

## HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Thursday 10<sup>th</sup> November 2022 at 7.30pm in Hargrave Village Hall.

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

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

1. **Chair's welcome and statement** – Chair opened the meeting at 7.30pm.
2. **To receive apologies and approval of absences** – Apologies were received from Cllr Rogers and Cansdale due to personal reasons, these were accepted and approved.
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 September 8<sup>th</sup> 2022 and October 26<sup>th</sup> 2022.**
  - 1) Approval of the minutes for September 8<sup>th</sup> 2022 and October 26<sup>th</sup> 2022 (planning) 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) Maintenance of Ousden Road grit bin – it was noted that thanks to the efforts of Cllr Rogers and a small group of volunteers, the grit bin on Ousden Road had been fixed. The council gave their thanks to everyone involved.
  - 2) Parish Council insurance provider – it was noted that the new provider for the parish council was BHIB who were able to offer a 3year LTA.
7. **Agenda items for discussion:**
  - 1) **To receive an update from the clerk regarding the drainage problems outside Old School House and agree how the issue needs to be moved forward** – following an email from Highways explaining that the site had been inspected and the report had concluded that no work was necessary, the clerk reported that she had responded to say that this was unacceptable. It was agreed that a new report would

- be raised and include pictures of the site after heavy rainfall. Cllr Bennet was also made aware of the situation and agreed to monitor it.
- 2) **To receive an update from the Emergency Plan working group and discuss the option to create a shared plan with Chevington** – Cllr Taylor updated the council regarding progress made with the emergency plan. The next meeting is to be held on November 15<sup>th</sup>, where the matter of a shared plan will be discussed further.
  - 3) **To discuss the warm spaces ‘Community Lunch’ that is planned for November 12<sup>th</sup> and approve any financial support if the council is in agreement** – it was hoped that this initiative would prove to be a success and going forward be a regular event. The council gave the clerk delegated authority to approve a maximum of £50 to cover any costs that arise out of the event.
  - 4) **Village biodiversity and environmental issues:**
    - **To receive an update from Cllr Taylor and consider the ongoing maintenance needs of the Hargrave wood on Knowles Green** – Cllr Taylor reported that the newly planted Hargrave Wood had suffered 20% dieback. Whilst this is slightly higher than expected, it was noted that the harsh summer drought and heat would have had an influence on the high percentage. The clerk is to contact Woodland Trust for replacement saplings.
    - **Removal and re-siting of the Chestnut Tree on the Church Lane junction following advice given by Martin Gilbert** – Cllr Taylor is to move the tree to Hargrave Wood.
  - 5) **To consider the purchase of a replacement SID machine, discuss costs involved and agree if the resource should remain a shared device with neighbouring villages Ousden and Depden** – following research carried out by Cllr Rogers, the council were presented with 2 quotes. It was agreed that the council would move forward with the quote given by ElanCity.

Depden have looked at the costs involved, and due to their commitments to other projects were unable to remain part of the shared device. Ousden are still keen to progress.

Cllr Bennett advised that she had been approached to help with funding and was willing to commit £500 towards the project. She resolved to send the locality budget form to the clerk.

Further discussions were had regarding joint ownership and insurance, and the clerk is to report back at the next meeting.

The clerk is to liaise with Ousden to continue with the plans to purchase a new SID.
  - 6) **To receive an update from Cllr Schofield following his discussions with Stephenson regarding the proposed Hargrave bus service** – Cllr Schofield advised that due to budget constraints and running costs Stephenson would be unable to increase their service to the village as the demand was not high enough. Whilst it was noted that this is a disappointing outcome. It was agreed that Community Transport links would be promoted heavily within the village to ensure those that would like to rely on a bus service have alternative options.
  - 7) **To receive an update and discuss the recruitment of a new clerk** – following the receipt of 2 CV’s it was agreed that Cllr Taylor, Cllr Painter and the clerk would interview the prospective clerk. The clerk is to contact the applicants and organise possible interview times.

- 8) **To approve the clerk pay increase agreed by NALC, effective from 1 April 2022 – duly approved and implemented.**
- 9) **To review and and adopt the following policies and procedures:**
- Standing Orders
  - Financial Regulations
  - Internet banking policy
  - Grant awarding policy
  - Communications policy
  - Complaints policy
  - Environmental policy
  - Document and electronic data retention policy
  - Equal opportunities policy
  - General privacy notice
  - Information security incident policy
  - Lawful basis for processing data
  - Media relations policy
  - Training policy
  - Subject access request policy
  - Subject access request procedure
  - Data protection and information security policy

All policies were duly adopted and approved for the year to December 2023.

- 10) **To consider changing the parish council meeting days from Thursday to Wednesday and confirm the dates for parish council meetings in 2023 – whilst Cllr Painter may not be able to attend every meeting, it was agreed that the meetings should remain on a Thursday as this is most convenient for all other councillors. The meeting dates for 2023 will be:**

**19<sup>th</sup> January**

**9<sup>th</sup> March**

**11<sup>th</sup> May (AGM)**

**25<sup>th</sup> May (APM)**

**13<sup>th</sup> July**

**14<sup>th</sup> September**

**9<sup>th</sup> November**

However, these could be subject to change closer to the date.

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.

**Financial Officers Summary report**

**Meeting 10.11.22**

The RFO advised current position as:

|  |           |                       |
|--|-----------|-----------------------|
| Treasurers Account reconciled with bank statement dated 22.10.22 |           | £12808.35             |
| Savings Account reconciled with bank statement dated 22.10.22    |           | <u>£5047.85</u>       |
| <b>Total reconciled to 22<sup>nd</sup> October 2022:</b>         |           | <b>£17856.20</b>      |
| <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>  | £2301.31  |                       |
| <i>Groundworks Grant</i>   | £6110.00  |                       |
| <b>Total available as of 22<sup>nd</sup> October 2022:</b>       | £17507.31 | <b><u>£348.89</u></b> |
| <b>Money expected in November/December:</b>                      |           |                       |
| <b>Money expected to go out in November/December:</b>            |           |                       |
| Clerk salary (two months)  | £311.74   |                       |
| Back dated pay due to agreed NALC pay rise                       | £91.00    |                       |
| McGregor Services  | £330.00   |                       |
| Printing costs **estimate  | £70.00    |                       |
| New SID machine  | TBC       |                       |

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

**Treasurers Account**

Payments made since 22.08.22

|                        |                           |                |
|------------------------|---------------------------|----------------|
| 01.09.22               | Mrs A King                | £142.87        |
| 09.09.22               | McGregor Services         | £120.00        |
| 09.09.22               | Community Heartbeat Trust | £198.00        |
| <b>September close</b> |                           | <b>£460.87</b> |
|                        |                           |                |

Receipts received since 22.08.22

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**Instant Savers Account**

Receipts received since 22.08.22

|                        |             |              |
|------------------------|-------------|--------------|
| 19.09.22               | Lloyds Bank | £0.21        |
| <b>September close</b> |             | <b>£0.21</b> |

**Bank Reconciliation at 22.09.22:**

|  | <b><u>Treasurers Account</u></b> | <b><u>Instant Savers Account</u></b> |
|--|----------------------------------|--------------------------------------|
| <b><u>SUMMARY</u></b>                  |                                  |                                      |
| <b><u>Balance of accounts c/f:</u></b> | <b><u>£14139.99</u></b>          | <b><u>£5,047.43</u></b>              |
|  |                                  |                                      |
| Payments in                            | £0.00                            | £0.21                                |
| Payments out                           | <b>£460.87</b>                   | £0.00                                |
|  |                                  |                                      |
| <b><u>Current balance:</u></b>         | <b><u>£13679.12</u></b>          | <b><u>£5047.64</u></b>               |
|  |                                  |                                      |

### **Treasurers Account**

Payments made since 22.09.22

|                      |                          |                |
|----------------------|--------------------------|----------------|
| 27.09.22             | Mrs A. King              | £10.49         |
| 27.09.22             | BHIB                     | £374.02        |
| 03.10.22             | Mrs A. King              | £142.87        |
| 17.10.22             | McGregor Services        | £264.00        |
| 17.10.22             | Parish Magazine Printing | £79.39         |
| <b>October close</b> |                          | <b>£870.77</b> |
|                      |                          |                |

Receipts received since 22.09.22

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### **Instant Savers Account**

Receipts received since 22.09.22

|                      |             |              |
|----------------------|-------------|--------------|
| 10.10.22             | Lloyds Bank | £0.21        |
| <b>October close</b> |             | <b>£0.21</b> |

### **Bank Reconciliation at 21.10.22:**

|  | <b><u>Treasurers Account</u></b> | <b><u>Instant Savers Account</u></b> |
|--|----------------------------------|--------------------------------------|
| <b><u>SUMMARY</u></b>                  |                                  |                                      |
| <b><u>Balance of accounts c/f:</u></b> | <b><u>£13679.12</u></b>          | <b><u>£5,047.64</u></b>              |
|  |                                  |                                      |
| Payments in                            | £0.00                            | £0.21                                |
| Payments out                           | <b>£870.77</b>                   | £0.00                                |
|  |                                  |                                      |
| <b><u>Current balance:</u></b>         | <b><u>£12808.35</u></b>          | <b><u>£5047.85</u></b>               |
|  |                                  |                                      |

- 2) **Budget Review:** [2022-23 Quarterly Review.pdf](#) the clerk reported on the budget to September.
- 3) **Precept budget for 2023/24:** [Precept budget recommendation.pdf](#) it was advised that the precept be increased to at least £5100.00 due to unknown costs that the new clerk may incur as well as election costs.

When more information is known regarding the clerk, the figures will be finalised and authorised in the January meeting.

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

5) **Internal Control checks:** As Internal Control Officer, Cllr Cheng signed off the checks for September and October.

**9. Representation Comments:**

- 1) District Council: Cllr Chester attended the meeting and his report can be viewed using this link: [November PC report Hargrave \(002\).pdf](#)
- 2) County Council: Cllr Bennett attended the meeting and her report can be viewed using this link: [County Councillor report for October 2022.pdf](#)

**10. Planning Applications:**

**DC/22/0947/HH - Proposal: Householder planning application - detached garage and gym**

**Location: Field House , Ousden Road, Hargrave, Suffolk, IP29 5HT**

**Re-consultation in respect of planning proposal.**

Whilst the parish council acknowledged that the applicant had changed the location to be less obtrusive, the original objection that the building was in front of the building line along Ousden Road still remained. The council concluded that their objection to the planning application remained in place.

**11. Neighbourhood Watch report:** Nothing to report.

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

**13. Items for discussion at the next meeting:** Nothing advised.

**14. Date of Next Meeting:** 7.30pm Thursday January 19<sup>th</sup> 2022, Hargrave Village Hall.

**15. There being no further business to discuss, the meeting closed at 9.00pm.**

**16. To resolve under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed:**

The parish council supported the proposal put forward by the Neighbourhood Plan Working Group.

Signed: ..... (Chair)      Dated: .....