

HAUGHLEY PARISH COUNCIL MEETINGheld Tuesday 10th April 2018 at the Ron Crascall Pavilion, Haughley

		ACTION
	<p>PRESENT: Cllrs A Hannan (chairman), G Brown, (Acting Proper Officer), Mrs S Crossman, D Edgington, M Gilson, Mrs Y Hannan. Mrs T Shaw, Mrs A Warren, I White (Acting Responsible Finance Officer) D Cllr R Eburne and 6 members of the public</p>	
1	APOLOGIES for absence were received from Cllrs R Dawson and R Tricker	
2	COUNCILLORS' DECLARATIONS OF INTEREST in any item on the Agenda - None	
3	DISPENSATIONS None	
4	<p>MINUTES OF THE PARISH COUNCIL MEETING OF 20TH MARCH 2018 Proposed by Cllr Gilson and seconded by Cllr Mrs Warren, Councillors confirmed the minutes as a true record.</p>	
5.	PUBLIC FORUM	
5.1	<p>A representative from Diaper Poultry spoke in support of the planning application submitted by Diaper Poultry. They had thought that the development was permitted development, but subsequently found that the edge of the structure was about 30cm closer to the boundary than the permitted development rules; hence this application. There had been no intention to avoid planning requirements. The representative attended to answer questions from Councillors.</p>	
5.2	<p>A representative from Haughley Park provided information of the history of the property since his family acquired the property. The main dwelling is Listed Grade 1. The commercial area close to the house was originally developed as part of the family business. Seven Sisters acquired the property and the commercial area was further developed. In May 2017, Seven Sisters transferred the ownership of the site to Amber REI Ltd (formerly Amber Real Estate Investments Holdings Ltd). Discussions have been held with Mid Suffolk District Council to redevelop the site. The owner's family would object to housing development on the site. The Haughley Park Position Statement has been developed which would favour (residential) development identified on a plan provided at this meeting as Proposed site for residential development which adjoins Warren Lane and the A14 – this area is in the Parish of Woolpit. This would release the existing commercial site for alternative use more favourable to the Grade 1 house and estate such as leisure. The estate already has a Wedding and Events venue at The Barn by Park Farm, the land has been used for various events including national sheep dog trials, perhaps enhanced leisure use of the woods.</p> <p>A representative from Boyor Planning spoke in support of the Haughley Park proposals, which would help maintain employment in the area and enhance the Grade 1 building. These proposals are at a very early stage.</p>	
5.3	<p>The representative from Boyor Planning referred to the Lawn Farm planning application; had not come here to comment on this, but noted it was on the Agenda. Boyor Planning is instructed by the Lawn Farm owners and would be happy to talk about</p>	

	this scheme with Haughley Parish Council; a similar invitation was extended to Wetherden Parish Council who was represented at this meeting by their Chairman.	
5.4	A Parishioner referred to speeding traffic in Station Road and asked if the Parish Council VAS unit could be used. The Council agreed to make this an item for the agenda for the next Parish Council Meeting.	May Agenda
6	C Cllr ANDREW STRINGER'S REPORT This had been circulated in advance of the meeting. C Cllr A Stringer could not attend	
7	D Cllr RACHEL EBURNE'S REPORT Having been circulated in advance of the meeting, the following points were emphasised. <ul style="list-style-type: none"> • The merger proposals between Mid Suffolk District Council and Babergh District have been deferred due to the leader of Suffolk County Council having commissioned a report on one or more potential unitary authorities in Suffolk, this without having consulted the other main local authorities • Liaison on policy about anti-social behaviour in hand; this item to be a subject for police officer to address when he is due to visit Haughley Parish Council meeting in May. • D Cllr Eburne has spoken with a victim of recent anti-social behaviour who indicated she was pleased with the outcome. 	
8	CHAIRMAN'S UPDATE <ul style="list-style-type: none"> • Haughley Parish Council is operating without a Clerk; this is likely to continue to end of 2018 and possibly to the end of the financial year. Cllr White is the Acting Responsible Finance Officer and Cllr Brown the Acting Proper Officer. Please do NOT direct communications to Haughley Parish Council via the Clerk (post, emails, telephone) but please use properofficer@haughley.org.uk • The Chairman has had a preliminary discussion with the chairman of the Gallowsfield Wood group – refer to agenda item 10 • Neighbourhood Plan – a large volume of documents and information has been collated; Parish Council formal approval of the draft Plan is essential before the proposed documents to go to Statutory 6 week public consultation period – planned start date on 26 May. All Councillors to read the documents and respond to the Chairman by 27 April. • A Police officer is expected to attend future PC meetings; request for topics to be notified in advance to make information more relevant to activities relating to their responsibilities. • Annual Parish Meeting 1st May in Ron Crascall Pavilion. Councillors to provide Chairman within brief (1 or 2 paragraphs, a few bullet points) <ul style="list-style-type: none"> - organisations to be invited to submit brief report to Acting Proper Officer - Poster advertising the meeting has been prepared - Those attending to be encouraged to put forward ideas on spending Community Infrastructure Levy (CIL) funds • The Annual Council Meeting to be held 16th May in the Green Room, Village Hall. Use of room free of charge and covered by insurance; lack of WiFi is a consideration. The Chairman reminded Councillors that there would be many papers to consider at this meeting. Cllr Mrs Hannan proposed to trial this change of venue; seconded Cllr Mrs Shaw. Approved. 	May Agenda All All ALL APO

9	<p>PROPOSED CHANGES TO PROCEDURES OF THE PARISH COUNCIL</p> <p>Appendix 2 having been circulated prior to the meeting, Cllr Mrs Hannan proposed and Cllr Mrs Shaw seconded adoption of the proposed changes to procedures of the Parish Council. Councillors approved.</p>	
10	<p>GALLOWSFIELD WOOD</p> <p>Appendix 3 had been circulated prior to the meeting. The group holds the balance of funding from Suffolk County Council and is to receive funds from commercial users; being under the auspices of the Parish Council, it is required to meet Parish Council standards. Extended the area of responsibility could include Parish Public Areas such as The Cricket was suggested. Councillors, Gallowsfield Wood group members and those involved with The Cricket invited to comment on how to resolve issues, including possible alternative options.</p>	All
11	<p>PLANNING APPLICATIONS</p> <p>Councillors considered the following Planning Applications</p>	
11a	<p>DC/18/00820. Diaper Poultry Ltd, Haughley New Street, Haughley, IP14 3JL. Full Planning Application - Erection of extension to enclose plant and tanks used for the treatment of wastewater. No objection.</p>	APO
11b	<p>DC/18/01279 Land At Lawn Farm, Warren Lane, Woolpit. Hybrid Application. (1) Erection of 2No warehouses, 2No offices, creation of car parking and storage yards, landscaping, sustainable urban drainage system, infrastructure and highway improvements. (2) Outline Planning Application. (Access and Landscaping to be considered) for erection of 1No warehouse, erection of an office and associated car parking and storage yard. Application site is out of Parish, but most traffic away from the site and most west bound traffic to the site is expected to pass through Haughley New Street and Tothill. It is understood that the road to the south of the site is subject to a weight restriction. Council response to recommend speed reduction measures and appropriate traffic management plan, based on MSDC Planning Policies</p>	APO
12	<p>CONSULTATIONS</p> <p>No new consultation was considered</p>	
13	<p>REPORTS</p> <p>Councillors had circulated various reports prior to the meeting.</p> <p>Trees – a tree specialist has considered the tree near the entrance to Auction Yard; MSDC consent obtained. Cllr Edgington proposed and Cllr Warren seconded that necessary work be carried out.</p> <p>- 2 No trees on The Cricket close to a bungalow, one having Ash Die Back and the other touching the main roof. Both are threats to the adjoining property. Specialist provided initial estimate in region of £2,000 to remove the diseased tree and undertake heavy pollarding of other tree. Approved in principle, but three quotations required.</p> <p>Road signs – the Chairman asked the landowner (who was present) of certain land off Fishponds Way to ask her tenant of the relevant land to repair or replace the sign damaged during hedge-cutting operations earlier this year. She was thanked for her litter picking activities in the same area.</p> <p>Assets List – an updated list having been circulated, the Council computer is to be added to the list</p> <p>Lighting – some work remains outstanding and invoice disputed; payment being held.</p>	DE DE MG

	Reports – reports of information only will not be agenda items, other than matters requiring decision by the Council – such matters to be notified to the Acting Proper Officer prior to preparation of agenda – allow a week.	
14	GENERAL DATA PROTECTION REGULATIONS (GDPR) A draft audit as Appendix 4 having been circulated prior to the meeting, Councillors were asked to consider and respond to the Acting Proper Officer. Further information and documents were to be prepared.	All APO
15	FINANCE Finance documents having been circulated prior to the meeting as Appendix 5, Councillors noted that some expected significant payments for 2017/18 had been deferred to 2018/19. The Acting Responsible Finance Officer proposed to issue rolling forecasts on a quarterly basis. Councillors authorised the Acting RFO to consult SALC on the requirements for the year end audits. Councillors approved the schedule of payments for April.	

			£	£	£	
NHP	Cheque	NHP Expenses	43.74	8.75	52.49	
IT	Cheque	New Laptop	590.00	118.00	708.00	
Subscriptions	Cheque	SALC Subscription	613.12	-	613.12	
Training	Cheque	Training from SALC	160.00	-	160.00	
Payroll	Cheque	SALC Payroll Services	141.00	28.20	169.20	
Miscellaneous	Cheque	Fire Extinguisher signs	2.57	0.51	3.08	
NHP	Cheque	Groundwork UK	1,344.60	-	1,344.60	
NHP	Cheque	Copy Centre	424.00	-	424.00	
Expenses	Cheque	Matt Gilson	83.24	-	83.24	
Electric	Cheque	Seasonal Illuminations	8.55	-	8.55	
NHP	Cheque	Visual Assessment	1,260.00	-	1,260.00	
		Maintenance & Energy -				
Lighting	Cheque	Street Lights	2,121.59	424.32	2,545.91	Exact amount to be finalised
Expenses	Cheque	Chairman	24.97	3.37	28.34	
Legal	Cheque	Legal Fees		-	-	As agreed
Legal	Cheque	Legal Fees		-	-	As agreed
Salaries	Cheque	M Bottomley		-	-	As agreed
Communication	DD	Internet	15.44	3.09	18.53	
Salaries	SO	Rosemary Cobbold	227.5		227.5	
Salaries	SO	Marian Adams	117.8		117.8	
Payroll	SO	HMRC Q4	310.80	-	310.80	

16	TRAINING Councillors considered their training requirements. Cllr Brown confirmed that he is due to attend Clerk's Training (2 days) and Safeguarding Training, both via SALC. Cllr's Mrs Crossman and Edgington confirmed that they had not received initial councillor training; the Acting Proper Officer to consult with Cllr Dawson on same subject. Courses to be booked by APO	APO
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17	ROYAL WEDDING – SATURDAY 19TH MAY 2018 It was agreed that the Parish Council would not be organising a specific event, but might endorse others who may do so.	
18	VILLAGE FÊTE - SATURDAY 9TH JUNE 2018 The Parish Council agreed to have a display or table at this event to publicise and consult on the proposed Haughley Neighbourhood Plan, expenditure of CIL funds and general consultation with parishioners.	
19	ANNUAL PARISH MEETING This was considered under item 8 Chairman’s Update	
20	CORRESPONDENCE The Acting Proper Officer had circulated a brief report prior to the meeting which included reference to correspondence.	
21	Councillors resolved to exclude the press and public by virtue of the Public (Admissions to Meetings) Act 1960 and the confidential nature of the business to be transacted	
22	Councillors considered a confidential report on developments regarding the Blueprint for Restructuring. The Council received a confidential report from the Chairman in which an employment Settlement Agreement was recommended. The Council unanimously accepted the proposals and recommendations and associated costs in the confidential report	
23	DATES OF NEXT MEETINGS: Annual Parish Meeting 1st May 2018 Venue: Ron Crascall Pavilion at 7.30pm Annual Council Meeting 16th May 2018 - Venue: Green Room, Village Hall at 7.00pm	
	There being no further business, the Meeting was closed at 9.45pm	

SignedA Hanan.....

Date16th May 2018.....