

HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Thursday 12th May 2022 at 7.30pm in Hargrave Village Hall.

Councillors present: David Taylor (Chair), Colin Painter (Vice Chair), Paul Rogers, Sarah Cheng, John Schofield.

Also present: County Councillor Bennett, District Councillor Chester and Antonia King (clerk).

1. **Election of the Chairman:** Cllr Taylor was elected Chair, all in favour.
2. **Election of the Vice Chairman:** Cllr Painter was elected Vice Chair, all in favour.
3. **To receive apologies and approval of absences** – Cllrs Cansdale and Cllr Pratt-Adams submitted their apologies which were accepted.
4. **To receive Declaration of Interests and requests for dispensations** – there were no declarations of pecuniary and/or local non-pecuniary interest for the agenda under discussion.
5. **To receive and approve the minutes of the last meetings held on March 10th 2022, April 4th and April 26th.**
 - 1) Approval of all sets of the minutes was given by those present, Chair signed the paper copy of the minutes.
6. **To receive comment from members of the public present:**
 - 1) On the agenda under discussion – none received.
 - 2) Matters relating to Hargrave in general – none received.
7. **Matters arising from Minutes of the last meeting that are not an agenda item and items to note:**
 - 1) Draft letter to Ousden – the clerk confirmed that a letter had been drafted, but she was not happy with the tone of the message. Cllr Painter is to look over the letter and edit accordingly.
 - 2) Flooding outside School House – the clerk advised that she is still trying to make contact with Neville Mayes who investigated the matter originally.
 - 3) Anglian Water leak – confirmation that this had been reported and was being dealt with.
 - 4) Hargrave litter pick – it was noted that this had been a successful event, 20 bags of litter were collected.
 - 5) Dog fouling – an article had been published in the newsletter.
 - 6) Risk Assessments – it was confirmed that all the assessments had been carried out, with nothing new to note.

8. Agenda items for discussion:

- 1) **APM to discuss plans for this years meeting and agree invitation delivery:** Topics to be covered will be Neighbourhood Plan, Hargrave bus service, Village Hall refurbishment, Hargrave Heritage Society, Platinum Jubilee, Tree planting and the Chair's report. An invitation will be delivered to all residents taking the same format as previous years, the clerk is to ensure the invitations are ready for delivery before the end of the weekend. Cllr Rogers is to share the delivery distribution with all councillors. The clerk is to ask Cat Williams if she would take responsibility for refreshments. Those councillors that are able to, will help set up the village hall on the afternoon of May 26th.
- 2) **Grit Bin to consider the cost, locations and associated liability implications:** Following the information circulated by the clerk regarding costs and requirements for Highways approval, it was agreed that a small bin (cost should not exceed £150.00) could be installed at the bottom of North Hill. The clerk is to fill in the application form and revert back when further information is received from Highways.
- 3) **Hargrave bus service – to discuss and approve the proposed leaflet/questionnaire to be distributed to the villagers for their feedback:** The leaflet will be distributed with the APM invite, and will state the it will be further discussed at the meeting. It needs to be clear that unless people would actually use the service, it would not be viable to run. The clerk will circulate the final leaflet for approval before it is distributed.
- 4) **Neighbourhood Plan – to receive an update from Cllr Painter:** Nothing further to report.
- 5) **Village Hall – to receive an update regarding land ownership from Cllr Taylor:** Nothing further to report, Cllr Taylor is to chase Ashtons.
- 6) **Jubilee celebrations – to discuss plans and promotion of 'Sparkling Saturday' picnic:** This is to be discussed at the APM and to be promoted in the village newsletter. Plans are simply to invite residents to picnic on the green in front of the village hall on Saturday June 4th, to bring their own food and drink (ideally something sparkling), bring some outdoor games and to bring a sharing plate if they would like to. Music will be supplied by Cllr Rogers band.
- 7) **To formally adopt the new Model Code of Conduct:** The council formally adopted the new Model Code of Conduct. The website will be update to reflect the new policy.
- 8) **To note the Parish Clerk is appointed as the Council's Responsible Financial Officer for the Council as part of her contract of employment:** Duly noted.
- 9) **Clerk to the council – to formally accept the resignation and consider plans to appoint a new parish clerk:** Resignation was accepted, the clerk will remain in post until a suitable candidate is found. An advert will be put in the village newsletter, noticeboard and mentioned at the APM. The clerk will also advertise on the SALC vacancies weekly email.

9. To receive and consider the financial reports from the Responsible Financial Officer
- 1) The finance reports had been circulated in advance of the meeting and the summary is provided.

Financial Officers Summary report
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Meeting 12.05.22

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 22.04.22		£4799.68
Savings Account reconciled with bank statement dated 22.04.22		<u>£5047.14</u>
Total reconciled to 22nd April 2022:		£9846.82
<i>General reserves</i>	£5000.00	
<i>Asset management</i>	£1000.00	
<i>Tree management</i>	£500.00	
<i>Small projects</i>	£1000.00	
<i>Legal costs</i>	£1596.00	
Total available as of 22nd April 2022:	£9096.00	<u>£750.82</u>
Money expected in May/June:		
Precept payment	£5002.00	
Money expected to go out in May/June:		
Clerk salary	£142.87	
*Parish Magazine Printing (based on previous invoice)	£119.10	
*McGregor Services (based on invoice last year)	£325.00	

It was noted the payments and receipts made since the last meeting:

Treasurers Account

Payments made since 22.02.22

01.03.22	Mrs A King	£129.60
22.03.22	Mrs King	£29.51
March close		£159.11

Receipts received since 22.02.22

Spitfire Mowers	Advertising	£50.00
M. Cansdale	Grazing licence	£500.00
Rothwells	Advertising	£20.00
A Smart	Advertsing	£20.00
March close		£590.00

Instant Savers Account

Receipts received since 22.02.22

09.03.22	Lloyds Bank	£0.04
March close		£0.04

Bank Reconciliation at 31.03.22 (Year End):

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
SUMMARY		
Balance of accounts c/f:	£10325.68	£5,047.05
Payments in	£590.00	£0.04
Payments out	£159.11	£0.00
Current balance:	£10756.57	£5047.09

Treasurers Account

Payments made since 01.04.22

01.04.22	Mrs A King	£142.87
05.04.22	Parish Magazine Printing	£119.10
05.04.22	SALC	£144.92
06.04.22	Ashton Legal	£160.00
14.04.22	Groundwork UK	£5390.00
April close		£5956.89

Receipts received since 01.04.22 – None received

Instant Savers Account

Receipts received since 01.04.22.22

11.04.22	Lloyds Bank	£0.05
April close		£0.05

Bank Reconciliation at 22.04.22:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
SUMMARY		
Balance of accounts c/f:	£10756.57	£5,047.09
Payments in	£0.00	£0.05
Payments out	£5956.89	£0.00
Current balance:	£4799.68	£5047.14

- 2) **Internet banking payment authorisation paperwork:** The invoices and paperwork relating to the internet banking payments were signed and authorised.

- 3) **Internal Control checks:** As Internal Control Officer, Cllr Painter signed off the checks for March and April. Also approved and authorised was the Internal Control Statement for year ending 31 March 2022. The Chair and RFO signed the statement and Cllr Painter reviewed and signed the Internal Control report.

4) **Budget review – to receive budget to actual position for year ending 31.03.2022 including variances:**

	Actual spend 21/22	2021/22 Budget	Explanation of variances
Grass cutting	£1465.00	£1,700.00	£235 – seasonal variations
Salary	£1725.51	£1,483.20	(£242.31) - agreed payrise, overtime and NALC pay increase
Printing	£717.15	£600.00	(£117.15) - increase in pages printed
SALC/audit	£343.25	£400.00	£56.75 – no training undertaken
Office Supplies	£505.20	£200.00	(£305.20) – purchase of clerk computer and printer toner
CHT Annual Support	£165.00	£165.00	As expected
Insurance	£417.09	£417.09	As expected
Miscellaneous extras	£124.48	£200.00	Gift for CC, postbox and Parish Online subscription
GDPR	£40.00	£40.00	As expected – could reduce to £35 if pay by DD
Total Spend	£5502.68	£5,205.29	
Precept		£5,000.00	
Parish Income			
Grazing licence		£500.00	

5) **Year-end accounts for 2021/22 – to receive and approve:** The clerk reported at March 31st 2022 the finances were £15803.66. This was received and approved as a fair representation of the financial position of Hargrave Parish Council and the Chair signed the year end statement.

6) **Fixed Asset register 2021/22 - to receive and approve:** This had been signed at the previous meeting and deemed approved as there were no changes made.

7) **Certificate of exemption for external audit - to consider and approve:** The annual gross income for Hargrave Parish Council 2021/22 was £12837, and the gross annual expenditure for Hargrave was £12373. Therefore as the gross income and expenditure does not exceed £25000, Hargrave Parish Council certified itself as exempt and signed the certificate of exemption for external audit form.

8) **Annual Governance Statement 2021/22 - to consider and approve:** It was agreed that Hargrave Parish Council has a sound system of internal controls and approval was given to the Chair to sign the Annual Governance Statement 2021/22.

- 9) **Accounting statement 2021/22 - to consider and approve:** Approval was given to the Chair to sign the Accounting Statement 2021/22 as a fair representation of the financial position of Hargrave Parish Council.
- 10) **Set date for exercise of public rights:** Dates were set for Monday 13th June – Friday 22nd July 2022, the confirmation was signed by the Proper Officer and will be displayed on the village noticeboard and website.
- 11) **BACS (Bank Transfer) for the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is retained, and payments are reported to council) - to reconfirm acceptance of this as the preferred method of payment:** All in favour of continuing with this preferred method of payment.
- 12) **To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2022-23:** These were received and approved.

Frequency of expenditure incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	Amount excl. VAT
Monthly	SO	Clerk	Salary	£142.87
Bi Monthly	BACS	Parish Magazine Printing	Newsletter	Variable
Annual	BACS	SALC	Annual subscription	£144.92
Monthly	BACS	McGregor Services	Grass cutting	Variable
Annual	Chq	ICO	Data protection fee	£40.00
Annual	BACS	Business services at CAS	Insurance	Variable
Annual	BACS	Community Heartbeat	Defibrillator managing costs	£165.00
Annual	BACS	Suffolk Cloud	Website hosting	£110.00
Annual	BACS	Geosphere	Parish Online subscription	£60.00

- 13) **Newsletter – to note the increase in printing costs, and consider ways to mitigate the increase:** The clerk reported that following a meeting with the editor of the newsletter it had been agreed that the newsletter would be reduced in size to A5 from A4. This will reduce the printing cost to £68.93.

10. Representation Comments:

- 1) District Council: Cllr Chester attended the meeting, his report is attached
- 2) County Council: Cllr Bennett attended the meeting, her report is attached. She had nothing further to report on Lorry Routes survey and a meeting between Highways and Hargrave PC to discuss speed reduction measures further.

11. Planning Applications:

- 1) Nothing recieved.

- 12. **Neighbourhood Watch report:** Nothing to report.
- 13. **Correspondence:** All correspondence has previously been circulated via e-mail
- 14. **Items for discussion at the next meeting:** It was requested that the following be included for discussion or approval at the next meeting: nothing submitted.
- 15. **Date of Next Meeting:** May 26th 7.30pm, Hargrave Village Hall. APM and July 14th 7.30pm, Hargrave Village Hall.
- 16. **There being no further business to discuss, the meeting closed at 9.13pm**

Signed: (Chair) Dated: