

# HARGRAVE PARISH COUNCIL

Minutes of the Annual General Meeting (AGM) held on Thursday 10<sup>th</sup> May 2018  
at 7.30pm in Hargrave Village Hall

## PRESENT

James Perry – Acting Chairman (JP)  
Peter Reddick (PRed)  
Paul Rogers (PR)  
Ron Ambridge (RA)  
Sue Hammond (SH)  
Antonia King (AK) – Clerk

### 1. APOLOGIES FOR ABSENCE

1.1.	David Taylor (DT), Sally Cansdale (SC), Clive Pollington, Borough Councillor (CP), Mary Evans, County Council (ME), had all given apologies in advance of the meeting.	
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### 2. DECLARATION OF INTERESTS

2.1.	Those present were asked if they had any declared interest in the items on the agenda. None were declared (see attached sheet).	
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### 3. ELECTION OF THE CHAIRMAN

3.1.	DT had volunteered to be Chairman at the meeting on 8 <sup>th</sup> March, and was re-elected in his absence.	
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### 4. ELECTION OF THE VICE CHAIRMAN

4.1.	James Perry was re-elected as Vice Chair.	
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### 5. DECLARATION OF ACCEPTANCE OF OFFICE FORMS

5.1.	DT to complete the declaration of office acceptance form on his return from holiday.	DT/AK
5.2.	JP completed the paperwork, which was countersigned by AK.	

### 6. MINUTES OF THE LAST AGM (11.05.17)

6.1	<b>Planning Committee</b> – planning meetings will be called as and when the need arises, it will be chaired and minuted as per all public meetings.	
6.2	<b>Cheque signatories</b> – current signatories are: DT, PR, JP	
6.3	<b>Standing Orders and Code of Conduct</b> – a copy of both are available on the Parish website.	

6.4	Anglian Water new water main – this is still in the planning process	
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## 7. MINUTES OF THE LAST MEETING 08.03.2018

7.1	The minutes were discussed, approved by all present and signed by the Vice Chairman (JP). Matters arising from the minutes are covered under item 9.	
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## 8. PUBLIC FORUM

8.1	Colin Painter was present in his capacity of chairman of the NP committee	
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## 9. CLERKS REPORT (MATTERS ARISING FROM LAST MEETING ON 08.03.2018)

9.1	<b>Asset Register</b> – AK confirmed this has now been signed by DT.	
9.2	<b>Freiston Lodge trees</b> – AK reported that this was still on the list for the UK Power engineers to visit. JP reported that he had spoken to Martin Gilbert who advised that the power company will likely only cut back the bare minimum. JP to ask Martin Gilbert to report on the trees.	<b>AK/JP</b>
9.3	<b>ROI paperwork</b> - AK now in receipt of RA paperwork.	
9.4	<b>Knowles Green grazing licence</b> – Still awaiting the signed agreement from DT.	<b>DT</b>
9.5	<b>Lower Section of Church Lane</b> – PRed confirmed he has sent a report to Highways	
9.6	<b>Footpaths</b> – DT has met with the footpath officer, it has been put on the agenda for discussion at the APM.	
9.7	<b>School Transport</b> – refer to item 10.1	
9.8	<b>Defibrillator</b> – refer to item 10.2	
9.9	<b>Internal Auditor</b> – AK to speak with SALC as Keith Hammond will not be able to help.	<b>AK</b>
9.10	<b>Community award</b> – refer to item 10.3	

## 10. ITEMS FOR DISCUSSION

### 10.1 SCHOOL TRANSPORT

10.1.1	JP reported that a meeting was held in March to hear issues direct from school pupils. It did not provide much additional information as most answers were answered to the effect that this was part of the consultation, so no comment could be made. A final decision is expected at the county meeting on 19 <sup>th</sup> June following a meeting of the cabinet in May.  <b>ACTION:</b> Wait and see what the outcome is before any decisions can be made.	<b>JP</b>
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### 10.2 DEFIBRILLATOR

10.2.1	After consulting other parish councils DT/AK have decided to work in conjunction with Community Heartbeat who are able to help, advise and guide on all matters relating to community defibrillators. AK reported that	<b>AK/DT</b>
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	<p>they were in the process of applying for a national lottery grant, and once DT had approved and edited the application, she would share it with the other councillors for their input before sending it. The CPAD that is the preferred choice is the Zoll AED3, which will be located outside the village hall.</p> <p><b>ACTION:</b> On the agenda for discussion at the APM, AK to share the grant application once DT has had his input.</p>	
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### 10.3 COMMUNITY AWARD

10.3.1	<p>CP reported that he was unable to offer any award to Henry Upton, ME suggested that she maybe able to put him forward to the Stars of Suffolk awards, but would need more information regarding the circumstances. AK reported on her discussions with DT about the possibility of an annual village award – special recognition for services to the community. It was unanimously agreed that this was a good idea, and should be awarded to Henry at the APM.</p> <p><b>ACTION:</b> SC needs to speak with ME regarding Henry Upton, his initiative and positive actions.</p>	AK/SC/ME
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### 10.4 RISK ASSESSMENTS

10.4.1	<p>Following on from the clerk training that AK attended, it was highlighted that it is very important that proper records are kept. Risk assessments should be carried out for all land and premises for which the Council is responsible, and regularly updated as part of a rolling programme. Concerns were raised over the extent of the risk assessment that the village hall would cause, and the liability that would be incurred for completing the risk forms.</p> <p><b>ACTION:</b> AK to speak with other parish councils regarding their risk assessment processes, and SALC.</p>	AK
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### 10.5 GDPR UPDATE

10.5.1	<p>AK confirmed that the Government has amended the Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a DPO under the General Data Protection Regulation. This means that we will have an extra £280 in the precept pot, which had been budgeted for GDPO costs.</p>	
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### 10.6 NEIGHBOURHOOD PLAN

10.6.1	<p>CP reported that the NP has now been examined with the changes suggested being very superficial, it was decided:</p> <p><b>That the required changes to the Neighbourhood Plan identified in the Examiner’s Report be agreed and that St Edmundsbury Borough Council be informed that the Parish Council wish to see the Plan go forward to Referendum without delay. The Parish Council would especially wish to see the referendum take place before the school summer holiday</b></p>	JP
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	<b>ACTION:</b> JP to inform Ian Poole	
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## 10.7 DISCUSSION ON THE APM 24.05.18

<b>10.7.1</b>	The format of the meeting, a review of the slides to be shown, documents to be made available, and any actions required, took place at the end of the meeting. AK confirmed that the invitations have been printed and are ready to be posted to all the villagers.	
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## 11. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

<b>11.1</b>	The RFO 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 dated: 20 <sup>th</sup> April 2018		£6161.50
Savings Account reconciled with bank statement dated: 20 <sup>th</sup> April 2018		<u>£2243.70</u>
<b>Total reconciled to 20<sup>th</sup> April 2018:</b>		<b>£8405.20</b>
<i>Notes re above funds:</i>		
<ul style="list-style-type: none"> <li>• £1440 of total is <b>ring fenced</b> for the play area</li> </ul>	<b>£1440.00</b>	
<b>Total available as at 20<sup>th</sup> April 2018:</b>		<b><u>£6965.20</u></b>
<b>Money going out in May: £491.35</b>		
<ul style="list-style-type: none"> <li>• Grass cutting</li> <li>• SALC subscription</li> <li>• Printer Ink</li> <li>• Stationary</li> </ul>	£246.00 £135.49 £ 39.99 £ 69.87	
<b>Money Expected in May: £4695.00</b>		
<ul style="list-style-type: none"> <li>• 2018/19 Precept</li> <li>• VAT refund</li> </ul>	£4434.00 £ 261.00	

<b>11.2</b>	<b>The Accounts for 2017-2018</b> had been circulated in advance. No queries were raised. A copy was signed by JP.	
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## 12. REPRESENTATION COMMENTS

### 12.1 BOROUGH COUNCIL

12.1.1	<p>CP was not present at the meeting but forwarded his report:</p> <p>This has been a very busy year with the Hub having got its planning permission, also Data protection, which is a very big thing for Parishes incidentally I went to a training session on Monday evening and this was re-Data protection he has given me his e-mail address which you may find helpful <a href="mailto:Andrew.hope@westsuffolk.gov.uk">Andrew.hope@westsuffolk.gov.uk</a></p> <p>The Boundary changes and Electoral review are also a very big item and I would also recommend sending in your views by no later than the 4<sup>th</sup> of May.</p> <p>The Post Office in Bury is being developed as part of the Town centre vision although this is quite a large sum for the Council to spend I think this will be money well spent £8,400,000 will give us an annual return in rent of some £156,500 also we will sell leasehold units which should make a great deal of money.</p> <p><b>ACTION:</b> JP to confirm with CP re the May 4<sup>th</sup> deadline regarding boundary changes and community cohesion. Will we be aligned with Chevington and Chedburgh?</p>	JP
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### 12.2 COUNTY COUNCIL

12.2.1	<p>ME was unable to attend the parish meeting and forwarded the following report:</p> <p>Highways has made significant steps to deal with the high volume of potholes after the terrible winter. Additional gangs have been brought in to undertake pothole and road repairs across the county, different materials are being used and existing resources are being diverted to help deal with the backlog of reports. Also, a new approach is being trialled where areas with particularly high volumes of reports are 'blitzed'. This means that inspectors are visiting areas with high concentrations of potholes, many of which are at varying degrees of severity, and ordering repairs for all defects as long as they meet Suffolk Highways' repairs criteria. They're then dealt with all at the same time.</p> <p>Most of the work is then picked up in a co-ordinated approach, with gangs working their way through streets, rather than works being scheduled based on size and required response time. The exception to this is where the location of the defect means complex traffic management is required, such as busy roads or junctions.</p> <p>The first area addressed was Haverhill where there were over 70 reports of potholes, which resulted in approximately 50 works being ordered. Inspections have also been completed in Bury St Edmunds (60 reports), Withersfield (40), Hundon (30), Newmarket (30) and Pakenham (30). Gangs are currently focused on completing work in Bury St Edmunds and the other locations are currently being scheduled for coming days and weeks. <u>DO PLEASE REPORT ALL POTHOLES!!</u></p> <p>Highways has also been trialling a new approach using a machine called a</p>	AK
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'Roadmender'. The Roadmender is a highways vehicle with an asphalt mixer on the back. It works by keeping the material at a consistent and ideal temperature for compaction and only uses the quantities needed, limiting any waste material. This is an alternative treatment technique and the results are currently being analysed.

In addition to this, on 19 April 2018 Suffolk Highways' surface dressing programme began with the first of 360 sites. The first step of the programme is to undertake road repairs and preparation work which will include repairing potholes. Once the 2018/19 surface dressing programme is complete, approximately 250 miles of road will have been treated. Surface dressing involves laying stone onto a binding substance and is carried out between April and September. We have borrowed £21m to enable us to surface dress 1,000 miles (a quarter of the network) over the next four years.

**Nobody in this weather will be thinking about keeping their homes warm, but given the winter we have had I wanted to share this with you:**

Up to 100% funding is available to install first time central heating systems in Suffolk residents' homes. This funding from National Grid's Warm Homes Fund has been secured by Suffolk County Council and the district and borough councils to help more than 500 fuel poor households in Suffolk over the next three years.

In Suffolk there are still a large number of houses that do not have a central heating system with a boiler and radiators. Cold homes are not just uncomfortable to live in, they can also have a negative effect on health.

Residents must own their property or be privately renting (i.e. not a council house or housing association property) and must not have an existing central heating system (a boiler and radiators). Eligibility criteria apply and may be linked to income. For more information see [www.greensuffolk.org/whf](http://www.greensuffolk.org/whf)

To find out more about the scheme, people can:

- Complete the online enquiry form at [www.greensuffolk.org/seaenquiry](http://www.greensuffolk.org/seaenquiry)
- Call the Suffolk Warm Homes Healthy People service on 03456 037 686 (local rate) or
- Email [sea@eastssuffolk.gov.uk](mailto:sea@eastssuffolk.gov.uk) quoting the 'Warm Homes Fund'.

**Call for on-call firefighters**

In Suffolk, part-time on-call firefighters make up 66% of the total fire service workforce and crew 86% of our fire engines. Suffolk has more than 400 on-call firefighters working at the 35 fire stations across the county, and they play a vital role in ensuring people are safe from fires and other incidents. They do a fantastic job and are highly regarded in their local communities.

The fire service is always looking to recruit more on-call firefighters. After lobbying of Government by Suffolk and other fire and rescue services, the Home Office will soon be launching a national video and promotional literature to encourage the recruitment of more on-call firefighters, particularly focussing on female and BME applicants. This national support recognises the increasing challenges fire and rescue services face with the recruitment and retention of on-call firefighters and that these challenges exist right across the country.

People interested in becoming an on-call firefighter must be 18 or older, and live or work within **five minutes** (or possibly up to ten minutes) of a fire station. They'll need enthusiasm, willingness to work in a team environment, and a desire to support their local community. They will also need to get consent from their main employer to be available when they are working. They will earn about £5,000 per year for attending calls, any training undertaken, and for maintenance work carried out on the fire engine and at the station.

More information on the role of on-call firefighters can be found at

<https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/working-and-volunteering-for-fire-and-rescue/how-to-become-an-on-call-firefighter/>

#### **Police and Crime Commissioner Public Meetings and On-Tour Events**

The Police and Crime Commissioner, Tim Passmore, has now confirmed dates for his 2018 series of Public Meetings and on-tour events, to be held in each of the seven district/borough areas across the County.

The Chief Constable, Deputy Chief Constable or Assistant Chief Constable will join the PCC at each of the public meetings. The on-tour events will involve the PCC and the Chief Constable.

Dates, times and venues are listed below, starting with Ipswich on 10 May, and can also be viewed on the PCC's website: <http://www.suffolk-pcc.gov.uk/>

#### **Public Meetings - 7pm – 8:30pm**

- **Thursday 12 July, St Edmundsbury**  
Venue: The Newbury Community Centre, St Olaves Road, Howard Estate, Bury St Edmunds IP32 6RW

#### **On Tour Events – 11:30am – 1:30pm**

- **Tuesday 7th August, Newmarket**  
Venue: High Street, junction with Palace Street CB8 8NB

	<ul style="list-style-type: none"> <li>• <b>Thursday 9th August, Sudbury</b> Venue: Market Hill CO10 2EA</li> </ul> <p><b>ACTION:</b> AK to send the section of the reports relating to potholes, winter heating and call for firefighters to Christopher Hartnell to be included in the Newsletter.</p>	
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**12.3 POLICE**

<b>12.3.1</b>	The Police did not attend or submit a report.	
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**13. PLANNING APPLICATIONS**

<b>13.1</b>	No applications have been made since the planning meeting on 12.04.18	
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**14. VILLAGE HALL**

<b>14.1.</b>	The village hall committee are due to meet this month.	
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**15. NEIGHBOURHOOD WATCH REPORT**

<b>15.1</b>	PR confirmed no major incidents to report re Hargrave.	
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**16. CORRESPONDENCE**

<b>16.1.</b>	AK confirmed all correspondence had been circulated by email.	
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**17. ANY OTHER BUSINESS**

<b>17.1.</b>	There was no other business raised.	
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**18. DATE OF NEXT MEETING**

**Annual Parish Meeting (APM)** on Thursday 24<sup>th</sup> May 2018 at 7.30 pm.

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Signed (Chairman)

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Date