

# HEMINGSTONE PARISH COUNCIL

Chairman: Mohammed Touman

Clerk: Bliss Marshall

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## Minutes of the Parish Council Meeting held on Thursday 11 January 2024 in The Hut, Hemingstone

**Councilor's Present:** Mohammed Touman (MT)(Chairman), Councilors David Penny (DP) (part), Wendy Wythe (WW), David Westrup (DW) and Edmund Christian (EC) and Sam Bower (part)

**In Attendance:** District Councillor Dave Penny (DP), District Councillor John Whitehead (JW), Bliss Marshall (Clerk), and five members of the public.

- 110124/01 Bliss Marshall was appointed as the Clerk for this meeting.
- 110124/02 Dave Penny offered his resignation as a Parish Councillor; Councilors Noting DP's appointment was through a S91 notice and agreed it is lawful to appoint a new Councilor at the meeting.
- 110124/03 **Co-option:** Councilors received one application for the position of Parish Councilor prior to the meeting and resolved to co-opt Sam Bower (SB) onto the Parish Council. SB completed a Declaration of Acceptance to Office and BM, as Clerk, countersigned this. SB accepted the Method of Summons confirming all-Parish Council correspondence will be sent via email; the details of which will be sent after the meeting.
- 110124/04 SB was given a paper copy of a 'Register of Members Interest' and advised that it is a legal requirement to complete this within 28 days of taking office. Copies of the Parish Councils Code of conduct, Standing Orders and Financial Regulations were also give to SB.
- 110124/05 **Vice Chairman:** All Councilors agreed the importance of having a Vice Chairman to support the Chairman and EC proposed to appoint DW. With WW seconding the proposal and all Councilors in favour DW was appointed as Vice Chairman to the Parish Council.

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Date: *14<sup>th</sup> March 2024*

110124/06 **Apologies for absence:** As all members of the Council there were no apologies required.

110124/07 County Councillor Chris Chambers , the Footpath officer), the Tree Warden) offered apologies for absence.

**Declarations of Interest:**

110124/08 MT declared an interest in item 9d iv DC/23/00036 where an update on the planning enforcement on his private dwelling will be heard. Noting, this is only to receive an update, it was resolved for MT to remain in the meeting but not to speak at this point.

110124/09 **Dispensations:** No requests were received prior to, or at, the meeting.

110124/10 **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes from the meeting of 15 November 2023 prior to the meeting and resolved to accept these as a true record of the decisions made. MT signed the minutes from reference 151123/01 to 151123/56.

**Public forum:**

110124/11 DP presented a report on behalf of the District Council. The full copy is appended to these minutes; DP highlighted the recent flooding experienced in the village confirming two dwellings had been flooded; DP will share information regarding grants to support families for BM to publicise.

110124/12 JW gave an update regarding the budget and agreed to share more information at the next meeting.

110124/13 It was agreed for MT to commence writing an emergency plan for Hemingstone Parish noting the two dwellings flooded and further inconvenience caused to other residents by the recent storms.

110124/14 DP confirmed more data is needed before a community bus can be provided and suggested a village survey is required to prove the need, before undertaking a commitment to proceed with the idea.

110124/15 DP gave a verbal report on behalf of County Councillor Chris Chambers, which is appended in full to these minutes.

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110124/16 A member of public spoke regarding their planning enforcement EN/22/00201 to be considered later in the meeting and confirmed the caravan has been removed from the site.

110124/17 A member of the public spoke regarding their planning application DC/23/05386 ,to be considered later in the meeting, and presented drawn plans to the councillors.

110124/18 A resident was concerned about a temporary structure sited at the front of the dwelling application DC/24/00017, to be considered later on the agenda and the size of the garage/workshop in the application.

**Planning:** All Councillors considered the following planning applications relating to Hemingstone since the last meeting:

110124/19 DC/23/05386 Householder Application - Erection of two single storey extensions. Replacement of existing thatch roof with clay pantiles. Construction of a dormer window and alterations to three existing dormer windows. Insertion of new ground floor window. Replacement of bay window flat roof with pitched clay pantile roof.

Brewery Cottage, Ashbocking Road, Hemingstone IP6 9RR

After a brief discussion all Councilors agreed to offer a comment of **NO OBJECTION**.

110124/20 DC/24/00017 Householder Application - Erection of single storey side extension for a garage/workshop.

Honeysuckle Cottage, Main Road, Hemingstone IP6 9RD

After discussion all Councillors agreed to offer a comment of NO OBJECTION subject to a condition being applied. For removal of the temporary moveable structure being used as a garage, from its current situation at the front of the property, noting the application is for a garage/workshop.

Councillors noted the following determinations made by the local planning authority since the last meeting:

110124/21 DC/23/05364 Wyndy Ridge, Main Road, Hemingstone

MSDC: GRANTED

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- 110124/22 DC/23/04479 Primrose Hill Farm, Main Road, Hemingstone IP6 9RL  
MSDC: GRANTED
- 110124/23 DC/23/03781 Fairview, Ashbocking Road, Hemingstone  
MSDC: REFUSED
- 110124/24 Councilors noted planning application DC/23/04054 Old Hall Cottage, Hemingstone was no longer needed and had been withdrawn.
- 110124/25 DC/23/04053 Old Hall Cottage, Hemingstone has yet to be heard at committee; all Councilors resolved there was no requirement or benefit for the Parish Council to be represented at the full committee meeting as the comments of the Parish Council have been sent to the planning officer.  
Councilors received updates on the following enforcement cases:
- 110124/26 EN/17/00082 Hare & Hounds Corner, Hemingstone; this case is with the legal department to pursue via the court following the refusal of entry by a warrant.
- 110124/27 EN/22/00201 Land to the North of 2 Rectory Gardens, Hemingstone. Councilors noted the land owner has removed the caravan from the site. DP to confirm.
- 110124/28 EN/23/00092 Hemingstone Fruit Farm, Main Road, Hemingstone IP6 9RG.  
Councilors noted the retrospective Change Of Use application recommended by the planning officer and noted at the November meeting has not been received. Concerns were raised over potential light pollution and it was agreed MT would contact the Environmental Agency for advice.
- 110124/29 EN/23/00036 Dunston House, Sandy Hill, Hemingstone. Councilors noted an appeal against Mid Suffolk District Councils decision will be made, but as yet hasn't been.

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**Finance:**

- 110124/30 Bank reconciliations: All Councillors confirmed receipt of the finance report for the period ended 31 December 2023 prior to the meeting. All Councillors agreed to the bank statement as at 31 December 2023 showing available cash of £6,252,27.
- 110124/31 Budget to Actual: All Councilors received the report prior to the meeting and agreed for MT to liaise with TN over queries relating to advertising, S137 and miscellaneous expenses.
- 110124/32 Reserves: All Councilors confirmed receipt of the report prior to the meeting; all Councilors acknowledged with the forthcoming purchase of a laptop and printer the reserves line 'Laptop' will have expenses allocated before the next meeting.
- 110124/33 There were no receipts to acknowledge.
- 110124/34 There were payments to be made to the Clerk & RFO however these will be authorised at the next meeting.
- 110124/35 There was a request to pay two invoices for Hemingstone Environment; all Councilors noted these were not signed in accordance with the agreement and therefore could not authorise the payments.
- 110124/36 After a brief discussion, MT proposed to set the precept at £5,112.71, the same as the current year. With all Councilors in agreement, MT and BM were delegated authority to sign the 'Precept Upon Charging Authority' form outside of the meeting. BM ensured this form will be sent to the District Council before the deadline of 31 January 2024.

**Governance:**

- 110124/37 Audit plan: All Councilors approved the audit plan as presented.
- 110124/38 Appointment of Internal Auditor: All Councilors agreed to appoint SALC as the internal auditor, noting no external audit is required.
- 110124/39 All Councilors agreed TN would complete the financial year end to include preparing and completing the audit for 2023/24.

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110124/40 All Councilors resolved for SB to carry out a review of the Internal Control System and to bring the review to the March meeting.

110124/41 It was agreed to appoint WW to review all risk assessments, bringing a full review of the Parish Councils risk assessments to the March meeting.

**To receive update/reports from officers and village groups and consider any subsequent action:**

**Vehicle Activated Sign:**

110124/42 It was noted that the sharing of the Vehicle Activated Sign with Henley Parish Council is working well. The Hemingstone owned sign-still isn't working and it was agreed to purchase a new battery once tested. DW suggested a new, taller post is required for the sign to be erected onto and DP agreed to use his locality fund, if applicable.

110124/43 A report from the B1078 group informed all present a survey will be distributed to residents off the B1078 and Rectory Road proposing the entire stretch from Hare and Hounds corner to the Parish Boundary at Rectory Road is reduced to 40mph.

110124/44 DP presented a report regarding a mistake with a diversion sign and is making efforts to ensure this isn't repeated. DP agreed to report road issues to Highways and to liaise with the County Councillor Chris Chambers.

110124/45 Footpath Officer: Councillors reviewed confirmation that a member of the public is happy to continue in this role; DW agreed to liaise with the footpath Officer regarding the fallen roadsign.

110124/46 Tree Officer: All Councilors noted and gave thanks to the member of the public who has agreed to take on this role.

110124/47 Hemingstone Environmental Group (HEI): DP presented a report confirming the group was successful in planting 1000 bulbs in the local area; more locations are needed as hedging whips are still available. A full copy of the report is appended to these minutes.

110124/48 **Flooding:** Whilst the working party had not met yet, EC has had communication with Suffolk County Council Highways and will liaise with residents regarding the

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flooding. Councillors agreed it would be beneficial to encourage residents to clear ditches near their properties if they can. MT agreed to pass on any relevant information where applicable.

110124/49 **Correspondance:** DP reported the District Council has issued a 'Call for Sites' relating to part 2 of the Joint Local Plan; the deadline is 2<sup>nd</sup> February 2024. JW agreed to send details to SB to publicise.

**Any other Council business for information or inclusion on a future agenda:**

110124/50 It was agreed MT will contact SALC regarding Councillor training and it was resolved that the Parish Council would pay for Councillors training.

110124/51 It was agreed SB would look into defibrillator training for residents and for MT to confirm who carries out the regular checks on the defibrillator.

110124/52 DP enquired as to why the minutes between 2015/2021 are not online; MT agreed to liaise with TN.

110124/53 Councillors agreed dates for forthcoming meetings as 14 March and 16th May 2024.

110124/54 All Councillors resolved to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted.

110124/55 All Councillors received one application for the permanent post of Parish Clerk and Responsible Financial officer; after a brief conversation all Councillors resolved to appoint Bliss Marshall to the permanent post of Parish Clerk and Responsible Financial officer for four hours a week at salary scale point 8. It was agreed to review the hours and pay in September 2024. A contract of employment will be signed outside of the meeting.

110124/56 It was agreed BM should undertake some formal training with SALC and ad-hoc training with the outgoing Clerk; it was agreed to request all training costs are shared with any other Parish Council BM is employed with.

110124/57 The Chairman MT closed the meeting at 22.28pm.

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