

## HAUGHLEY PARISH COUNCIL MEETING

Minutes of the Annual Council Meeting held on Tuesday 21<sup>st</sup> May 2024 at the Ron Crascall Pavilion

<b>Present</b>	G Brown (Chairman), M Bloom, Mrs. J Day, Mrs. T Shaw, T Sparkes (left at item 3), M Smith, Mrs. Y Tricker, County Councillor Andrew Stringer, District Councillor Rachel Eburne, and 1 member of the public.				
<b>1.</b>	<p><b>Chairman</b></p> <p>Mrs. T Shaw proposed that G Brown be elected as Chairman of the Council. Mrs. J Day seconded with all in favour. G Brown signed the declaration of acceptance of office.</p>				
<b>2.</b>	<p><b>Vice Chairman</b></p> <p>The Chairman proposed that Mrs. T Shaw be elected as Vice Chairman of the Council. Mrs. Y Tricker seconded with all in favour.</p>				
<b>3.</b>	<p><b>Apologies for Absence</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence were received from A Flint, Mrs. A Pepper and District Councillor Janet Pearson.</li> <li>2. The members accepted the apologies.</li> </ol>				
<b>4.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>				
<b>5.</b>	<p><b>Dispensations</b></p> <p>There were no requests for Dispensations received.</p>				
<b>6.</b>	<p><b>Minutes</b></p> <p>All Councillors confirmed receipt of the minutes.</p> <ol style="list-style-type: none"> <li>1. Mrs. Y Tricker proposed to accept the minutes of 16<sup>th</sup> April 2024 as a true record of the meeting and decisions made. Mrs. T Shaw seconded with all in favour.</li> </ol>				
<b>7.</b>	<p><b>Action log</b></p> <p>The Councillors noted the action log, and additional comments were made:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">ACTION</th> <th style="width: 50%; text-align: center;">COMMENT</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	ACTION	COMMENT		
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	Junior Football Pitch	Following receipt of the Parker Pitches report Bloor Homes have confirmed a meeting with a landscaper is being arranged on site to discuss options regarding the pitch
	SCC PROW Officer - upgrade of footpath and new footpath	On going
	Land adj. to The Cricket - register with Land Registry	On-going
	Posts Project (Consultation)	Consultation to be written
	Quote for Signs for The Cricket	Agenda item
	Consultation SCC Haughley Green traffic calming	Awaiting report from SCC Community officer
	Contact Bellway and start legal procedure for Wildflower meadow	On going
	Greens Policy - second draft	On going
	Application made to SCC for installation of EV Charge Points at the Pavilion Car Park	This is now being passed over to the PFC who will be responsible for the EV charging point at the pavilion car park
	Registers pockets of land in the Parish	On going
	Proposal Email group residents	On going
	Proposal for public event community broadband	On going
	Report on WG for 4g pitch	Ongoing
	Haughley Green - Slow horse signs	Email sent to Andrew Stringer
	Contact Diaper Poultry	Diapers Poultry are not able to house a defibrillator. Mrs. Y Tricker has researched a solar defibrillator device. A site for this would need to be required. It was agreed to approach J Sisks with this as an option.
	Tidy allotment carpark	J Sisks have confirmed a start date of the 1 <sup>st</sup> week in July

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	Data download of SID devices	Completed – New page on Parish website
	MSDC – Byelaw	A resident has located the sign and I will arrange to have it put back up once returned
	Allotment – quote mechanism of gate	
	Haughley Green Footpaths (verges)	Awaiting meeting with SCC Community Officer and Andrew Stringer
	Damage Green	Work to be completed by 23.05.24
	Meeting with residents of Steggall Road	
	Tree at The Cricket	Chair and Clerk to visit site
	Letter to Suffolk Highways – Resurface Haughley New Street	Letter sent
<b>8.</b>	<p><b>Co-option</b></p> <p>The Clerk reported that she had received a request from Malcolm Smith to join the Parish Council. Mrs. J Day proposed that Malcolm Smith is co-opted onto the Council. M Bloom seconded with all in favour. The declaration form was signed, and Malcolm Smith joined the Council.</p>	
<b>9.</b>	<p><b>Public Forum</b></p> <p>District Councillor Rachel Eburne reported on the tree at The Cricket that needs attention and recommended that the tree could be cut back in line with the fence of the bordering property and would also be willing to work with The Clerk on the information boards should the Council agree to replace them at item 16 on the agenda.</p>	
<b>10.</b>	<p><b>To receive written reports from County Councillor Andrew Stringer</b></p> <p>The members confirmed receipt of the report prior to the meeting. County Councillor Andrew Stringer highlighted:</p> <ul style="list-style-type: none"> <li>• <b>New Appointments in Children’s Services:</b> As well as the council’s new £4.4m investment in additional staff to improve SEND services (detailed in last month’s report), two new appointments have been made to leadership. Sarah-Jane Smedmor will be the new permanent Director for Children’s Services, with a start date of 8 July. An Independent Chair for the new SEND Improvement Board has also been appointed, Kathryn Boulton, who will start in June and lead the SEND improvement the council needs to deliver following the poor Ofsted/CQC inspection in November 2023. The</li> </ul>	

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	<p>council submitted an action plan after the report was published which has been approved by Ofsted, CQC and the Department for Education.</p> <ul style="list-style-type: none"> <li>• <b>More Suffolk Homes Eligible for Energy Improvements:</b> More families will be able to secure free assistance to make their houses warmer and more energy efficient using the Warm Homes Suffolk scheme. Residents and landlords of eligible properties can apply for energy efficient measures such as insulation, solar panels or heat pumps, with average funding of £18,000 is available for homeowners, and £12,000 for landlords and their tenants</li> <li>• <b>Strategy for Care Leavers:</b> On Tuesday 23 April, Cabinet reviewed the Leaving Care Strategy which detailed the ways in which the council wants to improve the service it provides to young people leaving our care. The council acts as a ‘corporate parent’ to all children taken into care, and must always ask itself with every decision: ‘would this be good enough for my child?’. Plans in the new strategy for young people leaving care include help with housing, employment, mentoring and extension of the current council tax exemption scheme for care leavers who are living outside of Suffolk. The Leaving Care service offers support to all young people leaving care up to the age of 25, and care leavers regularly attend meetings at the council to provide feedback and ideas for improvement.</li> </ul>
11.	<p><b>To receive written reports for information only from District Councillors Rachel Eburne &amp; Janet Pearson</b></p> <p>The members confirmed receipt of the report prior to the meeting. District Councillor Rachel Eburne highlighted:</p> <ul style="list-style-type: none"> <li>• <b>Supplementary Planning Documents:</b> At June’s Council meeting, councillors will discuss several Supplementary Planning Documents (SPDs) which will support the Joint Local Plan. Consultation on these is currently open (until 19<sup>th</sup> June) and although these are not planning policies they provide detailed guidance for applicants: <ul style="list-style-type: none"> <li>Housing (including open market mix, community-led housing, affordable housing and self-build)</li> <li>Biodiversity and Trees (including permitted development, biodiversity net gain, veteran trees and expectations of developers)</li> <li>Intensive Livestock and Poultry (especially the impact on habitats and the local population)</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Call for Sites:</b> These sites have no status and are shown for transparency and information only at this stage.</li> <li>• <b>Locality Awards 2024/25:</b> Applications for this year's Locality Awards grants are now open, so we would welcome applications from any community organisation or group. Do get in touch with either of us to discuss options. Information and application forms are available on the website and completed forms should be sent to either of us.</li> </ul>
12.	<p><b>Planning</b></p> <p>1. Councillors to review and approve a response to the following planning applications:</p> <p><b>DC/24/01935</b> Proposal: Householder Application - Erection of single storey side and rear extension and front canopied porch (following demolition of existing side extension and porch). Location: 23 Station Road, Haughley, Stowmarket, Suffolk IP14 3PN: The Chairman proposed that the Parish Council SUPPORTS the application. Mrs. T Shaw seconded and all were in favour.</p> <p><b>DC/24/01596</b> Proposal: Householder Application - Installation of 18No. solar panels to garage and outbuildings flat roof using plastic tub and balast method. Battery storage within garage with cabling to main property/house using existing cabling routes. Location: Shepherds Farm, Shepherds Lane, Haughley, Stowmarket Suffolk IP14 3QE: The Chairman proposed that the Parish Council SUPPORTS the application. Mrs. T Shaw seconded and all were in favour.</p> <p><b>DC/24/01597</b> Proposal: Application for Listed Building Consent - Installation of 18No. solar panels to garage and outbuildings flat roof using plastic tub and balast method. Battery storage within garage with cabling to main property/house using existing cabling routes. Location: Shepherds Farm, Shepherds Lane, Haughley, Stowmarket Suffolk IP14 3QE: The Chairman proposed that the Parish Council SUPPORTS the application. Mrs. T Shaw seconded and all were in favour.</p> <p><b>DC/24/02262</b> Proposal: Notification of Works to Trees in a Conservation Area - Proposal to fell dead Silver Birch Tree (T1) and reduce the height of Laurel Hedge by 1 metre Location: The Firs, 6 Fishponds Way, Haughley, Stowmarket Suffolk IP14 3PJ: MSDC have advised that the tree officer has confirmed that permission is not required therefore there is no need to respond to the consultation.</p> <p><b>DC/24/02263</b> Proposal: Notification of Works to Trees in a Conservation Area - Proposed 30% crown reduction on 2x Silver Birch Trees (T1 and T2) and 30% crown reduction on two Fruit Trees (T3 and T4) Location: 4 Fishponds Way, Haughley, Stowmarket, Suffolk</p>

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	<p>IP14 3PJ: The Chairman proposed that the Parish Council SUPPORTS the application. Mrs. T Shaw seconded and all were in favour.</p> <p><b>DC/24/02244</b> Proposal: Householder Application - Erection of shed (following demolition of existing). Location: The Grain Store, Haughley New Street, Haughley, Stowmarket Suffolk IP14 3JN: The Chairman proposed that the Parish Council SUPPORTS the application. Mrs. T Shaw seconded with all in favour.</p> <p><b>DC/23/05721</b> Proposal: Full Planning Application - Erection of 29no. dwellings and associated infrastructure. Location: Land On the North Side Of, Station Road, Haughley, Suffolk. <u>Reason(s) for re-consultation: Additional information added 03.05.2024:</u> It was agreed that the Parish Council makes the following response.</p> <p>In addition to the Parish Council comments of February 2024 they are disappointed that the developers have not been in contact to discuss the application.</p> <p>2. Councillors noted an application received but no response could be provided as the Council's observations on the proposal were needed within 7 days of the date of the letter (10.05.24):</p> <p><b>DC/24/02190</b> Proposal: Application to determine if prior approval is required for a proposed: Erection, Extension or Alteration of a Building for Agricultural or Forestry use The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 6 - Erection of building for farm produce and machinery. Location: The Oaks, Dagworth Lane, Haughley, Stowmarket Suffolk IP14 3QJ</p> <p>3. Councillors noted the decisions issued by Mid Suffolk District Council:</p> <p><b>DC/24/00839</b> Proposal &amp; Location of Development: Householder Application - Erection of side porch extension (following removal of boundary wall). 12 Turner Lane, Haughley, Stowmarket, Suffolk IP14 3SA. Planning permission has been GRANTED.</p> <p><b>DC/24/01462</b> Proposal &amp; Location of Development: Notification of Works to Trees in a Conservation Area - Fell 1 No. Silver Birch (G1), Reduce crown of 1 No. Cherry and 1 No. Oak (G1) by approx 2-2.5m and shape. 54 Old Street, Haughley, Stowmarket, Suffolk IP14 3NX. Mid Suffolk District Council does not wish to OBJECT.</p> <p><b>DC/24/01518</b> Proposal &amp; Location of Development: Application for Listed Building Consent - Remove existing render to front elevation and re-render using warmcote lime plaster, carrying out repairs as necessary, re-render and repaint. 32 Old Street, Haughley, Stowmarket, Suffolk IP14 3NX. Listed building consent has been GRANTED.</p>
13.	<b>BMSDC Joint Local Plan</b>

Signed Chairman:

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	<p>1. Draft Supplementary Planning Documents Consultation: Councillors agreed not to make a response on the Housing and Intensive Livestock and Poultry supplementary planning documents and to refer the Bio-Diversity and Trees document to the Bio-Diversity Working Group for comment.</p> <p>4. Call for sites: Councillors noted the details regarding the Call for Residential Sites Publication, which is for information only.</p>				
<b>14.</b>	<p><b>Traffic Officer</b></p> <p>Councillors noted the report from the Traffic Officer</p> <p>1. Mrs. J Day proposed that the Parish Council purchases an additional Solar SID Device from Elan City at a cost of £2,250.00 +vat and this is funded using Parish CIL. M Bloom seconded with all in favour and one abstaining.</p>				
<b>15.</b>	<p><b>Suffolk County Council Devolution Consultation</b></p> <p>It was agreed that members of the Council respond as individuals to the consultation rather than a response as a Parish Council.</p>				
<b>16.</b>	<p><b>The Cricket</b></p> <p>Councillors noted the report on the information boards at The Cricket and considered the following proposals:</p> <p>1. Councillors rejected the proposal that the existing information boards are mounted on new boards.</p> <p>2. Mrs. T Shaw proposed that the Parish Council agree that a quote is sought for new information boards. Mrs. Y Tricker seconded with all in favour.</p>				
<b>17.</b>	<p><b>Statutory Business</b></p> <p>1. Councillors reviewed the terms of reference to committees and no changes were made.</p> <p>2. Councillors confirmed the appointment of Parish Councillors to the following Committees:</p> <table border="1" data-bbox="389 1839 1399 1989"> <thead> <tr> <th>Group</th> <th>Councillor</th> </tr> </thead> <tbody> <tr> <td>Biodiversity and Wildlife Conservation Working Group</td> <td>G Brown</td> </tr> </tbody> </table>	Group	Councillor	Biodiversity and Wildlife Conservation Working Group	G Brown
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Employment Committee	Mrs. J Day, A Flint and Mrs. T Shaw
Gallowsfield Wood Working Group	G Brown & T Sparkes
The Cricket Working Group	G Brown
Haughley Parish in Bloom Working Group	Mrs. A Pepper & Mrs. Y Tricker
Neighbourhood Plan Review Working Group	G Brown
Protection of the Village Green Working Group	Mrs. J Day, Gerald Brown & Mark Bloom

3. Councillors confirmed the appointment of Parish Council Representatives on the following Bodies:

Playing Field Committee	Mrs. T Shaw and Mrs. J Day
Village Hall Committee	T Sparkes

4. Councillors confirmed the following Parish Appointed Positions:

Allotment Officer	
Communication Officer	
Emergency Plan Officer	G Brown
Footpath Officer	M Bloom
Planning Officer	G Brown
Police Safer Neighbourhood Team and Community Engagement Officer	A Flint
SALC Representative	G Brown
Safeguarding Officer	Mrs. T Shaw & Mrs. J Day
Street Lighting Officer	M Bloom
Traffic (incl. VAS) Officer	A Flint
Tree Officer	T Sparkes

Signed Chairman:

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	<p>5. In accordance with Section 151 of the Local Government Act 1972(d) (financial administration), the Council confirmed that the Clerk was to be the appointed person who would be responsible for the administration of the financial affairs of the Parish Council.</p> <p>6. Councillors approved the meeting timetable for 2023-24.</p>																															
18.	<p>To review the Council's Risk Assessments:</p> <ol style="list-style-type: none"> <li>1. Councillors noted that the following Risk Assessments have been reviewed and approved unchanged as no updates are required: <ol style="list-style-type: none"> <li>a. Clerk</li> <li>b. Community Caretaker</li> <li>c. Gallowsfield Wood</li> <li>d. VAS</li> <li>e. Village</li> <li>f. Volunteer</li> </ol> </li> <li>2. Councillors noted the Risk Assessments provided by the following <ol style="list-style-type: none"> <li>a. Playing Field Management Committee - Ron Crascall Pavilion</li> <li>b. Village Hall Management Committee – Village Hall</li> </ol> </li> <li>3. Councillors reviewed the Financial Risk Assessment for 2024-25 and approved unchanged as no updates are required.</li> </ol>																															
19.	<p><b>Finance:</b></p> <ol style="list-style-type: none"> <li>1. The Council confirmed receipt of the finance report for April 2024 prior to the meeting including, Bank Reconciliation, Budget to Actual, Reserves, since the last meeting. No questions or comments were made.</li> <li>2. Councillors noted the receipts received since last meeting: <table border="1" data-bbox="459 1534 1331 1756" style="margin-left: 40px;"> <thead> <tr> <th>Receipts</th> <th colspan="2">Cheque / BACS / SO</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Precept</td> <td>Bacs</td> <td>MSDC</td> <td>£ 29,277.00</td> </tr> <tr> <td>VAT</td> <td>Bacs</td> <td>HMRC</td> <td>£ 2,830.81</td> </tr> <tr> <td colspan="3"></td> <td><b>£ 32,107.81</b></td> </tr> </tbody> </table> </li> <li>3. Councillors confirmed the May payments: <table border="1" data-bbox="336 1861 1453 2024" style="margin-left: 40px;"> <thead> <tr> <th>Expenditure</th> <th></th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>General Exp.</td> <td>Claire Pizzey</td> <td>£ 140.20</td> <td></td> <td>£ 140.20</td> </tr> <tr> <td>General Exp.</td> <td>Gerald Brown</td> <td>£ 18.97</td> <td>£ 3.80</td> <td>£ 22.77</td> </tr> </tbody> </table> </li> </ol>	Receipts	Cheque / BACS / SO		Total	Precept	Bacs	MSDC	£ 29,277.00	VAT	Bacs	HMRC	£ 2,830.81				<b>£ 32,107.81</b>	Expenditure		Net	VAT	Total	General Exp.	Claire Pizzey	£ 140.20		£ 140.20	General Exp.	Gerald Brown	£ 18.97	£ 3.80	£ 22.77
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Bio-Diversity	D-Signs	£ 60.00	£ 12.00	£ 72.00
Village Main	P Garrod	£ 259.00		£ 259.00
Gallowsfield Wood	Lawes of Bacton	£ 12.46	£ 2.49	£ 14.95
Village Main	Lawes of Bacton	£ 124.45	£ 24.90	£ 149.35
General Exp.	Stowupland PC	£ 27.80		£ 27.80
Grant	Haughley WI	£ 250.00		£ 250.00
Grant	Haughley and Wetherden Twinning Association	£ 500.00		£ 500.00
Grant	Haughley & Wetherden Parish News	£ 700.00		£ 700.00
Grant	Haughley RBL	£ 300.00		£ 300.00
Grant	Playing Field Committee	£ 6,000.00		£ 6,000.00
Grant	Haughley PCC	£ 500.00		£ 500.00
VAS Reserve	Suffolk County Council	£ 570.00		£ 570.00
VAS Reserve	Elan City	£ 127.26	£ 25.45	£ 152.71
Wages	Claire Pizzey	£ 713.92		£ 713.92
Wages	Katie Power	£ 436.08		£ 436.08
		<b>£10,740.14</b>	<b>£ 68.64</b>	<b>£ 10,808.78</b>

The Chairman proposed that the Parish Council accepts the payments. Mrs. Y Tricker seconded with all in favour. Mrs. J Day wanted to remind the Parish Council that approved grant applications need to be spent according to their grant conditions.

**20. Clerks Report**

The members confirmed receipt of the report and no comments were made.

**21. Councillors Issues**

Mrs. T Shaw reported that the play area is again in need of attention. M Bloom reported on anti-social behaviour at the play park. The Clerk and District Councillor Rachel Eburne highlighted that this all needs to be reported to the Police. It was agreed to put the article written on Anti-Social Behaviour on the parish notice boards and Facebook page. Mrs. Y Tricker reported

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	<p>that plants for the Haughley Parish in Bloom planters are being delivered on Friday and these will be distributed to the volunteers at the weekend and wanted to know if anything could be done to stop access to the unofficial layby in Haughley New Street. There is a constant issue of litter and urination by lorry drivers using this as a stop off point. M Bloom reported that a resident at Dagworth was concerned over the hay fire incident last month and had the weather conditions been different this could have affected other thatched properties in the area and residents have raised concerns over parked cars at the co-op causing problems at the junction on Fishponds Way and Station Road.</p>
<p><b>18.</b></p>	<p><b>Date of next meetings:</b></p> <ol style="list-style-type: none"> <li>1. Biodiversity and Wildlife Conservation Working Group Wednesday 5<sup>th</sup> June 2024 at Maxwell Charnley Room at 7.00pm</li> <li>2. Parish Council meeting Tuesday 18<sup>th</sup> June 2024 at Ron Crascall Pavilion at 7.00pm</li> </ol>
	<p>There being no further business, the meeting was closed at 20.32</p>
<p>A copy of any reports or correspondence cited in the minutes can be made available from the clerk on receipt of written application</p> <p style="text-align: center;"><a href="mailto:clerk@haughleypc.co.uk">clerk@haughleypc.co.uk</a></p>	

Signed Chairman:

Date: