

HARGRAVE PARISH COUNCIL
Minutes of the Meeting held on Thursday 10th September 2020
at 7.30pm using the Zoom platform.

PRESENT

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

1. WELCOME AND INTRODUCTIONS

1.1.	DT welcomed everyone to the meeting.	
------	--------------------------------------	--

2. APOLOGIES FOR ABSENCE

2.1.	None	
------	------	--

3. DECLARATION OF INTERESTS

3.1.	None declared	
------	---------------	--

4. MINUTES OF THE LAST MEETING

4.1.	The minutes of the last meeting (9.07.2020) were approved by all present and signed by DT.	
------	--	--

5. PUBLIC FORUM

5.1.	No members of the public were present.	
------	--	--

6. MATTERS ARISING FROM MINUTES OF THE LAST MEETING

6.1.	Playing field hedges – refer to item 7.1	
6.2.	Newsletter Editor – AK confirmed that Cat Williams had taken over the post.	
6.3.	Rewilding of verges – there were no objections raised by anyone in the village regarding the idea to rewild the planned verges, so the parish council agreed to go ahead with the plans. ME to contact Holly Emmens, who is part of the Natural Environment Team who can help with training, advise and botanical surveying.	DT/AK
6.4.	Village hall bench – AK is waiting to hear back from Cat regarding the name of her neighbour.	AK
6.5.	Litter Pick – due to Covid 19 restrictions, it was agreed that this would be delayed until Spring 2021.	
6.6	Financial Risk Assessment – PR confirmed it was now available to view on the website.	
6.7	Bank Statements – DT confirmed he has reviewed and signed all the bank statements in line with audit recommendations.	

7. ITEMS FOR DISCUSSION

7.1. PLAYING FIELD HEDGES

7.1.1	DT has had a meeting with 3 possible contractors regarding the established trees which are now causing problems - overhanging branches and roots impacting fencing to surrounding houses. We are now waiting on the quotes, but the PC gave it permission for DT to go ahead with the most competitive quote when received.	AK
--------------	---	-----------

7.2. WOODLAND TRUST TREES

7.2.1.	AK confirmed that the saplings are due for delivery in November (date tbc) and volunteers will be needed to help with planting. To encourage volunteers and to work in conjunction with Hargrave Heritage group the idea of planting and recording who planted it, the exact location and when the tree was planted might encourage people to join in - Plant Your Family Tree. AK to announce it in the Hargrave News.	AK
7.2.2.	MC confirmed he is happy with the application made for the locality budget of £475 to be spent on protection for the new saplings. It is estimated that the cost of protecting and staking the saplings in their early years with large tree guards and posts will be approximately £1125.00, the PC will make up the difference of £650.	

7.3. APPOINTMENT OF RFO

7.3.1.	Antonia King was appointed RFO.	
---------------	---------------------------------	--

7.4. EFFECTIVENESS OF INTERNAL AUDIT

7.4.1.	The council considered the scope, competence, independence and value provided by the Auditor. They confirmed that the guidance had been received and incorporated with the report being circulated and considered. The internal audit was deemed adequate and working satisfactorily.	
---------------	--	--

7.5. INSURANCE REVIEW

7.5.1.	The annual insurance policy is due next month, the council confirmed they were happy with the current policy and for it to be renewed. AK to renew.	AK
---------------	---	-----------

7.6. ASSET REGISTER

7.6.1.	The asset register was reviewed and all agreed it was accurate. PR to update the website. Next review date will be in 2021.	PR
---------------	---	-----------

7.7. INTERNAL CONTROLS

7.7.1.	The internal controls were reviewed, PR to update the website. Next review date will be in 2021.	PR
---------------	--	-----------

7.8. HERITAGE PROJECT

7.8.1.	The website is ready to launch for everyone to contribute to, and provide accessibility to anyone who maybe interested.	
7.8.2.	Due to Covid restrictions, the launch event that was planned for this year has been cancelled, with a brochure to be distributed to the village instead., A completion event is hoped for next year.	

7.9. VILLAGE HALL PROJECT

7.9.1.	PR reported that 4 options are to be laid out for the village to review and comment on. <ul style="list-style-type: none">• A refurbishment• Rebuild option 1• Rebuild option 2• Prefabricated build Current Covid restrictions mean that the review may have to be held over an entire weekend, with an appointment system to restrict numbers.	
7.9.2	MC commented that sustainable village halls are very much encouraged and supported with grant availability, he will forward any information to the village hall committee.	

7.10. SCHOOL TRANSPORT

7.10.1	A number of complaints were made regarding Stephenson's bus service over the first few days of children returning to school. JP raised this with ME who had a meeting with the school transport team. They agreed that it was an unacceptable failing on the part of the bus company, and any future issues should be reported to them asap. Stephenson's also apologised blaming the error on new drivers and confusing road works, but did accept that it should never have happened and a failure on their part.	
---------------	---	--

8. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

8.1. FINANCE REPORT

8.1.	The RFO had circulated all the reports in advance of the meeting. The summary is provided, and the reports attached: <ul style="list-style-type: none">• Village Hall account,• Hargrave Heritage account,• Cashbook – payments,• Cashbook – receipts,• ½ yearly account,• Spend vs Budget,• Bank reconciliation for July and August – savings account• Bank reconciliation for July and August – treasurers account.	
8.1.1	DT confirmed he had signed the bank statements for July and August as a true representation of the bank reconciliations.	
8.1.2.	AK highlighted that some of the reports had been adjusted to bring them in line with audit recommendations – the Power to Pay column and the VAT column in the cashbook.	

8.1.3	AK reported on the money expected to go out and money expected to be received as per the report summary below. AK reported on payments as per the bank reconciliations AK reported on income received this month was 8p interest as per bank reconciliations.	
--------------	---	--

8.2. ½ YEARLY ACCOUNTS

8.2.1.	AK confirmed these to be inline with expectations. PR to post on website.	PR
---------------	---	----

8.3. BUDGET REVIEW

8.3.1.	AK reported that these were in line with expectations.	
---------------	--	--

8.4. FINANCIAL REGULATIONS

8.4.1.	PR confirmed that these were now more accurately tailored to the council as per audit comments, they were reviewed and agreed upon. Next review is 2021.	
---------------	--	--

8.5. EARMARKING OF RESERVES

8.5.1	AK reported that evidence was required to show how funds were held. It was agreed that the reserves be earmarked as follows: <ul style="list-style-type: none"> • £5000 – general reserves for net revenue expenditure • £1000 – asset management • £1000 – tree management in playground • £1000 – small projects to include: rewilding, Knowles Green trees, etc This would leave £500 for unforeseen emergencies/expenses.	
--------------	---	--

Financial Officers Summary report

Meeting 10.09.20

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 22.08.2020	£9052.20
--	----------

Savings Account reconciled with bank statement dated 22.08.2020	<u>£2246.35</u>
---	-----------------

Total reconciled to 22 August 2020:	£11298.55
--	------------------

<i>Village Hall remaining earmarked funds</i>	£296.00
---	---------

Earmarked funds – to be discussed at meeting

Total available as at 22 August 2020:	<u>£11002.55</u>
--	-------------------------

Money expected in September:

Newsletter advertising £120.00

Money going out in September:

APM expenses – Cat Williams £72.40

Parish Magazine Printing £76.65

Henry Upton £600.00

McGregor Services £252.00

ICO subscription £40.00

Compleat Office Solutions £13.80

£1054.85

9. REPRESENTATION COMMENTS

9.1. DISTRICT COUNCIL

9.1.1.	MC attended the meeting, his report is attached.	
--------	--	--

9.2. COUNTY COUNCIL

9.2.1.	ME attended the meeting, her report is attached.	
9.2.2.	ME confirmed she had received the report from David Cherney regarding the speed limit review in Birds End, the report is attached. Although it was acknowledged that not everything that the village had hoped for had been addressed, some valid recommendations had been made. ME to take up the issue of the speed limit of 60mph for 300yrds – as everyone felt it did not make sense.	ME

9.3. POLICE

9.3.1.	The Police did not attend the meeting and had not submitted a report.	
--------	---	--

10. PLANNING APPLICATIONS

10.1	2 planning application have been received, the meeting for both applications to be discussed will be held on September 24 th at 7.30pm via Zoom. This will allow all councillors to review the documentation and make an informed decision, AK to put up notices regarding the meeting should members of the public wish to be present.	AK
------	--	----

11. NEIGHBOURHOOD WATCH

11.1	PR reported on break ins at Green Farm, CCTV footage has been examined, but no arrests have been made. NHW has made the village aware via e-mail and asked for people to be vigilant.	
------	---	--

12. CORRESPONDENCE

12.1	All correspondence received had previously been circulated by AK.	
------	---	--

13. ANY OTHER BUSINESS

13.1.	DT reported that sadly Ron Ambridge has resigned from his Parish Councillor role. AK to advertise the vacancy.	AK
-------	--	----

14. DATE OF NEXT MEETINGS

The next parish meeting will be on **Thursday 12th November 2020, 7.30pm, via Zoom platform.**

Signed (Chairman) Date.....

APPENDIX A – District Councillor Report – Mike Chester.

Locality Budget Request - from Hargrave for the planting of 420 saplings in Knowles Green. I consider this that application fits the criteria for approval, subject to agreement by the Locality Officer and Hargrave Parish Councils agreement on item 7.2 of tonight's agenda.

Timeline for solar farm plans - District planners will be expected to give their opinions on a sprawling solar farm just outside Newmarket – but because of the scale of the plans elected councillors will not be able to block it.

The Sunnica proposal, - as a major infrastructure will be determined by the Government, with local planning authorities acting as consultees only. it would have the potential to deliver up to up to 500MW of renewable energy – enough to power approximately 100,000 homes and contentiously covers an area the size of 900 football pitches. The proposed site is on the Suffolk-Cambridgeshire border.

Plans for £14m of new wards at West Suffolk hospital for 2021 – Plans for West Suffolk Hospital submitted to West Suffolk Hospital.

In awe of the Earth.

Saturday 3 October 2020 to Sunday 18 October 2020



Following the huge success of Luke Jerram's Museum of the Moon installation at The Apex in 2019, we are delighted to present his spectacular installation Gaia, a seven-metre replica of planet Earth. Gaia has recently been shown in Hong Kong, Australia, Taiwan and at the Natural History Museum in London. Gaia features 120dpi detailed NASA imagery of the Earth's surface. The artwork provides the opportunity to see our planet on this scale, floating in three-dimensions, suspended three meters above the auditorium floor. A specially made surround sound composition by BAFTA award winning composer Dan Jones is played alongside the sculpture.

Implementation of the Bury St Edmunds Town Centre Masterplan begins on September 21st with the redevelopment of 17-18 Cornhill, the former Post Office's Victorian façade will be retained whilst the rest demolished and replaced by apartments and retail units featuring an arcade thus creating a transitional access connecting the architecture of the old town with newer Arc shopping centre.

Detailed homes plans approved. West Suffolk District Council continues to meet the requirements for the demand (both statutory and actual). A 63 new home development for Marham Park has been approved.

CPE (Civil Parking Enforcement), where enforcement was transferred from the Police to local government in April this year is causing anger amongst residents in West Suffolk. From a legal perspective all that has changed is the law on illegal parking are now being enforced.

County line drug pushers 'change the way they operate' to continue importing drugs into Suffolk during lockdown - County line drug pushers have changed the way they operate, allowing them to continue funnelling illegal substances into Suffolk towns during lockdown. Please report any suspicious activities to the Police.

You may already be aware of this but, if not, as West Suffolk Councillors I also wanted to make sure you knew. We have been informed of a Covid-19 outbreak in the Samuel Ward Academy, Haverhill. Currently five teaching assistants have tested positive, with a further two assistants with symptoms. An Incident Management Team (IMT) was held today which included the School head, the academic chain Chief Exec, Public Health England, CYP and Suffolk Public health.

Friends of the Earth named West Suffolk as one of the top areas in the UK for tackling climate change and supporting the environment late last year, but we recognise more must be done. Earlier this year we announced that the area had seen a 45 per cent drop in air pollution during lockdown, and while we recognise this is because people had to stay at home, we are keen to keep the environmental and health benefits of improved air quality. While we will continue to encourage people to walk or cycle or make other changes were possible such as working from home, West Suffolk is a rural area and people will still need to use their car for some journeys. Working with our partners, we are improving the EV infrastructure to give people more confidence to switch to EV or hybrid vehicles, cut pollution and help both the environment and our health. Funding for a new initiative is now in place to provide 22 Electric Vehicle charge points connected to lampposts for residents that lack off street parking. All locations selected are where off-street parking is not available and where lampposts are suitably located at the kerbside. We will monitor use at each location and if a need is identified elsewhere, then the Councils can either apply to OLEV for more funding for more charge points or relocate any that are being underused. I am sure that you will agree that this is an important part of our ongoing commitment to reduce carbon emissions and help tackle climate change. We already own one of the largest Council solar farms in the UK, we support businesses through solar for business, we are working on initiatives to reduce vehicle idling, we have secured investment in charging points for electric vehicles and Cabinet has said it is committed to bringing in more EV charge points across West Suffolk to benefit our residents and businesses. EVs deliver a significant reduction in pollutants such as nitrogen dioxide as well as reducing carbon emissions compared to petrol or diesel vehicles, both per mile and over the life cycle of a vehicle including production. By switching to EVs people are helping reduce air pollution which Public Health England said in 2017, cost the country £42.88 million in health and social care costs.

West Suffolk Domestic abuse reports up a quarter in lockdown – Domestic abuse referrals in west Suffolk rose by more than a quarter during the coronavirus lockdown, latest data shows – and more reports are expected over the coming weeks and months.

Western Way given planning approval - A nationally ground-breaking initiative to create jobs, improve access to services and create better health and educational outcomes for West Suffolk has been given planning approval.

The Western Way development in Bury St Edmunds will bring leisure, health, education, public services, and commercial properties into one place as part of the national One Public Estate programme.

West Suffolk Council's Development Control Committee approved the plans at their meeting today, Wednesday, 5 August.

The scheme involves a range of partners who will now be looking at the planning requirements and the next phases of the scheme, including the impact of COVID-19 and a requirement to provide more details on a travel plan and changes to the athletics track. A report will be going to West Suffolk Council Cabinet later.

Councillor John Griffiths, Leader of West Suffolk Council, said: "We are pleased that another important step has been taken along the way to deliver another ground-breaking initiative in West Suffolk. Not only will people be able to access health, leisure, education and public services on one site but it shows that working together across the public sector in new ways can bring greater benefits to health and wellbeing. We are now looking forward to working with our partners to consider the next stages of delivering this long-term and exciting project, which if anything, recent events have shown is even more needed than ever". Councillor Jo Rayner, Portfolio Holder for Leisure, Culture and Community Hubs, said: "Western Way is part of the way public sector partners in Suffolk are working across traditional boundaries to improve outcomes for our communities. Mildenhall Hub is another such project nearing completion which brings services together in one place so people can benefit from a more holistic approach to their needs, such as having complementary facilities and expert advice, such as health and leisure, together in one place."

Mike Chester

District Councillor Chedburgh and Chevington Ward

APPENDIX B – County Councillor Report – Mary Evans

I have raised the point flagged up by James re the bus driving past children waiting to catch it to get home from school. The bus team at SCC are checking back with the operator so I hope to have an update for you this evening.

I also hope to update you on the legal position re highways and the plans to extend the village hall – I am contacting Colin Painter to update him this afternoon.

Attached is the report I have had from David Chenery – it's not by any means all that you wanted but there are some proposals for you to consider.

In August, the local Police Safer Neighbourhood Team got in touch with me to say they were looking to have more involvement with parish councils. They are planning to hold virtual meetings with local parishes where you can raise questions. They have divided the area in two groups. It is broadly the area covered by the Clare Division plus Kedington, Barnardiston, Chedburgh, Chevington, Hawstead and Whepstead. I have supplied them with the email addresses for the parish clerks covering our local villages.

At SCC we have set up a fund of about £3m for community enhancements projects to be undertaken this year. The idea is that the Suffolk 2020 fund will finance projects across the county and not be over bureaucratic! Schemes in the pipeline for approval are planting more trees including the establishment of a healing wood as a site of commemoration post Covid19; a network of electric car charging points at village/community halls; the designation of quiet lanes and – of interest to you I think – a new app and upgraded smart marker posts for rights of way prioritising walking routes which parishes have publicised with leaflets as well as long distance routes such as the Stour Valley Path.

We have worked very hard to make arrangements to get the 12,000 children entitled to free school transport to school safely. Full details are on www.suffolkonboard.com and I can talk you through what's been done. James might also find helpful a change to the exceptions criteria for home school transport. I will be able to provide an update on the situation at Samuel Ward, Haverhill, if required this evening.

The re-opening of the Household Waste Recycling Centres has gone extremely well and we are looking at making the system of booked appointments a permanent feature.

Suffolk's Fire Chief Mark Hardingham is leaving us to take up the prestigious role of Chair of the National Fire Chiefs Council (NFCC). This is a nationally significant position with considerable responsibilities. Mark, who holds the Queen's Fire Service Medal, led the parade of UK's uniformed Civilian Services at the national Remembrance Day Service at The Cenotaph in 2018. He will be hugely missed when he leaves SCC. The deputy Chief Fire Officer Dan Fearn is stepping up in the interim pending a formal recruitment process.

Saturday 15 August was the 75th anniversary of VJ Day in the UK, marking Victory in Japan at the end of the Second World War. Troops from the Suffolk Regiment served across the Far East including in the Razmak District of Pakistan, Burma, and Singapore, as well as in Europe and Africa. It was following the loss of Singapore in February 1942 that the 4th and 5th Battalions spent three and half years as Prisoners-of-War, initially in the infamous Changi Jail, then constructing the Burma to Thailand Railway. The team at Suffolk Archives have put together a [special online exhibition marking VJ Day](#) exploring the stories of two Suffolk men who were taken prisoner in the Far East, Able Seaman Harold Lock and Private Raymond Suttle, from the 4th Battalion of the Suffolk Regiment, as well as looking at the way our county marked the end of the Second World War.

Suffolk Highways has completed its 1,000th resurfaced mile, following the Council's commitment to relay new road surfaces on a quarter of Suffolk's road network. In 2017, Suffolk County Council's Cabinet committed to resurfacing 1,000 miles of road across Suffolk over a four-year period in a bid to improve the quality of roads, reduce the number of potholes and to help stop potholes from forming in the first place. The commitment also makes sound financial sense, as preventing the deterioration of road surfaces by machine surfacing or surface dressing helps reduce the need to spend more money on reactive maintenance repairing potholes now, and in future years.

The County Council's Bikeability team is now offering FREE cycling sessions to provide practical skills on how to cycle on today's roads. Everyone is welcome to take part - adults, families, and children. The sessions are aimed at those who want to cycle more regularly, whether to keep fit, to commute to work or school, or to visit friends. A session lasts between 2 and 2.5 hours and is delivered by a fully qualified Bikeability Cyclist Trainer. The trainer chats to you first about what you are trying to achieve and tailors the session to your specific needs. Travel behaviour has transformed during lockdown, both nationally and in Suffolk, as more people turn to cycling for essential journeys and exercise. It has been a cycling revolution! Journeys made by bike rose by 120% during the pandemic, while bus, rail, ferry, plane and car journeys fell by as much as 95%. Latest research also suggests that as much as 16% of the population in England (8.9 million people) have been cycling per week during the pandemic. Suffolk County Council wants to encourage more people to get out and about by cycling and walking for their short journeys. The aim is to embed active travel as part of a long-term habit and reap the associated health, air quality and congestion benefits. Suffolk has already implemented several cycling schemes in Ipswich as a result of funding received from the Department for Transport and further schemes are now being considered in Bury St Edmunds, Newmarket, Beccles, Felixstowe, Stowmarket and Sudbury. It is also promoting the Government's Fix Your Bike £50 voucher scheme, and has provided funding to Greater Anglia to install more cycle racks at their train stations across Suffolk to help more people make cycling part of their commute or daily routine.

Apprenticeships Suffolk is launching a reward package, **Recruit Retain Reward**, providing £1,000 grants for businesses taking on new and/or redundant young apprentices, aged 16-24. In a bid to give small and medium-sized Suffolk and Norfolk businesses as much support as possible, the project aims to offer a flexible 'Apprenticeship Incentive Fund' of £1000, giving businesses a boost to recruit their workforce for the future. Employers who take on apprentices can experience a wide range of benefits. Developing apprentices' skills to be relevant to the organisation, along with improved productivity, better quality of product or service, and higher staff morale are benefits highlighted by around three-quarters of employers. More than 8 out of 10 employers recommend an apprenticeship to others *

The new incentive scheme across Suffolk and Norfolk, will complement and enhance the new Government apprenticeship incentives announced recently by the chancellor Rishi Sunak (£2,000 for 16-24, £1,500 for 25+), and also the existing age incentives of £1,000 for 16-18s (19-24 with an Education Health Care plan).

In addition to the one-off financial payment, there will also be continued support for organisations who are new to apprenticeships. A collection of online resources is being created to support businesses employing an apprentice for the first time. This includes practical guidance and useful information from existing, local apprenticeship ambassadors to help add real value to the business. Apprenticeships Suffolk provides an impartial service to all employers, providers, apprentices and stakeholders. Further details of the project can be found here: www.apprenticeshipssuffolk.org

We are supporting the Government's Kickstart scheme to fund employers to create job placements for 16-24-year-olds and we are exploring with our partners in the district and borough councils and business how to extend the scheme and make it really relevant to Suffolk residents. The ideas under consideration are *Suffolk Kickstart+* which would involve giving extra support to younger and more vulnerable candidates to enable them to secure placements and *ReStart Suffolk* to support mature workers aged 50+ to get back into employment including guidance on switching career.

New resources have been published to help young people in Suffolk understand how movement and physical activity can improve their emotional wellbeing. The resources, which include a handy, pocket-sized information card, have been developed for young people with input and feedback from young people.

Made possible by Suffolk Mind and the Suffolk Most Active County Partnership, with assistance from Suffolk County Council's Children and Young People's engagement hub, the resources provide essential information about seven ways young people can improve their mental health through movement.

They also include three simple and effective ideas that young people can try straight away to help them take control of their mind and mood through movement, as well as a range of key local contacts for further support. The resources will be distributed to schools, GP surgeries and libraries across the county. They are also available as a direct download from www.keepprovingsuffolk.com/wellbeing and www.thesource.me.uk/move

Yours with kind regards

Mary Evans
Deputy Leader & Cabinet Member for Children's Services, Education & Skills
Suffolk County Council,