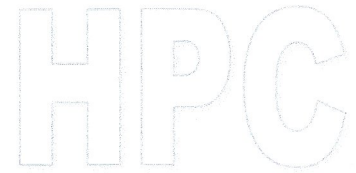


# Hacheston Parish Council



8th March 2021

To be held at 7.30pm

## Minutes

Conducted electronically via Zoom due to Covid 19

Present: Cllr Revill (Chair) Leach (Vice Chair) Clough, Hall, Mee,  
Hurlock, Markham

Cllrs Burroughes and Poulter

Clerk Jane Page

**1. Apologies** - There were no apologies

**2. Declarations of Interest and to accept any dispensations** - Cllr Clough declared an interest as a trustee of the Corrance Trust (Donations)

**3. The Minutes of the Parish Council Meeting of 13th January 2021 were confirmed and signed**

**4. Public forum** - there were no members of the public who requested to attend

### **5. Matters for debate:**

**5.1** To allocate donation funding - £50 to Air Ambulance and £20 Parish magazine to continue. The £100 remaining budgeted money will be voted on when research on WM First responders and Hour Community have been investigated **ACTION** Clerk will find further details

**5.2. Risk Assessment** - The internal control and internal audit procedures for Hacheston are regularly reviewed and a full Risk Assessment document is maintained.

### **5.3. 5.4 Review of Internal Control and Internal Audit**

All cheques are signed by two of the three named Councillors at council meetings, once council approval has been given, and invoices and cheque stubs are checked and counter signed. All expenses are tracked and full accounts are kept updated. Fidelity Guarantee insurance is calculated for the highest amount the council are likely to hold in their funds, taking into account the peak in funds at the times of the precept. An independent professional auditor carries out the internal audit which covers:

Proper book keeping with review of cash book, bank reconciliation and statements, supporting vouchers, invoices and receipts,

Financial regulations including Standing Orders,

Control and risk management,

Budgetary and income controls,

Petty cash, payroll, asset control and valuation, bank reconciliation, year end procedures.

Internal Audit is considered effective as all measures and suggestions have been taken up over the years. The Council, Clerk/RFO and Internal Auditor have clearly defined roles. The audit documents are prepared throughout the financial year and are constantly reviewed by the council

**5.5.** Standing orders are updated regularly as are Financial Regulations and the Asset Register is kept up to date. Last review was January 2020

**5.6** Chairman Adrian Revill was elected Hacheston United Charity Councillor representative proposed by Cllr Hurlock, seconded by Cllr Leach

5.7 To elect Internal Auditor - Trevor Brown has been elected to continue proposed by Cllr Revill, seconded by Cllr Markham

5.8 To employ new payroll service provider - it was decided that SALC should carry out this role following the retirement of Lynn Sheppard, Ladywell proposed by Cllr Revill seconded by Cllr Hurlock

#### 6. To hear reports from:

SCC - on the website

ES - on the website - there is funding for a community project. This will be publicised in the Parish Magazine. Cllr Hurlock will take the idea for an electric charging point to the VH committee

#### 7. Planning applications and Notifications

To consider any planning applications received by the date of the meeting where reasonable and practical to do so  
DC/20/5109/FUL | Construction of wooden cabin for use as additional storage and as a studio to undertake hobbies | Hacheston Lodge The Street Hacheston Suffolk IP13 0DL - *this has been refused*

DC/21/0723/FUL | Construction of first floor side extension to dwelling and associated work | 7 The Street Hacheston Suffolk IP13 0DW - *no objections*

BC/21/0465/BN | BC/21/0465/BN | 17 Ashe Road Lower Hacheston Hacheston Suffolk IP13 0PB - *no objections*

DC/21/0674/FUL | Erection of a shop building (to include hairdressers and beauty salon) | Glevering Mill Easton Road Hacheston Woodbridge Suffolk IP13 0EY - *no objections*

#### 8. Correspondence since last meeting

circulated to Councillors \*emailed

Sizewell update\*

SALC bulletin\*

Anglian Energy Alliance Update 18/01\*

Greenprint bulletin Jan\*

SALC Bulletin 26/1\*

ES Planning and Building Control Newsletter\*

Constable Country Police Newsletter\*

February briefing Carol Poulter\*

SALC Bulletin 16/2\*

Bin Collection dates\*

Sizewell Community Forum update\*

SALC bulletin 23/02\*

Rural Services Network News\*

#### 9. Financial matters and payments due:

Current Account as at 24th Dec           £ 7266.66 before s/o

Business Account                           £1,211.73

#### Cheques

100851 Westcotec                           £33.00

100852 C Brady Bus Shelter           £1773.00

Total   £1806

Current account after payments       £7248.06

Business Account                           £1,211.53 (inc £0.03 int)

## 10. Reports:

Anglian Energy Alliance Update 18/01 HPC added their signature

Precept request has been submitted

Cllr Leach attended WM partnership meeting 21.1.21

ES will not allow a mirror to be placed opposite Easton Lane

Clerk has completed ES open space/play area, allotment survey

Cllr Burroughes reported that measures were being taken by SCC to avoid future flooding in Hacheston.

**SIZEWELL C development. Update March 2021**

Cllr Leach had attended a number of meetings with EDF and local parishes (Marlesford, Wickham Market, Campsea Ashe, Pettistree) to discuss the effect of the Southern Park and Ride facility which is proposed to be sited near the A12 in Hacheston.

Measures had been discussed to lessen the impact of traffic which will access the Park and Ride site using the B1078 through Wickham Market, considerably increasing congestion. We also are concerned about congestion on the Five Ways roundabout and EDF have been asked to produce details of likely traffic movements there.

Cllr Clough and Leach took part in a Liaison Meeting with EDF on February 11th where Hacheston's concerns were discussed.

The DCO process ( EDF'S application for planning permission) has now reached the first stage of examination. As an Interested Party, HPC were given the opportunity to speak at the Preliminary Meeting of the Examination. This will cover procedural matters and we declined to take part since our concerns will be covered by neighbouring parishes.

## 11. Items to go forward to next Agenda

The meeting closed at 8.35pm

**Next meeting dates 2021 10th May APM and APCM, 5th July, 6th September, 8th November**

Signed

*P. A. Revitt*

Dated

*10/05/21*