

## HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Annual Council Meeting held on Tuesday 16<sup>th</sup> May 2023 the Ron Crascall Pavilion

<b>Present</b>	M Bloom, G Brown (Chairman), Mrs. J Day, A Flint, A Hannan, Mrs. Y Hannan, Mrs. T Shaw, T Sparkes, District Councillor Rachel Eburne, District Councillor Janet Pearson (arrived at item 9) County Councillor Andrew Stringer, Mrs. C. Pizzey (Clerk) and 10 members of the public
<b>1.</b>	<p><b>Chairman</b></p> <p>Mrs. J Day proposed that G Brown be elected as Chairman of the Council. Mrs. T Shaw seconded the proposal. Mrs. Y Hannan proposed that A Hannan be elected as Chairman of the Council. Mrs. S Swinge seconded the proposal. A vote of 5 to 4 in favour of G Brown was recorded. G Brown signed the declaration of acceptance of office.</p> <p>G Brown reported his thanks to A Hannan for his Chairmanship over the past 6 years.</p>
<b>2.</b>	<p><b>Vice Chairman</b></p> <p>Mrs. S Swinge proposed that T Shaw be elected as Vice Chairman of the Council. The Chairman seconded with all in favour.</p>
<b>3.</b>	<p><b>Apologies for Absence</b></p> <p>No apologies were received.</p>
<b>4.</b>	<p><b>Declarations of Interest</b></p> <p>There were no Declarations of Interest received.</p>
<b>5.</b>	<p><b>Dispensations</b></p> <p>There were no requests for Dispensations received.</p>
<b>6.</b>	<p><b>Minutes</b></p> <p>All Councillors confirmed receipt of the minutes. Mrs J. Daye proposed to accept the minutes of 18<sup>th</sup> April 2023 as a true record of the meeting and decisions made. Mrs T Shaw seconded with all in favour.</p>
<b>7.</b>	<p><b>Action log</b></p>

Signed Chairman:

Date:

The Councillors noted the action log, and no comments were made.	
ACTION	COMMENT
Junior Football Pitch	Email received from Bloor Homes. Awaiting update from Landscape Contractor and a date for a site meeting.
SCC PROW Officer - upgrade of footpath and new footpath	Ongoing
Land adj. to The Cricket - register with Land Registry	Ongoing
Posts Project (Consultation)	Ongoing
Village Maintenance Programme	Work Completed
Quote for Signs for The Cricket	Ongoing
Consultation SCC Haughley Green traffic calming	Awaiting report from SCC Community officer
Contact Bellway and start legal procedure for Wildflower meadow	Ongoing
Greens Policy - second draft	Ongoing
Application made to SCC for installation of EV Charge Points at the Pavilion Car Park	See Correspondence
Solar post for VAS sign for Haughley (S106 contribution Bloor)	Site agreed awaiting install date from SCC
Registers pockets of land in the Parish	Ongoing
Arrange date for GW site meeting with Council members	Tuesday 23 <sup>rd</sup> May 2022
Request letter from ANPR Officer regarding the location of the post	Email received from Bellway homes to advised that they have discussed the matter with their Engineering Team and they will be liaising with their Civil Engineers to confirm the background on the positioning of the sign, noting this was originally intended for a VAS sign only not an ANPR.

Signed Chairman:

Date:

		Should the current position prove to be inappropriate, as is suggested below, we will seek to relocate the sign to an appropriate location subject to Highways approval.
	Proposal Email group residents	On going
	Proposal for public event community broadband	On going
	Report on WG for 4g pitch	
	Purchase plaque for 10th Anniversary of Haughley Hagenah Morris Men	Plaque in place on the Folly
	Sign at Folly	Agenda item
	Bus service 384 & 385 - confirm attendance at meeting	Awaiting date for meeting
	Dog and Litter bin Proposal	Bins to be ordered once Maintenance Officer is in post
	Arrange meeting with contractor A14 Concrete works	Email sent and wating New Council
	Contact MSDC regarding no mow area	MSDC advised
	Update policies on website	Completed
	Upload year end accounts onto website	Completed
	Respond to resident – Traffic calming Steggall Road	Completed
	Respond to resident – Additional noticeboard	Completed
<b>8.</b>	<p><b>Public Forum:</b></p> <p>Five residents from Haughley New Street addressed the members of the Council. They had concerns on the following:</p> <ul style="list-style-type: none"> <li>• Uneven road surface through Haughley New Street</li> <li>• Unofficial and muddy lay-bys</li> <li>• Destruction of verges and dangerous parking of vehicles</li> <li>• Sunken trenches on the road</li> <li>• Request for additional signage</li> </ul>	

Signed Chairman:

Date:

	<ul style="list-style-type: none"> <li>• Aggregate HGV lorries from Lawn Farm using the turning to Stowmarket Road and causing damage to this junction/verge/footway</li> <li>• Quarries Cross, concerns over the foot traffic and wheelchair use crossing various parts of Haughley to Gallowsfield Wood.</li> </ul>
9.	<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>1. <b>Support for Ukrainian refugees moving to private rented accommodation:</b> Suffolk County Council has announced a one-off £2,000 support grant for Ukrainian refugees moving on from their host into their own accommodation.</li> <li>2. <b>Cassius Digital Services:</b> As the UK's leading digital care technology service, Cassius delivers more safety, independence and confidence to Suffolk people and their families. A range of care technologies – video care phones, smart watches, monitoring sensors and falls wearables – support users to live their normal lives around their home and makes it simpler for loved ones to check in with them. The devices also give care professionals valuable insights into people’s habits and vulnerabilities, helping build more personalised, empowering, and less intrusive care packages that also reduce costly interventions and deteriorations in wellbeing.</li> </ol>
10.	<p><b>To receive written reports for information only from District Councillors Rachel Eburne &amp; Janet Pearson</b></p> <p>The members confirmed receipt of the report prior to the meeting. District Councillor Rachel Eburne thanked everyone for their support with the election and announced that Janet Pearson had been elected in Keith Welham’s please. District Councillor Eburne Highlighted:</p> <ol style="list-style-type: none"> <li>1. <b>Election:</b> Voter ID was used for the first time at an election and while we are not aware of any issues, would be interested to know if others experienced any. A full review of the process of nominations and the organisation of the elections will be conducted by Mid Suffolk following mistakes that were made prior to the election.</li> <li>2. <b>Bloor Homes site landscaping:</b> Bloor Homes advised in November that they would undertake a Landscape Audit of their site off Green Road with a view to assessing which trees had died and then planting replacements. Despite repeated contact from Rachel, and the Parish Council, no response has been made. Rachel has advised Bloor that if she or the Parish does not hear from them on this matter, it will be referred to Planning Enforcement at Mid Suffolk.</li> </ol>

Signed Chairman:

Date:

	<p>3. <b>Parking Control Notices:</b> Contact was made with the Operations Director regarding parking control notices at Haughley New Street and the District Council will be following this up.</p>												
<p><b>11.</b></p>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Councillors to review and approve a response to the following planning applications: <b>DC/23/02151</b> Proposal: Householder Application - Erection of single storey side extension (following demolition of existing conservatory) Location: 1 The Folly, Haughley, Stowmarket, Suffolk IP14 3NS: The Chairman proposed that the Parish Council SUPPORT the application. Mrs. T Shaw seconded and all were in favour.</li> <li>2. Councillors noted that no decisions had been issued by Mid Suffolk District Council.</li> <li>3. <b>Appeal Reference: APP/W3520/W/23/3314146</b> - Proposal: Full Planning Application - Change of use of an existing annex to a residential dwelling along with the subdivision of the plot (revised scheme to DC/21/04307) Location: Annexe Accommodation At, Hill House, Haughley Green, Haughley Suffolk. Councillors agreed that no further comments were required.</li> </ol>												
<p><b>12.</b></p>	<p><b>Statutory Business</b></p> <ol style="list-style-type: none"> <li>1. Councillors reviewed the terms of reference for Committees, Sub-Committees, Working Groups and Councillors with individual responsibilities and agreed to approve V1.5.</li> <li>2. Councillors confirmed the appointment of Parish Councillors to the following Committees:</li> </ol> <table border="1" data-bbox="389 1451 1401 1989"> <thead> <tr> <th data-bbox="389 1451 887 1496">Group</th> <th data-bbox="887 1451 1401 1496">Councillor</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 1496 887 1603">Biodiversity and Wildlife Conservation Working Group</td> <td data-bbox="887 1496 1401 1603">G Brown</td> </tr> <tr> <td data-bbox="389 1603 887 1659">Employment Committee</td> <td data-bbox="887 1603 1401 1659">Mrs. Y Hannan, A Flint and Mrs. T Shaw</td> </tr> <tr> <td data-bbox="389 1659 887 1776">Gallowsfield Wood Working Group</td> <td data-bbox="887 1659 1401 1776">G Brown</td> </tr> <tr> <td data-bbox="389 1776 887 1832">The Cricket Working Group</td> <td data-bbox="887 1776 1401 1832">G Brown</td> </tr> <tr> <td data-bbox="389 1832 887 1989">Haughley in Bloom Working Group</td> <td data-bbox="887 1832 1401 1989">Mrs. Y Hannan</td> </tr> </tbody> </table>	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
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												

Signed Chairman:

Date:

PIIP Working Group	Mrs. Y Hannan, A Flint
Neighbourhood Plan Review Working Group	A Hannan, Mrs. Y Hannan & G Brown
850 <sup>th</sup> Anniversary of Haughley Castle Working Group	G Brown and Mrs. T Shaw
Protection of the Village Green Working Group	Jayne Day, Gerald Brown & Mark Bloom

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

Playing Field Committee	Thirza Shaw with Mrs. Y Hannan and Mrs. J Day
Village Hall Committee	Tim Sparkes

4. Councillors confirmed the following Parish Appointed Positions:

Allotment Officer	Tim Sparkes
Communication Officer	Sarah Swinge
Emergency Plan Officer	Gerald Brown
Footpath Officer	Mark Bloom
Planning Officer	Gerald Brown
Police Safer Neighbourhood Team and Community Engagement Officer	Andy Flint
SALC Representative	
Safeguarding Officer	Thirza Shaw & Jayne Day
Street Lighting Officer	Mark Bloom
Traffic (incl. VAS) Officer	Andy Flint
Tree Officer	Tim Sparkes

5. Councillors noted that the following Risk Assessments have been reviewed and approved unchanged as no updates are required:
- i. Clerk
  - ii. Community Caretaker
  - iii. Gallowsfield Wood

Signed Chairman:

Date:

	<ul style="list-style-type: none"> <li>iv. VAS</li> <li>v. Parish</li> <li>vi. Volunteer Litter Picker</li> </ul> <p>6. Councillors noted the Risk Assessments provided by the following:</p> <ul style="list-style-type: none"> <li>i. Playing Field Management Committee - Ron Crascall Pavilion</li> <li>ii. Village Hall Management Committee – Village Hall</li> </ul> <p>7. Councillors reviewed the Financial Risk Assessment for 2023-24 and approved unchanged as no updates are required.</p> <p>8. 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>9. The Councillors noted the review of the expenditure in 2023-23 incurred under s.137 of the Local Government Act 1972:</p> <ul style="list-style-type: none"> <li>i. £3,000 to Haughley Playing Field for a grant donation to towards the running costs of the Pavilion</li> <li>ii. £750 to Haughley PCC for a grant donation towards the insurance for the Church</li> <li>iii. £690 Haughley &amp; Wetherden Parish News donation towards publishing the magazine</li> <li>iv. £100 Royal British Legion poppy appeal</li> <li>v. £300 Citizen Advice to help keep the service running and contribute towards the service they offer to people in Haughley</li> </ul> <p>10. Councillors approved the meeting timetable for 2023-24.</p>								
13.	<p><b>Biodiversity and Wildlife Conservation Working Group</b></p> <p>Members confirmed receipt of the notes from the meeting of 11<sup>th</sup> May 2023 and no comments were made.</p>								
14.	<p><b>Finance:</b></p> <p>1. The Council confirmed receipt of the finance report for April 2023 prior to the meeting including, Bank Reconciliation, Budget to Actual, Reserves, since the last meeting. No questions or comments were made.</p> <p>2. Councillors noted the receipts received since last meeting:</p> <table border="1" data-bbox="459 1912 1331 1998"> <thead> <tr> <th>Receipts</th> <th colspan="2">Cheque / BACS / SO</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Precept</td> <td>BACS</td> <td>MSDC</td> <td>£ 29,278.50</td> </tr> </tbody> </table>	Receipts	Cheque / BACS / SO		Total	Precept	BACS	MSDC	£ 29,278.50
Receipts	Cheque / BACS / SO		Total						
Precept	BACS	MSDC	£ 29,278.50						

Signed Chairman:

Date:

Gallowsfield Wood	BACS	Wild Play	£ 100.00
CIL	BACS	MSDC	£ 5,846.76
Gallowsfield Wood	BACS	Wild Play	£ 140.00
			<b>£ 35,365.26</b>

3. Councillors confirmed the May payments:

A Flint proposed that the Parish Council accepts the payments. Mrs J Day seconded with all in favour.

Expenditure		Net	VAT	Total
General Exp.	Claire Pizzey	£ 47.90		£ 47.90
Kings Coronation	Sian SD	£ 123.00		£ 123.00
Kings Coronation	Thunderburst Events	£ 1,200.00		£ 1,200.00
Traffic Count	Capital Road Safety	£ 1,050.00	£ 210.00	£ 1,260.00
MSDC	Litter & Dog Emptying	£ 1,326.83	£ 265.37	£ 1,592.20
Hall Hire	PCC	£ 24.00		£ 24.00
CIL	Wicksteed	£39,150.57	£ 7,830.11	£ 46,980.68
NP Review	Ground Works	£ 149.80		£ 149.80
CIL	Town & Village	£ 1,150.00		£ 1,150.00
General Exp.	Thirza Shaw	£ 10.74		£ 10.74
Grant	Haughley PCC	£ 500.00		£ 500.00
Grant	H&WPN	£ 700.00		£ 700.00
Grant	Playing Field Committee	£ 3,000.00		£ 3,000.00
Kings Coronation	Thirza Shaw	£ 11.90		£ 11.90
Kings Coronation	Tommys Entertainment	£ 300.00		£ 300.00
Kings Coronation	Maria Walker	£ 150.21		£ 150.21
Kings Coronation	Past Times	£ 130.00		£ 130.00
B&WC WG	David Evans	£ 71.99		£ 71.99
Wages	Claire Pizzey	£ 722.60		£ 722.60
Wages	Katie Power	£ 344.45		£ 344.45
		<b>£ 50,163.99</b>	<b>£ 8,305.48</b>	<b>£ 58,469.47</b>

4. Mrs. T Shaw proposed that the Parish Council accepts the quote of £975.93 from Suffolk County Council for the new village sign at the folly. Mrs. Y Hannan seconded with all in favour.

**15.**

**Councillors Reports**

Mrs. Y Hannan enquired about the wildflower area at the Coal House and the consultation with residents of The Folly following the wildflower planting last year. It was agreed to add this to the July Bio-Diversity Working Group agenda. A Flint reported that he would write a proposal for the June meeting to suggest changing all the Parish VAS devices to solar. Mrs S Swinge reported that a few residents from Haughley Green have requested slow horse signs and could this be

Signed Chairman:

Date:



	<p>funded by the Parish Council. A Hannan reminded members of the Annual Parish Meeting on Monday 22<sup>nd</sup> May, reported that a preliminary report had been received following the April traffic count, the full report will be available at the June meeting and suggested no glass signs are purchased for inside the play area following the vandalism earlier in the month that left broken glass inside the play area. Mrs J Day reported the mud patch in the play area that was left following contractors finishing on site. It was agreed to leave this for a few months and if there is no sign of improvement the Parish would look to grass the area. M Bloom reported on the number of pot holes around the village. It was agreed to share the Suffolk County Council reporting portal with residents to encourage them to report any pot hole issues. Mrs. T Shaw reported that dog poo remains a huge problem around the village and she had purchased some new stickers for the parish to help combat the issue.</p>
<p><b>16.</b></p>	<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 – speeding Fishponds Way: It was agreed to respond the resident to advise of the work the Parish Council is doing in Fish Ponds Way,</li> <li>2. NALC – Legal update April 2023.</li> <li>3. Suffolk Tree Warden Network – Permission for Woodland Walk at Gallowsfield Wood on 24<sup>th</sup> June 2023: It was agreed that permission could not be given for this date as it clashes with the Hughley Castle event and the car park is being used for visitors.</li> <li>4. Haughley New Street Residents – Open letter highlighting the issues at HNS: It was agreed to make this an agenda item for the June meeting.</li> <li>5. Bacton Transport - Request for speed limit review - old A45 Woolpit/Elmswell – UPDATE.</li> <li>6. Stowmarket Lions Club - Permission to use The Green to erect a small drinks station on June 11<sup>th</sup> for a bike ride fund raiser: It was agreed that permission to use The Green is given.</li> <li>7. Haughley Village Hall Management Committee – Member recruitment.</li> <li>8. Suffolk County Council – Agreement to take the Plug in Suffolk expression of interest forward to a full application. The Clerk to complete the form.</li> </ol>
<p><b>17.</b></p>	<p><b>Date of next meeting:</b></p> <ol style="list-style-type: none"> <li>1. Neighbourhood Plan Review Meeting scheduled on 31<sup>st</sup> May 2023 at the Maxwell Charnley Room.</li> </ol>

Signed Chairman:

Date:

	<p>2. Haughley Parish Council Meeting scheduled on Tuesday 20<sup>th</sup> June 2023 at Ron Crascall Pavilion at 7.00pm</p> <p>3. Biodiversity and Wildlife Conservation Working Group on Monday 24<sup>th</sup> July 2024 at the Maxwell Charnley Room</p>
18.	<p><b>Members resolved 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.</b></p> <p>Handyman position.</p>
	There being no further business, the meeting was closed at 20.39
<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 style="text-align: center;"><a href="mailto:clerk@haughleypc.co.uk">clerk@haughleypc.co.uk</a></p>	

Signed Chairman:

Date: