

HARGRAVE PARISH COUNCIL
Minutes of the Meeting held on Thursday 07th November 2019
at 7.30pm in Hargrave Village Hall

PRESENT

David Taylor (DT)
 James Perry (JP)
 Paul Rogers (PR)
 Sue Hammond (SH)
 Peter Reddick (PRed)
 Ron Ambridge (RA)
 Mary Evans (ME)
 Mike Chester (MC)
 Antonia King (AK) - Clerk

1. WELCOME AND INTRODUCTIONS

1.1.	DT welcomed everyone to the meeting.	
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2. APOLOGIES FOR ABSENCE

2.1.	SC sent her apologies in advance.	
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3. DECLARATION OF INTERESTS

3.1.	None declared	
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4. MINUTES OF THE LAST MEETING HELD ON 05.09.19 AND 19.09.19

4.1.	The minutes of the last meetings were approved by all present and signed by DT.	
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5. PUBLIC FORUM

5.1.	2 members of the public were present to discuss upcoming plans for their property.	
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6. MATTERS ARISING FROM MINUTES OF THE LAST MEETING

6.1.	Birds End Speed limit review – ME confirmed that a speed and safety officer from highways will be coming to look at the proposed speed limit change in Birds End. PR and AK will meet him with ME at the village hall. AK to contact Jackie Dahl in the hope that she will be able to attend too.	AK/PR
6.2.	Green Access Strategy Consultation – DT was unable to attend the meeting, but ME confirmed it was approved. Investments will include rights of way and footbridges.	

6.3.	Green access strategy consultation – the deadline is the end of September. DT to update at the next meeting.	
6.4.	Village Facebook complaint – JP confirmed that Emily Gilbert, the administrator for the site, now approves all posts going onto the site. The complainant has acknowledged and thanked those involved for dealing with it.	

7. ITEMS FOR DISCUSSION

7.1. PLAY AREA REPORT

7.1.1	The annual play area report was very detailed but did not raise anything to be hugely concerned about. The football nets will need replacing, JP to inspect in Spring, with a view to replace by summer 2020.	JP
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7.2. COMMUNITY SPEED WATCH

7.2.1.	Following an email from James Briggs, Chevington PC it was decided that PR would put a request out for volunteers in the Dec Newsletter. This has been discussed in the past with PR having discussions with Lidgate, a lack of volunteers meant it never came to fruition.	PR
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7.3. RURAL TASKFORCE ROUNDTABLE

7.3.1.	Refer to MC report (9.1). DT attended the meetings, and reported they were a useful support system for villages.	
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7.4 LOCAL PLAN 2019 SUSTAINABLE SETTLEMENTS REVIEW

7.4.1	A new local plan for West Suffolk is in the early stages of preparation, with formal public consultation commencing in January 2020. There are areas that have been proposed for new settlements in Barrow and Chevington, it was discussed that the neighbourhood plan should hold back any developments from taking over the village. JP agreed to send an email by the November 26 th deadline seeking confirmation that our neighbourhood plan will not be compromised and remains a statutory document.	JP
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7.5 HERITAGE PROJECT

7.5.1	<p>PRed confirmed that all the monies were now in place, with the underpinning and drain improvements being the first priority for the church. Village history is in the process of being archived onto the internet, and it would be good for some of the older residents of the village to help build and expand the history.</p> <p>It is expected the project will be based at the church as it is open 24hours a day, with talks, visit, etc to be arranged every so often.</p> <p>The PC confirmed its support for the project and are keen to move forward with it.</p> <p>8-10 volunteers are required, PRed to update the village via the newsletter, press release, and to contact potential volunteers that expressed an interest previously.</p>	PRed
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7.6 WOODLAND TRUST TREE PLANTING

7.6.1	<p>Following a suggestion via the village Facebook page, AK reported that the Woodland Trust offer a free trees incentive for communities around the UK. The eligibility criteria requires the land to be accessible to the public, ensuring the local community are aware of plans to plant and are happy for us to go ahead. Knowles Green was highlighted as a potential location – it is parish land, has a footpath and bridleway running through it, and there is plenty of space. Options for tree packs are varied, depending on the amount of land that is to be used. AK suggested 2 options to be considered - copse pack of 30 trees, only requires an area the size of a tennis court or a wildlife pack of 105 or 420 saplings that would require areas of either 4 x tennis courts or 1 x football pitch.</p> <p>The PC were very supportive of this, the next stage is to contact Mark Cansdale who has the grazing licence for Knowles Green for his comments, contact Martin Gilbert our resident tree expert and to write an article for the newsletter to garner the level of village support.</p>	AK
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7.7 MEETING DATES FOR 2020

7.7.1	<p>The following meeting dates were confirmed:</p> <p>January 16th March 12th May 7th (AGM) May 21st (APM) July 9th September 10th November 12th</p> <p>AK to display on the village noticeboard, Facebook page and PR to put on village website page.</p>	AK/PR
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7.8 VILLAGE MEETING REVIEW

7.8.1	<p>DT updated the PC regarding the recent drop in meeting that was held on Saturday 2nd November. Considering the weather, it was well attended. The feedback regarding the plans for the village hall was generally positive and supportive, with key factors of concern being its environmental footprint, economical to run, and a lasting standard of build – if we extend, it could potentially mean that we are expecting original parts of the hall to last for up to 150years from their original build.</p> <p>Footpath upkeep was praised by several villagers who came in to thank the footpath group for the vast improvement to their walks.</p> <p>Lots of villagers signed up for their free packet of wildflower seeds.</p> <p>Sylvia Pettitt provided a very informative and interesting chat regarding bee keeping and was hugely supportive of our plans for community bees.</p> <p>Training will be essential. Costs will be involved, and if the project proceeds, it will have to be a self-funded community club, although the PC has offered to help with set up costs in principal.</p> <p>DT to update the village via the newsletter.</p>	DT
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7.9 AUDIT POINTS RECOMMENDATIONS AND ADOPTION OF POLICIES AND PROCEDURES

7.9.1	Standing Order 2018 – adopted Financial regulations – adopted Internal controls statement – adopted Equal Opportunities – adopted Media relations – adopted Grant Awarding – adopted Environmental – adopted Data protection and information security – adopted	
7.9.2	General power of competence – Hargrave do not meet with all the requirements as the clerk is not CILCA qualified, and there are no plans to take this qualification as Hargrave is such as small PC.	
7.9.3	Payment controls regarding the charitable donation – it was noted that the minutes referred to the donation being towards the repair of the church wall, this has now been amended as it is for the Heritage Project.	
7.9.4	AK to ensure quarterly updates are issued as a statement to be presented at the meetings and for publication on the village website.	AK
7.9.5	DT signed a letter outlining the pension scheme criteria for workplace pensions.	
7.9.6	The asset register did not show the VAS -this is because it is shared and the joint responsibility across 3 villages. The defibrillator is owned by the parish council, but is managed by CHT, and insured through them and therefore not on the PC insurance.	
7.9.7	PR to publish the annual bank reconciliations and analysis of variance on the village website.	PR
7.9.8	AK to alter the minutes taking for the AGM 2020 and ensure that the election of the chairman is noted before welcoming everyone to the meeting and declaration of interests is signed.	AK

8. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

8.1.	The RFO had circulated reports in advance of the meeting which were agreed. The reports provided were as follows:	
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Financial Officers Summary report
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The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 22 October 2019	£6764.33
Savings Account reconciled with bank statement dated 22 October 2019	<u>£2245.41</u>
Total reconciled to 22 October 2019:	£9009.74

Notes

- £1000.00 of total above is ring fenced for the donation to heritage charity £1000.00

Total available as at 22 October 2019: **£8009.74**

Money going out in November:

McGregor Services	£132.00	
APM expenses – Cat Williams	£72.40	
Parish Magazine Printing	£74.70	
West Suffolk Council	£21.34	
		<u>£7709.30</u>

Money due in November:

Advertising	£50.00	
		<u>£7759.30</u>

8.2.	The RFO went through the 8 month review of the budget and confirmed that we are on track to remain within the £5000.00 2019/2020 budget. See attached.	
8.3.	RFO suggested that the precept request for 2020-2021 should remain the same as 2019-2020 at £5000 as no extra expenses were predicted. The PC supported this statement, AK to bring the precept form to the meeting in January for signing off.	AK

9. REPRESENTATION COMMENTS

9.1. DISTRICT COUNCIL

9.1.1.	See attached report from Mike Chester	
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9.2. COUNTY COUNCIL

9.2.1.	See attached report from Mary Evans.	
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9.3. POLICE

9.3.1.	The Police did not attend the meeting and had not submitted a report.	
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10. PLANNING APPLICATIONS

10.1	No planning applications have been received.	
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11. NEIGHBOURHOOD WATCH

11.1	Nothing local to report.	
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12. CORRESPONDENCE

12.1	All correspondence received had previously been circulated by AK.	
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13. ANY OTHER BUSINESS

13.1.	McGregor Services have highlighted that the playing field hedge requires cutting back. It was suggested that Henry Upton may be able to undertake this task. AK to ask Henry, if he is not able to, McGregor Services will be able to do the work.	AK
13.2	PRed suggested that the PC look into grants made available by Pocket Parks for funding towards our wildflower meadow plans. DT to forward the email, and AK to investigate.	AK
13.3	The footpath by Church Lane has become difficult to negotiate as the farmer has ploughed into the field margin, and the remaining margin is overgrown. DT to contact the farmer.	DT

14. DATE OF NEXT MEETINGS

The next parish meeting will be on **Thursday 16th January 2020, 7.30pm, Hargrave Village Hall.**