**HARKSTEAD PARISH COUNCIL**

**DRAF Minutes of the Parish Council meeting**

**held on Monday 11th March 2024 at 7.30pm in the Village Hall**

Present: Cllr Looser (Chair), Cllr C Crouch, Cllr M Crouch, Cllr Cotton

Attendance: Clerk Sam Pass

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|  | **Cllr Looser opened the meeting at 19.34** |
| 24.03.1 | **Apologies for absence**  SCC Cllr Simon Harley |
| 24.03.2 | **Declarations of interest in any agenda item & applications for dispensation**  Cllr C Crouch in respect of the Village Hall |
| 24.03.3 | **Contributions by Members of the Public**  No members of the public attended this meeting |
| 24.03.4  24.03.4.1  24.03.4.2 | **Approval of Minutes of the previous meeting on 8th January 2024**  The minutes were unanimously **APPROVED** and signed as a true record by the chair.  To review any outstanding actions from above minutes not covered in this agenda:   1. Item 24.01.5 pendant alarms – to find an alternative which doesn’t rely on landlines. To draft a notice for The Grapevine – **ACTION Cllr M Crouch** 2. Item 24.01.6.6 councillor training – Cllr M Crouch attending webinar training on 8th May. 3. Item 24.01.8.2 tree warden – no update 4. Item 24.01.10.2 notice board – Cllr C Crouch informed members that a) the notice board door wasn’t shut properly, b) the notice board should just be for parish council business but is being used for other items. Contact Cllr McLaren for funding towards a new public notice board – **ACTION Cllr C Crouch.**   Investigate other sources– **ACTION Cllr Looser**   1. Item 24.01.12 bus service improvement plan – Cllr M Crouch informed members that the bidding has failed. It has been suggested to the 9 residents that had shown an interest, to use the Hadleigh Community minibus bus but it was deemed complicated. |
| 24.03.5  24.03.5.1  24.03.5.2 | **Reports by the District Councillor and County Councillor**  Babergh District Councillor Mary McLaren delivered her report to the meeting, a copy can be found on the PC website: [Meetings » (onesuffolk.net)](https://harkstead.onesuffolk.net/parishcouncil/meetings/)  Discussed the increase in council tax.  Suffolk County Councillor Simon Harley was not present at the meeting to discuss any matters further, a copy can be found on the PC website: [Meetings » (onesuffolk.net)](https://harkstead.onesuffolk.net/parishcouncil/meetings/) |
| 24.03.6  24.03.6.1  24.03.6.2  24.03.6.3  24.03.6.4 | **Finance – Clerk reported on the following:**  Barclays Bank update – members agreed that all communication with Barclays Bank should be in writing. Research Unity bank, especially the use of the Switch function. If/when a Unity Bank account is implemented, members agreed to draw the reserves from Barclays to Unity – **ACTION Clerk**  The following payments were unanimously **APPROVED** and the authorisation form was signed by Cllr Cotton as follows:  Clerks salary November to February - £252.38  SALC - £76.80  Aldea Group - £447  CAS - £60  VAT reclaim – to locate or reset HMRC login details – **ACTION Clerk**  Auditor appointment – Cllr C Crouch to reach out to Jeremy Buitenhuis, auditor, who is a Harkstead resident and ask to provide his services for the parish council 2023/24 audit – **ACTION Cllr C Crouch** |
| 24.03.7  24.03.7.1  24.03.7.2  24.03.7.3  24.03.7.4  24.03.7.5 | **Clerk reported on the following:**  Correspondence for noting – resident queried how to obtain old council agendas and minutes, members confirmed that paper copies are available to view.  Data Protection Officer – members to research the work involved and discuss at next meeting. To provide the list of responsibilities – **ACTION Cllr Looser**  FaceBook – it was decided that members will provide content and the clerk to post onto the parish council page as and when required – **ACTION Clerk**  Parish laptop – two laptops were presented to members. **APPROVAL** given by all members to purchase a laptop for parish business – **ACTION Clerk**  Councillor training – Cllr M Crouch is to attend councillor training in May – **ACTION Cllr M Crouch** |
| 24.03.8  24.03.8.1  24.03.8.2  24.03.8.3 | **Planning**  Applications   1. [DC/24/00395 | Application under S73a for Removal or Variation of a Condition following grant of Planning Permission W4656/10 dated 31.10.1972 - Town and Country Planning Act 1990 - To remove Condition 2 (Agricultural Occupancy) | Rose Farm Ipswich Road Harkstead Ipswich Suffolk IP9 1BJ (baberghmidsuffolk.gov.uk)](https://planning.baberghmidsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage) **APPROVED** – **ACTION Clerk** 2. [DC/23/04109 | Application under S73a for Removal or Variation of a Condition following grant of Planning Permission B/12/00500 dated 18/12/2015 under the Town and Country Planning Act 1990.- To vary Condition 27 (Approved Plans) | Former HMS Ganges Site Shotley Gate Shotley Suffolk (baberghmidsuffolk.gov.uk)](https://planning.baberghmidsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage) **REFUSED** – **ACTION Clerk**   Decision notices – none to report  Other planning matters – nothing to report |
| 24.03.9  24.03.9.1  24.03.9.2  24.03.9.3  24.03.9.4  24.03.9.5  24.03.9.6  24.03.9.7  24.03.9.8  24.03.9.9  24.03.9.10 | **Working groups & Councillor reports**  Foreshore information board – Cllr M Crouch presented a proposal to members. At the end of March, the parish council hope to receive funding of £275 from Suffolk and Essex Coast and Health National Landscape team. There will be no cost to council if full funding is received. Members **AGREED**, Cllr M Crouch 1st / Cllr Cotton 2nd.  Emergency Plan update – no update  Tree Warden – no update  Pop-up pub – members to research pop-up pubs in other villages. Suggested to put a proposal to the village hall trustees and would need volunteers to run it. A drink licence would need to be obtained. To provide a proposal to Cllr C Crouch for the next Village Hall Trustee meeting – **ACTION Cllr Cotton**  To circulate dates to visit other pop-up pubs – **ACTION Cllr Cotton**  Babergh parking charges – Cllr McLaren announced the engagement process was neutral and will be subject to further scrutiny – wait for further updates.  Village Hall – the leaking Velux roof light cannot be removed due to the solar panels. Added more lead around it which seems to have stopped the leak. Waiting to hear back on whether it needs replacing.  Play equipment inspection – inspected by ROSPA and advised to check the equipment regularly. Cllr C Crouch has created a check list for a volunteer to inspect the equipment once a month. To approach resident Roger Harwood and ask if he would be interested – **ACTION Cllr C Crouch**  Millenium Green – AGM 28th March may need further advertising. All members to attend – **ACTION All Cllrs**  Bakers Arms– no update  Shaun’s shorts – to introduce the Clerk to Shauns shorts – **ACTION Cllr Cotton** |
| 24.03.10 | **Annual Parish Meeting**  Agreed to hold the meeting on **8th April**.  Agendaand invite other organisations – **ACTION Cllr Looser and Clerk**  Brief for The Grapevine– **ACTION Cllr M Crouch** |
| 24.03.11 | **Update on any other matters arising from previous meeting**  Cllr C Crouch to circulate the liability insurance for parish records – **ACTION Cllr C Crouch**  It was confirmed that the defibrillator has been checked and the pads and battery replaced. |
| 24.03.12 | **To confirm the date of future meetings**  13th May 2024 – Annual Meeting of the Parish Council  8th July 2024 – Parish Council Meeting  16th September 2024 – Parish Council Meeting  11th November 2024 – Parish Council Meeting  13th January 2025 – Parish Council Meeting  10th March 2025 – Parish Council Meeting  12th May 2025 – Parish Council Meeting |
|  | **Meeting close 21.12** |
|  | **Sam Pass**  **Clerk to Harkstead Parish Council**  **23.03.2024** |