

HEMINGSTONE PARISH COUNCIL

Chairman: Councillor Mohammed Touman
Clerk: Tina Newell
25 Shakespeare Road, Stowmarket,
Suffolk IP14 1TU.

parishclerk@hemingstone-pc.gov.uk
www.hemingstone.onsuffolk.net

Minutes of the Parish Council meeting held on Thursday 23 March 2023 In The Hut, Hemingstone

Councillors Present: Mohamed Touman (MT) (Chairman), Claire Martin (CM) (Vice Chairman) and Dave Brynard (DB)

In Attendance : Tina Newell (TN) (Clerk), District Councillor John Whitehead (JW), District Councillor Tim Passmore (TP), County Councillor Chris Chambers (CC) and 4 members of the public.

230323/01 **Apologies for absence:** Apologies were received from Jason Fayers (JF) prior to the meeting.

230323/02 All Councillors consented to apologies from JF.

Declarations of Interest:

230323/03 Councillors confirmed no amendments to any Register of Interest.

230323/04 There were no declarations of interest.

230323/05 **Dispensation considerations:** There were no requests for dispensations to consider.

230323/06 **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes for the Parish Council meeting held on 8 December 2022 prior to the meeting and all resolved to accept these as true records of the decisions made. MT, as chairman signed the minutes (reference 010822/01 - 48).

Public Forum:

230323/07 All Councillors confirmed receipt of the District Councillor's JW's report prior to the meeting; District Council are among only 6 authorities across the country to take part in a pilot 'people and places plan' which is a light touch neighbourhood plan; mid Suffolk Council tax precept has for the second year been frozen; the District Council are looking to consolidate all three of its current waste sites to one site and have budgeted £12m for the project. The full report is appended to these minutes.

Signed *Mo Touman*

Dated: *11 05 2023* 1

- 230323/08 District Councillor TP informed all present the new joint police and fire station has been officially opened in Stowmarket, it is hoped there will soon be an ambulance presence and a base for National Highways; Council tax for policing will be increased by 6% from 01 April 2023 to pay for new digital engagement/communication desk and a remote video response so victims of crime can make reports in real time and improve the response time; the meeting planned with leaders of the Council to consider a new site for a health care hub has been cancelled and it was agreed for the Parish Council to write to the local MP Dan Poulter as the current provision for healthcare is unacceptable.
- 230323/09 TP confirmed he will not be standing for re-election in the Ward and was thanked for his contribution to the Parish during his term of office.
- 230323/10 CC confirmed a site meeting with a representative from highways is to take place on 28 March 2023 to look at Ashbocking Road, Hemingstone and a speed survey has been ordered, Councillors resolved for MT and DB to represent the Parish Council; due to the number of recorded accidents along Ashbocking road CC has requested new, additional, signage for this stretch of road; passing places are advisory not statutory and often not on highways land and are therefore not enforceable along Church and Clay Lane and Rectory Road. CC suggested a log of road traffic accidents in the Parish would help support the need for traffic calming measures in the Parish and it was requested for residents to share these with the Parish Council; significant pressure from residents, police and political parties would be essential to support a 40mph speed limit along Ashbocking Road.
- 230323/11 All Councillors received County Councillor CC at the meeting; Milestone Infrastructure, part of M Group Services, has been awarded Suffolk County Councils new highways services contract from previous contractors Kier; Vivify, a school's letting company will replace Ipswich Borough Council in the management of the public sports facilities at Northgate, this will cost the County Council in excess of £250k until July 2024; Suffolk Archives are looking for volunteers in their branches at Bury St Edmunds, Lowestoft and Ipswich. The full report is appended to these minutes.
- 230323/12 Councillors gave thanks to a resident for his work on pursuing the speed issues.

Signed

Mo Touman

Dated: *11 05 2023* 2

- 230323/13 A resident is actively pursuing a change to bus services to/from the Parish with particular concern to service 116 and would welcome support for the Parish Council.
- 230323/14 A member of public spoke on planning application DC/23/00758 as the applicant and asked what the Parish Council's concerns were with a previous application on this site.
- 230323/15 TP left the meeting.
- Planning:**
- All Councillors considered the following planning application relating to Hemingstone:
- 230323/16 DC/23/01080 Erection of a single storey front extension
29 Lower Road, Hemingstone IP6 9QZ
After a lengthy discussion Councillors noted this application and resolved to request, firmly, the planning officer visit the site with concern for the neighbouring property's access and loss of amenity.
- 230323/17 DC/23/00758 Erection of annexe (following removal of caravan)
1 Brewery Farm, Ashbocking Road, Hemingstone IP6 9RR
All Councillors agreed this annexe is of a more fitting proportion to the main dwelling and the scale of the site and resolved to **SUPPORT** this application with a condition applied that the annexe must be incidental to the enjoyment of the main dwelling and the occupation is functionally dependant on the main dwelling.
- 230323/18 All Councillors noted there had been no determinations made since the last meeting relating to Hemingstone.
- 230323/19 Councillors noted the withdrawal of planning application DC/23/05694 Erection of annexe (following removal of caravan) 1 Brewery Farm, Ashbocking Road, Hemingstone; this application was considered at the Parish Council meeting held on 8 December where Councillors agreed the expert knowledge of the planning officers should be applied.
- 230323/20 Planning enforcement EN/17/00082 (DC/19/04997) Hare & Hounds Corner:
Councillors noted no response has been received to emails and telephone messages left for the enforcement officer. It was resolved to invite a representative from the planning enforcement team to the Annual meeting and for TN to pursue with the manager of the Enforcement team.
- 230323/21 Councillors noted there had been no update to enforcement case EN/22/00201 Land to the North of 2 Rectory Gardens and agreed for TN to pursue this.

230323/22 Three members of public left the meeting.

Finance:

230323/23 Bank Reconciliations: The bank reconciliation for the period ended 28 February 2023, as supported by bank statements, was available to all Councillors prior to the meeting. All Councillors confirmed the bank reconciliations as presented agreed to the bank statements showing a balance of £6,407.42.

230323/24 Budget to Actual: Councillors confirmed receipt of the Budget to Actual report prior to the meeting. It was agreed to vire £1.25k from the asset replacement reserve account to the general reserve account to allow for payments later in the meeting to be made.

230323/25 Councillors agreed to the following virements:

Chairman allowance	-50.00
Insurance	+166.32
Misc	-153.93
Wages	+723.17
Hall Hire	-75.00
Office costs	+6.00
S137	-250.00
General Reserves	+366.56

230323/26 Reserves: Councillors agreed to use £514.69, the b/f balance of CIL, towards the purchase of a shed for the Hemingstone Environmental Initiative and agreed to accept the Reserves account noting the virement of £1.25k from the asset replacement account to the general reserves account.

230323/27 Asset register: Councillors approved the asset register as presented noting the value of £9,948 includes the shared VAS currently held by Henley Parish Council.

230323/28 All Councillors resolved to request the use of the shared VAS on a more regular basis. Councillors noted the following receipts since the last meeting

	From	Description	£
230323/29	MSDC	Locality grant re laptop	780.00
230323/30	HSBC	HSBC Goodwill compensation	250.00

Signed

Mo Touman

Dated: 11 05 2023 4

All Councillors approved the following payments to be made by internet banking:

	Payee	Description	£
230323/31	Tina Newell	Clerks Salary and re-imburements	1070.80
230323/32	HMRC	PAYE	180.79
230323/33	Community Action Suffolk	Website hosting	60.00
230323/34	SALC	Payroll services	31.80
230323/35	Dave Penny	Reimbursement re village tidy up	54.02

- 230323/36 Councillors received a financial request of £125.00 towards a Parish celebration for The Kings Coronation. After consideration all Councillors regretfully agreed there is no funding available in the current year.
- 230323/37 Councillors received a financial request to grant £250.00 to the village recorder to allow historic files be archived electronically; regretfully Councillors agreed there is no budget for such a grant and suggested the village recorder contacts 'The Hold' for assistance.
- 230323/38 Councillors received confirmation MSDC have confirmed receipt of the Precept request for 2023/24.
- 230323/39 All Councillors noted contact had been made with HSBC by TN and MT with no success. All Councillors agreed the service offered by HSBC has been shocking and resolved to open a new account with Unity Trust Bank using the Switch Service. It was resolved for MT and CM to be signatories on the new account and TN to have access as administrator only with no power to release payments.
- 230323/40 VAS repair: DB was unable to return the VAS due to the Clerks name being the sender and resolved for TN to return it noting the supplier had paid the courier fee.
- 230323/41 JW left the meeting

Governance

- 230323/42 Councillors resolved to increase the limit on Standing Order 18a v and 18c to £30k from £25k to comply with the full requirement of the Public Contracts Regulations 2015 as amended from 21 12 2022.
- 230323/43 All Councillors resolved to increase the limit on Financial Regulations 11b and h from £25k to £30k to comply with the full requirement of the Public Contracts Regulations 2015 as amended from 21 12 2022.
- 230323/44 To receive a review of the Parish Councils Risk Assessments: All Councillors agreed to adopt the risk assessments as reviewed by DB.

Signed *Mo Touman*

Dated: *11 05 2023* 5

To receive a review of the Parish Councils Policies and Procedures: CM confirmed a full review of all the policies had been carried out and as a result all Councillors resolved to adopt the following policies:

- 230323/45 Complaints
- 230323/46 Co-option
- 230323/47 Disciplinary
- 230323/48 Electronic Communications
- 230323/49 Equality
- 230323/50 Equal Opportunities
- 230323/51 Expenses
- 230323/52 Grievance
- 230323/53 Health & Safety
- 230323/54 Public Participation
- 230323/55 Reserves
- 230323/56 Meeting Attendance
- 230323/57 Safeguarding
- 230323/58 Sickness Absence
- 230323/59 Volunteer
- 230323/60 Accessibility Statement
- 230323/61 Bring Your Own Device
- 230323/62 Consent Form
- 230323/63 Data Breach
- 230323/64 Data Protection
- 230323/65 Document Retention
- 230323/66 Freedom of Information
- 230323/67 Lawful Basis for Processing Data
- 230323/68 Privacy Notice
- 230323/69 Subject Access Request
- 230323/70 Security Incident

Signed *Mo Touman*

Dated: *11 05 2023* 6

- 230323/71 MT signed a Declaration of Acceptance to Office as Chairman; MT confirmed his appointment in May 2022 (minute ref 1/120522) however as there was no evidence to support the declaration having been signed previously it was resolved for MT to sign the paperwork.
- 230323/72 It was agreed CM and DB would carry out monthly visual inspections of Council owned assets and confirm the checks on a spreadsheet that TN will forward.
- 230323/73 All Councillors received a review of the Internal Control Statement and agreed to adopt it with no amendments.
- 230323/74 TN apologised as she has not had opportunity to purchase a laptop.
- 230323/75 In accordance with Financial Regulations 6.11 TN handed MT a backup of the Parish Council files held electronically including a list of passwords which are only to be accessed if the Clerk is unable to work for an extended period of time and to be opened in the presence of two other Councillors.
- 230323/76 Official email addresses (suffix of hemingstone-pc.gov.uk) have now been set up for Councillors and instructions will be sent tomorrow. It was agreed once set up all Council correspondence will be sent to the official email accounts.
- 230323/77 **Hemingstone Environmental Initiative:** All Councillors confirmed receipt of a report prior to the meeting and agreed to reimburse costs, up to the value of the amount held in the reserve account, usually within five working days of receipt of the expense.
- 230323/78 **Correspondence:** Councillors noted all previous correspondence forwarded and agreed no action required.
- 230323/79 **Any other matters for information, to be noted or for inclusion on a future agenda:** TN confirmed the Parish Council elections take place on Thursday 4 May 2023 and existing Councillors wishing to stand again must submit a nomination paper as they will retire from their current term of office 8 May 2023.
- 230323/80 **To consider dates for the forthcoming meetings:** All Councillors noted the next meeting is the Annual Parish Council meeting on 11 May 2023 at 8pm which follows the Annual Parish Meeting at 7pm.
- 230323/81 The Chairman closed the meeting at 21.29.

Signed

Mo Touman

Dated: *11 05 2023* 7