

# Hessett Parish Council

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## MINUTES

of the meeting on **Tuesday 28<sup>th</sup> May 2024 at 7.30pm** at Hessett & Beyton Village Hall

**Present:** Councillors Phil Barrett (Chair), Tim Elliot, Andrew Pearson, Margaret Shaw  
Joined meeting after item 5: Richard Merryfield

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

**280524/01 Election of Chairman for 2024/25**

Cllr Phil Barrett was elected unanimously as Chairman. There being no other proposals Cllr Phil Barrett was elected as Chairman for Hessett Parish Council.

**280524/02 Election of Vice Chair for 2024/25**

Cllr Phil Barrett proposed Cllr Margaret Shaw as Vice Chairman and was elected unanimously by all Councillors. There being no other proposals Cllr Margaret Shaw was elected as Vice Chairman of Hessett Parish Council.

**280524/03 Signature of Acceptance of Office Forms**

The re-elected Chair and Vice Chair signed Declarations of Acceptance of Office. The Parish Councillors signed Acceptance of office declarations for 2024/25.

**280524/04 Apologies for absence**

All Parish Councillors in attendance. Apologies received from and accepted by the Parish Council for Cllr Penny Otton (Suffolk County Council) and Cllr Nicky Willshire (MSDC) who had tendered apologies due to prior pre-arranged commitments.

**280524/05 Part 1 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 as soon as is possible, ideally by the end of the week.

**Part 2 Co-Option of New Councillors** – Richard Merryfield was co-opted onto the Council and signed the acceptance of Office.

All Councillors noted there were four 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 was one candidate for the three positions available and after Councillors heard from the candidate, they voted unanimously to co-opt him as a Councillor for Hessett Parish Council, Richard Merryfield accepted the position of Councillor and signed the Declaration of Acceptance to Office Form

before joining the meeting as Councillor. There were no Interests Declared.

**280524/06**

**Minutes**

The Minutes of the meeting of the Parish Council held on 26<sup>th</sup> March 2024 were agreed to be a true record. The Chair was authorised to sign them as such.

**280524/07**

**Public Forum**

**County & Borough Councillor Reports**

County Councillor Penny Otton sent apologies for not being able to attend the meeting and promised to send the Annual report. Once this has been received it will be circulated to Councillors and placed on the Hessett Parish Council website.

Councillor Nicky Willshire sent apologies via Cllr Penny Otton for not being able to attend the meeting. The Parish Council were disappointed that neither Cllr Penny Otton nor Cllr Nicky Willshire could attend the meeting due to the change of date clashing with prior commitments. No report was received from Cllr Nicky Willshire.

No Issues were raised.

There were no questions or comments from members of the public.

**280524/08**

**Planning**

Responses to planning application consultation:

**DC/24/02126** – Aardvark House, Hubbards Lane, Hessett, Bury St Edmunds, Suffolk, IP30 9BG – Application to construct a balcony to main bedroom. After discussion the Council resolved to offer no objection.

**280524/09**

**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 is corresponding with SALC regarding errors on her P60 and has raised concerns. Both the Clerk and SALC payroll have contacted HMRC and have been advised that Hessett PC have not been registered as an Employer since 2021. Hessett PC Clerk and SALC are working towards setting up a HMRC account and resolving this matter. SALC have confirmed that HMRC informed them that they will not hold the Clerk personally responsible. SALC have temporarily recommended that Hessett PC halt making payments to HMRC until this is sorted and they send corrected P30s with the new HMRC account and payment reference details. Once this is sorted the Clerk will have a better idea of any deficient details. Once this is sorted the Clerk will have a better idea of any deficit in reporting and payments to HMRC and will advise accordingly.

**280524/10**

**Finance**

- a. (i) All Councillors confirmed receipt of the finance report for the period ending 30<sup>th</sup> April 2024 as supported by bank statements. All Councillors confirmed reconciliations as presented matched the bank statements showing total cash available of £21,541.33
- (ii) Councillors accepted the reserves position as presented.
- b. Councillors note one receipt since the last meeting for the payment of



the new Parish Council lawn mower, which was made by Cllr Andrew Pearson, as previously agreed. Councillors resolved that the amount of £509.99 should be paid electronically via bank transfer to Cllr Andrew Pearson to reimburse him.

- c. Councillors confirmed a full schedule of payments, supported by invoices and receipts and agreed to make the following payments by internet transfer:

PAYMENT	INVOICE/RECEIPT REF:	AMOUNT
MSDC	2009034	£63.78
Mr Andrew Pearson	Reimburse Cllr Pearson for payment of PC Lawnmower. Order ref: #200121992	£509.99
Michelle Fisher	Clerk Salary for May 2024	344.40
Michelle Fisher	Clerk Salary for June 2024 (To be paid in June but agreed today)	344.40
Information Commission	ZA211727	£80.00

Councillors reviewed Barclays mandate for both accounts and agreed to continue to for Cllr Phil Barrett, Cllr Margaret Shaw and Cllr Tim Elliot to have full access to both Barclays accounts to include setting up and authorising payments in line with the internet banking policy. .

- d. All Councillors agreed to hold the previous Clerks uncashed cheque pending any liability to hold it to him
- e. All Councillors agreed to renew the Insurance policy with BHIB (Clear Insurance Management), for an annual renewal price of £567.08.
- f. Cllr Andrew Pearson suggested that RPA not be included on the next accounts spreadsheet as we no longer have this.

**280524/11**

#### **Governance**

a. **AGAR** – The report on the year end process was received from the Clerk. All Councillors approved the Annual Governance Statement (AGAR) for the year ended 31/03/2024 in turn confirming the Parish Council have a sound system of internal control. It was resolved for Cllr Phil Barrett (Chair) and Michelle Fisher (Clerk/RFO) to sign section two of the AGAR with those present at the meeting as witness. Part 2 statements were read and agreed. The Council noted that Income and Expenditure were under £25,000pa and therefore resolved to authorise the chair to sign the Exemption Certificate. The council resolved to approve the AGAR Governance Statement at Part 2, section 1 of the Annual Return and the chair and clerk were authorised to sign it. The Council resolved to approve the information provided by the clerk for the Annual Return in Section 2 part 2. The chair and clerk were authorised to sign it.

All Councillors approved the Accounting Statements for the year ended 31 March 2024 as transposed on section two of the AGAR in turn confirming the statements present the financial position of Hessett Parish Council for the year ended 31 March 2024. Cllr Phil Barrett signed Section two of the AGAR at the meeting, all Councillors witnessed the Chair and the Clerk sign.

b. **CIL** – Councillors received a CIL update report from the Clerk and

confirmed that no CIL money had been used during the reporting year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. All Councillors agreed that the CIL funding amount total was £4620.84. Councillors agreed this would be allocated as funding towards the purchase of a SID. The Clerk and Cllr Phil Barrett signed the Parish CIL Funding Form and all Councillors agreed and acted as witness.

c. All Councillors agreed to the appointment of staff to the following positions:

- (i) Asset Management – Cllr Andrew Pearson
- (ii) Flooding – Cllr Phil Barrett
- (iii) Play Equipment & Village Green – Cllr Margaret Shaw
- (iv) Allotments & Heath – Cllr Andrew Pearson
- (v) Risk Assessment & Policies – Cllr Margaret Shaw
- (vi) Road Safety – Cllr Phil Barrett
- (vii) Footpath Officer – Hessett PC do not have one & no volunteers
- (viii) Defibrillator equipment – Cllr Tim Elliott

d. All Councillors agreed to appoint Cllr Andrew Pearson as the Parish Council Representative to Hessett & Beyton Village Hall.

e. All Councillors agreed the continuation of the Parish Council subscription to the external body, the Suffolk Association of Local Councils (SALC: an annual paid subscription)

f. The Clerk updated the Parish Councillors on the Financial Regulations which the National Association of Local Councils (NALC) had recently released. All Councillors noted the new model and agreed to adopt these in draft form to allow time for the Councillors to renew them.

**280524/12**

### **Speeding**

Following the recent correspondence received from Suffolk County Council regarding the issues surrounding the placement of posts, the clerk explained that ultimately it is up to the Parish Council to decide. The options are as follows:

Option 1 – The Parish Council could decide to choose the original sites. The Councillors would be accepting that the over hanging trees may make solar charging on its own problematic. The Councillors would need to monitor the SID and when necessary, electronically charge them. The cost of charging the Camera being minimal.

Option 2 – Purchase a SID that is battery charge operated.

Option 3 – Continue to look for sites other than those already suggested and not recommended or rejected by Suffolk County Council.

All Councillors decided to adopt Option 1. The Clerk to update Suffolk County Council to arrange installation of VASIGN posts.

**280524/13**

### **Telephone Kiosk**

Cllr Margaret Shaw updated the Parish Council on the progress with the Telephone Kiosk. Cllr Shaw will be looking into finalising the best map for the kiosk and having it printed. Councillors agreed to write a short paragraph for the base of the map as follows:

- Cllr Tim Elliott regarding the church.
- Cllr Andrew Pearson on the Heath.
- Cllr Phil Barrett on the village.

The Clerk agreed to try to source Tourist information leaflets, despite emailing and leaving telephone messages at the Tourist Information Centre based in Bury St Edmunds in the APEX, they have failed to respond. Michelle agreed to try and visit the Apex to see if that may precipitate a response.



The Clerk has already received leaflets on Child and teenage mental health but will order some adult mental health leaflets from Mind once the Telephone Kiosk is ready for them.

**280524/14      Playground**

The Clerk has been unsuccessful in finding a cheaper quote for the Playground repairs that were suggested on the annual report. All Councillors agreed that the Clerk should continue to collect quotes and investigate a funding application for woodchip and matting.

**280524/15      The Heath**

Cllr Andrew Pearson confirmed that he had mowed some paths so residents could enjoy the Heath whilst preserving its natural beauty. Cllr Andrew Pearson was looking at setting up a Facebook page for the Heath. All Councillors thanked Cllr Pearson for his work and agreed a page for the Heath would be a good idea. The Parish Council are still looking for volunteers' keen on becoming more involved with an Environmental Group for the Heath and other areas of the village.

**280524/16      Flooding**

Councillors agreed that a survey should be carried out in Hessett and are looking for volunteers to help look at the Flood risks and collate information to submit to Suffolk County Council. Councillors agreed that the Clerk should ask for clarification from Beyton Parish Council Flood working group to see how to conduct the survey exactly. The Clerk asked to contact Suffolk County Council to ask them for any further progress since their visit.

**280524/17      Meeting Dates for 2024/2025:**

**The council resolved to ratify the following meeting dates:**

- 23rd July 2024
- 1<sup>st</sup> October 2024
- 26<sup>th</sup> November 2024
- 14<sup>th</sup> January 2025
- 18<sup>th</sup> March 2025
- 20<sup>th</sup> May 2025 (Parish Annual Meeting & Parish Council Annual Meeting)

**280524/18      Councillors' Reports and Items for Future Agendas**

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

- Speeding
- Telephone Kiosk
- Flood Update
- Church Walk
- Grass Contractor

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Signed as a true record by authority of the Council

Chair

Date

*Pro Barrett*

23.07.24.