

**Minutes of Hitcham Parish Council meeting held on Monday 11<sup>th</sup> March 2019  
in the Village Hall commencing at 7.00pm**

**(This meeting preceded the Annual Parish Meeting held in the Village Hall from 7.30pm)**

**Present:** Allan Scott, Chairman; Pauline Squirrell; Wendy Crease, Brian Hubbard, Jim Morgan, Rob Whiting and Doreen Neun, Parish Clerk.

<p><b>1.</b></p> <p><b>2.</b></p> <p><b>3.</b></p> <p><b>4.</b></p> <p><b>5.</b></p> <p><b>6.</b></p> <p><b>7.</b></p>	<p><b>Apologies for Absence:</b> These were received from Paul Beedham.</p> <p><b>Declaration of Pecuniary Interest:</b> None were declared.</p> <p><b>Minutes of Hitcham Parish Council meeting Monday 14<sup>th</sup> January 2019:</b> These were signed as being a true record of that meeting.</p> <p><b>Matters Arising from Meeting held on 14<sup>th</sup> January 2019:</b></p> <ul style="list-style-type: none"><li>a) Neighbourhood Plan: Mr Scott and Mr Morgan are attending a Neighbourhood Planning seminar on the 30th April 2019. They will report back at the next meeting.</li><li>b) Noticeboard: Mr Whiting in a position to put up the new board. However, after speaking to Village Hall Committee this will not be done until after The Falls new fence is erected as this may make it necessary to put the board up on an angle.</li><li>c) Hitcham News: The latest issue has been distributed and Mr Scott has agreed to continue to edit and produce it. The next issue is due out at the beginning of June.</li><li>d) Luckeys Corner speed reduction: The Clerk has written to Cllr Lindsay as requested but has not heard back yet.</li><li>e) Additional Dog Bin: The Clerk had spoken to Mrs Currie as requested at the last meeting. She has no problem with a new bin being erected on the end of the Dale Road footpath near her property. The Clerk will contact Babergh to see how to proceed.</li><li>f) Dale Ridge overgrown hedge: Mr Scott has yet to contact the owner of Dale Ridge.</li><li>g) Litter Pick: Due to the small turn out on the day, not all areas of the village had been covered..</li></ul> <p><b>(Reports from the County Councillor; District Councillor, Police and Parish Council Chairman will be heard during the Annual Parish Meeting, which this meeting precedes.)</b></p> <p><b>Community Play Area:</b> Two quotes had been received regarding the maintenance of the Play Area for the coming year. Ean's Garden Services, who has already done some work for us, quoted £960 per annum and Tye Farm Contracting quoted £860 per annum. Hedge cutting would be an added cost. After discussion it was agreed to accept the Tye Farm Contracting quote and the Clerk was asked to contact them with this decision.</p> <p><b>Correspondence:</b> None had been received.</p> <p><b>Planning Matters:</b></p> <ul style="list-style-type: none"><li>a) Installation of shed dormer to rear elevation of Innisfree, The Causeway – Planning permission has been granted.</li></ul> <p style="text-align: right;">cont...</p>
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2/cont....11.3.19 (Planning)

- b) Application to create an opening for rear door, insertion of roof lights and internal partition to kitchen; creation of ground floor bedroom and bathroom, new staircase, first floor kitchen and installation of first floor windows on outbuilding at Pilgrims Barn, Bury Road, Hitcham: After studying plans the Parish Council had no objection to this application as long as all necessary conditions and regulations were met.
- c) Application to erect an agricultural storage barn at Hitcham Hall, Church Green, Hitcham: After studying plans the Parish Council had no objection to this application as long as all necessary conditions and regulations were met.
- d) Installation of additional window on SW elevation and rooflight on NE elevation at 1 Church Lane, Hitcham: Planning approval had been given for this non material amendment.
- e) Amendments to Planning Application for land off Bury Road, Hitcham: Planning permission has been granted for amended plans.

**8. Finance Report:**

a) The RFO handed round details of the current balances and a budget update. The current bank statements dated 3<sup>rd</sup> March showed the balances as follows:

Hitcham Parish Council a/c: £9,573.14 (£703.60 unreconciled expenditure)

Hitcham Community Area a/c: £201.42 (all cheques cleared)

b) The following expenses were approved and cheques drawn accordingly:

i) Hitcham Parish Council a/c:

Chq 326 £144.00 Hitcham Village Hall – annual hall hire cost 2018-19

Chq 327 £30.00 SALC – Clerk’s election briefing 21.2.19

Chq 328 £75.00 HMRC 120PW003111648.1912 – Clerk’s PAYE Jan-March’19

Chq 329 £300.00 Mrs D Neun – Clerk’s salary Jan-March’19

(Chq 324 £603.60 The Noticeboard Company – new lockable noticeboard

Chq 325 £61.19 Janice Gant – replacement defib battery

Drawn on 23.2.19 as received after last meeting and payment required. Councillors approved payment via email.)

ii) Hitcham Community Play Area:

Chq 139 £150.00 Ean’s Garden Services – grounds maintenance

c) Risk Assessment: Although the current Risk Assessment was felt to still be appropriate it was felt that an item should be considered regarding tree maintenance. This would apply to any tree that stands on land the Parish Council is responsible for. The only tree on Parish Council land is the tree on Church Green as this is the only land that belongs to the Parish. All other trees are the responsibility of Highways or the land owners according to where the trees are growing.

b) The budget for 2019-20 was considered and the following amendments were approved:

Increase insurance premium to £600 to cover expected increase

Put £850 budget to Election in case Parish Council election is required

New budget heading: Neighbourhood Plan £3,000 initial budget

Increase Play Area budget to £3,000 to cover expected increase in expenditure

Other budgets remained as last year and the total amount budgeted for this year is £15,400.

c) Final end of year figures and supporting documents, which are needed for complying with the Transparency Code and audit, will be approved at the meeting on the 13<sup>th</sup> May

**9. Questions to the Chair:**

There were none raised and the meeting closed at 7.30pm. Members then attended the Annual Parish Meeting which followed.

**10. Date of Next Meeting:**

This is arranged for Monday 13<sup>th</sup> May at 7.30pm in the Village Hall

