

## Hartest Parish Council

Minutes of the meeting held in Hartest School on Monday 19 July 2004 at 7.00pm

Present: Cllrs James Long (Chairman), Mary Gough (Vice Chairman)  
Rachel Irvine, Robin Oaten (late arrival), Jo Pask, John Schofield.

Apologies for absence were received from Cllr Saxon Gotts PC Mullet was on holiday and PC McKenna had said he would attend if possible.

Attending: Mr David Morbey (Clerk to the Council), Mr Richard Kemp – County Councillor, 1 member of the public

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**04/33 Declarations of interest** - none

### **04/34 Minutes of the meeting held on 17 June 2004**

The minutes were confirmed and signed as a correct record. proposed: Cllr Gough, seconded Cllr Pask. **Carried**

### **04/35 Matters arising from the minutes of the meetings held on 18 May and 17 June**

Minute 04/27c. Cllr Irvine expressed the view that it would not be legal to ask the Church for a contribution for cutting the grass just before the Annual Church Fete, because The Green is common land.

Minute 04/27d Council noted that dog mess was being put into the refuse bins on The Green. The Chairman asked Councillors to consider what to do about dog mess. **Action Councillors**

Meeting suspended for public forum but there were no speakers.

### **04/36 Police report – PC Brendan McKenna/PC Ben Mullet**

Neither was present, but The Clerk passed on a message from PC McKenna asking Council to consider the introduction of a Neighbourhood Watch Scheme. Council agreed this was a good idea and it was agreed that volunteers should be sought both for a co-ordinator and for volunteers through Contact magazine and by Parish Notice. Cllr Pask said that she had been asked by the police to make owners of 4x4 vehicles aware that they were being stolen for ram raiding and that they should be kept locked and secure. This should also be done through Contact and Notice. The police should be kept informed of progress. **Action Clerk**

It was brought to Council's attention that St Edmundsbury give a great deal of help on security measures to over 60's whereas Babergh DC does not.

Cllr Oaten arrived

### **04/37 County Councillor's report - Richard Kemp**

CCllr Kemp reported that a local government pay agreement had been reached which was at the reasonable level of 2.5% - 2.95%. Suffolk County Council (SCC) had introduced a half price travel scheme on the buses for all 10-19 year olds. It is hoped this will soon be extended to cover rail travel. SCC is cracking down on underage drinking –particularly the purchasing of alcohol from shops by minors. There had been a problem with verge cutting this year due to difficulties with the contract. CCllr Kemp said that with reference to the matter raised (in minute 04/36), SCC did support crime reduction measures for older people and he would give information to The Clerk. The locality budget would be £2.00 per elector this year. Cllr Pask asked if there was any truth in the rumour about phone kiosks being removed from villages? CCllr Kemp would enquire.

### **04/38 District Councillor's report - James Long**

DCllr Long said that once again car parking charges were being discussed and Babergh would be asking for The Council's opinion. In discussion it was generally agreed that car parking charges should not be introduced with the exception of Cllr Pask who thought that charges combined with some form of money back schemes at local shops were acceptable and that popular tourist places such as Lavenham should be treated differently to most other towns. DCllr Long reported that the Blue Bin Scheme was now universal and that brown bins for compostable waste were now available too.

### **04/39 Planning**

**a.** to consider planning applications:

B04/01090 – Mill House, Melford Road, IP29 4JN – change of use of a small section of land from agricultural to domestic use. **No objections**

B04/01130 and B/04/1129 - Dowsetts, Melford Road, IP29 4JN – listed building consent, erection of single storey side and rear extensions including annexe accommodation, replacement windows, internal alterations, existing

garage demolition, erection of log shed with existing to be demolished. **No objections** but noting that no materials had been specified for the roof and that all materials to be used should be in keeping with the surroundings of the present building and in particular that the roof should preferably be of either traditional slate or peg tile construction.

B/0401217 – Pear Tree Farm, Brockley Road IP29 4EQ – Erection of detached double garage with hobbies room over. **No objections** but requesting that all materials used should be in keeping with the surrounding buildings.

**b. Babergh decisions:**

B/04/100 – Hillbank House, Hartest Hill IP29 4ES **Granted**

B/03/1000 – The Crown, The Green IP29 4DH display signs **Granted** subject to conditions, which were read out.

**c. Sale of rural plots** - correspondence from Babergh

Babergh DC was asking Parish Councils to be aware of plots of land being sold in small parcels to individuals with a view to future development profit. Land sold in such a way can lead to the land being fenced into small plots and then being left uncared for and so being detrimental to the neighbourhood. Anyone with knowledge about such land sales should contact Babergh DC.

**04/40 Environment**

**a. bus shelter.** A short report had been received from SCC on the use of buses in the village. It seems that apart from schoolchildren, only 2 or 3 people from the village use the bus on each journey. Siting a shelter would be a problem. Stanstead PC had recently introduced a bus shelter and should be asked for information. SCC to be asked for to outline the next steps required. **Action Clerk**

**b. recycling site.** No suggestions for a site had been received from the parish, so no further action at present.

**c. highway repairs.** The Clerk reported that many potholes had been repaired and some roads top dressed. The Street is being considered by SCC highways for substantial repair rather than top dressing and a decision is awaited. The Clerk was asked to enquire whether conservation grade materials would be used. **Action Clerk**

**d. hedges, verges and footpaths.** The Green View hedge ownership is still in doubt, but the hedge has been trimmed by SCC. Cllr Pask said some paths had not been cut. She will investigate and report to The Clerk. **Action Cllr Pask** Cllr Pask said that Rogers Lane was in a bad state. It was discovered that this is a SCC road so they will be asked to clear it. **Action Clerk**

**e. speed reductions in the village.** It was decided that this topic could be covered by the Parish Plan **Action Cllrs Gough and Pask**

**f. HPC notice board re-siting.** It was agreed that the notice board is in need of re-siting and refurbishment. It was thought that a suitable site would be on the southwest corner of the junction of the B1066 and Somerton Road. This is SCC land and permission should be sought from SCC. A new notice board would be a better solution than re-furbishing the present one. Prices to be obtained. The locality budget could be considered for financing. **Action Clerk**

**04/41 Green, Cemetery and Churchyard**

**a. green enhancement.** The Clerk reported that due to funding difficulties Babergh had not yet been able to produce a draft design. They have provided details about the legal position relating to use of The Green.

The path leading from The Street to the butchers shop needs clearing. As this is a SCC footpath (No. 19) SCC will be asked to do the work. The path behind the village sign is also becoming overgrown, and SCC will also be asked to clear this path. **Action Clerk**

A report from Tree Warden Michael Feather had been received about possible work needed on a tree outside the entrance to the church.

The Clerk reported that the grass cutter had suggested that tree stumps on The Green posed a hazard to him and to others and had requested their removal. The Clerk was asked to investigate the costs involved. **Action Clerk**

**b. litter bins emptying.** The Clerk reported that the regular emptying of the new bins had finally been resolved after much chasing of Babergh and Cleanaway. We should expect a small annual bill of about £30.00

**c. village sign refurbishment.** It was agreed that some refurbishment work was necessary. Cllr Pask to investigate work needed and possible costs. **Action Cllr Pask**

d. cemetery waste. The Clerk reported that Babergh DC no longer accepts compostable waste in black bins. There was a discussion on the merits of purchasing a brown bin at an annual cost of £30.00 or setting up a small compost scheme. It was decided to ask Mr Ralph Carpenter for his advice on the most suitable solution.

**Action Clerk**

e. repair/renewal of cemetery gate posts. There was discussion about whether new metal posts or new wood posts or new metal supports for the old wood posts should be chosen. It was decided that new metal or new wood posts would be most suitable and that quotes for both types should be obtained. **Action Clerk**

f. access to The Old Rectory. It had been reported that oil could no longer be delivered to The Old Rectory due to one of the trees obstructing the driveway entrance. The Clerk was asked to contact The Tree warden.

**Action Clerk**

**04/42 Parish Plan**

a. The Clerk reported that the original submission approved by Council had been amended by The Countryside Agency to a reduced final amount of £4518.17 which should reduce the Council 5% contribution to £225.96 rather than the original £270. It was also noted that there was a considerable shortfall between the expenditure required in cash terms and the amounts available through funding awards. This shortfall should be pointed out to the steering group. **Action Cllrs Gough and Pask.** The Countryside Agency Grant first instalment of £1090 has been paid into the HPC current account. Further amounts would be paid as required, although the final 10% will not be paid until the plan has been published and approved by The Countryside Agency. The final date for submission is 31 July 2005. The funding payment documents had been received, but as yet no meeting had taken place between the PPlan Steering group and The Clerk to finalise payment procedures.

b. report from HPC representatives. Cllrs Gough and Pask said that progress was being made on the formulation of the questionnaire.

**04/43 Correspondence**

A Youth Strategy survey had been received and Councillors had put down their comments. It was suggested that the Youth Club should be given an opportunity to comment. **Action Clerk**

A Local Transport survey questionnaire had been received and Councillors had made their comments.

**Action Clerk**

Babergh DC is requesting a representative for the Management of Babergh car parks strategy meeting. No one wished to take part.

Melissa Davis from the "Sudbury Health Check" had asked if the Council wished her to attend and speak at a council meeting. It was not considered necessary.

Babergh DC has asked if Council has any topics to raise at its Annual Meeting with Parish Councils to be held on 4 November at the Stoke by Nayland Club. It was decided that Cllr Schofield should attend on behalf of Council and that any topics for discussion should be directed to him. **Action Councillors**

SALC courses for Clerks and Councillors. Cllr Oaten wished to go on a two day Councillor course.

**Action Clerk and Cllr Oaten**

The Clerk had received a request for permission to scatter the ashes of a relative in the cemetery. It was agreed that this could be done and that no fee would be payable unless a monument was to be erected. The scattering can only take place in the old part of the cemetery. An entry should be made in the register. The Clerk was asked to write to the enquirer with this information. **Action Clerk**

**04/44 Finance**

**a. balances (at 19 July meeting)**

Current Account	£208.12
Capital Reserve Account	£4693.97
Halifax Guaranteed Reserve	£4064.53

**b. receipts since 18 May**

£1090.00 Parish Plan Countryside Agency grant paid to Current Account  
£30.00 cemetery fees for Dulcie Frost burial paid to Current Account

**c. insurance** The Clerk had obtained Insurance through Suffolk Acre with Zurich Municipal - £88.54 for cover until end September 2004 when the annual renewal will attract a premium of £265.00. Additional cover has been provided at replacement values for most of the HPC assets, excluding the fencing around the cemetery. The cover required should be reviewed at the next meeting. The Clerk was asked to circulate a list of items covered.

**Action All**

d. audit. The Clerk reported that the internal audit has been carried out by Mrs Griggs, Clerk at Lawshall. The audit form declaration was then unanimously approved by Council and signed by The Chairman. The Clerk will send the papers to Lubbock Fine. **Action Clerk**

e. SALC subscription. The Clerk had contacted SALC to ask about the large increase in subscription. A letter has been received from SALC offering to reduce the annual subscription to a lower price band because apparently HPC is only a few in population over the SALC lower band limit. The new amount is £116.00 plus VAT. The new amount was approved for payment. Proposed Cllr Irvine Seconded Cllr Schofield. **Carried**

f. grass cutting - review of allocated budget. The Clerk reported that the grass cutting budget was currently running £369 over estimate. More than half of the expected cuts have been made. If the weather is not too warm and wet, the budget is unlikely to significantly exceed this overrun. It was agreed that at the next meeting a decision should be made on the grass cutting required for next year, taking account of cost, good grass management and aesthetics. **Action All**

g. website hosting. The annual cost for annual hosting of the hartest.com web site (up to certain bandwidth limits) with the company Virtual Names will be £20.00 plus VAT. The Clerk is prepared to set up the website, containing Parish Council information only, initially without cost to The Council. Hosting with Virtual Names Proposed: Cllr Irvine Seconded: Cllr Gough **Carried Action Clerk**

h. payments to be approved: as listed on "Cash flow presented to the meeting" attached to these minutes. Item added: The Institute, hall hire £28.00 (no VAT). With this addition, the payments were approved. Proposed: Cllr Irvine Seconded: Cllr Gough **Carried**

i. The Halifax Guaranteed Reserve Account investment will come to and end on August 5. It was agreed to reinvest the capital (£4064.53) for a further period of 6 months at 4.7% interest rate. Proposed: Cllr Pask **Carried Action Clerk**

#### **04/45 Matter for future consideration**

a. contact magazine advert to include names and phone numbers of councillors?

b. Carnegie Trust - village projects – suggestions for suitable projects

c. Consideration of co-opting a non voting "Youth Councillor" for HPC

It was noted that The Institute Committee had been given an award of £500.00 by the Suffolk Preservation Society

#### **Date of next meeting**

Monday 20 September at 7.00pm in The Institute