Hawstead Parish Council - Clerk report

15th May 2025

The aim of this report is to provide comments on agenda items and to update the Parish Councillors on:-

- correspondence received, sent and circulated since the last meeting
- Training attended since the last meeting
- Clerks' activity since March 2025
- Planning decisions

2.5 Suffolk constabulary https://www.suffolk.police.uk/SysSiteAssets/media/downloads/suffolk/ceo-constables-county-march.pdf

5 Matters Arising

- Quintas River Linnet solar proposal consultation took place April 2025; some councillors attended.
- Countryside Stewardship claim submitted in May 2025
- Footpaths leaflet (suggested Jan 2025) yet to be progressed.
- Clerk yet to sort You Tube Channel
- Internal audit material submitted April 2025 to SALC
- Fallen tree yet to be taken out of brook.
- SCC declined to action broken culvert report (correspondence below)

Notes on items 9.1-9.10

Documents for review and approval:

9.1 Standing Orders and Financial Regulation Orders and Code of Conduct (review and re-adoption); these documents are based on the model templates issued by SALC; Standing Orders are based on the 2025 updated template; the financial regs are based on the 2024 template. In 2014 HPC adopted a filming protocol which is included in the Standing Orders for approval this year.

Items to Note:

9.2 review of asset register (last reviewed in March 2025).

9.3 Review of arrangements with other businesses (ICO/1&1/ SALC/Suffolk Cloud);

The PC is a data controller and as such must subscribe to the ICO (£35pa).

The PC employs SALC as payroll provider at £38 pa.

The PC pays 1&1 (now Ionos) for use of the village website and email platform cost circa £300pa. It is still hoped to phase out use of the old email platform during the course of the year which will reduce cost going forward. This website is maintained by volunteers as a community resource.

The PC pays Suffolk.cloud for the new PC website and email platform cost £280pa.

Lloyds is charging £4.25pcm bank charges

9.4 Review of appointments to outside bodies (none at present);

9.5 Confirmation of insurance cover for all insurable risks; The Council's insurance (Clear Council) provides property cover of up to £22,000 for contents, street furniture and gates and fences; The existing cover is adequate for the current range of assets; please note that £50,000 Fidelity cover is provided which is adequate to cover the funds held by the Council in its bank account.

9.6 Review of Councils subscriptions to other bodies (SALC) The PC subscribes to SALC for training, support and news. Cost £160.16. Further information shown at SALC – Suffolk Association of Local Councils. The PC also subscribes to The Open Space Society OSS, (£45pa) Suffolk Preservation Society SPS (£30pa) and Suffolk Wildlife Trust SWT.

9.7 Review and re-confirm current range of policies; The current polices include grievance, reserves, complaints, subject access request, data protection, personal data breach, FOI, Equal opportunities, Whatsapp use; can be found on the website http://hawstead-pc.gov.uk/policies-and-procedures/ and are next due for review in May 2027; the reserves policy requires updating in order to ensure general reserves are below the precept level from time to time; it is due for next review Nov 25.

9.8 Review of expenditure under s137 Local Authority Act 1972/General Power of Competence; it is proposed that the Council should re-declare that the conditions for the general power of competence have been met (over 2/3 of councillors appointed following election; clerk qualification and resolution);Once the general power of competence has been re-declared it should then use s1 Localism Act 2011 rather than s137 LGA 1972 to support any grants in relation to which it has no alternative specific powers.

9.9 Meeting dates for 2025/26.

15th May 2025
10th July 2025
11th September 2025
13th November 2025
8th January 2026
12th March 2026

9.10 Bank mandate

The Council banks with Lloyds and uses online banking; JB,HB and RA and the clerk are on the bank mandate.

10.1 Planning notifications

Planning application - one dwelling, Land adjacent Cullum House, Church Road, Hawstead.
An appeal decision has been received for the above application which has been DISMISSED. The application was originally refused under delegated powers.

Householder planning application - a. alterations of existing barn to form annexe b. render to front and side elevation c. cladding to side elevation - Hawstead Hall Nowton Road Hawstead Suffolk IP29 5NH Ref. No: DC/24/1575/HH | Status: Application Granted | Case Type: Planning Application

12. Correspondence

Indication is given where an item has already been circulated by email and/ or is under consideration at this meeting and /or has been circulated for this meeting. Please request copies of anything you have not received

Date	Detail	Action	Email circulation	Agenda item	Circulated with agenda
2.4.25	Reminder re Quintas River Linnet solar project consultation event		2.4.25		
17.3.25	Salc bulletin				
17.3.25	SCC response re gullies at Larkfied Corer			12	
19.3.25	SALC training bulletin				

20.3.25	Response re dog waste from WSC				
21.3.25	Bus passenger interest group notes				
21.3.25	Grass cut schedule				
21.3.25	Info re loft insulation scheme form SCC	To website 25.3.25			
24.3.25	SALC bulletin		24.4.25		
25.3.25	Fw: Community Film Screenings		24.2.25		
25.3.25	Salc traning bulletin				
28.3.25	WSC grass cut schedule				
28.3.25	Fw: SALC West Suffolk area forum - summary notes		24.2.25		
29.3.25	SCC newsletter		25.4.25		
31.3.25	NSIP information from SALC				
31.3.25	SALC bulletin		25.4.25		
1.4.25	Fw: Town and parish update: West Suffolk Housing Pathway		25.4.25		
2.4.25	SCC newsletter			3.2	
4.4.25	Grass cutting schedule				
7.4.25	SALC bulletin		25.4.25		
7.4.25	SALC SURVEY regarding devolution and local government re-organisation		25.4.25		
11.04.25	WSC Grass cut schedule				
14.04.25	SALC bulletin		25.4.25		
15.04.25	Play area report			12.1	
15.04.25	SALC training bulletin				
17.04.25	Grass cut schedule	To CC 25/4			
23.04.25	Tractor rally flier	To VV/Website 25/4			
23.04.24	SALC anniversary event flier		25.4.25		
28.04.25	SALC bulletin		10.05.25		
28.04.25	WSC grass cut schedule				
30.04.25	The Local Councillor Magazine from SALC - May 2025		10.05.25		
	Devolution and LG - update and next steps for SALC		10.05.25		
01.05.25	Triconex consultation re A134 closures	Responded 04.05.25	01.05.25		

02.05.25	Grass cut schedule				
04.05.25	SALC aGM flier				
06.05.25	Fw: Invitation: Suffolk County Council Briefing on Local Government Reorganisation		09.05.25		
06.05.25	West Suffolk Town and Parish Council Forum		09.05.25		
06.05.25	SALC news bulletin				
06.05.25	SALC training bulletin				
08.05.25	SCC highways forum flier		08.05.25		
10.05.25	WSC grass cut schedule				

TRAINING

AB/JFLhave booked onto 2 x new councillor training sessions April 2025

CLERK'S ACTIVITY April-May 2025

Date	Activity	Time
	Prepare for and minute May meetings End of year finance/audit	
	Corresp	
	TOTAL	**50.00**

SCC response to broken culvert report 2 April 2025

Your report reference number is: 00513702
BELL LANE, HAWSTEAD
Date reported: 19/03/2025
Description: Broken culvert pipe (SCC) - needs repair

Thank you for contacting us about this issue. We have visited the location of your report and assessed against Suffolk County Council's Highway Maintenance Operational Plan (HMOP). Unfortunately, at this time we are unable to take further action as this does not meet our intervention criteria. We will, however, continue to monitor the location as part of our routine inspections.

We receive thousands of highway-related reports each month, with significantly increased demand in winter months. We assess each and every report and when appropriate, repair or rectify the reported issue. While we would like to resolve every problem as soon as it is identified, financial and practical considerations mean that we must prioritise our work, with a risk assessment based upon location, road category and severity of the possible defect. Broadly we repair/replace:
Potholes - that are 40mm or deeper.
Footways - holes when they are 20mm or deeper and trips when 20mm or higher.
Road signs - when mandatory signs are obstructed or missing. Others are prioritised; 1. Warning signs not included in HMOP, 2. Signs associated with Traffic Regulation Orders, 3. Directional Signs

4. Information Signs
Road markings - Priority and safety markings, yellow parking lines.

WSC response re dog waste bins

Thanks for getting back to me, we will maintain the status quo for now as its unfair to start charging until this is introduced across the area.

I will update our records about the litter bin in the play area as it was logged on our system as ours.

SCC correspondence re blocked gullies Larkfield corner

From:
Sent: Monday, March 17, 2025 9:45 am
To: Karen Soons (SCC Councillor) <Karen.Soons@suffolk.gov.uk>
Subject: Bull Hill, Nowton Road, Hawstead - Suffolk County Council Problem Report 00501271 / 503474

Works were ordered to jet 2 gullies on the hill, these works were completed 4th February 2025. As this has not resolved the issue the Highways Assessment Officer passed details of this location to the Drainage Team on 12th March 2025 for further investigation. This is the update received below.

The gullies on Nowton Road, Hawstead are cleansed annually with the last cleanse taking place October 2024, and the next due after September 2025.

I hope this reassures the resident that the gullies are annually cleansed, we have tried to resolve the issue by undertaking jetting works but as this issue persists further investigations are needed. The location is now listed with the Drainage Team, but we can't give a timeframe as to when they will have the resources available to undertake works here.

Nature Recovery consultation
From: Natural Norfolk <naturalnorfolk@norfolk.gov.uk>
Sent: Wednesday, April 16, 2025 2:14:08 PM
To: Natural Norfolk <naturalnorfolk@norfolk.gov.uk>
Subject: LNRS Public Consultation Now Live – Please Share and Support

We're pleased to announce that the Local Nature Recovery Strategy (LNRS) public consultations for Norfolk and Suffolk are now live as of Wednesday 16th April 2025.

This is a vital opportunity to shape the direction of nature recovery across our counties. The consultations will be open for eight weeks, and we're seeking a wide range of views to ensure the strategies reflect local needs, priorities, and opportunities.

We are asking all partners to complete the survey whenever possible. The closing date is Wednesday 11th June 2025.

We then ask that you help us promote and support the consultations to ensure we reach as many people and organisations as possible. Your involvement is key to making this a success.

How you can help:

- Share the consultation links and information through your communications channels
- Encourage responses from your networks, including community groups, landowners, farmers, conservation bodies, and local businesses
- Reinforce the message that the LNRS will be most effective when shaped by those who live and work in the area

Access the consultation and background materials here:
For the Norfolk consultation and survey visit www.norfolk.gov.uk/naturerecovery
For the Suffolk consultation and survey visit Local Nature Recovery Strategy - Suffolk County Council

Please note that these are legally 2 separate strategies - you can respond to both if applicable to you, or just the relevant county.

Thank you for your continued support and collaboration in making these LNRSs meaningful, inclusive, and impactful.

If you have any questions, please do get in touch.

Kind regards,

Jennifer Burlingham (she/her)
Norfolk and Suffolk Nature Recovery Partnership Manager
Suffolk County Council

Triconnex consulation 1 May 2025 and HPC response.
Good afternoon,

I wanted to contact you all today after a meeting we have just had with Network Assurance to run somethings by you all.

I am the senior operations manager for Triconnex, we have been tasked with getting the new HV network completed for the Hopkins development, I understand with all the works that have been undertaken for this project along with others in the area this has been extremely frustrating for yourselves and your local residents.

I/we at Triconnex originally applied for our road space last year but have had to make way for Howards {Hopkins groundworks team} and this has given us very little opportunity to complete our excavation cable pulls and jointing works. We have asked today if we could have 2 more weeks to fully complete all works and be off the road for good with all works completed and reinstated, The Network assurance team have offered us Night works, but I do not want to do this as it is not fair on the residents.

They have advised that if you were all in agreement that we could do daytime working but this would only be accepted with your agreement. My thoughts are I would like to get this network completed and not return for further disruption in June as that is the next availability for road space, I would be happy to put as much effort into getting this completed now to eliminate the impact of any works further down the line. I don't foresee the need for a full 2 week notice and believe we can get this done in about 8-9 days but wanted to be as upfront as possible with you all as I fully appreciate this has been a very challenging scheme for all involved.

Could you let me know your thoughts please so I can go back to Network Assurance regarding getting this work complete next week. We would only be using standard traffic management and 2-way light controls, at no time will a closure be implemented.

Thank you and I hope to hear from you as soon as possible.

Dear Sir

Thank you for your email dated 1 May 2025 purporting to consult with local parish councils regarding further works necessitating road closure/traffic management measures on the A134 in connection with the Hopkins Homes development.

Residents of this parish have largely been affected (in relation to the Hopkins Homes development) by increased traffic flows/ speeding traffic through the village on country lanes not designed for the volume of traffic, caused by drivers seeking to avoid queuing/ avoiding the road closure along the A134 and also by additional journey times for their own travel into Bury St Edmunds. The village itself has no residents likely to be directly impacted by night time working, but will be impacted by any knock on effects to the traffic during your chosen period of working.

Whilst pleased to have been consulted by you on this occasion, there is general concern about the overall lack of planning - presumably the aspect of the works your company needs to complete could (and should) have been factored into the overall project planning timetable / schedule of traffic management measures approved by SCC at the outset of the Hopkins Homes Development rather than being treated as an add-on at this late stage.

Little information has been provided by you about what the different options are for completing these works (if indeed there are any real options) and this Council at least has not yet had the opportunity to consider your email in a formal meeting.

That said, there is consensus among Hawstead PC councillors, that in order to minimise ongoing disruption any further works affecting traffic movements on the A134 should be completed in the quickest/most time efficient manner possible on proviso that;-
(a) Low Green remains open for the duration of any further works; and
(b) no further complete road closures will be required to the A134 to facilitate your works.

Are you/ HH/ SCC able to confirm a date for completion of all traffic management measures in the A134 in connection with this project?

Given the lack of information provided and the fact that the Council has not yet had the opportunity to formally meet to discuss your email of 1 May, this Council reserves the right to comment further as appropriate.

Regards

Clerk to Hawstead PC