

HARGRAVE PARISH COUNCIL
Minutes of the Meeting held on Thursday 8th July 2021
at 7.30pm in Hargrave Village Hall

PRESENT

David Taylor (DT)
Colin Painter (CP)
Sue Hammond (SH)
Antonia King (AK) - Clerk
Mike Chester (MC)

1. WELCOME AND INTRODUCTIONS

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

2.1.	Apologies were accepted from Cllr Rogers, Cllr Pratt-Adams, Cllr Cansdale and County Cllr Bennett	
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3. DECLARATION OF INTERESTS

3.1.	None declared.	
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4. MINUTES OF THE LAST MEETING

4.1.	The minutes of the last meeting (AGM May 6 th 2021) were approved by all present and signed by DT.	
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5. PUBLIC FORUM

5.1.	No members of the public were present.	
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6. MATTERS ARISING FROM MINUTES OF THE LAST MEETING

	All matters are agenda items	
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7. ITEMS FOR DISCUSSION

7.1. PLANS FOR THE VILLAGE GREEN.

7.1.1	DT reported that following a visit from a Suffolk Wildlife representative, some excellent advice and recommendations had been made regarding the upkeep and development of the village pond. Some further clearing has been recommended, and once that has been carried out further improvements will be seen.	
7.1.2	The patches of grass that have been left to rewild have meant that Bee Orchids are now growing on the Green. The next mow will include the rewilded area, but it is imperative that the grass is taken away from that area to ensure the area is not enriched. Now restrictions are expected to lift, an open debate must be initiated to garner village views on how they want to take things forward.	

7.2. FLOODING

7.2.1.	It was agreed that a letter would be written and sent to the landowners asking that they clear their ditches to help with the continuing problem of flooding at Birds End and The Wash.	AK/DT
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7.3. FOOTPATHS

7.3.1.	Following a complaint made to Cllr Pratt-Adams, it was agreed that AK would walk the footpath and if necessary speak to the landowner to cut the bushes back. Reports on other footpaths have not highlighted any other issues. <i>After reporting the problem, the footpath has since been cut back, so no further action is required.</i>	
7.3.2	Following on from an e-mail request from Discover Suffolk, Cllr Taylor confirmed that he had registered Hargrave's interest in being included in the new project.	

7.4. VILLAGE HALL

7.4.1.	Cllr Taylor had previously circulated the costs as set out by Birketts Solicitors, all agreed it appear expensive and the Council should wait for a further quote from an alternative solicitor before an informed decision could be made.	DT
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7.5. NEIGHBOURHOOD PLAN

7.5.1.	Cllr Painter updated regarding the ongoing work with Groundworks.	
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7.6. ANPR

7.6.1.	Registration to the scheme was formally approved.	
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7.7. INTERNAL AUDIT

7.7.1.	AK reported that the Audit had come back with only one action – Website Accessibility Statement, and confirmed that Cllr Rogers was working on it.	
7.7.2.	Recommended was the adoption of ‘Procedures for Dealing with Data Breaches’ – AK confirmed that the council already had this policy on our website under a slightly different title – Information Security Incident Policy.	
7.7.3.	Recommended was an Impact Assessment – after taking advise from Head Auditor at SALC, it remains unclear as to what this actually is although Cllr Painter as Internal Control Officer is to review the Data Protection Impact Assessment for this year.	CP/AK

7.8. PARISH COUNCILLOR VACANCY

7.8.1.	An advert will be placed in the Newsletter, as well as a letter drop to attempt to garner some interest. All Cllrs will speak with fellow villagers that they think could be interested or add value.	ALL
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7.9. DAMAGED FENCE BACKING ONTO PLAY AREA

7.9.1.	Following a letter from the house owner regarding a damaged fence caused by a large tree on PC land, it was agreed that the PC should take responsibility for the boundary damaged fence panels and reimburse the owner. 5 of the 13 panels being replaced were damaged by the tree (which has now been cut back). £92.30 per panel, £461.50 in total will be paid on receipt of invoice.	ALL
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7.10. STATUTORY BUSINESS

7.10.1.	RFO – AIF of Mrs King to continue in this role.	
7.10.2.	Review effectiveness of the internal audit – the annual review was carried out, and Cllr Taylor and RFO signed the completed review.	
7.10.3.	Review Insurance policy – AIF to continue with current cover.	
7.10.4.	Cllr Painter is to take on the role of Internal Control Officer.	
7.10.5.	The revised financial risk assessment policy was adopted to take into consideration the internet banking that is now in place.	
7.10.6.	The internet banking policy was adopted by all present.	

8. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

8.1. FINANCE REPORT

8.1.	<p>The RFO had circulated all the reports in advance of the meeting. The summary is provided, and the reports attached:</p> <ul style="list-style-type: none"> • Cashbook – payments, • Cashbook – receipts, • Spend vs Budget • Bank reconciliation for May and June – savings account 	
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	<ul style="list-style-type: none"> Bank reconciliation for May and June – treasurers account. 	
8.1.1.	CP to sign the bank statements for May and June as a true representation of the bank reconciliations.	
8.1.2.	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 as per bank reconciliations.	
8.1.3.	AK reported there were no unexpected payments due to go out in July, AIF of authorising the payments expected.	

8.2. ACCOUNTS Vs BUDGET REVIEW

8.2.1.	AK confirmed these to be in line with expectations.	
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8.3. INTERNET BANKING

8.3.1.	The invoices and paperwork relating to the internet banking payments were signed and authorised.	
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8.4. CLERK SALARY REVIEW AND OVERTIME REPORT

8.4.1.	16 hours of overtime was authorised to cover the extra hours caused by year end and audit.	
8.4.2.	AIF of increasing the hourly rate in line with NALC recommendations.	

Financial Officers Summary report

Meeting 08.07.21

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 21.06.21	£13747.14
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Savings Account reconciled with bank statement dated 21.06.2021	<u>£5046.73</u>
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Total reconciled to 21 June 2021:	£18793.87
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<i>Village Hall remaining earmarked funds</i>	£596.00
<i>General reserves</i>	£5000.00
<i>Asset management</i>	£455.00
<i>Tree management</i>	£500.00
<i>Small projects</i>	£1000.00
<i>Legal costs</i>	£1500.00
<i>Groundwork UK</i>	£5390.00

Total available as at 21 June 2021:	<u>£4352.87</u>
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Money expected in July:

Lloyds Bank Interest £0.04

Money going out in July:

Clerk salary – following agreed increase amended from £123.60 to £129.60. Also additional £164.80 for agreed overtime in March/April. £294.40

Mrs A King (printer toner) £249.39

Information Commissioner – Data protection Fee £40.00

McGregor Services £330.00

9. REPRESENTATION COMMENTS

9.1. DISTRICT COUNCIL

9.1.1.	Cllr Chester attended the meeting, his report is attached.	
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9.2. COUNTY COUNCIL

9.2.1.	Cllr Bennett was unable to attend due to ill health, her report is expected in due course.	
9.2.2.	An update is expected regarding the speeding in Birds End, AK to send Cllr Bennett an email requesting an update on works.	AK

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	None	
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11. NEIGHBOURHOOD WATCH

11.1	None	
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12. CORRESPONDENCE

12.1	All correspondence received had previously been circulated by AK.	
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13. MATTERS FOR DISCUSSION AT THE NEXT MEETING.

13.1.	Cllr Painter requested an agenda item for issues that have been raised in the recent NP survey that need addressing.	AK
13.2.	In light of the recent website issue that was raised by the IA, AK requested that an alternative option be discussed that would allow her more access to the website and its contents.	AK

14. DATE OF NEXT MEETINGS

The next parish meeting (AGM) will be on **Thursday 9th September 2021, 7.30pm, Hargrave Village Hall**

Signed (Chairman) Date.....

Meeting closed 21.00