.00
	<b>£ 64,528.71</b>

19.

Finance:

Signed Chairman:

Date:

1. The Council confirmed receipt of the finance report for November 2022 prior to the meeting including, Bank Reconciliation, Budget to Actual, Reserves, since the last meeting. No questions or comments were made.
2. Councillors noted the receipts received since last meeting:

Receipts		Total
Allotments	Various	£ 436.00
The Cricket Play area	Alfred Williams Trust	£ 5,000.00
Gallowsfield Wood	MSDC	£ 525.00
Gallowsfield Wood	Foxglove	£ 60.00
Gallowsfield Wood	Wild Play	£ 120.00
		<b>£ 6,141.00</b>

3. Councillors confirmed the December payments:

G Brown proposed that the Parish Council accepts the payments. Mrs. S Swinge seconded with all in favour.

Expenditure		Net	VAT	Total
Insurance	BHIB	£ 67.96		£ 67.96
The Cricket Play Park	MSDC (Planning application The Cricket)	£ 117.00		£ 117.00
General Exp.	Claire Pizzey	£ 56.45		£ 56.45
Traffic Count	Capital Road Safety	£ 1,050.00	£210.00	£ 1,260.00
The Cricket Play Park	Alf Hannan	£ 31.20		£ 31.20
Training	SALC	£ 78.00	£ 15.60	£ 93.60
Xmas Tree Event	D Walker	£ 12.28		£ 12.28
Subscription	SLCC	£ 74.40		£ 74.40
Donation	Citizen Advice	£ 300.00		£ 300.00
Xmas Tree Event	T Shaw	£ 82.48		£ 82.48
Hall Hire	Haughley PCC	£ 16.00		£ 16.00
Water	Wave	£ 23.45		£ 23.45
Xmas Tree Event	Rougham Estate Sales	£ 149.27	£ 29.85	£ 179.12
CIL (War Memorial)	F Hunt	£ 1,030.00		£ 1,030.00
Wages	Claire Pizzey	£ 351.84		£ 651.84
Wages	Katie Power	£ 338.75		£ 338.75
		<b>£ 4,079.08</b>	<b>£255.45</b>	<b>£ 4,334.53</b>

4. The Chairman proposed that the Parish Council dissolves the following reserves and the money is transferred back to the Parish General reserve:
  - i. Operation London Bridge £130.00
  - ii. Playing Field Car Park upgrade £1,010.80

Signed Chairman:

Date:



	<p>iii. Queens Platinum Jubilee £448.55</p> <p>iv. Queens Platinum Jubilee Tree Planting £18.80</p> <p>Mrs. T Shaw seconded with all in favour.</p> <p>5. Councillors noted receipt of the review of the Asset Register 2022-23.</p>
<b>20.</b>	<p><b>Clerk's report</b></p> <p>Councillors noted receipt of the report and no comments were made.</p>
<b>21.</b>	<p><b>Councillors Reports</b></p> <p>Mrs Y Hannan reported that the Xmas tree light event had been a success and works were due to start on the Playing Field Play Park on the 4<sup>th</sup> January. The park will be closed for the duration of the work. Notices will be put up and information provided via Facebook. G Brown reported that a planning application had been received from Rookyard Farmhouse, Wetherden for an equestrian centre it was agreed that the Parish Council would not request an extension to comment as it was not in the Parish of Haughley. Mrs. S Swinge reported that there is good engagement from the Parish Council Facebook page and she would like to create an email mail group for residents to subscribe to. It was agreed that contact is made with the email domain provider and a report written for the Parish Council to agree the proposal. Contact had been made to find out more information about a community broadband scheme. Haughley Parish is within the postcode and to move the project forward residents would need to express an interest in joining. It was agreed that a public event to advertise the scheme would be put forward to the Parish Council in the new year. Mrs T Shaw reported that Bloor Homes would like permission to erect a welfare unit for the workman to make drinks, have food and use a toilet, in the pavilion car park. The unit would need to be in place for about 6 weeks after the Christmas and New Year holidays. The Playing Field Committee have agreed and the unit will be placed either by the recycling bins or on the grass area in front of the pavilion.</p>
<b>22.</b>	<p><b>Correspondence</b></p> <p>Councillors noted the correspondence already circulated and considered the following action:</p> <ol style="list-style-type: none"> <li>1. Resident – Complaint about articles in village magazine and website. Specifically cycling comments.</li> <li>2. Village Hall – Letter of thanks for CIL funding.</li> <li>3. Suffolk County Council – Confirmation of locality grant for sound system.</li> </ol>

Signed Chairman:

Date:

	<ol style="list-style-type: none"> <li>4. Bruno Peek – Correspondence in relation to lighting the beacon for the Kings Coronation.</li> <li>5. Stowmarket Safer Neighbourhood Team – Confirmation that the rough sleeper in accordance with the Community Protection Notice has left the area.</li> </ol>
<b>23.</b>	<p><b>Date of next meeting:</b></p> <ol style="list-style-type: none"> <li>1. Neighbourhood Plan Review Working Group Monday 9<sup>th</sup> January 2023 at Maxwell Charnley Room at 7.15pm</li> <li>2. Biodiversity and Wildlife Working Group on Monday 16<sup>th</sup> January 2023 at Maxwell Charnley Room</li> <li>3. Haughley Parish Council Meeting scheduled for Tuesday 17<sup>th</sup> January 2023 at Ron Crascall Pavilion at 7.00pm</li> </ol>
	There being no further business, the meeting was closed at 20.28
<p>A copy of any reports or correspondence cited in the minutes can be made available from the clerk on receipt of written application</p> <p><a href="mailto:clerk@haughleypc.co.uk">clerk@haughleypc.co.uk</a></p>	

Signed Chairman:

Date: