

**HARGRAVE PARISH COUNCIL**  
**Minutes of the Meeting held on Thursday 6<sup>th</sup> July 2017**  
**at 7.30pm in Hargrave Village Hall**

**PRESENT**

James Perry, Acting Chairman (JP)  
 Paul Rogers (PR)  
 Sally Cansdale (SC)  
 Jasmine Ince – Clerk (JI)  
 Mary Evans, County Councillor (ME)

**1. WELCOME AND INTRODUCTIONS**

1.1.	JP advised that, as DT had sent his apologies, he would be chairing the meeting in his absence. He introduced and welcomed Sue Hammond and Dave Adams to the meeting who were attending as prospective new Parish Councillors.	
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**2. APOLOGIES FOR ABSENCE**

2.1.	Apologies given in advance - David Taylor (DT), Peter Reddick (Pred) – Clive Pollington, Borough Council (CP).	
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**3. DECLARATION OF INTERESTS**

3.1.	Those present were asked if they had any declared interest in the items on the agenda. None were declared.	
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**4. MINUTES OF THE LAST MEETING (AGM) HELD ON 11<sup>TH</sup> MAY**

4.1.	There were no minutes to be signed as the 9 <sup>th</sup> March minutes were signed on 11 <sup>th</sup> May. The AGM minutes for 11 <sup>th</sup> May and the APM minutes for 25 <sup>th</sup> May will be signed in 2018.	
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**5. PUBLIC FORUM**

5.1.	No members of the public were present to raise any issues.	
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**6. MATTERS ARISING FROM MINUTES OF THE LAST MEETING**

6.1.	<i>Election of the Vice Chairman</i> – this has been listed at item 7.1. It was decided that the item would be held over to the next meeting when there will be more Councillor attendees.  <b>ACTION:</b> JI to add to the agenda for the next PC meeting.	<b>JI</b>
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6.2.	<i>Quorum</i> – JP reported that JI had established that a minimum of 3 Parish Councillors are required to attend a meeting to be quorate.	
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6.3.	<i>Newsletter</i> – JP advised that, it was felt that the newsletter should be left in its new revised format for a while before considering whether any changes should be made to the template.	
6.4.	<i>Dog fouling in the play area</i> – DT had put an entry in the last newsletter regarding this issue.	
6.5.	<i>New signatories for cheques</i> – PR confirmed that Lloyds Bank had now amended their records to reflect change of signatories.	
6.6.	<i>Parish Council Standing Orders</i> - listed on the agenda at 7.3.	
6.7.	<i>Anglian Water Services, proposed new water main</i> – DT had sent a letter to Anglian Water. The letter and their response had previously been circulated.	
6.8.	<i>Village hall</i> – It was hoped that, if Sue Hammond subsequently decided to become a Parish Councillor, as a member of the village hall committee, she could report any updates on the village hall at future meetings.	

## 7. ITEMS FOR DISCUSSION

### 7.1. ELECTION OF THE VICE-CHAIRMAN

7.1.1.	It was agreed that this item would be discussed at the next Parish Council meeting when there would be more Parish Councillor attendees.  <b>ACTION:</b> JI to add to the agenda for the next meeting.	<b>JI</b>
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### 7.2. NEW PLANNING COMMITTEE REPRESENTATIVE

7.2.1.	With CP's resignation there are currently 2 representatives on the Planning Committee. It was agreed that this item would be discussed at the next meeting when there would be more Parish Councillor attendees.  <b>ACTION:</b> JI to add to the agenda for the next meeting.	<b>JI</b>
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### 7.3. PARISH COUNCIL STANDING ORDERS

7.3.1.	The previous Chairman had been made aware, when submitting a grant application for the Neighbourhood Plan, that the Parish Council is required to have a Standing Orders document. JI had obtained a model Standing Orders document which had been circulated with the agenda. JP advised that it was necessary to go through the document, personalise it and insert appropriate timescales for relevant sections. JP said he would speak to DT about this in order to bring a proposed personalised document to the next meeting.  <b>ACTION:</b> JP to discuss with DT.  <b>ACTION:</b> JI to list as an agenda item for the next meeting.	<b>JP/DT</b>  <b>JI</b>
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#### 7.4. PLAY AREA UPDATE

7.4.1.	<p>JP reported that he had been alerted by a resident that there were some bolts missing from a piece of play equipment installed in the play area. He had checked the equipment and was satisfied that the equipment was safe. However, he would arrange for them to be replaced by Playdale when installing the next piece of equipment. PR had also looked at the equipment and it appears that the bolts were probably not on the equipment originally but that caps had been glued over the bolt holes and had possibly become dislodged when children were climbing on the equipment.</p> <p><b>ACTION:</b> DT/JP to arrange for the issue to be remedied by Playdale in due course.</p>	DT/JP
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#### 7.5. CUTTING OF PUBLIC RIGHTS OF WAY BY SUFFOLK COUNTY COUNCIL

7.5.1.	<p>JI had received a complaint from a resident of Birds End about a footpath not being cut, in addition to another call from a resident enquiring when they would be cut as the grass was very high. JI had spoken to West Suffolk CC who advised that not all footpaths were cut and often the landowner cut them. They forwarded the list of the rights of way they cut back twice a year, May/June and August/September. The Birds End footpath was not listed, although subsequently it was cut, possibly by the landowner.</p> <p>ME advised that, in view of the location of the footpath in Birds End, a case could be made for it to be added to the list in future.</p> <p><b>ACTION:</b> DT to provide information to ME to request that the footpath from Birds End to Chevington is added to the cutting schedule.</p>	DT/ME
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## 8. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

8.1.	The RFO had provided her report for the accounts in advance of the meeting. No queries or questions were raised.	
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Treasurers Account reconciled with bank statement d/d 22 <sup>nd</sup> June 2017	£16912.83
Savings Account reconciled with bank statement d/d 22 <sup>nd</sup> June 2017	<u>£2,242.74</u>
<b>Total reconciled to 22<sup>nd</sup> June 2017:</b>	<b>£19155.57</b>

### Notes re funds:

- £8,607 of total above is ring fenced for the Neighbourhood Plan (grant received 31.12.14 & 05.05.17)
- £840.00 of total above is ring fenced for the play area

- **Total ring fenced: £9,447.00**

<b>Total available as at 22<sup>nd</sup> June 2017:</b>	<b><u>£9708.57</u></b>
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### Additional receipts expected in July:

£600 funding contribution from CP for the play area

### Money going out in July:

McGregor Services (grounds maintenance) – chq no 568	£294.00
Places4People Ltd (for Neighbourhood Plan) – chq no 569	£842.50
J Ince (stamps) – chq no 570	£6.72
Parish Magazine Printing (newsletter) – chq no 571	£71.60
Fields in Trust (annual subscription) – chq no 572	£50.00

8.2.	Jl reported that she had sent the Audit paperwork to the external auditors, BDO on 24 <sup>th</sup> June 2017.	
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## 9. REPRESENTATION COMMENTS

### 9.1. BOROUGH COUNCIL

9.1.1.	CP had previously sent apologies but had advised that the proposed merging of Forest Heath and St Edmundsbury is still in the early stages and out for consultation during June – September 2017.	
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### 9.2 COUNTY COUNCIL

9.2.1	ME reported that the transformation of Highways was still underway, which was not helped by the fact that IT and HR were being reorganised at the same time.	
9.2.2	ME advised that a grant funding evening hosted by Andy Cuthbertson on playing fields, community and village halls had been scheduled for Monday 31 <sup>st</sup> July at Stansfield village hall to bring together Parish representatives to advise them on the grants that were available.  <b>ACTION:</b> ME to advise JI of the details to forward to DT and Colin Painter.	<b>ME/JI</b>
9.2.3	ME reported that she was hoping to arrange a quarterly meeting with Parish representatives with the Chief Inspector, Danny Cooper before Christmas.	
9.2.4	ME advised that the CAB were hoping to arrange an advice surgery in Clare library on how people can save money on their energy bills. It is envisaged that this would be a pilot at Clare then hopefully further surgeries will be scheduled at other venues.	
9.2.5	ME reported on “My life, my future” covering people with learning disabilities and provision of services. Respite care is being looked at and the possibility of introducing emergency respite rather than just scheduled respite.	
9.2.6	As part of Educational scrutiny, ME advised that the provision for parents/carers with children with disabilities was being reviewed. The emphasis will now be on what families/carers need in terms of support rather than what it is thought they need.	
9.2.7	ME advised that there are exercise classes available which are subsidised by the Council.  <b>ACTION:</b> ME to send details to JI.	<b>ME</b>

## 10. PLANNING APPLICATIONS

10.1	No planning applications have been received since the last meeting.	
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## 11. NEIGHBOURHOOD WATCH

11.1	PR reported on a worrying incident where a razor knife had been found in its case by a child in the play area on top of a piece of play equipment.	
11.2	PR further reported on a burglary where a catalytic converter had been stolen from beneath a car parked on the drive overnight in Ousden Road	
11.3	A burglary had also taken place at a house in Birds End recently which co-incided with a number of household burglaries over the same period in villages.	

## 12. CORRESPONDENCE

12.1	<p><i>Parish Tree Warden Scheme</i> – correspondence regarding this had been circulated with the agenda. JP advised that this topic tied up with the “green spaces” topic of the Neighbourhood Plan. It was agreed that the footpath warden could be approached to see if he was happy to take on this role. If not, then for an item to be placed in the next newsletter.</p> <p><b>ACTION:</b> DT to speak to the footpath warden and put entry in the newsletter if necessary.</p>	DT
12.2.	<p><i>Hargrave Meadow/Church Road</i> – PR reported on concerns expressed by a resident about the recent planning application approved for the change of use from agricultural land to domestic use to build a tennis court at Hargrave Meadow and the possible impact on increased traffic and speeding.</p> <p>The Parish Council planning subcommittee had objected to the original application due to the size of land. It was deemed that this would set a precedent for larger areas of agricultural land to be converted to domestic use. A re-submitted application showing a smaller plot of land, more in keeping with the size of a tennis court, had subsequently been submitted which the Parish Council had given approval to. The resident was concerned that previously, change of land use from residential to business had been approved in Church Road for office use and also for a swimming pool, which had caused increased traffic and speeding in the road. The planning committee will bear the resident’s concerns in mind when considering future planning applications.</p> <p>PR had subsequently erected a VAS sign for a period at the end of the lane at the sharp right hand bend, the data of which did not show significant traffic or speeding.</p> <p>JP said he would take the issue to the Neighbourhood Plan committee.</p> <p><b>ACTION:</b> JP to report the issue at the next Neighbourhood Plan meeting.</p>	JP
12.3	JI confirmed all other correspondence had been circulated by email.	

## 13. ANY OTHER BUSINESS

13.1	<p>In relation to speeding, Dave Adams advised that he would be happy to take part in any community Speed Watch that might be arranged, subject to work commitments. ME explained that training was necessary and there needed to be a minimum of 6 people trained; also the kit was very expensive to purchase, in the region of £1000. However, she advised that there is a very active team at Barrow and it may be possible to borrow the kit from them. JP suggested that an agenda item is listed for the next meeting.</p> <p><b>ACTION:</b> JI to list on the agenda for the next meeting.</p>	JI
13.2	<p>Sue Hammond advised that she would be happy to become a Parish Councillor.</p> <p><b>ACTION:</b> JI to arrange for relevant paperwork to be sent to Sue Hammond.</p>	JI

**14. DATE OF NEXT MEETING**

The next meeting will be on Thursday 7<sup>th</sup> September 2017 at 7.30pm.

Signed (Chairman) ..... Date.....