

# Hessett Parish Council

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## DRAFT MINUTES

of the meeting on **Tuesday 16<sup>th</sup> May 2023 at 7.30pm** at Hessett & Beyton Village Hall

**Present:** Councillors Tim Elliot, Margaret Shaw, Stuart Turvill (Chair)

Joined meeting after item 5: Phil Barrett, Andrew Pearson, Debbie Willis

**In attendance:** Michelle Fisher (Clerk to the Council)

**160523/01 Election of Chairman for 2023/24**

Cllr Stuart Turvill was elected unanimously.

**Election of Vice Chair for 2023/24**

Cllr Margaret Shaw was elected unanimously

**160523/02 Signature of Acceptance of Office Forms**

The Newly elected Chair and Vice Chair signed Declarations of Acceptance of Office

**160523/03 Apologies**

All councillors in attendance so no apologies

**160523/04 Declarations of Interest**

- (a) There were no Disclosable Pecuniary Interests Declared
- (b) There were no other Disclosable Interests Declared

All Councillors confirmed receipt of Register of Interests forms. The clerk confirmed that these must be completed and returned to the clerk for sending on to the District Council within 28 days.

**160523/05 Co-Option of New Councillors** – Debbie Willis, Phil Barrett, and Andrew Pearson were co-opted onto the Council and signed the acceptance of Office.

All Councillors noted there were three members elected following the recent elections: with three seats available. All Councillors agreed to co-opt noting this is not a Casual Vacancy and therefore notices are not required (NALC LTN 8 paragraph 22). There were three candidates for the three positions available and after Councillors heard from all three candidates they voted on each seat in turn.

Seat one: After a vote vacancy one was filled by Phil Barrett. Phil Barrett accepted the position of Councillor and signed the Declaration of Acceptance to Office form before joining the meeting as Councillor.

Seat two: After a vote vacancy two was filled by Debbie Willis. Debbie Willis accepted the position of Councillor and signed the Declaration of Acceptance to Office form before joining the meeting as Councillor

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Seat three: After a vote vacancy three was filled by Andrew Pearson. Andrew Pearson accepted the position of Councillor and signed the Declaration of Acceptance to Office form before joining the meeting as Councillor

**160523/06** There were no Interests Declared.

**160523/07 Minutes**

The Minutes of the meeting of the Parish Council held on 11<sup>th</sup> April 2023 were agreed to be a true record subject to a correction to reflect that Phil Barrett was present at the meeting. The Chair was authorised to sign them as such.

**160523/08 County & Borough Councillor Reports**

Cllr Penny Otton introduced and welcomed District Cllr Willshire and agreed that Suffolk County Council would deal with the Potholes.

Cllr Willshire introduced herself and provided a brief overview of her working history and expressed that she was looking forward to her new post as District Councillor.

The Council asked Cllr Willshire and Cllr Otton who was responsible for the A14 roadworks, and it was confirmed that they were the responsibility of the National Highways. The Council discussed Beyton and Drinkstone suffering because of this roadworks and raised concerns regarding the position of the two speed cameras in operation in Beyton. Stating that they were yards/feet away from where the speed limitation starts and therefore, they were worried how accurate these would be. It was confirmed that the main issues are the volume of traffic and not speeding. Highways have come up with no resolution.

Cllr Willshire stated that there was a dedicated phone number to report any issues to the National Highways. Nothing can be done by the Council to speed up the roadworks.

**160523/09 Public Forum**

No Issues were raised.

**160523/10 Planning**

Responses to planning application consultation:

**DC/23/02197** – Bramerton Field, Heath Road, Hessett – Application to replace existing Conservatory to an Orangery. After discussion the Council resolved to offer no objection.

**160523/11 Clerk's Report & Administrative Duties**

**(a)** The Clerk advised that no decisions had been made under delegated powers since the last meeting

**(b)** The Clerk advised that she had received correspondence regarding Speeding and Allotments, and it was agreed that these issues would be added to the next Agenda. Initial response emails were sent confirming receipt and thanking for bringing to the PC attention.

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- 160523/12 New Village Sign**  
The council resolved to ratify the decision to buy a new village sign for the south end of the village at the cost of £350. It was agreed that the work will be completed by Nigel Howard.
- 160523/13 Allotments**  
(a) The Council ratified the decision to buy a New Notice Board for the Allotments. It was agreed that Nigel Howard would complete the works.  
(b) Councillors agreed for the Clerk to research allotment rents in preparation for the renewal of leases.  
Councillors resolved for the clerk to write to current Allotment holders to confirm if they wish to continue renting an allotment.  
Councillors agreed for the Clerk to write to those residents on the allotment wait list to either offer them an allotment, if any become available, or to confirm if they wish to remain on the waiting list.  
(c) Councillors agreed for the Clerk to review the current tenancy agreement.  
(d) The Council agreed for Cllr Phil Barrett to talk to Ben Stiff and Jeff Elliot about possibly acting as Allotment Officers.
- 160523/14 Telephone Kiosk**  
Cllr Debbie Willis reported that there had been no changes to the telephone kiosk since the last meeting; whilst it still requires upgrading on the interior. County Councillor Otton has arranged for £1000 from her locality grant towards this project with a further £500 in the budget for the kiosk.  
Additional issues include a need to buy signs for the top of the kiosk, to find someone to look at the interior and to assess the work required, namely, to hold maps and information leaflets about the village, tourist sites in the area and on health.
- 160523/15 Insurance**  
The council resolved to approve the insurance policy renewal with BHIB (Aviva) under the final year of a three-year agreement at £476.33.
- 160523/15 Finance & Governance**  
(a) **Receipts & Payments** - The Council reviewed the Schedule of Receipts and Payments prepared by the outgoing clerk and resolved to approve the payments.  
(b) The Council resolved to switch to Electronic Banking. Cllr Stuart Turvill will contact Barclays and arrange the change to the Mandate for new Clerk to be added and request Electronic Banking. It was agreed to consider adopting an internet banking policy once online banking has been set up.  
(c) The Council resolved to pay the Clerk monthly by Standing Order instead of Bimonthly via cheque as suggested by the outgoing Clerk.  
(d) **Annual Accounts** - The Council resolved to approve the Annual Accounts for 2022/2023 prepared by the outgoing clerk. The Accounts, including the end of year Bank reconciliation and Asset Register. The outgoing Clerk confirmed that the Allotment lease payments were up to date via Zoom link.  
(e) **AGAR** – The report on the year end process was received from the outgoing clerk and approved. The Council noted that Income and Expenditure were under £25,000pa and therefore resolved to authorise the chair to sign the Exemption Certificate.  
(f) The council resolved to approve the AGAR Governance Statement at Part 2,

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section 1 of the Annual Return and the chair and clerk were authorised to sign it.

- (g) The Council resolved to approve the information provided by the outgoing clerk for the Annual Return in Section 2 part 2. The chair and clerk were authorised to sign it.

**160523/15 Meeting Dates for 2023/2024:**

The council resolved to ratify the following meeting dates:

- 25<sup>th</sup> July 2023
- 26<sup>th</sup> September 2023
- 28<sup>th</sup> November 2023
- 30<sup>th</sup> January 2024
- 26<sup>th</sup> March 2024
- 21<sup>st</sup> May 2024 (Annual Meeting)

**160523/16 Councillors' Reports and Items for Future Agendas**

It was noted that the Coronation Mugs were a great success. The council agreed to sell any excess Mugs not collected for £5.00 each, but to keep a small reserve back should they be needed later.

The Council agreed the following items should be added to the next meeting Agenda

- Speeding
- Allotments
- Playground
- Lawn Mower repair/replacement
- Future Events for next year

The Chairman closed the meeting at 8.35pm

Signed as a true record by authority of the Council

Chair  
Date

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