

**Minutes of Hitcham Parish Council held on Monday 30th January 2020
in Hitcham Village Hall commencing at 7.30pm**

Present: Allan Scott, Chairman; Pauline Squirrell; Wendy Crease; Rob Whiting; Brian Hubbard; Jim Morgan; Paul Marshall; Doreen Neun, Clerk plus one resident

1.	Apologies for Absence: These were received from Cllr Robert Lindsay
2.	Declaration of Pecuniary Interest: None were received
3.	Minutes of Meeting held on Monday 13th January 2020: These were signed as being a true record of that meeting. Proposed: Mr Morgan. Seconded: Mrs Squirrell.
4.	Matters Arising from Meeting held on 13th January 2020: a) Neighbourhood Plan: Mr Morgan circulated the thoughts he had on the Neighbourhood Plan which were up for discussion. We don't want to lose any more village facilities and we want to be able to limit development in the village. It was requested that council members send their thoughts on the document to Mr Morgan. Once its contents were agreed it can be circulated to parish residents. The Clerk had sent our whole village inclusion application to Babergh and their response is awaited. If residents do not agree to have a Plan then we will need to change our views. It has to be agreed by a referendum as we need to demonstrate we have backing from the community. We would get higher CIL payments from any future development, but we would have control over random development. We could have a consultant to help us, but we need to 'shop around' as some don't always provide what they promise. We also need to apply for grants to help cover the cost. The questionnaire could go out with the Hitcham News or The Roundabout. Mr Morgan will redraft his document once he has received responses. Mrs Squirrell suggested a separate meeting, when it is necessary, to discuss the Neighbourhood Plan. b) Fourth SID Post: Mr Scott has not had a reply from Highways as yet. He will chase them. c) Loss of Bus Service: Due to a lack of interest Ringshall, who have been leading on trying to reverse the decision, have decided not to continue due to lack of interest. They had sent a final up-to-date list of which village had responded and what they were or were not prepared to do. Mr Marshall asked if the coach companies had been invited to take over. However, it was felt that the local coaches were used for other things during the day. It was agreed to raise this issue again with Cllr Lindsay. Although Hadleigh Community Bus is available it is often fully booked. d) Neighbourhood Watch: A communication had been received from Suffolk Neighbourhood Watch, but it would be helpful to have someone come along to talk to interested residents. e) Roadside rails: Highways has put the railings 'under observation'. f) Overhanging hedge: We still need to find out the name of the property owner before we can request the hedge to be cut back and the pavement cleared. cont....

	<p>g) The Roundabout magazine: Mrs Crease welcomed Hilary England who is helping her with The Roundabout. Our contribution for February's issue is with the Editor. Not everyone got their item in on time. The Editor starts her work at 10.00am sharp on the 10th of each month. We have ordered 310 copies for Hitcham. A long arm stapler is required as the magazines arrive flat and need to be folded and stapled. A stapler has been priced up at £178 inc. VAT. Hamish is happy to help with stapling and it has been suggested that he, Mrs Crease and Mrs England work on the first issue together. Mr Morgan proposed to purchase a stapler. Seconded: Mrs Squirrell. There are people happy to help with the outlying deliveries and Mr Marshall was asked if he would deliver to those houses he covers when Hitcham News is published.</p> <p>5. County/District Councillor Report: Due to his being unable to attend, Cllr Lindsay had sent his report which will be circulated to members and a copy attached to these minutes.</p> <p>6. Police/Incident Report: There was nothing to report and no incidents had been notified.</p> <p>7. Community Play Area Report: a) Will Pratt, Tye Farm Contracting, has confirmed he will cut the wild area down and trim the hedges as requested. b) Giles Hill has said Ray Salisbury did installation of Play Areas equipment and Hearts of Oak put in sculptures. He suggested getting local handyman to do simple work, but if any specialist repairs are required it would be best to go back to manufacturer although they will be expensive.</p> <p>8. Chairman's Report: Cllr Scott had nothing to add to what has already been covered.</p> <p>9. Correspondence: a) A letter had been received from Babergh regarding the annual Great British Clean Up which takes place during March and April. This was passed to Mr Marshall who now organises the village litter pick. He will let Mrs Crease know this year's date for entry in The Roundabout. b) Babergh Digital Support Officer had emailed all Clerks asking if they could attend a meeting to meet residents and find out what they felt about the council's website. It was agreed that we did not want a visit but would be happy to complete the alternative on-line survey. The Clerk would resend the email which contained the survey link. c) The Clerk had received the form for reporting on how the Parish Council will be spending the CIL money. This has to be returned in December 2020. d) The Clerk passed information on adult fitness equipment to Mr Whiting who agreed to show them to his wife for her thoughts.</p> <p style="text-align: right;">cont....</p>
--	--

10.	<p>e) A leaflet had been received with regard to electric charging points for cars. It was agreed that although a good idea for CIL funding it would be impractical to have just one at the Village Hall due to length of time needed for charging one car.</p> <p>f) The next Town & Parish Liaison meeting will be held at Capel St Mary Village Hall on the 5th February.</p>																																																							
11.	<p>Planning Matters:</p> <p>a) The planning applications put in for Cheyneys, The Causeway have been withdrawn.</p> <p>b) Erection of single storey rear extension to Thatched Cottage, Water Run had been granted.</p> <p>c) Although no information had been received by the Clerk, Fen Farm has put in an application for a new entrance plus other works at the property. There was no objection.</p> <p>Finance:</p> <p>a) The RFO circulated the up-to-date figures and budget balances. The current bank balances stand at:</p> <table style="margin-left: 20px;"><tr><td>Hitcham Parish Council a/c</td><td style="text-align: right;">£17,160.51</td></tr><tr><td>Hitcham Community Play Area a/c</td><td style="text-align: right;">£428.92</td></tr></table> <p style="margin-left: 40px;">(Inc. G H Squirrell & Sons land rent standing order £300.00)</p> <p>b) The following payments were approved and cheques drawn accordingly:</p> <table style="margin-left: 20px;"><tr><td colspan="3">Hitcham Parish Council a/c:</td></tr><tr><td>Chq No. 349</td><td>HMRC, clerk's PAYE Oct-Dec'19</td><td style="text-align: right;">£75.00</td></tr><tr><td>350</td><td>Mrs D Neun, clerk's salary Oct-Dec'19</td><td style="text-align: right;">£300.00</td></tr><tr><td>351</td><td>Babergh Dst Council, play area inspection</td><td style="text-align: right;">£60.22</td></tr><tr><td colspan="3">S137 donations = 10 x £100</td></tr><tr><td>352</td><td>East Anglia Children's Hospices</td><td></td></tr><tr><td>353</td><td>Homestart in Suffolk</td><td></td></tr><tr><td>354</td><td>Stowmarket & Area Food Bank</td><td></td></tr><tr><td>355</td><td>Avenue East</td><td></td></tr><tr><td>356</td><td>St Elizabeth's Hospices</td><td></td></tr><tr><td>357</td><td>St Nicholas Hospice Care</td><td></td></tr><tr><td>358</td><td>Mid Suffolk Citizens Advice Bureau</td><td></td></tr><tr><td>359</td><td>East Anglian Air Ambulance</td><td></td></tr><tr><td>360</td><td>Headway Suffolk</td><td></td></tr><tr><td>361</td><td>Suffolk Accident Rescue Service</td><td style="text-align: right;">S137 Total: £1,000.00</td></tr></table> <p>Hitcham Community Play Area a/c:</p> <table style="margin-left: 20px;"><tr><td>Chq No. 142</td><td>Tye Farm Contracting, Play Area maintenance Oct/Nov'19</td><td style="text-align: right;">£143.33</td></tr><tr><td>143</td><td>Tye Farm Contracting, Play Area maintenance Dec/Jan'19</td><td style="text-align: right;">£143.33</td></tr></table> <p>c) The annual donation request towards All Saints Church grounds maintenance and the Village Hall hire invoice are still to be received.</p> <p>d) After discussion it was agreed to keep the Precept for 2020/21 at £7,500 which is the same as the current year.</p>	Hitcham Parish Council a/c	£17,160.51	Hitcham Community Play Area a/c	£428.92	Hitcham Parish Council a/c:			Chq No. 349	HMRC, clerk's PAYE Oct-Dec'19	£75.00	350	Mrs D Neun, clerk's salary Oct-Dec'19	£300.00	351	Babergh Dst Council, play area inspection	£60.22	S137 donations = 10 x £100			352	East Anglia Children's Hospices		353	Homestart in Suffolk		354	Stowmarket & Area Food Bank		355	Avenue East		356	St Elizabeth's Hospices		357	St Nicholas Hospice Care		358	Mid Suffolk Citizens Advice Bureau		359	East Anglian Air Ambulance		360	Headway Suffolk		361	Suffolk Accident Rescue Service	S137 Total: £1,000.00	Chq No. 142	Tye Farm Contracting, Play Area maintenance Oct/Nov'19	£143.33	143	Tye Farm Contracting, Play Area maintenance Dec/Jan'19	£143.33
Hitcham Parish Council a/c	£17,160.51																																																							
Hitcham Community Play Area a/c	£428.92																																																							
Hitcham Parish Council a/c:																																																								
Chq No. 349	HMRC, clerk's PAYE Oct-Dec'19	£75.00																																																						
350	Mrs D Neun, clerk's salary Oct-Dec'19	£300.00																																																						
351	Babergh Dst Council, play area inspection	£60.22																																																						
S137 donations = 10 x £100																																																								
352	East Anglia Children's Hospices																																																							
353	Homestart in Suffolk																																																							
354	Stowmarket & Area Food Bank																																																							
355	Avenue East																																																							
356	St Elizabeth's Hospices																																																							
357	St Nicholas Hospice Care																																																							
358	Mid Suffolk Citizens Advice Bureau																																																							
359	East Anglian Air Ambulance																																																							
360	Headway Suffolk																																																							
361	Suffolk Accident Rescue Service	S137 Total: £1,000.00																																																						
Chq No. 142	Tye Farm Contracting, Play Area maintenance Oct/Nov'19	£143.33																																																						
143	Tye Farm Contracting, Play Area maintenance Dec/Jan'19	£143.33																																																						

cont....

	<p>e) It was agreed to continue to approve the current Finance Policy, Code of Conduct, Standing Orders for a further year.</p> <p>f) The current Risk Assessment document had been reviewed and was felt to be correct for a further year.</p> <p>g) The draft budget was discussed and approved.</p> <p>h) It was agreed to consider our S137 donations for next year at a future meeting..</p> <p>i) Consideration of a donation to the church toilet/kitchen project is still to be agreed.</p> <p>j) The RFO agreed to send Mr Marshall a list of the S137 charities and also a copy of the Risk Assessment.</p> <p>12. Any Other Business:</p> <p>a) It was reported that the Village Shop was still having considerable trouble with the noise resonation of the extraction system. The noise has been reduced by 10% but the level still needs addressing to reduce it further. Environmental Health has been very helpful, but the rules still need to be adhered to. The shop had been misinformed when deciding on the unit to install. Once the matter is resolved retro planning will be needed.</p> <p>13. Date of Next Meeting:</p> <p>This is arranged for Monday 9th March 2020. The meeting will commence at 7.00pm and be followed by the Annual Parish Council meeting at 7.30pm in the main hall area.</p>
--	--