

HEMINGSTONE PARISH COUNCIL

Chairman: Mohammed Touman

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Minutes of the Parish Council Meeting held on Thursday 29 June 2023 in The Hut, Hemingstone

Councillors Present: Mohammed Touman (MT)(Chairman), Stella Hignett (SH) and Jamie Mayhew (JM).

In Attendance: Tina Newell (TN) (Parish Council Clerk), District Councillor's Dave Penny (DP) and John Whitehead (JW) and one member of the public.

290623/01 **Apologies for absence:** All Councillors in attendance.

290623/02 Councillors noted apologies from County Councillor Chris Chamber's received prior to the meeting.

290623/03 **Declarations of Interest:** All Councillors were made aware once again of the legal requirement to complete a Register of Interest.

290623/04 **Dispensations:** JM requested a Partial Dispensation relating to agenda item 5a DC/23/02241 confirming this is his wife's application and relates to land under his families ownership. Noting without JM the meeting would not be quorate and agreeing the importance of considering this application it was resolved to grant a partial dispensation for this meeting only allowing JM to answer questions but not to take part in any decision making (in accordance with Standing Order 13).

290623/05 **Minutes:** All Councillors confirmed receipt of the draft minutes for the Annual Parish Council meeting held on 11 May 2023 and the draft minutes of the meeting held on 23 March 2023 prior to the meeting. All Councillors accepted the minutes from the meetings of 11 May and 23 March 2023 as true records of the decisions made and resolved for MT, as Chairman, to sign theses minutes.

Public Forum:

290623/06 All Councillors confirmed receipt of the report from District Councillor DP prior to the meeting; MT congratulated DP on his recent appointment as District Councillor who went on to present his report in brief confirming the main priority of the new

Signed: Mo Touman

Dated: 10 October 2023

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administration is to put environmental and social responsibilities at the heart of all they do and to provide a high quality, cost effective service to all residents and businesses. The full report is appended to these minutes.

290623/07 District Councillor JW confirmed he is looking forward to working with DP and the Green Party representing the District Council to residents; the District Councillor's have a joint Locality budget of £14k and welcome applications from groups and organisations; it was hoped news on the proposed new healthcare hub would be available however JW has not received any update from Dan Poulter's office despite a promise early in June for one.

290623/08 It was agreed for TN to make contact with Dan Poulter's office and request an urgent meeting to discuss the current issues regarding the healthcare provision for Hemingstone residents.

290623/09 JM asked DP if there was an update on increasing the speed of the broadband in the Parish; it was thought this is a County responsibility and resolved for TN to request an update from CC.

290623/10 All Councillors confirmed receipt of County Councillor Chris Chamber's (CC) report prior to the meeting with no questions; CC confirmed additional road signs for Ashbocking Road have been ordered however there has been no meeting on Lower Road. CC full report is appended to these minutes.

290623/11 It was agreed DP would ask the residents working party if SH could join the group representing the Parish Council looking at speeding traffic on the B1078 noting the Parish Council could offer support to this group.

290623/12 A resident noticed there had been lots of speed surveys in and around the Parish recently; it was agreed for TN to contact CC and ask what the purpose of these surveys was and for copies of the the reports/data.

290623/13 A resident presented an overview of their planning application DC/23/02241, to be discussed later in the meeting, confirming the development is required for family members.

Planning: All Councillors considered the following planning applications relating to Hemingstone:

290623/14 DC/23/02241 Application to determine if prior approval is required for a proposed Change of Use of Agricultural Buildings to Dwelling houses (C3) and for building

operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2 Part 3 Class Q – Conversion to Build 1no dwelling.

Primrose Hill Farm, Main Road, Hemingstone IP6 9RL

Councillors noted this application is to determine if prior permission is required, and therefore not a full application; MT proposed to offer no objection supported by SH; with JM taking no part in the decision it was resolved to offer a comment of NO OBJECTION.

290623/15 A member of the public left the meeting.

290623/16 DC/23/02113 Application to determine if prior approval is required for a proposed Erection, extension of alteration of a building for Agricultural or Forestry use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2 Part 6 – Erection of Grain Store (following removal of grain silo)

Potters Farm, Clay Lane, Hemingstone IP6 OSG.

All Councillors noted this application was determined prior to the meeting; the decision was formal approval of the proposed development is NOT required.

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

290623/17 DC/23/01872 The Nest, Clay Lane, Hemingstone IP6 OSJ

MSDC: GRANTED HPC: supported

290623/18 DC/23/01675 Fairview, Ashbocking Road, Hemingstone IP6 9RP

MSDC: REFUSED HPC: comment in favour of refusal

290623/19 DC/23/01080 Lower Road, Hemingstone

MSDC: GRANTED HPC: comments for MSDC to use their expertise when making the decision.

Councillors received the following updates on planning enforcement cases within Hemingstone:

290623/20 EN/17/00082 Hare and Hounds Corner, Hemingstone: Despite the promise of a plan of action being made before the end of May 2023 the latest update is there is a large amount of confidential work taking place which can not be publicised for fear of jeopardising the case.

Councillors agreed to make a formal complaint to the lead of the District Authority noting this case has been ongoing for more years than the date suggests.

290623/21 EN/22/00201 Land to the North of 2 Rectory Gardens, Hemingstone: it was confirmed, again, that a decision from the planning inspectorate is still awaited; it was noted that the planning inspectorate is running at about an 18 month lead time.

Finance:

290623/22 All Cllrs confirmed receipt of the finance reports for the year ended 31 May 2023 prior to the meeting. SH, as a non bank signatory confirmed the bank reconciliation, as presented, agreed to the bank statement as at 31 May 2023 showing available cash of £7,433.16.

290623/23 JW left the meeting.

290623/24 All Councillors agreed the Asset register has a current acquisition value of £7,926.33 with an agreed insurance value of £9,948.00 (an increase from acquisition to insurance value due to the VAS).

290623/25 All Councillors noted there had been no receipts since the previous meeting. All Councillors resolved to approve the following gross payment, however, as the HSBC current account mandate has not been amended for the new Councillors no payments were able to be made from this account; it was agreed to make this payment as soon as the Unity Trust account was open and activated:

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|-----------|-------------|---------------------------|--------|
| 290623/26 | Tina Newell | Salary and re-imburements | £329.2 |
|-----------|-------------|---------------------------|--------|

290623/27 All Councillors noted the bank charge for May from HSBC was £11.00.

290623/28 All Councillors resolved to pay an invoice from MSDC for emptying dog and litter bins in 2022 and 2023, noting there is one litter bin in the Parish, at a charge of £159.35 gross; it was agreed to add one litter bin to the asset register at zero cost.

290623/29 The Unity Trust Bank confirmed the new account was opened yesterday; log in details have been sent to MT and TN. It was agreed to update the mandate and add JM and SH as soon as the account is accessed.

290623/30 All Councillors resolved to move all funds from the HSBC bank to the Unity Bank Trust account and complete a mandate to close the HSBC account.

290623/31 All Councillors noted the insurance is due for renewal on 1 October 2023 and with no meeting scheduled until after this date resolved to delegate authority to the Clerk to

research the insurance cover, receive quotes and agree and instruct the renewal with the company that offers the best deal (noting this may not be price).

- 290623/32 All Councillors resolved to purchase a copy of Microsoft Office at a one off cost of £99.99 and for this to be licensed to the new Parish laptop; TN will purchase the laptop and software before the next meeting.
- 290623/33 **Governance:** PKF Littlejohn LLP have confirmed receipt of the Certificate of Exemption for the year ended 31 March 2023 for Hemingstone Parish Council.
Vehicle Activated Sign (VAS):
- 290623/34 TN confirmed the VAS was sent to the manufacturer in Germany who, after inspection, has concluded there is no fault.
- 290623/35 Councillors agreed to rotate the VAS on a monthly basis on the dates proposed and resolved for MT to co-ordinate the collection and return with the Chairman of Henley Parish Council. JM agreed to support MT with this.
- 290623/36 **To receive update/reports from officers and village groups and consider any subsequent action:** Footpath Officer and Tree Warden: DP offered to contact the residents who had previously undertaken these roles and to pass the Clerk's details on; it is hoped to establish a good working relationship and engage more with these volunteers.
- 290623/37 **Correspondance:** Councillors noted no correspondance has been received that hasn't been dealt with as an agenda item.
- 290623/38 **Any other Council business for information or inclusion on a future agenda:** co-option, casual vacancy, Automatic Number Plate Recognition trial and litter bin.
- 290623/39 Councillors agreed dates for forthcoming meetings as: 12 October, 2024 - 11 January, 11 April and 16 May.
- 290623/40 **All Councillors resolved to exclude all 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 conducted:** Employment of the Parish Clerk & RFO.
- 290623/41 DP left the meeting.
- 290623/42 All Councillors noted the vacancy for Parish Clerk and Responsible Financial Officer has not yet been advertised and there had been no interest since the minutes were made public. All Councillors agreed to continue the employment with TN at an

enhanced Salary Scale Point of 28, to note the temporary position, until such time a replacement Clerk can be recruited. MT will advertise the vacancy with SALC.

TN was asked by all Councillors to reconsider her decision to resign; TN agreed to give this consideration.

290623/43 The Chairman closed the meeting at 21.15pm.