

HARKSTEAD PARISH COUNCIL

Minutes of the Meeting of Harkstead Parish Council

Held at 7.30pm on Monday 8th January 2024

Present: Cllr Alison Looser (Chairman), Cllr Cathy Crouch (Vice Chairman), Cllr Mike Crouch, Cllr Sue Cotton

In attendance: BMSC Cllr Mary McLaren

24.01.1 TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Dan Emery

SCC Cllr Simon Harley

24.01.2 TO RECEIVE DECLARATIONS OF INTEREST IN ANY AGENDA ITEM & APPLICATIONS FOR DISPENSATION

Cllr C Crouch in respect of the Village Hall.

24.01.3 PUBLIC FORUM

Roger Harwood advised the meeting of a problem with rats in and around his property. Roger has paid for Pest Control but wanted to bring it to the attention of the Parish Council. The Parish Council advised Roger that they would place a notice in the Grapevine, which Roger has already actioned. Roger was thanked for bringing it to the attention of the Parish Council and asked to be kept informed.

Roger also wanted to bring attention to the fact that footpath signs have been flattened on Shore Land and Western End of footpath 49 – Shore Lane has already been reported.

The Parish Council asked Roger for his bank details so he could be paid for the mower tyre repair.

24.01.4 MINUTES

24.01.4.1 The Minutes of the meeting held on Thursday 23rd November 2023 were APPROVED and signed as a true record.

24.01.4.2 There were no outstanding actions from the minutes not covered elsewhere on the agenda.

24.01.5 TO RECEIVE COUNTY & DISTRICT COUNCILLOR REPORTS

24.01.5.1 BMDC Cllr Mary McLaren had previously circulated her monthly report and suggested the Parish Council compiles a list of residents with pendant alarms. It was also suggested that the new Police Engagement Officer was invited to attend a Parish meeting.

24.01.5.2 SCC Cllr Simon Harley had previously circulated his monthly report but was not present at the meeting to elaborate on any matters.

24.01.6 FINANCIAL & GOVERNANCE MATTERS

24.01.6.1 Clerk & RFO Report: Sam Pass reported on two matters:

(1) Requested login details for FaceBook – Cllr Looser to provide details. **ACTION**

(2) Suggested the need for a Parish laptop – all agreed this was necessary to keep Parish documents in one place – the Clerk to research and provide details on cost. **ACTION**

24.01.6.2 Banking Arrangements Update: Cllr Looser reported that Barclays Bank require new signature mandates to be actioned by Clerk. Cllr Looser to write a formal complaint to Barclays Bank, to include evidence of emails reporting the issues to Barclays, in the hope of compensation. Cllr Cotton has access to the bank account and has paid outstanding invoices. It was mentioned that it may be worth changing bank provider – the Clerk to research Unity Trust Bank. **ACTION**

24.01.6.3 To approve orders requested for payment: **APPROVED** payments for Roger Harwood's invoice for mower parts – waiting for bank details from Roger. Payment to John Abbott.

24.01.6.4 To review and approve the budget for 2024/25: Draft budget discussed with the following noted:

(1) Village defibrillator requires servicing and potentially new pads and batteries – Cllr Cotton to action this.

(2) Additional cost of a Foreshore noticeboard.

(3) Microsoft subscription for the Parish laptop.

Clerk to update the budget and recirculate to Cllrs. **ACTION**

24.01.6.5 Agree precept for 2024/25: **AGREED** – Cllr C Crouch proposed a precept of £4,000, Cllr Cotton seconded, all Cllrs agreed. Clerk to submit precept form. **ACTION**

24.01.6.6 Councillor training: Cllr M Crouch requested basic Councillor training – Clerk to **ACTION**.

24.01.6.7 VAT Rebate Claim: Requires further investigation by Clerk. **ACTION**

24.01.7 PLANNING

24.01.7.1 To agree any comments on applications received since the last meeting: None.

24.01.7.2 To review and note any decision notices received since the last meeting: None.

24.01.7.3 To report on any other planning matters arising since the last meeting: Cllr M Crouch reported the following: In advance of publishing and consulting on Part 2 of the Joint Local Plan, BMSC have issued a 'Call for Sites' which might be suitable for residential development. It was noted that, in due course, any sites which are allocated for residential development would attract local CIL funding when developed. In the meantime the Parish Council did not have any sites to put forward to BMSC for consideration.

24.01.8 TO RECEIVE REPORTS FROM WORKING GROUPS AND COUNCILLORS

24.01.8.1 Communications: Clerk to investigate the creation of a FaceBook group. Cllr M Crouch to draft and circulate to Cllrs bullet points of Parish meetings to be advertised in the Grapevine. Cllr Cotton confirmed that responsibility of Parish emails is now with the new Clerk.

24.01.8.2 Tree Warden: Cllr. Looser to circulate the Tree Network communication to all Cllrs. Cllrs C & M Crouch to contact the farming community to ask for tree planting opportunities. **ACTION**

24.01.8.3 Foreshore:

Cllr M Crouch and Cllr D Emery suggested a noticeboard with information on the countryside code along with wildlife that may be noticeable when visiting the Foreshore. Cllr M Crouch to obtain costs and Cllr D Emery to action design and artwork – to report at next Parish meeting. **ACTION**

24.01.8.4 Footpaths: To action on earlier comment in regard to footpath signs.

24.01.8.5 Millennium Green: AGM on 22nd January, conducted at Harkstead Village Hall – Parish Council to attend. Parish Council to encourage the Millennium Green Trust to advertise the meeting so residents are fully informed.

24.01.8.6 Village Hall: The faulty heaters have been fixed whilst the replacement of the leaky Velux roof light is in hand and is likely to be sorted by the end of the month. WIFI has been installed in the hope of more community bookings.

24.01.8.7 Peninsula Parish Council (working group update): Cllr Looser and Cllr M Crouch attended the initial meeting and reported a positive outcome with shared concerns and a sense of working together. Agreed by all Cllrs should continue to attend these meetings. To update at next meeting including the memorandum. **ACTION**

24.01.9 CORRESPONDANCE

Cllr Looser reported on an email received from a family who requested approval to plant a tree on Millennium Green, in memory of a deceased member of the Parish. Cllr Looser to forward on the request to Harkstead Millennium Green Trust. **ACTION**.

24.01.10 PARISH CONSULTATION (BAKERS ARMS)

24.01.10.1 Cllr Emery has attempted to contact the owners or their agents but no response. Cllr Cotton suggested a 'pop up' pub in the Village Hall, which was met with a positive feedback – Cllr Cotton to investigate and report back. **ACTION**

24.01.10.2 **Notice Board:** Previously this had been positioned on the edge of the Bakers Arms garden in the centre of the village. Cllr Emery unfortunately hasn't received any engagement from the owners or agents to be able to approach this subject.

24.01.11 EMERGENCY PLAN

- (1) Cllr Looser circulated the plan which all agreed requires updating.
- (2) Cllr C Crouch identified the need for community emergency coordinators, Cllr M Crouch agreed to undertake this role.
- (3) Cllr Looser to produce an item for the Grapevine, asking readers to inform the Parish Council of vulnerable residents. Cllr M Crouch suggested this list could be included in the emergency plan, but this was met with the question of GDPR issues by Cllr Looser – Clerk to check this with the monitoring officer. **ACTION**

24.01.12 BUS SERVICE IMPROVEMENT PLAN: JOINT BID

Cllr M Crouch reported that two bids for improved bus/public transport services through the village had been submitted to Suffolk Highways, who were now seeking offers of financial support for these services after the Governments initial two years of funding runs out. The Parish Council agreed that it was not in a position to offer any financial support and Cllr M Crouch would respond to this effect, before 12th January deadline. **ACTION**

24.01.13 SALT BINS

Cllr C Crouch has permission to instal three salt bins and Cllr McLaren has very kindly pre-agreed to provide funding of £450. Cllr C Crouch to submit a funding application form to BMSDC for formal approval. **ACTION**

24.01.14 COMMUNITY ENERGY PROJECT

Project involving other Parish Councils, in the hope to share costs of installing wind turbines, solar farms and storage batteries. It has been decided after Cllr M Crouch attending the webinar this project was an excellent idea but not for the Parish at this time. To be continued at a later date.

24.01.15 MATTERS TO BRING TO THE ATTENTION OF THE COUNCIL/OUTSTANDING ISSUES/FUTURE AGENDA ITEMS:

Agenda items for the next meeting of the Council in March to include:

- (1) 2024/25 Budget and Precept
- (2) Foreshore Signs
- (3) Emergency Plan
- (4) Bakers Arms
- (5) Reaching out to the Parish (Shaun's Shorts etc)

24.01.16 TO AGREE DATE OF NEXT MEETING & FUTHER SUGGESTED DATES:

This was confirmed for Monday 11th March 2024.

TBC:

- 8th April 2024 – Annual Parish Meeting
- 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 – Annual General Meeting

SIGNED: (Chairman)

DATED: