

**HACHESTON PARISH COUNCIL**  
**Minutes of Meeting**  
**of Wednesday 20<sup>th</sup> September 2023**

**1. Present**

Cllr. Nikki Markham (Chair)	Cllr. Graeme Hall	Cllr. Terry Mee
Cllr. Chris Hurlock	Cllr. Lucy Lavender	Cllr. Andy Markham
Cllr. James Hardy		

**In Attendance**

Lydia Kirk (clerk)

**2. There were no declarations of interest.**

**3. The minutes of the Council meeting on 26<sup>th</sup> July 2023 were approved as a true record of the meeting.**

**4. There were no matters arising.**

**PUBLIC FORUM**

There were no members of public present.

**5. Chair's Report**

The Chair reported that lots of preparation has been going on behind-the-scenes for the Open Meeting on Friday. There have been constant emails between the Chair, Vice Chair, clerk and external agencies. A huge amount of work has been put into research, presentations and preparation. Moving forwards, this isn't sustainable and tasks will need to be split across the Council. There are likely to be lots of actions required after the meeting and she asked for volunteers to help with this.

**6. Clerk's Report**

The clerk thanked the Chair and Vice Chair for all their help and hard work preparing for the coming Open Evening.

Barclays Bank has now closed in Framlingham and is due to close in Woodbridge in December. If this causes difficulties for the Parish Council, it might need to consider switching banks.

The Village Hall Committee has thanked the Parish Council for taking on the ongoing financial burden for maintaining the village defibrillator. They have confirmed that they will carry out the routine service checks and let the Council know when pads or batteries need purchasing. They will send the balance funds in their defibrillator reserves to the Parish Council.

NALC are running a consultation on the model Financial Regulations and the clerk will attend one of the consultation webinars.

The clerk thanked Councillors for sending their biographies for the website.

Scribe are currently offering a 1 month free trial to their new software package. After this, it would be £12/month. The clerk will sign up and report back on the product.

**7. After explaining the role. Cllr. N. Markham proposed Cllr. Hurlock to be the Examining Councillor.** This was seconded by Cllr. Mee and carried. It was noted that the Examining Councillor cannot be a banking mandate.

**8 Financial Officer's Report**

a) The following payments were approved:

Reference Number	Amount	Payee	Details
P16 23-24	£823.94	L. Kirk	Pay to 30 <sup>th</sup> September
P17 23-24	£205.80	HMRC	PAYE

P18 23-24	£140.00	G Whiting	Mowing & strimming August and September
P19 23-24	£252.00	PKF Littlejohn	External audit 2022-2023 fee
P20 23-24	Up to £465*	Community Action Suffolk	Insurance renewal premium

\*Regarding P20 23-24, the Clerk will liaise with CAS to see if any of the risks covered are not needed or if the level of cover can be reduced to help lower premium.

- b) No payments have been made since the last meeting
- c) Funds received since the last meeting:  
01.09.2023 £81.78 interest
- d) The bank balances as at 31.08.2023 were:  
Community Account: £2,392.01  
Premium Account: £29,721.50  
It was noted that £20,000 of this was CIL funding.
- e) The bank statements and bank reconciliation as at 31.08.2023 were reviewed and signed off by the Examining Councillor.
- f) The year-to-date report on payments and receipts was considered and is in line with the agreed budget.
- g) Cllr. Hall wishes to be removed as a banking official. It was agreed that Cllr. N. Markham and Cllr. Hardy will be added as officials. After over 9 months the Council's Simple Servicing request has now been completed and the clerk now has access to view the Council's bank accounts online.

**9. The plans for the multi-agency village open-evening on Friday were finalised.**

The Chair has collated and categorised a list of questions received to-date and will introduce the evening. The clerk will buy some snacks for before the meeting and in the interval. The bar will be open from 6.45pm and remain open after the meeting. Cllr. Lavender has produced a detailed report for the Open Evening. Cllr Mee was concerned that this should not be considered a report from the Parish Council but should come from Cllr. Lavender as an individual. However after Cllr. Lavender went through the report- on the demographics of the village, road usage, quotations and statistics he was satisfied and it was agreed the report could be read out as proposed. The Chair thanked Cllr. Lavender for all her hard work and effort spent preparing the report.

Discussions on various traffic problems and possible solutions were then mooted for some time. This will be considered further at a future meeting.

Cllr. Hardy offered to try and extract the data from the Speed Indicator Device. This offer was gratefully accepted and Cllr. Markham will arrange to deliver the SID to him.

**10. A request for an additional dog waste bin at the bridleway near the River Ore was considered.**

With an increase in the number of dogs in the village, Cllr. A. Markham proposed the Parish Council accepted a quotation from ESC of £273.27 + VAT for a dog bin, plus the service charge for weekly emptying of £91 + VAT per annum. This was seconded by Cllr. Hardy and carried unanimously.

**11. The clerk provided a summary of discussions from the meeting held with County Councillor Burroughes, the Highways Liaison Officer and Cllr. Lavender.** Councillors considered the following actions:

11.1 to request a traffic and speed data survey in three busiest areas of the village at a cost of £420 for the first survey and £195 for each additional survey. After discussion, it was agreed to commission two surveys along The Street- one near the entrance signs at the Wickham Market end of the village and one near the junction to Easton Lane. Councillors also agreed to fund a speed survey at Ash Road and Main Road in Lower Hacheston.

**ACTION** Clerk to request the speed surveys from SCC, and to ask the Liaison Engineer if the Council can have the data from any other surveys in the village from the last 5 years.

11.2 to consider purchasing 30mph roundel stickers to distribute to residents for displaying on wheelie bins. It was agreed to spend up to £40 on 30mph roundel stickers for bins, to be handed out to residents. If successful the Council will consider purchasing more.

11.3 to consider installing entrance gateway signs at either end of the village following new information provided by the Highways Officer. The Parish Council can now purchase its own gateway signs and is not limited to purchasing them from SCC. This is a far cheaper option and there were debates on the effectiveness of the gateways and concerns that they can hinder vision for residents entering the main road near them. The clerk will send gateway prices to Councillors along with evidence showing that they can help to reduce motorists' speed. This will be discussed again at November's meeting.

11.4 To consider authorising the repainting of all 30mph roundels and SLOW markings in the village, with costs to be shared between the Parish Council and County Councillor . The price of this is still awaited from the Highways Officer so will be deferred to the next meeting. It was noted that Cllr. Burroughes has already funded two additional roundels and a SLOW marking through his Highways Budget and the request for this work was placed in August.

11.5 To consider joining SCC's Community-Self Help Scheme. This would allow the Parish Council to authorise approved contractors to carry out improvement and maintenance works in the village, and also allow volunteers to work near certain highways in the presence of a lead volunteer who has received their training. Councillors agreed that the Council should sign up to the CSHS and it was noted that the clerk is doing the required training through another of her Councils.

12. **The External Auditor's Report for 2022-2023 was considered and will be published on the website.** The comment regarding the amendment to the amount of precept requested was noted. The report and notice have been published on the noticeboard and website as required. This now concludes the 2022-2023 audit process.
13. **Quotations for repair works to the grids at the entrance to the Village Hall car park are still awaited but Cllr. Hurlock has spoken to a contractor who will come to assess the job imminently.**
14. **There was discussion on what training Councillors have had and the clerk advised that it would be useful for all Councillors to receive refresher training or initial basic training.** One Councillor did not think this was necessary and was resistant to having training when he has done the role for so many years. He also thought it was not necessary as it was the clerks role to advice Councillors on their responsibilities and legal obligations. The clerk reminded Councillors of the worrying situation that the Council was in before she took on the role and reminded them that it is the Clerk's role to advise Councillors but that any repercussions from non-compliance fall to the Council as a body rather than to the clerk. Upon learning that the training is only for two hours on two evenings and can be held locally, he agreed to attend. **ACTION** Clerk to look into some dates for whole Council training and report back. This could be completed with another local Council to split the costs.
15. **Correspondence was considered:**  
20s Plenty for Suffolk Campaign – Some Councillors saw the merit in the scheme, others thought it was a waste of time and should not be considered. This has also had some emailed consideration and will be discussed again at the Council's next meeting after the Open Meeting.

Covid autumn booster leaflet – this was noted and will be displayed in the noticeboard.

An email from a resident regarding resurrecting the Community Speedwatch Group was noted. A sign-up sheet for other volunteers will be at the Open Meeting and it is hoped there is enough interest for this to go-ahead.

Communi-tea Chinwag events- these have been published on the website and noticeboard.

**16. Updates from Councillors and reports on actions**

**Cllr. Hardy** has checked the village sign post. The bottom of the oak post is showing signs of rot, but the main section is still very solid. The sign might need lifting via a crane and the metal needs repainting and possibly grit blasting.

**17. Matters to be raised at the next meeting:**

Village gateways

SID data

20's Plenty Speed Campaign

Slow Walks campaign

Village sign remedial works

**18. The date of the next meeting was confirmed as being on Wednesday 15<sup>th</sup>**

**November.** There being no further business, the Chair thanked everyone for attending and closed the meeting at 9.28pm.

**Signed:** .....

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**Chair**

**Date**