

# HEMINGSTONE PARISH COUNCIL

Chairman: Councillor Mohammed Touman  
Clerk: Tina Newell  
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## Minutes of the Parish Council meeting held on Thursday 8 December 2022 In The Hut, Hemingstone

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

**In Attendance :** Tina Newell (TN) (Clerk), District Councillor John Whitehead and District Councillor Tim Passmore.

All Councillors noted the resignation of Dave Penny prior to the meeting.

081222/01     **Apologies for absence:** No apologies were required as all Councillors were present.

081222/02     **Declarations of Interest:** None received.

081222/03     Councillors confirmed no amendments to any Register of Interest.

081222/04     **Dispensation considerations:** There were no requests for dispensations to consider.

081222/05     **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes for the Parish Council meetings held on 15 September 2022 and 17 November 2022 prior to the meeting. All Councillors resolved to accept these as true records of the decisions made and MT signed the minutes (reference 130922/01- 130922/37; Novembers meeting was inquorate there were no formal minutes).

### **Public Forum:**

081222/06     District Councillor John Whitehead (JW) entered the meeting and gave an overview of his report which is appended in full.

081222/07     District Councillor Tim Passmore entered the meeting and informed Councillors there is no update on the Healthcare Hub to replace existing struggling services in Needham Market. All Councillors resolved to send a letter to Dan Poulter, Maddie

Baker-Woods and Ed Garrett requesting an update on the Hub expressing the urgency for such a facility.

081222/08 District Councillor TP left the meeting.

081222/09 All Councillors noted County Councillor Chris Chambers (CC) had not submitted a report prior to the meeting and did not tender any apologies; it was agreed that TN will chase CC on all outstanding County Council issues as noted on the agenda.

081222/10 A member of public had expressed concerns regarding large scale burning of industrial waste at a local builders yard on 4<sup>th</sup> November 2022.  
TN confirmed Under the Clean Air Act 1993 it is an offence for dark smoke to be emitted from any industrial or trade premises and the maximum penalty for being found guilty of an offence under this legislation is a fine of up to £20,000. It was resolved for the Council to send the owner of the business a letter expressing the concerns of the residents.

081222/11 A management engineer from Highways has emailed accepting a £50 donation towards The Quiet Lanes project.

**Planning:**

All Councillor's considered the following planning application relating to Hemingstone:

081222/12 DC/22/05694 Erection of annexe (following removal of caravan)  
1 Brewery Farm, Ashbocking Road, IP6 9RR.

After discussion all Councilors agreed they have concerns over this application and requested the District Council's expert knowledge be applied to this application.

All Councillors noted the following determinations made relating to Hemingstone since the last meeting:

081222/13 DC/22/04408 Wyndy Ridge, Main Road, IP6 9RJ  
MSDC: Granted HPC: No comment

081222/14 DC/22/04321 Brookside, Rectory Road IP6 9RB D  
MSDC: Granted. HPC: No objection

081222/15 DC/22/03090 Brewery Cottage, Ashbocking Road, IP6 9RR  
MSDC: Refused. HPC: No comment

Councillors received the following updates relating to planning enforcements:

081222/16 EN/17/00082 (DC/19/04997) Hare & Hounds Corner: despite an email dated 05 09 2022 from the Team Leader of the Heritage & Planning Compliance department at MSDC stating 'the investigation was under review pending decision on next actions' no update has been received. TN and JW will continue to ask for an update.

081222/17 EN/22/00201 Land to the north of 2 Rectory Gardens: All Councillors noted on 03 11 2022 an appeal was made with the planning inspectorate and the reasons for the enforcement and for the appeal. After consideration all Councillors agreed there were no further comments to add to the original comment.

081222/18 Councillors received an email of complaint regarding a potential breach in planning condition 5 on application DC/20/01073 at Retreat East and noted no further action is required by the Parish Council as the issue has already been raised with the relevant authorities (not by the Parish Council).

**Finance:**

081222/19 **Bank Reconciliations:** The bank reconciliation for the period ended 30 November 2022 as supported by bank statements was available to all Councillors at the meeting. All Councillors confirmed the bank reconciliations as presented agreed to the bank statements showing a balance of £6,268.11.

081222/20 **Budget to Actual:** Councillors confirmed receipt of the Budget to Actual report prior to the meeting; with no questions all Councillors accepted the budget to actual report for the period ended 31 10 2022.

081222/21 **Reserves:** All Councillors accepted the reserves account with no questions.

Councillors noted the following receipts since the last meeting.

|           | From | Description              | £        |
|-----------|------|--------------------------|----------|
| 081222/22 | MSDC | Remaining 50% of Precept | 1,190.00 |

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

|           | Payee       | Description                      | £      |
|-----------|-------------|----------------------------------|--------|
| 081222/23 | Tina Newell | Clerks Salary and re-imbursments | 587.59 |
| 081222/24 | HMRC        | PAYE                             | 142.40 |

081222/25 All Councillors confirmed receipt of a draft budget for 2023/24 prior to the meeting; the Clerk read aloud the proposed expense and receipts lines and

confirmed any increases have been kept to a minimum but noted an increase in the budget is necessary to ensure the Council is able to carry out all statutory functions. After much discussion Councillor JF proposed to set the budget for 2023/24 at £5,112.72. Councillor CM seconded the proposal with DB in favour. MT was not in support of the increase. With the majority in favour the budget for 2023/24 was set at £5,112.72.

081222/26 All Councillors received the tax base for 2023/24 and noted there are less dwellings paying Council Tax than in the current year. TN confirmed in 2022/23 year the precept was supported by a grant which can not be guaranteed in 2023/24. CM proposed to set the precept for 2023/24 at £5,112.72 seconded by DB with JF in favour it was agreed to set the precept for 2023/24 at £5,112.72. MT was not in support of the increase

081222/27 MT and TN signed the Precept Upon Charging form.

081222/28 All Councillors noted contact had been made with HSBC by TN and MT with no success and no mandate amendment had been received. All Councillors therefore agreed the account must be closed and agreed to open a new account with Barclays or TSB. TN will be an authorised user only with no powers to make payment and MT and DB to be signatories (where both signatures are required to make any payments).

081222/29 Councillors noted the insurance was renewed with Business Services at Community Action Suffolk at a cost of £267.33 noting cover includes £25k fidelity, libel and slander £100k and property damage of £5.35k and all risks £2.6k (in line with the asset register).

081222/30 VAS repair: It was agreed DB would collect the VAS from a former Councillor and post to Germany for investigation. The Council agreed to reimburse the postage cost to DB at an approximate cost of £140.00.

#### **Governance**

081222/31 After consideration all Councillors agreed to increase the limit on financial regulation 4.1 from £100 to £500: to allow a duly delegated committee to purchase revenue items for the Council under £500 (where there is sufficient budget) and for the Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate committee to purchase revenue items up to £500 where this is sufficient budget.

- 081222/32 Councillors noted the ICO register has been amended to the current Clerk's contact details.
- 081222/33 Councillors noted the Clerks contact details have been updated with The Pensions Regulator.
- 081222/34 To receive a review of the Parish Councils Risk Assessments (DB): All Councillors agreed to defer this item to the next meeting and for TN to email DB a new format risk assessment template.
- 081222/35 To receive a review of the Parish Councils Policies and Procedures (CM and JF): It was agreed to defer this item to the next meeting noting the only policy the Council has currently is the Data Protection Policy. TN confirmed there are more policies the Council should have and agreed to work with SM and JF to ensure the Council has all the relevant policies.
- 081222/36 All Councillors resolved to appoint JF to review the Councils Internal Control Statement.
- 081222/37 TN requested the Parish Council purchase a laptop for the exclusive use of the Clerk for the Parish Council: After discussion all Councillors agreed a Council owned laptop is required and resolved to ask for a grant from the District Councillor's locality funding noting there is no budget for such an expense (due to the sudden unexpected death of the former Clerk).
- 081222/38 TN confirmed Parish Councillors should have an official Parish Council email address to be used only for Parish Council business. TN recommended 'Freethought' as the supplier and suggested name@hemingstone-pc.gov.uk at approximately £74 per annum paid once twice yearly. All Councillors agreed with the recommendation and TN will set this up without delay.
- 081222/39 Councillors agreed to TN's recommended Internal Audit Plan.
- 081222/41 Councillors agreed to appoint Trevor Brown as the Council's internal auditor for the year ended 31 March 2023 at a cost of £100 plus travel expenses.
- 081222/42 Councillors agreed to delegate authority to TN to issue the letter of appointment to Trevor Brown.
- 081222/43 **Hemingstone Environmental Project:** All Councillors confirmed receipt of the report prior to the meeting with no questions and agreed to pay £50.00 as a donation to the Quiet Lanes project.

- 081222/44     **Correspondence:** Councillors noted all previous correspondence forwarded and agreed no action required.
- 081222/45     **Any other matters for information, to be noted or for inclusion on a future agenda:** none.
- 081222/46     **To consider dates for the forthcoming meetings:** All Councillors agreed to cancel the meeting scheduled for 19 January and for the next meeting to be on 23 March 2023.
- 081222/47     All Councillors noted on 2 November 2022 the National Joint Council (NJC) agreed a flat pay increase of £1,925 on each scale point , pro-rata, with effect from 1 April 2022. In addition the NJC has agreed all employees covered by this agreement will receive a permanent increase of one day (pro-rata for part time employees) to their annual leave.
- 081222/48     The Chairman closed the meeting at 21.02