

# Hessett Parish Council

---

## MINUTES

of the meeting on Tuesday 26<sup>th</sup> November 2024 at 7.30pm at Hessett & Beyton Village Hall

**Present:** Councillors Phil Barrett (Chair), Richard Merryfield, Andrew Pearson, Margaret Shaw,

**In attendance:** Michelle Fisher (Clerk to the Council), Cllr Penny Otton (SCC), Cllr Nickey Willshire (MSDC), three members of the public.

**261124/01 Apologies for absence**

All Parish Councillors in attendance.

Cllr Penny Otton not in attendance and sent apologies via Cllr Willshire.

**261124/02 Part 1 Declarations of Interest**

(a) There were no Disclosable Pecuniary Interests Declared

(b) There were no other Disclosable Interests Declared

**261124/03 Minutes**

The Minutes of the meeting of the Parish Council held on 1<sup>st</sup> October 2024 were agreed to be a true record. The Chair was authorised to sign them as such.

**261124/04 Public Forum**

**County & Borough Councillor Reports**

**District Councillor Cllr Nicky Willshire**

Cllr Nicky Willshire confirmed that Cllr Otton sent her apologies for not being able to attend today's meeting and Hessett PC confirmed that we had received Cllr Otton's Parish Report prior to the meeting, a copy of this report will be available with the Minutes.

No updates to changes to rubbish collection. Last full council meeting about budgets and education. We have a community officer and having meeting meetings with her to get updates from her so if Hessett pc has any updates to forward. Cllr Pearson biggest thing is the glass collection as we have a glass collection that provides funding to the PC and Community.

Cllr Barrett mentioned that in Cllr Otton's report she refers to five areas of serious flooding. Cllr Willshire confirmed that that is where fundamentally the main amount of money from County is going, but that there are some funds at District level to support with smaller actions depending on what these may be. It was agreed that Hessett PC would produce a report based on the water survey which had been conducted and send this to Cllr Penny Otton. Cllr Barrett said whilst conducting the survey, it appeared that three main areas were an issue and some feedback from a skilled specialist would be helpful to identify whether this is

correct and what can be done. Cllr Otton said that MSDC may be able to help towards funding a specialist to look into this but that District level funds which are available are very themed.

The Chair asked the members of the public present if they would like to say anything or had any questions.

Member of the public mentioned that they had seen Cllr Barrett out measuring the pipes and things so came down to see what was going on. Cllr Barrett explained that Hesselton PC were conducting a water survey to report back to Suffolk CC to see what can be done to help prevent further flooding issues in Beyton and Hesselton. The idea being to identify any issues.

One member of the public mentioned that the bridge at number 4 and look from the bridge you will see that that ditch is full of Willow tree, then after the Willow tree it flows fine until you get to the pipe going across the road outside number one. The pipe going across the road is no more than 9 inches in diameter. Cllr Phil Barrett asserted that this is one of the things he noted and thought that it was only 0.25 and that this is too small. The other problem Cllr Barrett identified was at Hubbards Lane where it appears to be blocked. Thanks for the input and we take on your point and will take it into consideration. Cllr Willshire said that she would speak to Cllr Otton about the pipe under the road.

Three members of the public expressed their disappointment that the location for one of the SID camera posts had to be moved. They pointed out that they felt that the camera was in the best location and that it would be a shame to move it. They felt that this was a vulnerable area for school children and the elderly. They asked the Parish Council to reconsider moving the post. It was explained that the post was put in place without gaining written consent and therefore it had to be moved.

Two residents present asked whether when the PC order the new dog bins we could possibly consider purchasing a dog bin bag dispenser for one of them as well.

#### **261124/05 Planning**

- (a) All Councillor's noted that there are no planning application consultations to consider. One which had lapsed but MSDC had not given an extension to allow for the PC to meet and be able consider it.
- (b) All Councillor's noted that there are no decisions relating to Hesselton made by MSDC since the last Parish Council meeting.
- (c) CIL balance is currently £4620.84

#### **261124/06 Clerk's Report & Administrative Duties**

- (a) The Clerk informed the PC that she had received correspondence from a concerned resident expressing the following:  
"I am writing to you to express my ongoing frustration and anger at the state in which Hubbards Lane is constantly being left, due to huge lorries and tractors driving up and down while accessing a grain store.  
Today it is sugar beet which is being transported to the site - which means the same thing will happen when it's moved to the factory. The road is left in an extremely dangerous state due to the mud carried by these vehicles -



there is also a high risk of collisions due to the fact visibility has been seriously reduced owing to the fact the hedge on the field side is not maintained.

Drivers who regularly have to reverse when encountering wide loads face constant danger - the Lane has several bends and it's impossible to be sure a vehicle will be unable to stop in time behind them".

The resident also provided some photographs of the road.

The Councillors agreed that the mud on the road and the state the roads were being left was an issue and asked the clerk to write to Rougham Estates to make them aware.

- (b) ICO renewal has been completed and we are registered for the next year, the fee of £40 has been paid. All Councillors resolved the payment to the ICO for the registration fee.
- (c) The Clerk thanked the Councillors for agreeing sick leave and for their understanding regarding her long-term health issues/disability. She confirmed that she had contacted SALC to ask about a Locum to cover until March to allow the Clerk some leave, but SALC do not currently have a Locum available. The Clerk tried reaching out to some Clerks she is networked with and none of them had the capacity to cover. It was agreed that the Clerk continue to work, and the PC be flexible regarding her working hours.

#### 261124/07 Finance

- a. All Councillors confirmed receipt of the finance report for the period 1<sup>st</sup> October 2024 to 26<sup>th</sup> November 2024.

Bank reconciliation: Cllr Andrew Pearson, as non-bank signatory, confirmed the bank reconciliation as presented agrees to the bank statements for the Community account and the Premium account.

Reserves: Cllr Andrew Pearson confirmed at the meeting the reserves account reconciles to the bank statements.

#### Barclays Premium Account Reconciliation

Start Balance	£6490.99
Gross outgoing payments	£1,592.34
Gross Payments Received	£310.00
End Balance	£5208.65
Bank Statement Balance 01/10/2024	£5208.65

#### Barclays Community Account Reconciliation

Start Balance	£25,413.20
Gross outgoing payments	£0.00
Gross Payments Received	£1,500.00
End Balance	£26,913.20
Bank Statement Balance 01/10/2024	£26,913.20

#### b. Budget to Actual spend

All Councillors noted that the actual spend to 26<sup>th</sup> November 2024 is £5273.61 against a budget of £5847.26.

	2024 pay increase. Salary Band amount changes as approved by NALC.	
Michelle Fisher	Back Pay as per 1 <sup>st</sup> April 2023 increase. Clerk previously paid at wrong rate for her Banding scale	£423.20

d. CIL Funding - £4620.84

261124/08

#### **Governance**

- (a) All Councillors agreed to re-adopt the Code of Conduct
- (b) All Councillors agreed to re-adopt the Standing Orders noting slight amendments relating to contact hours (during normal working hours of 9am – 5pm) and types of contact (Clerk to remove her personal mobile number as a contact for the public and all contact to be made via email or letter moving forward. It was suggested that in the future we may like to consider combining the following policies into one overriding policy: Data Breach, Subject Access, Mandatory Record and Subject Request.
- (c) All Councillors agreed re-adopt the risk assessments. All Councillors agreed to adopt the new risk assessment for the SID camera.
- (d) All Councillors agreed the Financial Regulations. Feedback from Independent Auditor generally good with a few minor observations.

261124/09

#### **SID Camera Location**

Cllr Phil Barrett explained that an alternative location had been found for the SID post to be moved to. It required permission from the landowner whose boundary it sat on. Cllr Barrett had spoken with the landowner and who had verbally agreed. It was agreed by the Councillors that we should send the necessary paperwork asking for written permission. It was also agreed by the Councillors that the Clerk should write to the landowner of the original site asking whether they would possibly reconsider the removal of the post based on the opinions of those residents in attendance at today's meeting and other residents who had approached Councillors outside the meeting. It was agreed that we would discuss this again at the next meeting.

261124/10

#### **Flooding & Water Survey**

Cllr Barrett reported on his findings following the water survey that he and a volunteer conducted. Three areas have been identified as potential problem areas contributing towards the flooding in Hessem. All Councillors agreed that Cllr Barrett produce a report for further consideration and for this to be forwarded to Cllr Penny Otton of SCC. The Parish Council will also look into whether we should get a professional opinion and whether we could apply for Funding from MSDC to pay for/towards this.

#### Issues of drainage and flooding following the last Parish Council meeting:

The Clerk confirmed that following the last PC meeting she wrote to Anglian Water and they confirmed that they were not aware of any issues. Anglian Water said that

they would forward my letter and concerns to the environmental team. The Clerk has not heard back from the environmental team at Anglian Water yet.

The Clerk confirmed that as requested at the last meeting she had written to the builder and politely reminded them of their Riparian Rights and obligations. The Clerk received no response to her letter.

**261124/11      Playground Repairs**

The Clerk confirmed that we had received the bark samples which were on display at the meeting. The Councillors confirmed that they would like the large play park bark. All Councillors agreed for the clerk to instruct GADD brothers to carry out the work. GADDS being the cheapest quote and one of the only companies available and willing to do the job. The Clerk confirmed that we had been granted funding from Suffolk County Council for the Playpark works of £1500.00 which was paid into the PC Community account on 13<sup>th</sup> November 2024 which should cover the cost of the bark flooring. The Clerk had not managed to apply to MSDC for funding towards the playpark yet due to her health issues and time off work.

The Clerk confirmed that she had contacted various companies regarding the repairs to the playpark, a company called Sovereign had the capacity to complete the repairs but would charge to do a report prior to costing any works. The cost of a report from Sovereign was more than twice that of BMSDC.

The Clerk confirmed that as she had not received a response from Kompan regarding ordering replacement platforms she telephoned the company and was informed that they did not sell the platforms separately.

The Councillors decided the PC should get more quotes to carry out the remaining works. Cllr Barrett and Cllr Pearson would approach some local builders to see if they could quote for repairing/ replacing the platforms.

Cllr Shaw asked whether the PC should be looking to repair or replace the goal posts as they were quite rusty and were mentioned on the report. The Clerk was asked to look into costing replacement goal posts.

It was agreed that the Clerk would contact Jade Yeo at BMSDC to arrange for them to carry out the play park annual inspection.

**261124/12      Heath Maintenance**

Cllr Pearson confirmed that despite contacting various people, some expressing interest, regarding them carrying out a hay cut, no one has agreed to do it. The PC will continue to look for someone for the next years hay cut and John Game topped it for now for cost.

Cllr Pearson confirmed that the person he contacted who agreed to carry out the hedge cutting never turned up. It was decided that John Game would do the hedge cutting works as he provided a very reasonable quote to complete the works at cost, the Councillors resolved this decision and thank Mr Game for stepping in and for only charging at cost rates.



#### The Compost Bins

Cllr Pearson agreed to continue looking into the best Compost hot bins, the original choice required regular rotating and lifting sections of the compost bin off in order to do this, with no volunteers to carry this out this was no longer a viable option. Cllr Pearson to seek professional advice/guidance on the best alternatives.

#### **261124/13 Community Compost Project**

Cllr Pearson agreed to continue looking into the best Compost hot bins, the original choice required regular rotating and lifting sections of the compost bin off in order to do this, with no volunteers to carry this out this was no longer a viable option. Cllr Pearson to seek professional advice/guidance on the best alternatives.

#### **261124/14 Dog Bins**

It was agreed by all Councillors for the Clerk to order two Red 50 litre capacity plastic dog bins with metal liners. It was also agreed to purchase a dog poo bag dispenser and dog bags for one bin.

#### **261124/15 Specialist Accounts and website packages**

The Councillors agreed to defer this topic until the next meeting due to the Clerk being off sick and not having had time to research packages further.

#### **261124/16 Councillors/Clerk to update PC on any meetings attended**

Cllr Barrett informed the PC that the Church were considering building a village hall on the church grounds which could be used as a Parish room. It would have a bar/café at the front and would be on church land but would be for use as a community building which is desperately needed in the village. It would have internet access and would be a valuable community asset.

Cllr Pearson informed the PC in the capacity of his role as the PC representative on the Village Hall Committee that the lease on the ground is about to expire in a few years and that they are thinking about what they should be doing next. The land is owned by the diocese.

Cllr Pearson told the PC that Beyton Village Hall Committee were wondering who was responsible for the Defibrillator, the Clerk confirmed that the PC are responsible.

**Next Meeting date confirmed as 14<sup>th</sup> January 2025 at 7.30pm.**

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

- Precept
- SID Management
- Allotments
- Phone box
- Dog Bins
- Playground
- Heath Maintenance
- Flooding
- Community Compost Project
- Specialist Accounts Software, Website and email provider, communication

All Councillors noted the reserves report

- 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
Michelle Fisher	Clerks Salary Nov 2024	430.40
SALC Audit	Invoice 29044	212.40
SALC Membership	Invoice 5028	260.71
Cllr Phil Barrett	Reimburse for order 12002060938 for a Memorial Wreath.	£24.49
D.J.Game	Invoice DJ-015 Community Compost clearance of site and concrete base. Meadow topping for top and lower Meadow	£1280.00
Westcotec	<u>SID Camera</u> The following was transferred from Reserves into the Business Premium account: £1400 amount promised by SCC as award towards SID £2000 amount awarded by MSDC towards SID purchase £1252.20 from CIL funding towards SID purchase The total amount of £4651.20 paid to Westcotec from Business Premium Account covered by Reserves.	£4651.20
Andrew	Receipts for petrol & for post mix concrete	£22.20 £8.00
Phil	wreath	
Top Garden Services	Annual Grass Cutting Invoice 2651	£2772.00
Michelle Fisher	Clerks Salary for December to be paid 30 <sup>th</sup> Dec 2024	£175.01
Michelle Fisher	Back pay as per 1 <sup>st</sup> April	£738.99

**The Chairman closed the meeting at 9.50pm**

**Signed as a true record by authority of the Council  
Chair**

*PWD Gammitt . 14.01.25*