

## Hartest Parish Council

Minutes of the meeting held in The Institute on Monday 21 March 2005 at 7.00pm

Present: Cllrs James Long (Chairman), Rachel Irvine, Robin Oaten, Jo Pask, John Schofield.

Apologies for absence: none

Attending: Mr David Morbey (Clerk to the Council), County Councillor Mr Richard Kemp,  
PC Den Mullet, PC Sally Smith

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**05/15 Declarations of interest** - none

### **05/16 Minutes of the meeting held on 17 January 2005**

The minutes were confirmed and signed as a correct record.

proposed: Cllr Irvine, seconded: Cllr Pask **Approved**

### **05/17 Matters arising from the minutes of the meetings held on 17 January 2005**

05/11b. The Clerk informed Council that the £5.00 fee for this inscription was not chargeable as it had already been included in the fee paid at the time of burial.

05/11b. A letter of thanks had been received from the Suffolk Accident Rescue Service for our donation of £30.00

### **05/18 Resignation of Cllr Saxone Gotts**

The Chairman had received a letter of resignation from Councillor Gotts which gave no reason for her resignation. The Chairman said she had served well for more than 11 years and the Clerk was asked to write to her to express Council's thanks for her work.

A statutory notice of vacancy had been displayed and the time limit for an election request had now passed. Council discussed co-option and decided that notices would be placed on the notice board, in "Contact" and on the web site informing the parish that the vacancy would be filled by co-option at the May meeting. **Action Clerk**

### **05/19 Police report**

PC Mullet said that he did not have a formal report as there had been no crime in the area although he said that vigilance should be maintained as there was crime in surrounding villages. He said moves were underway with the School to reintroduce visits to and by the police. He hoped that he would soon be able to meet up with David Warburton to discuss the new neighbourhood watch scheme. He said that PC McKenna had been moved to Clare and that his replacement was PC Sally Smith who was introduced to Council. She said that she would be taking over at the end of April and that she was looking forward to working in the locality. Council welcomed her. Cllr Pask said that she had been asked if police information could be included on the Parish Council web site. PC Mullet said that he would welcome contact details and other information on the site. **Action Clerk**

### **05/20 County Councillor's report – Cllr Richard Kemp**

The County Council Election is scheduled for May 5<sup>th</sup>, with 75 seats to be contested instead of the present 80 seats. The Melford Ward remains the same.

The profile of school meals had been heightened by the celebrity chef Jamie Oliver, but many of Suffolk County's school meals were GM free, of good quality and are prepared in school kitchens.

There is a shortage of school governors. Any volunteers to contact Cllr Kemp.

### **05/21 District Councillor's report – Cllr James Long**

The Babergh budget had been set at a 3.6% rise, slightly more than the initial 3.1% which had had to be raised due the loss of expected revenue following the decision not to introduce car parking charges. The average increase would be 8p a week per household.

Cllr Schofield asked about rate relief for The Institute which at present gets only mandatory relief although a discretionary relief is also available. D Cllr Long said he would investigate.

No members of the public attended the meeting.

### **05/22 Planning**

#### **a. Babergh decisions:**

B/04/2170 3 Green View, IP294DR, Re-pollarding of 1 No. Eucalyptus tree - No Tree Preservation Order required  
B/04/1912 Farm building at Peartree Farm, Brockley Road, IP29, Change of use of farm building into pet food sales. Alterations to barn, including re-cladding of walls and roof. Approved subject to vehicular access being agreed, limit on type of sale to that provided in the application and no sales to take place outside the premises.

**b. to consider planning applications received for tree work:**

B/05/117 Potash Cottage, The Row, IP294DJ, Lift lower limbs and thin crown of 1 No. Ash tree; fell the middle of 1 No. Willow stand; removal of overhanging limbs from line of Willow trees; thin out the larger mixed copse trees; and felling of 1 No. Alder tree. **HPC Tree Warden advice submitted to BDC:** We are happy that the bulk of the work should go ahead as good garden management. Item 5: Apparently this should not have appeared on the plan as it was never the intention to fell this tree. We are happy that the small poplar suckers growing around its base should be cut back to prevent a thicket growing up in this area, but would oppose felling the tree. Item 4: 'thin out larger trees planted as coppice'. This work should be spread over several years to provide continuity of cover and re-growth. We would ask that approval for this work over time can be granted without the householder needing to re-apply for planning consent each year. Item 1: As an important landscape tree, we would oppose this work except for:

a. There are one or two small lower branches which could be trimmed without losing the overall shape.  
b. There are one or two dead branches which could be trimmed.  
c. It may be possible to do some very careful shaping to the tree although we would be inclined to leave well alone. **Babergh Decision:** No Tree Preservation Order required but wording and agreement to works amended to read: Carefully crown lift to give 1 metre clearance over house roof and thin crown by removing dead wood and crossing limbs of 1 No. Ash tree; fell the middle of 1 No. Willow stand; removal of overhanging limbs from line of Willow trees; thin out the larger mixed copse trees; and felling of 1 No. Poplar tree and 1 No. Alder tree.

B/05/450 Hartest Cemetery, Shimpling Road IP29 Coppice (to the ground) groups of scrub maple; lop branches of 2 No. Weeping Ash trees; and trimming of 1 No. Oak tree (to make it safe). As this application had been made by the Parish Council and no public comment had been received, there was no need for a formal submission of comment to BDC.

**c. to consider planning applications received: none**

**05/23 Environment**

**a. bus shelter** The Clerk had received a letter from Suffolk County Council (SCC) indicating that funding may be available for 2005/2006 with an annual limit of 20 shelters. Photographs of the types of shelter supplied by SCC had also been included and were shown to Councillors, who agreed that the fully enclosed type should be chosen and that an application should be submitted to SCC. Proposed Cllr Pask, seconded Cllr Oaten **Approved** It was also agreed that an approach should be made to the School and the Pre School for comment on the proposed site **Action Clerk**

**b. highway repairs** The Clerk had visited sites at Coppy Meadow, Blind lane and Chadacre Road and had discussed measures with Terry Howe from SCC who had cleared the drain at Coppy Meadow and was considering action which could be taken at the other locations.

It was noted that Somerton Road now had potholes and The Street should be given priority due to the poor condition leading to accidents. **Action Clerk**

**c. hedges, verges and footpaths**

Locked gate on the driveway of the Vicarage restricting the path from The Church to The Crown – Cllr Oaten had visited the owners and circulated a report to Councillors which had indicated that the owners of the Vicarage were reluctant to unlock the gate due to the possibility of unauthorised access to their property. It is believed that only the incumbent has a possible right of way. Cllr Pask regretted that the path had been closed. The Clerk said that traditional rights of way could be established by the submission of witness statements to SCC. Cllr Pask to consider if this option was viable. **Action Cllr Pask**

Footpath at rear of The Copse, The Row – The Clerk had contacted the Environment Agency who confirmed that there is no right of access to waterways for the public but that landowners have responsibility to keep clear and maintain waterways running through their property. The maximum height of any fence which may be erected away from a highway without planning permission is 2 metres, but this fence is less than that so there was little Council could do. Cllr Irvine said the fence was a blot on the landscape.

Workhouse Hill overgrown footpath – SCC had cleared this footpath. The Clerk was asked to thank SCC's Terry Howe for clearing it so promptly. **Action Clerk**

Cllr Pask reported that large puddles form on Parsons Walk and Cllr Schofield said that beyond the bridge the path was almost impassable due to heavy mud. SCC to be asked to investigate. **Action Clerk**

**d. neighbourhood watch**

No report. The Clerk noted that no invoice for costs had yet been received. Cllr Schofield to remind David Warburton **Action Cllr Schofield**

**05/24 Green, Cemetery and Churchyard**

**a. green conservation** The Clerk had been unable to find time to investigate the Heritage Lottery Award but Cllrs Schofield and Pask to look into it. **Action Cllrs Schofield and Pask**

#### **b. village sign refurbishment**

A grant from the Locality Fund had been approved for some of this work. Cllr Pask reported that the costs for would be £277 for the main panel decoration work, plus £78 for restoration works from H B Moore of Woodbridge giving a total of £355 with no VAT. There would also be costs of £197 plus VAT for the initial straightening and base preparation of the sign from Designs on Metal of Bury St Edmunds. It was agreed that these costs were acceptable and that the work should proceed and be funded from the Locality budget. Proposed Cllr Schofield Seconded Cllr Oaten **Approved**

#### **c. repair/renewal of cemetery gate posts**

The Clerk had not received any replies from Moriarty Builders and had not been able to contact the other company, so had asked Mr Mark Dudley to quote for the work. It was agreed that this was appropriate action.

#### **d. HPC notice board refurbishment and re-siting**

A grant from the Locality Fund had been approved for some of this work. A Licence has been obtained from SCC for the erection of the notice board (N.B.) and it is hoped that the work on landscaping and amending the footpath will commence in the next few days. The N.B. will be taken down for refurbishment after this meeting. It was agreed that until it is erected on the new site, the school notice board will be used and a temporary notice placed on the tree near to the present position of the N.B. to advertise the temporary move to the school notice board and also the new permanent position of the N.B. **Action Clerk**

#### **e. tree stump removal**

This work has been completed

#### **f. BT works re-instatement of The Green**

The Clerk had contacted BT again to chase up this work. He had a meeting with the contractor who agreed to do a full re-instatement of the furrowed track across The Green including re-turfing and has also agreed to fully reinstate the corner of the highway next to the war memorial which had been badly eroded by traffic since the BT works. The Clerk to monitor progress. **Action Clerk**

#### **g. Jonathan Clarke headstone design**

No information was available and it was decided to remove the item from the agenda for the time being.

#### **h. cemetery tree management plan**

A meeting had taken place between Cllrs Pask and Schofield and Tree Warden Mike Feather which had resulted in a report on the work required to maintain the Cemetery for the future. This report was circulated to Councillors and had formed the basis of the application to Babergh DC for permission to proceed with the plan in this and future years. Cllr Schofield agreed to contact contractors to get quotations for the works. There was a question about financing the project which was left open until quotes are obtained. **Action Cllr Schofield**  
It was also noted that work will soon be required on the Ash tree on The Green with a cost implication. The Clerk to consult the Tree Warden and BDC for work required, timescale and approved contractors. **Action Clerk**

#### **i. code of practice for headstone erection and a review of headstone stability**

It was agreed that Cllrs Pask and Irvine would conduct a review of headstone stability and determine necessary procedures for notifying family owners of unsafe headstones and if necessary making them safe, possibly laying them flat. **Action Cllrs Pask and Irvine**

#### **j. Cemetery charges**

It was agreed that Cllr Irvine with The Clerk should check the regulations with a view to providing these to all prospective cemetery users and to review cemetery charges.

#### **05/25 Parish Plan**

##### **progress report from HPC representatives**

It was reported that the Saturday open day had been a great success and well attended. The response rate for questionnaires completed had been about 70%. There would be a series of discussion groups to add to information as the report is drafted.

The Clerk had received invoices for work on the questionnaire which were higher than the approved budget agreed with the Countryside Agency. In his conversation with Mr Chivers it seemed there may be some overspend on the budget although no figures are available from the Parish Plan Group (PPG). Cllr Schofield expressed concern about the overspend and after discussion it was agreed that as a matter of urgency the PPG would be asked to prepare a cash flow forecast to be presented to Council and that they would be asked to present their accounts at the Annual Parish Meeting. It was also agreed to request an assurance from the PPG that no further finding other than that already approved would be required from the Parish Council. **Action Clerk**

### **05/26 Date and format of the Annual Parish Meeting**

To improve public attendance, it was agreed that a separate meeting would be held for the Annual Parish Meeting and that refreshments would be served before the start. The meeting would be held in The Institute on 16 May at 7.15 for a 7.30 start. This would mean the Annual Parish Council meeting would now be a week later on 23 May at 7.00pm. The groups to be invited to attend and present reports and if necessary, accounts would include The institute, The School, Pre School, Youth Club, Parish Plan Group, Neighbourhood Watch, Police, County and District Councillors. The meeting would be advertised in Contact, on the notice board and on the web site. **Action Clerk**

### **05/27 Donation to Pre School**

It was agreed to donate the sum of £500 to Pre School as a contribution to their building fund. Many requests for donations had been received from various groups and it was also agreed that a donation of £50.00 be made to the East Anglian Air Ambulance. Proposed Cllr Pask Seconded Cllr Irvine **Approved Action Clerk**

### **05/28 Freedom of Information Act – notification of proper officers and the requirement to produce a publication scheme for the disclosure of information.**

The Clerk had been informed by the Deputy Prime Minister's Office that the Proper Officer for disclosure is the Parish Clerk with the Parish Council Chairman being the Deputy Disclosure Officer. With regard to the necessary publication scheme requirements, it was agreed that the Clerk should contact SALC for guidance. **Action Clerk**

### **05/29 Review of the Parish Council Web Site**

The Clerk was thanked for his work on the site. He said that feedback was required to ensure that all relevant information was included and correctly presented. **Action Cllrs**

### **05/30 Correspondence**

#### **a. items circulated**

Rethink disability application for a donation. Council did not wish to make a donation Village Christmas Post ideas from Mr David Irvine. The Clerk was asked to write to Mr Irvine supporting the idea and to let us know if any direct help was required. **Action Clerk**  
SALC training video for Councillors. It was not felt this would be appropriate.  
SALC briefing paper on East of England Plan and Suffolk Preservation Society response paper. The Clerk was asked to try to obtain a free copy **Action Clerk**  
Affordable Housing – Babergh invitation to attend Council meeting to inform about Babergh strategy. It was felt this would be useful. Invite to attend our meeting on 23 May. **Action Clerk**  
Suffolk Hedgerow survey newsletter – action to become involved. It was agreed to ask tree warden Mike Feather if he has any involvement **Action Clerk**  
Sustainable communities and citizen engagement – discussion documents from Office of Deputy Prime Minister. noted.  
DEFRA – Increased powers for Parish Councils – new powers for HPC to issue fixed penalty notices for dog fouling, litter, graffiti and fly posting. Powers not duties. noted.

#### **b. other items received but not yet circulated**

Calor Suffolk Village of the year competition. No action  
Nationwide awards for endeavour. Noted.  
Sudbury Town Area Rural Transport (START) request for donation. Council did not wish to make a donation.  
Home Office Burial Grounds Survey. As this had been a technical information request, the Clerk had completed and returned the survey without reference to Council.  
Cllr Oaten had been asked about a low flying incident. He was happy to follow it up but needed information about who to contact. The Clerk to provide contact information. **Action Clerk and Cllr Oaten**

### **05/31 Finance**

The Clerk said that a new cheque signatory was required following the resignation of Cllr Gotts and asked if this could be discussed and agreed at this meeting. Cllr Irvine agreed to be the third signatory. Proposed Cllr pask, Seconded Cllr Long **Approved Action Clerk and Cllr Irvine**

#### **a. balances at 21 March including all items for approval**

Current Account	£ - 0.68 (due to late submission of Parish Plan Group payment requests – immediate transfer to be made to ensure account does not overdraw)
Capital Reserve Account	£4757.48
Halifax Guaranteed Reserve	£4160.57

**b. receipts since 17 January**

£26.47 Bank interest on Capital Reserve Account

£96.04 Bank Interest on Halifax Reserve (4160.57 re-invested for a further 6 months)

£50.00 Cemetery plot reservation

£736.00 Locality Fund grant

**c. locality fund award**

£736.00 has been awarded from CCouncillor Richard Kemp's budget, to be spent on projects: Notice Board renovation and re-location, Village Sign cleaning and renovation. The Clerk had written to SCC accepting the grant and conditions and to CCllr Kemp to express Council's thanks.

**c. payments to be approved**

as shown on accompanying Cash Flow at 21 March 2005:

D Morbey Clerk, wages and expenses, £277.58,

The Institute, hall hire, £17.50,

David Gotts, grass and hedge cutting, £241.50.

Two items from the Parish Plan Group approved by PPG members Mr D Chivers and Mr A Boucher:

Lavenham Press, questionnaire printing, £650.95,

Mr Ralph Carpenter, paper and copying, £79.54

proposed: Cllr Pask, Seconded Cllr Schofield **Approved** **Action Clerk**

**05/32Matter for future consideration**

Data Protection Act – requirement to register

Bank mandate to authorise the Clerk to make transfers between the current and deposit accounts.

**Date of next meeting**

Monday 23 May 2005 at 7.00pm in The Institute

Annual Parish Meeting: Monday 16 May 7.15 for 7.30 in The Institute

The meeting closed at 10.00pm