

HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Virtual Parish Council Meeting held on Tuesday 21 July 2020 via VIDEOCONFERENCING

Present (by Video):	G Brown, Mrs. H Charman,, A Flint, M Gilson, A Hannan (Chairman), Mrs. Y Hannan, Mrs. T Shaw, District Councillors Rachel Eburne and Keith Welham, County Councillor Andrew Stringer, Mrs. C Pizey (Clerk) and two members of the public
1.	To receive and consider apologies for absence: Apologies were given by R Dawson. The members noted and accepted the apologies.
2.	To receive Councillors' Declarations of Interest: None received.
3.	To receive any written requests for dispensations: None received.
4.	To note and approve the minutes of the Parish Council Meeting of 16 June 2020 (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting: All Councillors confirmed receipt of the minutes. G Brown proposed to accept the minutes of 16 June 2020 as a true record and decisions made and that delegated authority is given to the Chairman to sign the minutes outside of the meeting. Seconded by M Gilson with all in favour.
5.	To note/review updated action log: The members confirmed receipt of the action log. No comments were made.
6.	Public Forum: A resident asked if the open space at the Fishponds Way development was going to be the responsibility of the Parish Council and would they consider this being managed by a group of volunteers. Another resident expressed concerns over the wildlife area at the Fishponds Way development and was also concerned about the cutting schedule that would the affect the wildlife on the embankments at road verges that are attracting bees and orchids. It was agreed to have an agenda item at the August Parish Council meeting to discuss the Biodiversity and Wildlife Conservation Sub-Committee proposed at the March Parish Council meeting.

Signed Chairman:

Date:

7.	<p>To receive written reports for information only from County Councillor Andrew Stringer: The members confirmed receipt of the July report. County Councillor Andrew Stringer highlighted:</p> <ul style="list-style-type: none"> • The Planning Inspectorate had accepted the plans for Sizewell C and this was proceeding to the examination stage. This has been debated for over 14 years and Suffolk needs to be kept informed of progress and opportunities to make sure it is the right move for the County. • Notification from the Officer that gates are being sought for the property at Tothill.
8.	<p>To receive written reports for information only from District Councillors Keith Welham and Rachel Eburne: The members confirmed receipt of the report. District Councillor Rachel Eburne highlighted:</p> <ul style="list-style-type: none"> • Correspondence had been received from concerned residents over the planning application at Old Bells Farm. Old Newton Parish Council have objected on the grounds that it is a new building in the countryside. They have also received correspondence from residents concerned about the clearance around the property at Fieldwood House Haughley prior to the planning application being passed.
9.	<p>Planning Applications: To consider and agree Council comments on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body):</p> <ol style="list-style-type: none"> 1. DC/20/02422 APPLICATION FOR PLANNING PERMISSION Proposal: Planning Application. Replacement of 3no windows and 2no doors to the shop front of The Little Village Salon hairdressers. Location: 21-23 Old Street, Haughley, Stowmarket, Suffolk IP14 3NT: The members discussed the application. Mrs. Y Hannan proposed that the application is supported following confirmation that the window design being clarified with Heritage. Mrs. T Shaw seconded with all in favour.

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	<p>2. DC/20/02475 APPLICATION FOR LAWFUL DEVELOPMENT CERTIFICATE (EXISTING) Proposal: Application for Lawful Development Certificate for Existing Use or Operation including those in breach of a planning condition. Town and Country Planning Act 1990. Section 191 as amended by Section 10 of the Planning Compensation Act 1991. Town and Country Planning (Development Management Procedure) (England) Order 2015 - Use of site for Class B2 operations. Location: Former Poultry Processing Plant, Haughley Park, Haughley, Stowmarket Suffolk IP14 3JZ: The members discussed the application. M Gilson proposed that no comment was made. S Deans seconded and all were on favour.</p> <p>3. DC/20/02760 - APPLICATION FOR PLANNING PERMISSION - Proposal: Planning application. Erection of 1no dwelling. (An alternative siting for the dwelling approved under DC/20/01118) Location: Old Bells Farm, Wassicks Lane, Haughley, Stowmarket, Suffolk IP14 3NP: The members discussed the application. G Brown proposed that the Parish Council objects to the application as it is contrary to the Haughley Neighbourhood Plan and is a new build in the Countryside. The Chairman seconded and all were in favour.</p> <p>4. DC/20/02834 – Application for reserved Matters – Application for approval of reserved matters following grant of outline planning permission DC/17/03118 – Layout, scale, landscaping and design for Erection of 1No dwelling, garage and construction of new vehicular access. Location: Fieldwood House, Haughley Green, Suffolk, IP14 3RQ: The members discussed the application. G Brown proposed that no comment is made. The Chairman seconded and all were in favour.</p> <p>5. DC/20/02823 - APPLICATION FOR PLANNING PERMISSION - Proposal: Planning Application. Erection of self-contained B1 commercial units (4No.) and a proposed A1 commercial unit. Location: Land at Stag Cafe, Old A45, Woolpit, Suffolk: The members discussed that application. A Flint proposed that no comment is made. Mrs. Y Hannan seconded and all were in favour.</p>
10.	<p>Planning Decisions: To note determinations by the Local Planning Authority (MSDC)</p> <p>Council to note the following determinations made by MSDC:</p>

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	<p>1. DC/20/01759 Proposal & Location of Development: Planning Application - Alterations to listed building as per Design and Access Statement including change of use to flexible use as defined within Class V of the GPDO 2015 as either Physio Treatment (D1) or Office (B1(a)) or Tea Room (A3) or Shop (A1). The Old Coalhouse, Palmers Bakery, The Green, Haughley Suffolk IP14 3NR: Planning Permission has been GRANTED</p> <p>2. DC/20/01760 Proposal & Location of Development: Application for Listed Building Consent - Alterations to listed building as per Design and Access Statement. The Old Coalhouse, Palmers Bakery, The Green, Haughley Suffolk IP14 3NR: Listed building consent has been GRANTED</p>
11.	To agree to adopt the Noticeboard Policy: The members confirmed receipt of the draft policy. M Gilson proposed that the Noticeboard Policy is adopted. S Deans seconded with all in favour.
12.	To agree to adopt the changes to the model Standing Orders as per instructions from NALC: The members confirmed receipt of the amended Standing Orders. G Brown proposed that the changes are adopted. Mrs. Y Hannan seconded with all in favour.
13.	To agree to adopt the changes to the Financial Regulation following advice from SALC: The members confirmed receipt of the amended Financial Regulations. A Flint proposed that the changes are adopted. S Deans seconded with all in favour.
14.	To note the structure of the Playing Field Committee and need for new Chairperson: The members confirmed receipt of the report. No comment was made.
15.	<p>FINANCE:</p> <p>1. The Council confirmed receipt of the finance report for June 2020 prior to the meeting including, Bank reconciliation, Budget to Actual and Receipts and Payments since the last meeting. No questions or comments were made. M Gilson proposed that the finance reports are accepted and agreed that the delegated authority be given to the Chair to sign the reports outside of the meeting Mrs. T Shaw seconded and all were in favour.</p> <p>2. It was resolved to make the following payments in July:</p>

Signed Chairman:

Date:

A Hannan (Maintenance)	£63.60
HMRC (PAYE)	£423.20
MPM (scam email resolution) 40% share	£21.00
SALC (Training)	£132.00
C Pizey (Expenses)	£128.11
Claire Pizey (Wages)	£486.32
Katie Power (Wages)	£323.11

M Gilson proposed that the payments be made and A Flint seconded and all were in favour.

3. To receive and consider the Internal Audit report for the year ending 31st March 2020: The members confirmed receipt of the internal audit. No comments were made.
4. To consider and approve the completion of Section 1 - Annual Governance Statement 2019/20 of the Annual Governance and Accountability Return (AGAR): Section 1 of the AGAR was read out to the Council and agreement was forthcoming for all the statements to be answered in the affirmative. Mrs. T Shaw proposed that section 1 of the statement is signed by the Chairman and the Clerk outside of the meeting. Mrs. Y Hannan seconded with all in favour.
5. To consider and approve Section 2 - Accounting Statements 2019/20 for the year ended 31st March 2019 as transposed onto the AGAR: The Accounting Statements made up of the Council's accounts for the year ending 31 March 2020 was presented to the Council and approved by all as a true reflection of the Council's transactions for the year under review. M Gilson proposed that the Chairman and the Clerk are duly authorised to sign Section 2 of the AGAR outside of the meeting. S Deans seconded with all in favour. It was noted that the Internal Auditor had signed the Internal Audit Report. It was also noted that the commencement of the period which allowed electors the opportunity to inspect the council's accounts would commence on 4 August 2020 and last for a period of 30 working days.
6. To agree the quote for the installation of the new noticeboards: The members confirmed receipt of the quote. The Chairman proposed that the quote

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	<p>of £240 from L E Fencing is accepted for the installation of the two new noticeboards. Mrs. H Charman seconded with all in favour.</p> <p>7. To agree a budget of up to £150 a month for a village handyman: S Deans proposed that a new budget of £150 was agreed for a village handyman. Mrs. H Charman seconded with all in favour.</p>
16.	<p>To note the Clerk's Report: The members confirmed receipt of the Clerks report. No comments were made.</p>
17.	<p>To agree that quotes are sought for the following work at the allotments:</p> <ol style="list-style-type: none"> 1. To remove 2 metres of the hedge at the entrance of the allotment land 2. To cut the hedge around the perimeter of the allotment 3. To tidy the car park and orchard 4. To secure the water taps <p>M Gilson proposed that quotes are sought for items 1 to 4. Mrs. T Shaw seconded with all in favour.</p>
18.	<p>To agree that permission is given to the Clerk to administer the Parish Council page of the Website to comply with the Website accessibility requirements: A Flint proposed that the Clerk is given permission to administer the Parish Council web page. Mrs. H Charman seconded with all in favour.</p>
19.	<p>To note a summary of correspondence and consider action to be taken where applicable:</p> <ol style="list-style-type: none"> 1. To note correspondence from a resident regarding suggested street names for Fishponds Way Estate: No action. 2. To note correspondence from Bloor Homes regarding land at King George's Field Road: <ul style="list-style-type: none"> • Street Lighting: It was agreed to support the inclusion of the street lighting at the site entrance and throughout the adopted highways within the site. • Open Space: It was agreed that the Clerk schedules a meeting with the developer, representative of the Playing Field Committee and the District Councillors to start a discussion with them on taking over the open spaces on the development.

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	<ul style="list-style-type: none"> • Attenuation: It was agreed that the Parish Council doesn't take on the attenuation pond. • Advice from the MSDC Public Realm department to calculate a commuted sum for the open space. District Councillor Rachel Eburne agreed to action this. <ol style="list-style-type: none"> 3. To note correspondence from SALC regarding Code of Conduct consultation: No action. 4. To note correspondence from SCC regarding consultation on joint Fire and Police Station in Stowmarket: No action. 5. To note correspondence from Bellway Homes regarding start dates for development at Fishponds Way: No action.
20.	To note that the Clerk will be on holiday 1 – 16 August: The members noted the Clerk's holiday.
21.	To agree an August Parish Council meeting is held: It was agreed to hold a meeting in August. Date to be scheduled on Tuesday 25 August 7.00pm via Zoom
22.	Resolution to exclude the public: M Gilson proposed that under section 100 (4) of the Local Government Act 1972 the public be excluded from the meeting for item 23, on the grounds that it involves the likely disclosure of exempt information as defined in part 1 of Schedule 12A of the Act. A Flint seconded with all in favour.
23.	To exclude the public to discuss business of a confidential nature: The members discussed the report on 'Payments for Working from Home'. Mrs. H Charman proposed that the payment for working from home was increased to £20 a month. M Gilson seconded with all in favour. This payment is effective from 1 August.
	There being no further business, the meeting was closed at 20.40

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