



HEMINGSTONE PARISH COUNCIL

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

 hemingstone_pcc@outlook.com
 07767 163706

Minutes of the Parish Council meeting held on Thursday 13 September 2022 In The Hut, Hemingstone

Councillors Present: Mohammed Touman (Chairman) (MT), Claire Martin (Vice Chairman) (CM), and Jason Fayers (JF)

Others in attendance: District Councillor John Whitehead (JW), County Councillor Chris Chambers (CC) and Tina Newell (Acting Clerk &RFO) (TN).

130922/01 The Chairman opened the meeting and announced a one-minute silence to join the nation in mourning the death of Her Majesty Queen Elizabeth II. One-minute silence was observed. .

130922/02 **Apologies for absence:** Councilor's David Penny (DP) and David Bynand (DB) offered apologies prior to the meeting

130922/03 All Councilors resolved to accept Councillor DP and Councillor DB's apologies.

130922/04 **Declarations of Interest:** None received.

130922/05 **Dispensations:** No requests for dispensation were received.

130922/06 All Councilors confirmed receipt of the draft minutes for the meeting held on 7 July 2022 prior to the meeting. All Councilors resolved to accept these as a true record of the decisions made at the meeting (minute ref 0707622/01 to 070722/34 inclusive). MT signed and dated the minutes.

Public Forum:

130922/07 County Councillor CC presented a summary of his report; Suffolk County Council are supporting the cost of living crisis for further information visit www.suffolk.gov.uk/FinancialHardship; a simple scheme to buy solar panels has

returned, for more details visit www.solartogether.co.uk/suffolk. The report in full is appended to these minutes

130922/08 District Councillor JW presented his report in brief and confirmed MSDC are facing high inflationary costs. The full report is appended to these minutes.

130922/09 An email was received from a resident expressing concerns regarding noise and a possible breach of planning relating to DC/20/01073 Retreat East.

Planning:

130922/10 Councilors considered one application:

DC/22/04321 Installation of ground mounted solar PV panels

Location: Brookside, Rectory Road, Hemingstone

After discussion all Councilors resolved to make NO OBJECTION to this application.

130922/11 Councilors noted the Parish Council made NO COMMENT on the following planning application considered outside of a formal meeting:

DC/22/03090 Brewery Cottage, Ashbocking Road, Hemingstone.

130922/12 Councilors noted there had been no planning determinations relating to Hemingstone since the last meeting.

Update on planning enforcements:

130922/13 EN/22/00201 2 Rectory Cottages: MSDC confirmed the landowner has lodged an appeal with the Planning Inspectorate against the enforcement notice served; there is no precise timescale for enforcement appeals.

130922/14 EN/17/00082 (DC/19/04997) Hare & Hounds: MSDC confirmed the investigation is under review pending a decision on next action. After discussion all Councilors agreed to ask JW to assist with progressing this case.

Finance:

130922/15 **Bank Reconciliation:** All Councilors confirmed receipt of the bank reconciliation for the period ended 31 August 2022; JF confirmed the bank reconciliation for the Community account, as presented, agreed with the bank statement as at 31 August 2022 showing available cash of £6,180.41.

130922/16 Budget to Actual: All Councilors confirmed receipt of a budget for the current financial year noting there was no formal agreement to a budget for 2022/23 prior to this meeting. After reviewing the proposed budget line by line all Councilors

agreed to the figures noting the Precept in the proposal is the same as that requested from MSDC for the current year. All Councilors agreed the budget to actual report for the period ended 31 August 2022 with receipts totaling £2,690.00 and payments of £2,286.90.

130922/17 **Reserves:** All Councilors confirmed receipt of the year end reserves account noting the General reserve is currently 131% of the Precept. After consideration and agreeing this is above the recommended level, all Councilors resolved to move £1k from the general reserve to the environment project thus giving a closing balance in the general reserve of 89% of the Precept.

Receipts: All Councilors noted the following receipts since the last meeting:

130922/18 MSDC 50% of Precept £1,190.00

130922/19 SCC Grant £1,500.00

Payments: All Councilors considered and resolved to approve the following payments to be made by cheque:

130922/20 Tina Newell Salary and re-imburements £514.80

130922/21 HMRC PAYE £115.20

130922/22 SALC 2022 Subscription £145.88

130922.23 David Penny Reimbursements £80.70

130922/24 Councilors noted a new bank mandate is needed as the former was not completed correctly. It was agreed for TN to complete the form and pass to Councilors for signing before sending to HSBC to action.

130922/25 It was noted there was no response to the letter sent to HSBC regarding the removal of bank charges.

130922/26 Councilors received an insurance renewal quotation from Community Action Suffolk at a renewal premium of £404.82; an increase of £258.26 on last year. All Councilors resolved to delegate authority to the Clerk to renew the insurance after seeking confirmation of the reason for such an increase from last year

130922/27 Councilors considered options for assisting residents with the cost of living crisis and agreed to place and advert in the local magazine asking residents to contact the Clerk, in confidence, if they are experiencing financial hardship and to sign post them also to the Suffolk County Council initiative.

- 130922/28 TN is in dialogue with Radalux, the manufacturer of the Vehicle Activate Sign, and is awaiting a cost for repair.
- Governance:**
- 130922/29 Councilors received notification that Hemingstone Parish Council are able to opt-out of the centralised procurement for external auditors. After consideration all Councilors agreed with the Clerk's recommendation not to opt out.
- 130922/30 All Councilors agreed to amend the contact details on the ICO register to the current acting Clerk.
- 130922/31 Councilors received notification that the Redecoration of Compliance with the Pensions Regulator has not happened due to TN awaiting the PAYE letter code from SALC which is required to complete this
- 130922/32 It was agreed to ask Councilors DP and DB to review the Parish Councils Risk Assessments.
- 130922/33 CM and JF agreed to review the Parish Councils policies and procedures.
- 130922/34 **To receive and update on the appointment of the Parish Clerk:** TN was appointed as the permanent Clerk to Hemingstone Parish Council on 3.5 hours a week contract at SCP 17 £12.95 per hour plus £6.00 per week office allowance.
- 130922/35 **Business for information or inclusion on a future agenda:** risk assessments, policies and procedures, bank mandate, redeclaration of compliance with Pensions Regulator, ICO register, budget, precept, photo competition, enforcement update and noise complaint.
- 130922/36 All Councilors noted the date of the next scheduled meeting as Thursday 17 November 2022.
- 130922/37 The Chairman closed the meeting at 20.29pm