

Hartest Parish Council

Minutes of the meeting held in The Institute on Monday 23 May 2005 at 7.00pm

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

Apologies for absence: none

Attending: Mr David Morbey (Clerk to the Council), Helen Shackleton BDC, 2 members of the public.

05/43 Election of Chairman

Nominations: Cllr James Long, proposed: Cllr Irvine, seconded Cllr Pask. **Carried** Cllr Long signed a declaration of acceptance of office.

05/44 Election of Vice Chairman

Nominations: Cllr Mary Gough, proposed: Cllr Pask, seconded: Cllr Oaten **Carried**

05/45 Declarations of interest none

The Clerk reminded Councillors to review and if necessary to update their entries in the Declaration of Interests Register. **Action Councillors**

05/46 Minutes of the meeting held on 16 May 2005

The minutes were confirmed and signed as a correct record.

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

05/47 Matters arising from the minutes of the meetings held on 21 March, 11 April and 16 May 2005

Co-option of Councillor 05/18. David Loxton had expressed a willingness to be co-opted to the Council. He was formally proposed by Cllr Schofield and seconded by Cllr Oaten. **Carried** As Mr Loxton was present he was invited to join the meeting. Cllr Loxton signed a declaration of acceptance of office. It was moved that his submission to the Declaration of Interests Register should be deferred until the next meeting. Proposed Cllr Long, seconded Cllr Pask. **Carried** **Action Cllr Loxton and Clerk**

05/48 Public Forum One member of the public raised questions about The Green conservation programme.

05/49 Police report Had been given at the Annual Parish Meeting.

05/50 County Councillor's report Had been given at the Annual Parish Meeting.

05/51 District Councillor's report Had been given at the Annual Parish Meeting.

05/52 Housing needs survey

Helen Shackleton from Babergh DC gave an interesting and informative presentation to the meeting after which many questions were raised. The Chairman thanked her for the presentation and asked Councillors to read through all the information and guidance supplied before discussion at the next meeting, after which Louise Wilby would be asked to attend the September meeting.

05/53 Planning

a. Babergh decisions:

B/05/507 Hartest Primary School, The Row, IP29 4DL Application under Regulation 3 of the Town and Country General Regulations 1992 - Erection of extension to provide computer room (alternative scheme to that approved under cover of application ref: B/03/1234). Granted.

B/05/493 The Old Stores, The Row, IP29 4DJ Application for listed building Consent - Retention of pitched slate roof and replacement doors to rear. (retrospective for works already carried out) Granted.

b. to consider planning applications received:

B/05/837 Former Banham Coaches site, The Row, IP29 Erection of 4 no. dwellings (existing buildings to be demolished).

There was much discussion about this latest application: It was generally agreed that the scheme was deeply unimaginative, that the new proposal was almost insulting as it simply added a bungalow (the design of which was awful) to try to make the previous scheme more acceptable, plot one should include 2 smaller houses rather than one large one, generally the scheme should cater for those seeking smaller lower cost properties and should offer diversity in design, the new scheme was inaccurately reflected in the plans submitted which were from the previous application. It was agreed that a response should be sent on the following lines:

The Parish Council opposes this application. Due to the similarity of this application to the last one for the same site, the Parish Council response to application B/05/604/FUL should be used as a response for this current application. In addition we make the following points: 1. Two houses have been re-aligned on one plan but this change is not reflected in the other plans (which are the same as the previous application) and therefore the true representation of the development shown by the plans is inaccurate. 2. Although a scheme for the site which fully

meets the needs and desires of the community would be welcomed, it would have to include dwellings in accordance with PPG3 and of smaller size and of more diverse design than the current proposals, so that the development fully reflects and is in harmony with the character of other dwellings in this unique village. proposed: Cllr Irvine, seconded: Cllr Pask. **Carried Action Clerk**

05/54 Environment

a. bus shelter The Clerk had requested a bus shelter from Suffolk County Council

b. highway repairs The Clerk reported that Blind Lane would be reviewed shortly by SCC.

It was noted that The Street should be given priority for repair and that Shimpling Road, Hartest Hill, and Chadacre Road and Poorhouse Hill needed works. **Action Clerk**

c. hedges, verges and footpaths

Cllr Loxton said he was concerned about the general erosion of verges.

The Clerk reported that Parsons Walk levelling was to be reviewed by SCC in two weeks. There was discussion about further work for Parsons Walk and the footpaths beyond the bridge. Meshing the bridge could be carried out by volunteers with Cllr Pask supplying the wire. The footpath work would have to be costed. The Clerk said that we could apply to have works done by offenders on community sentences. **Action Clerk and Councillors**

Parish Paths Partnership Scheme and Suffolk Rights of Way should be considered. Cllr Loxton supported the idea of small working groups on Council. Cllr Irvine volunteered to look into these subjects. **Action Cllr Irvine**

It was reported that gravel from driveways in The Row was encroaching the footpath and making it dangerous.

The Clerk was asked to write to householders. **Action Clerk**

Cllr Pask read out the letter she intended to send as an individual parishioner to the householders at the Vicarage regarding the locked gate into Parsons Walk. This was noted.

d. neighbourhood watch

It was reported that Co-ordinator David Warburton does not receive information about incidents. The Clerk reported on the police scheme for public liability insurance for NW schemes in the area although it appeared that our scheme was not included. Cllr Schofield to investigate. **Action Cllr Schofield**

05/55 The Green, Cemetery and Churchyard

a. The Green conservation A proposal for new road layouts and parking provision had been received from Anita Seymour at BDC. It was agreed that it represented a good starting point for discussion and that a separate meeting should be held so that it could receive the necessary time for proper consideration. **Action Chairman and Clerk**

b. village sign refurbishment

Cllr Pask reported that the sign was almost ready and should be back in place soon.

c. HPC notice board refurbishment and re-siting

The notice board was now in place, although the SCC works had left overhanging branches still in place and the grassed area very unsightly. It was agreed to ask Chris King to cut back the branches and Mike Feather to advise on grass work. **Action Clerk**

d. BT works re-instatement of The Green

This work had still not been carried out successfully. The Clerk to chase BT once again. **Action Clerk**

e. permission to use The Green for events and signing

Following the erection of signs for events at The Crown and Somerton without permission, Council discussed the pros and cons of allowing signs to be placed on The Green. It was decided to add this item to the next agenda for fuller discussion. **Action Chairman and Clerk** A letter had been received from Stella King requesting permission

to use The Green for a stall on 2 July for about three hours and to advertise this and a coffee morning with signs.

All in aid of the Senior Citizens Christmas meal. It was agreed to grant permission. Proposed Cllr Schofield seconded Cllr Oaten.

f. repair/renewal of cemetery gate posts

It was agreed that Cllr Loxton would look at the posts and report back to the next meeting **Action Cllr Loxton**

g. cemetery tree management plan

No estimate had been received for the required tree work. Chris King to be chased up for this work and also asked to estimate for regular tree maintenance work in the cemetery. **Action Cllr Schofield**

h. cemetery charges and code of practice for headstone erection

Cllr Irvine and the Clerk to meet to progress the matter. **Action Cllr Irvine and Clerk**

i. review of headstone stability

Cllr Irvine had produced a list of unstable headstones. Work would be needed to make them safe and there was a question of who would pay for this. Identifying the appropriate relatives might be difficult so it was suggested that a message be put in Contact magazine and the list emailed to Cllr Pask to aid identification. **Action Clerk and Cllr Pask**

05/56 Parish Plan

- a. progress report from HPC representatives** The report had been given at the Annual Parish Meeting. The Clerk reported that contrary to the APM report, the absolute deadline for completion of the plan was 31 December 2005. This should be communicated to the group by our representatives. **Action Cllrs Pask and Loxton** Cllr Gough said she did not wish to continue as the HPC rep and it was agreed that Cllr Loxton should take over this role.
- b. reply to HPC letter regarding financial control of the Parish Plan** The letter from the group's chairman was read out and noted.

05/57 Freedom of Information Act – notification of proper officers and the requirement to produce a publication scheme for the disclosure of information.

The Clerk had not had time to deal with this. **Action Clerk**

05/58 Correspondence requiring action or comment

a. items circulated none

b. other items received but not yet circulated

The Clerk had received an email from the Garvey family saying that ashes had now been scattered in the lower cemetery. Notification of BDC meetings with Parish Councils with request for delegates to be circulated.

05/59 Data Protection Act – requirement to register

It was agreed that this was a legal requirement and we should register. proposed Cllr Irvine seconded Cllr Pask **Approved Action Clerk**

05/60 Finance

a. balances at 23 May including all items for approval

Current Account	£ 557.69
Capital Reserve Account	£5980.05
Halifax Guaranteed Reserve	£4160.57

b. receipts since 21 March

£22.57 Bank interest on Capital Reserve Account

£92.23 VAT reclaim

£50.00 Cemetery plot reservation

£3700.00 Precept

c. 2004/2005 Accounts The accounts had been presented to and signed at the Annual Parish Meeting, having been audited by Cllrs Irvine and Schofield.

d. review of HPC inventory. It was noted that at present there is a variation in the way values are shown. It was agreed that values should be properly assessed and reported back to Council. **Action Clerk**

e.audit The audit papers had been received from Lubbock Fine.

The accounts now need to be audited locally before being sent to Lubbock Fine. It was agreed to ask Mrs Dorothy Griggs, the Lawshall Clerk to do this for us. proposed Cllr Irvine, seconded Cllr Oaten **Approved Action Clerk**

f. payments to be approved as shown on accompanying Cash Flow at 23 May 2005:

D Morbey Clerk, wages and expenses £514.11

The Institute, hall hire £21.00,

Designs on Metal, village sign work £210.33

Babergh DC, cemetery rates £52.76

SALC, subscription £119.00

David Warburton, neighbourhood watch expenses £12.32

SCC, school hall hire £5.50

Clement Jocelyn, marmoleum for notice board £59.78

D Morbey Clerk, software by Acro for secure web site publishing or minutes etc. £26.06

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

05/61 Matters for future consideration It was agreed to include the following items for the next meeting:

Ash tree work on The Green, Discussion on working groups, Work required to steps to post box, Clerk wages

Action Chairman and Clerk

Date of next meetings

Monday 11 May 2005 at 6.30pm in The Institute (to discuss the Green conservation)

Monday 18 May 2005 at 7.00pm in The Institute (The Chairman will not be able to attend this meeting)

The meeting closed at 10.45pm