

HEMINGSTONE PARISH COUNCIL

Chairman: Mohammed Touman

Clerk: Tina Newell

25 Shakespeare Road

Stowmarket IP14 1TU

email: parishclerk@hemingstone-pc.gov.uk

tele.: 07767 163706

Minutes of the Annual Parish Council Meeting held on Thursday 11 May 2023 in The Hut, Hemingstone

Councillors Present: Mohammed Touman (MT)(Chairman), Claire Martin (CM) (part), Stella Hignett (SH) and Jamie Mayhew (JM) (part)

In Attendance: Tina Newell (TN) (Parish Council Clerk), Chris Chambers (County Councillor) (CC) and four members of the public.

- 110523/01 SH proposed to elect MT as the Chairman of Hemingstone Parish Council for the 2032/24 year. CM did not support this proposal. There was no other proposal. MT used his casting vote and seconded SH's proposal and was elected as Chairman of Hemingstone Parish Council.
- 110523/02 MT signed his Declaration of Acceptance to Office form, countersigned by the Clerk.
- 110523/03 Following the recent elections Councillors noted there were insufficient nominees to fill the vacancies and considered co-option. There was one candidate who verbally confirmed his eligibility to stand and with no other nominees all Councillors resolved to co-opt Jamie Mayhew (JM) as Councillor to Hemingstone Parish Council.
- 110523/04 JM signed his Declaration of Acceptance to Office.
- 110523/05 JM signed his Acceptance to Terms of Summons.
- 110523/06 CM handed in her resignation due to no longer living in the Parish.
- 110523/07 CM left the meeting.
- 110523/08 It was resolved not to elect a Vice Chairman noting MT was the only experienced Councillor and already serving as Chairman.
- 110523/09 Apologies for absence: None to consider.

- 110523/10 Declarations of Interest: All Councillors confirmed they have received paper copies of their Declaration of Interest forms prior to the meeting and acknowledged they must be completed and returned to the District Council with 28 days; TN will send the completed forms to the District Council if they are received before the end of May 2023.
- 110523/12 There were no declarations of interest to consider.
- 110523/13 Dispensations: No requests for dispensation were received.
- 110523/14 Minutes: It was resolved to receive the minutes of the Parish Council meeting held on 23 March 2023 at the next meeting noting two of the three Councillors had not seen them.
- Public Forum:
- 110523/15 The newly elected District Councillor Dave Penny and the re-elected District Councillor John Whitehead both sent apologies for this evening's meeting.
- 110523/16 All Councillors confirmed receipt of County Councillor Chris Chamber's report prior to the meeting; the report in full is appended.
- 110523/17 CC informed all present of a recent meeting held with Highways at a point along Ashbocking Road after which Highways agreed to erect additional signage once ordered and paid for from CC budget - CC confirmed it is not often additional signage is agreed as Highways don't like to clutter the network; CC agreed to meet with Highways concerning traffic along the Lower Road.
- 110523/18 There were no comments or questions from members of the public.
- 110523/19 Two members of the public left the meeting.
- 110523/20 CC left the meeting.
- Planning: All Councillors considered the following planning applications relating to Hemingstone:
- 110523/21 DC/23/01675 Application under s73a for the removal or Variation of a Condition following grant of DC/18/00219 dated 12/03/2018 Demolition of existing dwelling and erection of replacement dwelling and detached cart lodge. Town and Country Planning Act 1990 (as amended) to remove Condition 8 (occupation restriction garage) as per planning statement.
- Fairview, Ashbocking Road, Hemingstone IP6 9RP

After consideration all Councilors agreed to submit the following comment:
the original application was to replace one existing dwelling it was not to replace one dwelling with two dwellings and would result in the loss of a garage to the main dwelling; the development is in the Countryside and in an unsustainable location; the District Authority are now able to confirm a five-year housing land supply therefore there is no required for additional development in the Country.

110523/22 DC/23/01872 Householder application Proposed two storey rear extension and single rear extension.

The Nest, Clay Lane, Hemingstone IP6 0SJ

After discussion all Councilors agreed to SUPPORT this application noting this would not affect the character of the area as the works would be to the rear of the property; they would not effect any neighbouring amenity as there are no close neighbours; the plot is large enough in size to take the additional development and encourages family living.

Councillors noted the following determinations:

110523/23 DC/23/01080 Lower Road, Hemingstone

MSDC: WAITING HPC: MSDC use their experties

110523/24 DC/23/00758 1 Brewery Farm, Ashbocking Road, Hemingstone

MSDC: GRANTED HPC: Supported

To receive updates on outstanding planning enforcement cases:

110523/25 EN/17/00082 Hare and Hounds Corner, Hemingstone. The enforcement team leader offered apologies for the lack of updates and confirmed a plan of action would be made before the end of May 2023.

110523/26 EN/22/00201 Land to the North of Rectory Gardens, Hemingstone.

The enforcement team leader confirmed a decision from the planning inspectorate is still awaited.

110523/27 A member of the public left the meeting.

Finance:

110523/28 All Cllrs confirmed receipt of the finance reports for the year ended 31 March 2023 prior to the meeting and confirmed the bank reconciliation, as presented,

agreed to the bank statements as at 31 March 2023 showing available cash of £5,001.93.

- 110523/29 All Councillors confirmed receipt of the budget to actual payments and receipts prior to the meeting; receipts of £4,910.00 in the year was an increase of £1,030 on budget due to a grant for a new Parish Council laptop and a goodwill receipt from HSBC for the delay in amending the bank mandate; payments were above budget due to the employment of a permanent Clerk and an increase in insurance provision. With no questions all Councillors accepted the budget to actual report for the year ended 31 03 2023.
- 110523/30 All Councillors confirmed receipt of the reserves account prior to the meeting and noted the year end General Reserve was 50% of the Precept; this was noted as being within the general accepted recommendation of between three and twelve months of net revenue expenditure.
- 110523/31 All Councillors agreed with the Asset register noting the value of all Parish owned assets to be £7,926.33.
- 110523/32 All Councillors noted the CIL receipt brought forward from 2021/2022 of £514.69 was used to purchase a shed in the year ; with no receipts in 2022/23 it was agreed to approve the CIL return with a balance of £0.00.
- 110523/33 TN will forward the CIL return to the District Council.
- 110523/34 All Councilors received a bank reconciliation for the period ended 30 April 2023 and noting it was for only one month agreed there was no requirement for any further reports for that period.
- 110523/35 SH as a non bank signatory agreed the bank reconciliation as presented agreed with the bank statement produced confirming a balance as at 30 April 2023 of £7,603.31; one cheque remains outstanding from the 2022/23 year.
- 110523/36 All Councillors noted one receipt since the last meeting as the first 50% of the precept £2,556.36 received on 11 April 2023.
- All Councillors resolved to approve the following gross payment to be made by cheque:

	Payee	Details	£
110523/37	SALC	Annual subscription	160.00

110523/38	Tina Newell	Salary and re-imburements	464.67
110523/39	Trevor Brown	Internal Audit	105.13

110523/40 All Councilors resolved for TN to query the invoice from MSDC for the emptying of waste bins noting the invoice was for 2 x dog bins and 1 x litter bin, the latter of which the Parish Council do not have.

110523/41 It was agreed to ask CM to sign the cheque payments with MT and to then update the HSBC mandate to remove CM only once SH and JM have been added to the mandate.

110523/42 All Councilors noted and agreed £9.00 of bank charges was taken from the bank on 21 April 2023.

110523/43 TN confirmed the application to open a Unity Trust Bank (UTB) account was completed on 25 April 2023; UTB have a que of applications and Hemingstone Parish Councils application is in the que.

110523/44 TN confirmed the VAS has been returned to the manufacturer in Germany and is currently held in Customs. It was agreed to produce a rota with Henley for the shared VAS and to consider the purchase of a second VAS.

110523/45 All Councillors confirmed receipt of the Local Government Association (LGA) Model Councillor Code of Conduct and agreed to re-adopt it.

110523/46 All Councillors agreed to defer forming a staffing committee until the Council has more members.

After consideration the following Officers were appointed to Parish positions:

110523/47 Asset management officer JM

110523/48 Risk assesment officer SH

110523/49 Playing field officer, the Council do not have a playingfield.

110523/50 Road safety officer MT

110523/51 Footpath officer & Tree Warden:It was agreed to ask Hemingstone Environmental Initiative if they would be willing to take on these roles reporting at each Parish Council meeting.

110523/52 All Councillors confirmed there are no external bodies to appoint a Parish Council representative to .

- 110523/53 All Cllrs agreed to accept the Internal Auditors Report for the year ended 31 March 2023 noting the Council maintains an effective framework of financial administration and internal financial control whilst demonstrating many examples of good practice.
- 110523/54 All Councillors approved the Annual Governance Statements (section one of the Annual Governance and Accountability Statement) (AGAR) in turn confirming the Parish Council have a sound system of internal control and agreed for MT to sign section one.
- 110523/55 MT signed section one of the AGAR and TN as Clerk & RFO countersigned.
- 110523/56 All Councillors approved the Accounting Statements for 2022/23 as transposed on section two of the AGAR in turn confirming the statements present fairly the financial position for the year ended 31 March 2023 of the Council. TN as RFO had signed this statement prior to the meeting and Councillors agreed for MT to sign section 2 of the AGAR.
- 110523/57 MT signed section two of the AGAR.
- 110523/58 All Councillors agreed to certify Hemingstone Parish Council as exempt from a limited assurance review after noting neither the receipts nor payments exceeded £25k and resolved for TN and MT to complete the Certificate of Exemption (CoE).
- 110523/59 The CoE was signed at the meeting by MT and TN.
- 110523/60 It was agreed the dates for public inspection of the accounts will be from 13 June 2023 and will end on 14 July 2023; notices are displayed on line and will be on the Parish noticeboard next week.
- 110523/61 Councilors noted this is the first meeting with the new asset officer and therefore resolved to accept a review of Parish Council owned assets at the next meeting.
- 110523/62 MT and SH confirmed they have successfully set up the new official email address and signed a terms of summons prior to the meeting.
- 110523/63 TN confirmed two previous Councillor email addresses have been cancelled; CM's will be deleted after the meeting and JM will be set up after JM also completed the 'terms of summons' on his appointment.
- 110523/64 Correspondence: Councilors noted TN's resignation due to family commitments and accepted her offer to remain in post until a suitable replacement is found.

- 110523/65 Any other Council business for information or inclusion on a future agenda:
staffing committee and new Vehicle Activated sign
- 110523/66 Councilors agreed to meet on the following dates: 29 June, 12 October, 2024 - 11
January, 11 April and 16 May.
- 110523/67 The Chairman closed the meeting at 21.07pm