

HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on Tuesday 22nd June 2021 at the Ron Crascall Pavilion

Present	G Brown, S Deans, A Flint, M Gilson, A Hannan (Chairman), Mrs. Y Hannan, T Monaghan, Mrs. T Shaw, District Councillor Rachel Eburne, District Councillor Keith Welham, County Councillor Andrew Stringer (arrived at item 6), Mrs. C. Pizzey (Clerk) and 4 members of the public
1.	To receive and consider apologies for absence: None received.
2.	To receive Councillors' Declarations of Interest: There were no declarations of interest.
3.	To receive any written requests for dispensations: There were no requests for dispensations.
4.	To note and approve the minutes of the Annual Parish Council Meeting of 4th May 2021: All Councillors confirmed receipt of the minutes. M Gilson proposed to accept the minutes of 4 th May 2021 as a true record and decisions made. Seconded by Mrs T Shaw with all in favour the Chairman signed and dated all pages.
5.	To note/review updated action log: The members confirmed receipt of the action log. G Brown advised that a report for the 850 th anniversary of the siege and burning of Haughley Castle will be received at the December meeting.
6.	Public Forum: A resident was disappointed that Suffolk Highways had cut the verge from Plashwood to The Folly due to the number of bee orchids growing in that area and requested that this is avoided next year. A resident reported his concerns over the erosion of the Village Green due to vehicles parking. A resident updated the members on the Eco-Church project that is being run in the village.
7.	To receive written reports from County Councillor Andrew Stringer: The members confirmed receipt of the report. County Councillor Andrew Stringer highlighted:

Signed Chairman:

Date:

	<ul style="list-style-type: none"> • Expects to get a date for the work to complete the gateway in Haughley Green. • The 30mph speed signs in Fishponds Way have been erected. This is slightly premature as it has not been agreed at committee and a request has been submitted to extend the limit to before the Dagworth junction or to the old A14 at Tot Hill.
8.	<p>To receive written reports for information only from District Councillors Keith Welham & Rachel Eburne: District Councillor Rachel Eburne highlighted:</p> <ul style="list-style-type: none"> • Mid Suffolk District Council is undertaking biodiversity mapping and a tree canopy survey with a view to understanding the levels within our district and therefore what will need to be done to improve it. They have also extended the deadline and updated links for parishes wanting to order trees, wildflowers and hedgerows. • The walking and cycling consultation is still open until 22nd July. This is to ask for views on where you think new or improved foot/cycle paths should be and is available via https://babberghmidsuffolkactivetravel.commonplace.is/ There has been lots of interest in this and we are keen to get as many people to respond as possible looking at where you would like to see changes, particularly if you would like to walk or cycle more as a result of the impacts of lockdowns. • The annual locality awards are now available. Funding from £250 is available to local community groups and organisations.
9.	<p>Planning Applications: Councillors reviewed and approved responses to the current planning consultations:</p> <ol style="list-style-type: none"> 1. DC/21/03168 - Proposal: Householder Planning Application - Erection of rear conservatory Location: 7 St Marys Avenue, Haughley, Suffolk, IP14 3NZ: The Chairman proposed that the Parish Council <u>SUPPORTS</u> the application. M Gilson seconded with all in favour. 2. DC/21/03028 - APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - Proposal: Application under Section 73 of the Town and Country Planning Act for the variation of Condition 3 (Parking and

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Date:

	<p>manoeuvring), and removal of Condition 5 (Restriction on use as holiday accommodation) of application 1459/03 dated 29/12/2003 -Conversion of redundant stables to self-catering accommodation - to allow variation of parking and manoeuvring for residential use and to remove restriction so that cottage can be used for residential purposes under same class use. Location: Red House Farm, Station Road, Haughley, Suffolk IP14 3Q: The Chairman proposed that the Parish Council <u>SUPPORTS</u> the application. A Flint seconded with all in favour.</p> <p>3. DC/21/03372 - APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - Proposal: Application for works to trees in a Conservation Area - Oak (T1) - Remove the ivy and re inspect, aerial inspection required to see if there has been a tear out and any decay, report findings to consultant, sub lateral reduction by 2.5m to balance canopy. Himalayan Birch (T2) - Remove the deadwood and ivy re-inspect. Apple (T3) - Removal of tree. Wild Cherry (T4) - remove deadwood, clear ivy from base and re-inspect. Location: 50 Old Street, Haughley, Suffolk, IP14 3NX: The Chairman proposed that the Parish Council <u>SUPPORTS</u> the application. M Gilson seconded with all in favour. G Brown abstained.</p>
10.	<p>Planning Decisions: Councillors noted determinations by the Local Planning Authority (MSDC):</p> <ol style="list-style-type: none"> 1. DC/21/01495 Date Registered: 16-Mar-21 Proposal & Location of Development: Planning Application. Partial re-roof of a detached building (Balfour House) Walnut Tree Manor, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RQ. Planning permission has been GRANTED. 2. Discharge of Conditions Application for DC/19/05627- Condition 4 (Provision of Swift Boxes) Location: Land To The West Of, Fishponds Way, Haughley, Suffolk. ACTION REQUIRED PRIOR TO OCCUPATION - ECOLOGY: PROVISION OF SWIFT BOXES Prior to first occupation of the development hereby approved details of the number, location and design of Swift Boxes to be provided on the site shall be submitted to, and approved in writing by, the Local Planning Authority, as part of the overall Ecological Management Plan and Biodiversity Enhancement Strategy for the site. The approved details shall then be fully

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Date:

	implemented in accordance with the approved details, and thereafter retained.
11.	To discuss the Crossing outside Crawford's Primary School and agree that the Chairman and Clerk meet with Suffolk County Highways: Councillors agreed to the proposed option, to have a small hump either side of the crossing and to have the crossing as a raised. The Chairman and Clerk to meet a Suffolk Highways representative on site to discuss further.
12.	Gallowsfield Wood: Councillors noted receipt of the draft minutes from 19 th May 2021. G Brown reported that several members of the committee had met with Gary Battell, Suffolk County Councils Woodland Advisor, to consider further tree management proposals. G Brown proposed that quotes are sought for a tree management plan to be written for Gallowsfield Wood. Mrs. Y Hannan seconded with all in favour.
13.	Biodiversity and Wildlife Conservation Committee: Councillors noted receipt of the draft minutes from 29 th April 2021. 1. G Brown reported on the proposal a trial to manage public grassed areas within the Parish. S Deans proposed that the Parish Council agrees the following areas to be managed and trailed in 2022 subject to a consultation with the whole Parish: <ul style="list-style-type: none"> • The Green at The Folly • Central green area of Ladyfields • Corner verge Station Road/Grainge Way • The Green outside the Coalhouse • Castle Rise green area M Gilson seconded with all in favour. 2. G Brown reported on the proposal to seek approval from MSDC to plant an area at St Mary's Avenue to include some replacement trees (where they are missing), other indigenous trees, a scatter orchard, hedging and other plants. G Brown proposed that the Parish Council seeks approval from MSDC to plant the area and apply to MSDC for suitable trees and shrubs at St Mary's Avenue. Mrs. Y Hannan seconded with all in favour.

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14.	<p>PIIP Working Group: Councillors noted receipt of the report from the working group. Mrs. Y Hannan proposed that the Parish Council agrees the following projects for inclusion in the Haughley PIIP V1.0: -</p> <ol style="list-style-type: none"> 1. Work on childrens' play area 2. Additional seating throughout the parish 3. Church clockface refurbishment for Queen's platinum jubilee 4. War memorial refurbishment for RBL's 100th birthday 5. Footpath construction at The Folly 6. Footpath construction at Fishponds Way <p>The Chairman seconded and all were in favour.</p>
15.	<p>Junior Football Pitch: The Clerk reported that she had received a response from Bloor Homes and it is still waiting for some external responses before a report can be sent to the Parish Council. Councillors agreed that the Clerk along with the Chairman and District Councillors schedule a meeting with Bloor Homes to discuss.</p>
16.	<p>The Folly: Councillors confirmed receipt of the report. The Chairman proposed that the Parish Council obtains quotes for the removal of the kerbing that curves into the trackway for from The Folly. S Deans seconded with all in favour.</p>
17.	<p>Playing Field Letter of Support: The Chairman proposed that a letter of support is provided to the Playing Field Committee to enable funding towards ball stop nets. S Deans seconded with all in favour.</p>
18.	<p>Grass Cutting Machine Proposal: Councillors confirmed receipt of the proposal. A Flint proposed that the Parish Council should continue with MSDC to cut the grass allowing for changes in management if and when approved. The Chairman seconded with all in favour.</p>
19.	<p>Traffic Concerns: Councillors confirmed receipt of the residents traffic concerns. A Flint highlighted the areas of concern from the correspondence that had been received from residents. It was agreed that the letter sent to Suffolk Highways in June 2020 is published on the Parish Council website.</p>

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20.	Haughley in Bloom Working Group: Councillors confirmed receipt of the report. Mrs. Y Hannan proposed that an additional budget of £962 is agreed to enable the completion of additional planters. M Gilson seconded with all in favour.
21.	Scarecrow Event: G Brown thanked Mrs T. Shaw for her help with the event and District Councillor Rachel Eburne for judging the competition. Only three scarecrow entries which was disappointing although the members felt this was a good learning curve for arranging events in the future.
22.	Queens Platinum Jubilee Working Group: Councillors confirmed receipt of the report. Mrs. T Shaw proposed that a budget of £3,000 is agreed for the event. The Chairman seconded with all in favour.
23.	Christmas Tree Event 2021: Sam Deans agreed to lead the Christmas Tree Event for 2021 with the help of Mrs. T Shaw and volunteers outside of the Parish Council.
24.	Playing Field Committee: Councillors confirmed receipt a report from the Chairman of the Playing Field Committee and no comments were made.
25.	Amendments to Policies: The Chairman proposed that the Parish Council accepts the amendments to the following policies: <ol style="list-style-type: none"> 1. Subject Access Request Procedure V1.1 2. Subject Access Request Policy V1.1 3. Co-option Procedure V1.1 4. Reporting at Meetings V1.1 S Deans seconded with all in favour.
26.	New Policies: The Chairman proposed that the Parish Council adopts the following policies: <ol style="list-style-type: none"> 1. Anti-Harassment Policy V1.0 2. Environment Policy V1.0 3. Whistle Blowing Policy V1.0 M Gilson seconded with all in favour.

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27.	<p>AGAR 2020/21 – Annual Governance & Accountability Return</p> <ol style="list-style-type: none"> Councillors reviewed the report prepared by the Internal Auditor report and noted the recommendations made. Councillors approved the responses to Schedule 1. Councillors approved Section 2 - the Accounting Statement 2020/21. 																																				
28.	<p>FINANCE:</p> <ol style="list-style-type: none"> The Council confirmed receipt of the finance report for May 2021 prior to the meeting including, Bank Reconciliation, Budget to Actual, Receipts and Payments, since the last meeting. No questions or comments were made. All Councillors confirmed receipt of payments schedule: <table border="1" data-bbox="504 837 1267 1496"> <tr> <td>Claire Pizzey (Expenses)</td> <td>£222.34</td> </tr> <tr> <td>A Hannan (Stationery)</td> <td>£17.50</td> </tr> <tr> <td>MSDC (Litter & Dog emptying)</td> <td>£1,138.03</td> </tr> <tr> <td>RSA Pest Management (The Cricket)</td> <td>£180.00</td> </tr> <tr> <td>Town & Village Landscape (Maintenance)</td> <td>£360.00</td> </tr> <tr> <td>T Shaw (Scarecrow Event)</td> <td>£62.69</td> </tr> <tr> <td>Claire Pizzey (ICO)</td> <td>£40.00</td> </tr> <tr> <td>Woolpit Nurseries (Haughley in Bloom)</td> <td>£347.10</td> </tr> <tr> <td>Heelis & Bloom (Internal Audit)</td> <td>£310.00</td> </tr> <tr> <td>HMRC (Wages)</td> <td>£469.71</td> </tr> <tr> <td>Katie Power (Wages)</td> <td>£284.78</td> </tr> <tr> <td>Claire Pizzey (Wages)</td> <td>£599.84</td> </tr> </table> <p>Mrs. T Shaw proposed to accept the payments. S Deans seconded with all in favour.</p> Councillors noted the receipts received in May <table border="1" data-bbox="507 1659 1262 1783"> <tr> <td>Gallowsfield Wood</td> <td>BACS</td> <td>Wildplay</td> <td>£165.00</td> </tr> <tr> <td>Gallowsfield Wood</td> <td>BACL</td> <td>Wildplay</td> <td>£80.00</td> </tr> <tr> <td>Allotment</td> <td>Credit</td> <td>Tenant</td> <td>£23.00</td> </tr> </table> Mrs. Y Hannan proposed that the Parish Council accepts the amendments to the Internal Control Document. A Flint seconded with all in favour. Councillors considered the quotes for the church clock tower. The Chairman reported that another means for carrying out the repair is for the contractor 	Claire Pizzey (Expenses)	£222.34	A Hannan (Stationery)	£17.50	MSDC (Litter & Dog emptying)	£1,138.03	RSA Pest Management (The Cricket)	£180.00	Town & Village Landscape (Maintenance)	£360.00	T Shaw (Scarecrow Event)	£62.69	Claire Pizzey (ICO)	£40.00	Woolpit Nurseries (Haughley in Bloom)	£347.10	Heelis & Bloom (Internal Audit)	£310.00	HMRC (Wages)	£469.71	Katie Power (Wages)	£284.78	Claire Pizzey (Wages)	£599.84	Gallowsfield Wood	BACS	Wildplay	£165.00	Gallowsfield Wood	BACL	Wildplay	£80.00	Allotment	Credit	Tenant	£23.00
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	<p>to abseil down the church tower. It was agreed to contact the PPC for approval and to check that the contractor holds the relevant insurance and Health and Safety cover.</p> <p>6. Councillors noted the quotes for the AV unit at the Pavilion. It was agreed to add this to the PIIP proposal and consider some alternative systems to mitigate potential theft and insurance costs.</p> <p>7. S Deans proposed that the renewal cost of £232.16 for the two-year service to continue the domain and email hosting is accepted and immediate payment is made. Mrs. T Shaw seconded with all in favour.</p>
29.	<p>Clerk's report: Councillors noted receipt of the report. The Chairman proposed that the Parish Council arranges a re-build valuation of the Village Hall and Pavilion. M Gilson seconded with all in favour.</p>
30.	<p>Correspondence: Councillors noted the correspondence already circulated and consider the following action:</p> <ol style="list-style-type: none"> 1. BMSDC - Active Travel Public Consultation: No action. 2. BMSDC - Notice of Commencement of Examination Hearing Joint Local Plan: Information: No action. 3. Greener Gardens Suffolk - Introduction of the company: No action. 4. St Elizabeth Hospice- Newsletter: Information: No action. 5. Resident - Grit for grit box Eve Balfour Way: The Clerk to advise that Suffolk County Council will fill all grit boxes in the Autumn. 6. Resident - Bellway Homes development: No action. 7. Resident - Dog bin: Councillors agreed that a poo bin is installed in The Cricket and the Parish Council adds it to the MSDC schedule. 8. BMSDC - Wheelchair accessible survey

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	<p>9. James Bailey - Northfield View 2C development: Councillors agreed that The Chairman and Clerk would meet with the developer and report back to the July meeting.</p> <p>10. Suffolk County Council Public Rights of Way Team: Discovering Suffolk – Fingerpost Plaques: Councillors agreed that G Brown as Footpath Warden is put forward for the scheme.</p> <p>11. Resident - Haughley Churchyard: Councillors agreed to write to the PPC.</p>
31.	Meetings: Councillors agreed not to meet in August and delegated authority is given for the Chairman and Clerk to make payments.
32.	<p>Date of next meeting:</p> <ol style="list-style-type: none"> 1. Biodiversity & Wildlife Conservation Committee is scheduled for Tuesday 6th July 2021 at 7.00pm Ron Crascall Pavilion 2. Gallowsfield Wood Committee is scheduled for Wednesday 7th July 2021 at 7.00pm at Gallowsfield Wood 3. Full Parish Council is scheduled for Tuesday 20th July 2021 at 7.00pm at Ron Crascall Pavilion
	There being no further business, the meeting was closed at 21.21

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