

HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Thursday 14th July 2022 at 7.30pm in Hargrave Village Hall.

Councillors present: Dave Taylor (Chair), Sarah Cheng, Simon Pratt-Adams and John Schofield.

Also present: Antonia King (clerk).

1. **Chair's welcome and statement** – Chair opened the meeting at 7.30pm.
2. **To receive apologies and approval of absences** – Cllrs Painter, Rogers and Cllr Cansdale submitted their apologies which were accepted.
3. **To receive declaration of interests and to note the determination of requests for dispensations** – there were no declarations of interest or requests for dispensation for the agenda under discussion.
4. **To receive and approve the minutes of the last meetings held on May 12th 2022 and June 23rd.**
 - 1) Approval of the minutes for May 12th and June 23rd was given by all present, Chair signed the paper copy of the minutes.
5. **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.
6. **Matters arising from Minutes of the last meeting that are not an agenda item and items to note:**
 - 1) To receive an update on the progress of the installation of new grit bins – the clerk advised that after a discussion with the owner of neighbouring properties within the vicinity of the proposed location, the criteria for the application was not met and therefore Suffolk Highways would not permit the application to proceed. Due to the absence of Cllr Painter, it was felt that this matter should be further discussed at the next meeting when he will be in attendance.
7. **Agenda items for discussion:**
 - 1) **To consider the response from Neville Mayes regarding the flooding issue outside Old School House and agree the problems to be re-reported** – It was agreed that the clearance of ditches and drains of all obstruction as reported by Mr Mayes has not rectified the situation. Cllr Schofield agreed to speak with the residents in School Cottages to establish exactly where the water is coming from and report back to the clerk in order for her to raise another report with Highways.
 - 2) **To approve the letter to be sent to the local farmers ahead of harvesting** – it was agreed that the letter now delivered the correct tone and should be sent out to all the local farmers that travel through Hargrave during harvest season. The letter is to be sent to Ousden to allow them to send it to their farmers too.

- 3) **Village Hall – To consider all matters relating to the village hall and the rebuild project** – Currently there is nothing further to report.
- 4) **Neighbourhood Plan –To receive an update from Cllr Painter regarding all matters relating to the NP** – whilst Cllr Painter was not in attendance, Cllr Taylor confirmed that following a verbal update with Cllr Painter, there was nothing new to report.
- 5) **To receive an update on the trial ANPR scheme that was carried out in the village** – in the absence of Cllr Rogers, the Clerk reported that the trial camera was meant to be with the village for 7 days but was actually there for 10 days. A summary report is expected, but nothing received yet. The trial is due to start officially in July.
- 6) **To discuss the responses regarding the proposed Hargrave bus service** – Cllr Schofield reported a mixed response regarding the bus service, however he is to speak with Stephensons to request a trial period to establish if the route is viable. He is to report back at the next meeting.
- 7) **To note the clerk is now ILCA qualified** – Duly noted.
- 8) **To discuss the internal audit and any recommendations that were highlighted** – the clerk confirmed:
 - the discrepancy of £25 was noted and appended
 - the Freedom of Information Policy has been updated and will be brought to council at the next meeting for adoption.
 - Internal controls – see item 7.10
- 9) **To review the effectiveness of the internal audit** – it was agreed by all present that the internal audit met with all the criteria for scope, independence, and competence. The Chair and RFO signed the annual review to reflect this.
- 10) **To review and appoint an internal controls officer** – In line with the recommendation for good financial practice that the internal control officer should not be an authorising officer, it was agreed that this item would be brought back for discussion at the next meeting when Cllr Painter is in attendance.

8. 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.

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| Financial Officers Summary report |
|--|

Meeting 14.07.22

The RFO advised current position as:

| | | |
|---|-----------|-----------------------|
| Treasurers Account reconciled with bank statement dated 22.06.22 | | £9249.01 |
| Savings Account reconciled with bank statement dated 22.06.22 | | <u>£5047.22</u> |
| Total reconciled to 22nd June 2022: | | £14296.23 |
| <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 | |
| <i>Precept budget</i> | £4355.11 | |
| Total available as of 22nd June 2022: | £13451.11 | <u>£845.12</u> |
| Money expected in July/August: | | |
| Groundworks grant | £6110.00 | |
| Money expected to go out in July/August: | | |
| Clerk salary (two months) | £285.74 | |
| *Parish Magazine Printing (based on previous invoice) | £68.93 | |
| McGregor Services (three invoices *2 known, 1 based on last year) | £915.00 | |
| Internal Auditor | £139.35 | |

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

Treasurers Account

Payments made since 22.04.22

| | | |
|------------------|------------|----------------|
| 03.05.22 | Mrs A King | £142.87 |
| | | |
| May close | | £142.87 |
| | | |

Receipts received since 22.04.22

| | | |
|----------------------|---------|-----------------|
| West Suffolk Council | Precept | £5002.00 |
| | | |
| May close | | £5002.00 |

Instant Savers Account

Receipts received since 22.04.22

| | | |
|------------------|-------------|--------------|
| 09.05.22 | Lloyds Bank | £0.04 |
| May close | | £0.04 |

Bank Reconciliation at 20.05.22:

| | <u>Treasurers Account</u> | <u>Instant Savers Account</u> |
|---------------------------------|---------------------------|-------------------------------|
| SUMMARY | | |
| Balance of accounts c/f: | £4799.68 | £5,047.14 |
| | | |
| Payments in | £5002.00 | £0.04 |
| Payments out | £142.87 | £0.00 |
| | | |
| Current balance: | £9658.81 | £5047.18 |
| | | |

Treasurers Account

So signed by Chair on 08.09.22
Hargrave Parish Council

Payments made since 20.05.22

| | | |
|-------------------|--------------------------|----------------|
| 01.06.22 | Mrs A King | £142.87 |
| 07.06.22 | McGregor Services | £288.00 |
| 13.06.22 | Parish Magazine Printing | £68.93 |
| | | |
| June close | | £499.80 |
| | | |

Receipts received since 20.05.22

| | | |
|-------------------|-----------------|---------------|
| Newsletter | Advertising x 3 | £90.00 |
| | | |
| June close | | £90.00 |

Instant Savers Account

Receipts received since 01.04.22.22

| | | |
|-------------------|-------------|--------------|
| 09.06.22 | Lloyds Bank | £0.04 |
| June close | | £0.04 |

Bank Reconciliation at 22.06.22:

| | <u>Treasurers Account</u> | <u>Instant Savers Account</u> |
|---------------------------------|----------------------------------|--------------------------------------|
| <u>SUMMARY</u> | | |
| Balance of accounts c/f: | £9658.81 | £5,047.18 |
| | | |
| Payments in | £90.00 | £0.04 |
| Payments out | £499.80 | £0.00 |
| | | |
| <u>Current balance:</u> | £9249.01 | £5047.22 |
| | | |

- 2) **Budget review:** the clerk reported on the budget vs spend to date.

| Spend to Date vs Budget 2022/2023 | | | |
|--------------------------------------|-----------------|----------------|------------------------------------|
| | Reserves | Balance | Spend to date (exc.VAT) |
| Grass | £1,500.00 | £1,260.00 | £240.00 |
| Salary | £1,714.00 | £1,285.39 | £428.61 |
| Printing | £700.00 | £511.97 | £188.03 |
| SALC | £200.00 | £55.08 | £144.92 |
| Insurance | £417.09 | £417.09 | £00.00 |
| Office Supplies | £200.00 | £200.00 | £00.00 |
| Website Hosting fee | £110.00 | £110.00 | £00.00 |
| Auditor | £200.00 | £200.00 | £00.00 |
| CHT Annual Support | £165.00 | £165.00 | £00.00 |
| Miscellaneous | £200.00 | £200.00 | £00.00 |
| GDPR | £40.00 | £40.00 | £00.00 |
| | | | |
| | £5,446.53 | £4,444.97 | £1,001.56 |

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

4) **Internal Control checks:** As Internal Control Officer, Cllr Painter will sign off the checks for May and June. The clerk to deliver the papers to him.

9. Representation Comments:

- 1) District Council: Cllr Chester attended the meeting and his report is attached.
- 2) County Council: Cllr Bennett did not attend the meeting and did not submit a report.

10. Planning Applications: none received.

11. Neighbourhood Watch report: Nothing to report.

12. Correspondence: All correspondence has previously been circulated via e-mail

13. Items for discussion at the next meeting: It was requested that the following be included for discussion or approval at the next meeting:

- Emergency Planning
- Village environment and biodiversity

14. Date of Next Meeting:

- 1) AGM 7.30pm Thursday September 8th 2022, Hargrave Village Hall.

15. There being no further business to discuss, the meeting closed at 8.16pm.

Signed: (Chair) Dated: