

Homersfield Parish Council

PARISH COUNCIL MEETING

Homersfield Black Swan

Tuesday 7th March 2023 at 6.00pm

Present

Chair Angela Stokes, Councillors Ian Duffy, Lucy Hammond & Joyce Westgate

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: None

A. To receive Reports from the County & District Councillor

None Received

B. Public Forum – for Members of the Public

MINUTES

1. To consider Apologies for Absence

None

2. To record Declarations of Interests and to consider Requests for Dispensation

Point 5.g) Cllr Hammond declared a non-pecuniary interest – husband repairing the bus shelter.

3. To Approve the Minutes of the Meeting held on 14th February 2023

The Minutes from the Meeting held on the 14th February 2023 were confirmed unanimously as a true and accurate record and signed by the Chair.

4. Matters Arising from the Minutes above and not on the Agenda

None

5. Finance

a) To Receive the Financial & Budget Reports and Approve the Income & Expenditure

Councillors resolved unanimously to approve the following Receipts and Expenditure

DATE	REFERENCE	DETAILS	RECEIPTS	EXPENDITURE
28/02/2023	S/O	Clerk's Salary - February		£ 200.00
07/03/2023	100919	Clerk's Expenses - February-March		£ 28.00
07/03/2023	100920	Stewart Cable - Handyman (Noticeboard)		£ 40.00
09/03/2023	credit	ESC Grant - Bus Shelter Repairs	£ 427.00	
28/03/2023	S/O	Clerk's Salary - March		£ 200.00
		Total	£ 427.00	£ 468.00

b) To Consider Grants

Councillors agreed to issue no further grants this financial year as already allocated:

- Suffolk Accident Rescue Service – Grant £50.00
- RBL - Poppy Wreath £26.50
- Harleston Town Council - Car Parking Grant £50.00
- Alburgh Parish Council - Litter Bin Grant in 2023-24 (*put into reserves*) £100.00

c) To Consider a King's Coronation Plaque and Celebration

Councillors resolved to:

1. Purchase a King's Coronation Plaque for the village sign.

Signed: _____ Chair

Date: _____

Homersfield Parish Council

2. To hold a Coronation Big Lunch with Homersfield's PCC at the church on Sunday 7th May 2023.

Action: Clerk to make and order posters

d) To Consider General Reserves

Councillors agreed the General Reserves were slightly high and asked the Clerk to vire the excess in the Homersfield Wood Reserve.

e) Internal Audit for 2022/23

The Internal Audit has been booked in May before the next meeting.

f) HPC's Bus Shelter Repairs

Cllr Hammond declared a non-pecuniary interest – husband repairing the bus shelter. County Cllr Judy Cloke has kindly given a Locality Grant to fund the repairs. Cllrs sent thanks to Cllr Cloke for the grant and the bus shelter repairs will be completed ASAP.

g) HPC's Noticeboard Relocation & Repair

The noticeboard has now been relocated outside the playing field fence.

h) River Waveney Trust – Homersfield Bridge Rubbish & Dog Bin Request

Alburgh Parish Council has noted and sent thanks for the Litter Bin Grant of £100 which will be paid on receipt of invoice.

i) Tree Work Quotation

The Tree Surgeon has agreed to complete the initial work after April 2023 and the non-urgent work in Autumn 2024.

Action: Clerk to send the Tree Warden the Survey Report and the Agreed Action

6. Annual Review of Statutory Documents and Policies

Councillors approved all the following Statutory Documents and Policies and Agreed there should be 6-monthly asset checks.

Action: Cllr Duffy

- a) Asset Register – updated and signed by the Chair
- b) Chainsaw and Strimmer Policy - (now combined)
- c) Council Risk Assessment
- d) Code of Conduct Policy - to 4th May 2023
- e) New Local Government Association's Code of Conduct Policy - from 5th May 2023
- f) Data Protection Regulations Policy
- g) Financial Regulations Policy
- h) Freedom of Information & Publication Scheme Policy
- i) Internal Control Statement
- j) Litter Pick Risk Assessment
- k) Planning Procedure Policy
- l) Standing Orders
- m) Wood Working Risk Assessment

7. To Consider Receiving Homersfield Playing Field's Physical and Monetary Assets

- a) Homersfield Community Park - Charity Number: 1193118
- b) Homersfield Playing Field - Charity Number: 1066181

Cllr Duffy is making steady progress in resolving the issues concerning the above.

Cllrs requested the Clerk to loan all HPC's paperwork to Cllr Duffy to aid his research.

Action: Clerk

8. Planning Applications and Decisions

Cllrs noted the following:

Applications

Signed: _____ Chair

Date: _____

Homersfield Parish Council

- a) **Planning reference: DC/23/0271/FUL**
Proposal: Garden Timber Structure
Site address: Wortwell Mill, Low Road, Homersfield, Harleston, Suffolk, IP20 0HJ
At HPCs 14th February 2023 meeting Councillors resolved to OBJECT with comments.
- b) **Planning reference: DC/22/3007/LBC**
Listed Building Consent - The erection of two ground floor extensions to a listed building
Wortwell Mill Low Road Homersfield Harleston Suffolk IP20 0HJ
Validated: Thu 28 Jul 2022 | Status: Awaiting decision
At HPCs 17th August 2022 meeting Councillors resolved NO COMMENT.
- c) **Planning reference: DC/22/2522/FUL**
Proposal: Construction of two ground floor extensions
Site address: Wortwell Mill, Low Road, Homersfield, Harleston, Suffolk, IP20 0HJ
Validated: Thu 28 Jul 2022 | Status: Awaiting decision
At HPCs 17th August 2022 meeting Councillors agreed NEUTRAL and added comments to the planning application.

Decisions

None

9. Homersfield Phonebox

- a) **To Consider an Easter Display**
Cllr Hammond has invited parishioners in the parish magazine to create a display in the phone box.

10. Homersfield Wood

- a) **Wood – update**
As reported in Minute 5.i) above.
- b) **Wood Working Parties**
The latest Wood Working Party of three volunteers planted 5 Hazel trees on the bank, cleared brambles and Sycamore seedlings. They reported the trees planted in spring 2022 are now beginning to shoot.
- c) **Permissive Path Signs – c/f**

Action: Chair to advise

11. Village Maintenance

- a) **Village Litter Pick - 18th March 2023**
The Village Litter Pick poster is in the Parish Magazine, the noticeboard and on HPC's website asking volunteers to help.
- b) **Ride-on Lawnmower**
Councillors agreed to sell the unused ride-on lawnmower. Action: Chair
- c) **Nature Reserve White Posts**
Cllr Duffy agreed to send the Clerk details to report the missing Nature Reserve white post. Action: Cllr Duffy/Clerk

12. Correspondence

Cllrs noted the following:

- a) **Thank you letter from Harleston Town for Car Parking contribution**
- b) **Thank you email from Alburgh Parish Council for litter bin grant offer**

Signed: _____ Chair

Date: _____

Homersfield Parish Council

13. AOB

For discussion only – the Council cannot make decisions on these items unless stated on the agenda.

a) East Suffolk Council Daffodil Offer – Autumn 2023

Councillors agreed to order a sack of 500 Daffodil bulbs for Homersfield.

b) Annual Website Statistics 2022-23

Cllrs noted the annual website statistics:

- 526 users
- 771 sessions
- 1,530 page views

c) Metal Detecting Application

A parishioner has asked to use a metal detector in Homersfield's Woods.

Councillors resolved the parishioner could metal detect in Homersfield's Woods on receipt of their public liability insurance.

d) Defibrillator Funding – c/f

e) To Note the Parish Election on Thursday 4th May 2023

Nomination Papers must be with East Suffolk Council by Tuesday 4th April 2023. Full details: <https://www.eastsuffolk.gov.uk/elections>

14. To Receive items for the next Agenda

None

15. To Confirm the Future Meeting Dates:

- Tuesday 16th May 2023 at 6.00pm -
Annual Parish Meeting & Annual Parish Council Meeting
- Tuesday 4th July 2023 at 6.00pm
- Tuesday 5th September 2023 at 6.00pm
- Tuesday 7th November 2023 at 6.00pm

The meeting ended at 20:00pm

Signed: _____ Chair

Date: _____