

HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Thursday 9th March 2023 at 7.30pm in Hargrave Village Hall.

Councillors present: David Taylor (Chair), Colin Painter, Sally Cansdale, Simon Pratt-Adams and Paul Rogers

Also present: Natasha Murray (Clerk) and Mike Chester (District Councillor).

5 Members of the Public present.

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 Cheng, Cllr Schofield and Bobby Bennett (County Councillor) 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 12th January 2023 and Planning Meeting held on 25th January 2023**
 - 1) Approval of the minutes for 12th January 2023 and was given by all present, Chair signed the paper copy of the minutes.
 - 2) Approval of the minutes for the planning meeting on 25th January 2023 and 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 – comments relating to the Neighbourhood Plan 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) Village biodiversity and environmental issues: Hargrave Wood – 105 further trees purchased using the locality support from Bobby Bennett. These have now been planted.
 - 2) Replacement SID Machine order – Arrived on 25th February 2023 and is now set up on the Wickhambrook Road. This will be shared 4 weekly with Ousden. Cllr Schofield will take over the responsibility of the SID Machine from Cllr Rogers. Insurance of the machine to be discussed/investigated.

7. Agenda items for discussion:

- 1) **King Charles' Coronation** – Suggestions such as 'bring your own food' village get together at the village hall (to be held outdoors weather permitting), a village tea and broadcasting of the coronation and community projects to be held. The Parish Council agreed to explore the option of holding an event in the village hall on the Sunday afternoon following the Coronation on the Saturday. (So no TV)
- 2) **Buckingham Palace Garden Party 2023 attendance** – The council would like to nominate someone who has done a lot to support and contribute to the village (Jill Upton nominated).
- 3) **First Responder for Hargrave** – It was requested that this is deferred until the next meeting so further information can be presented/received by Simon DeLatt regarding the role.
- 4) **To discuss the fly tipping positioned between Hargrave and Ousden – Clerk to provide details discussed between Hargrave Clerk and Ousden Clerk** – Discussions have taken place between the Clerk's in regards to ownership of the land, this is to be further enquired with the support of Cllr Painter and the Chair of Ousden, Cllr Gale. Mike Chester will also pursue this with the Enforcement Officer.
- 5) **Changes to Luton Airport flight path** – A consultation did take place from October 2020 – February 2021, all of which was online (NATS website) due to COVID-19. Changes were implemented February 2022.
- 6) **Neighbourhood Plan – Discuss feedback received on development of new Village Hall and Housing Development** – An update was given on the Consultation event held in the village hall on Saturday 11th February on the revised Neighbourhood plan. This revised plan included the option for the development of the land behind the village hall. The vast majority of responses on the day were positive towards the revised Neighbourhood plan and the option of a potential development on the land behind the village hall. In response to some concerns that were expressed on the day and in the written comments received, a leaflet will shortly be going out to every household responding to those concerns. Given the overall positive response the Parish Council agreed to go forward with the revised Neighbourhood plan process. The next step is for the Revised Neighbourhood plan to be written up and considered formally by the Parish Council at its meeting on May 11th. If approved it will then be submitted to go through the formal processes and if it is successful there, a referendum on the revised plan will be held in the village.
- 7) **Community Emergency Plan – Update to be provided** – An early draft is in the works, it needs to be simple and brief. The idea is to have two parts to the plan and it will be ran past the relevant Council employee at West Suffolk County Council prior to distribution. It will then be distributed to all household in the village and will be reviewed years for accuracy.

- 8) **Annual review - risk assessments of the fixed assets** – Councillors reported on their areas for checks and are to forward the paperwork to the clerk. It was noted that the Grit Bin on Ousden Road had been repaired, all other checks raised no concerns.
- 9) **To agree and appoint an internal auditor** – SALC discussed and agreed by all. Clerk to book 2022 – 2023 audit with SALC.
- 10) **Update from Clerk regarding upcoming elections** – Clerk has circulated the nomination packs and information including dates to the Parish Councillors. A notice regarding the upcoming elections is to go on the village noticeboard and Facebook page.

8. To receive and consider the financial reports from the Responsible Financial Officer

- 1) **Natasha Murray to be formally approved as Responsible Finance Officer for Hargrave Parish Council replacing Antonia King** – Agreed by all and approved.
- 2) **Finance Report** - 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 09.03.2023

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 22.02.2023		£12,734.43
Savings Account reconciled with bank statement dated 22.02.2023		<u>£5054.27</u>
Total reconciled to 22nd February 2023:		£17,788.70
<i>General reserves</i>	£5000.00	
<i>Asset management</i>	£455	
<i>Tree management</i>	£500.00	
<i>Small projects</i>	£1000.00	
<i>Legal costs</i>	£1596.00	
<i>Precept budget</i>	£1296.71	
<i>Groundworks Grant</i>	£6110.00	
Total available as of 22nd February 2023:	£15,957.71	<u>£1,830.99</u>

Money expected in March/April:		
Advertising: £170 Grazing Licence: £500		
Money expected to go out in March/April:		
Clerk Salary (two months)	£245.26	
Parish Magazine Printing (based on most recent invoice)	£76.86	
HMRC (PAYE)	£61.58	

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

Treasurers Account

Payments made since 22.12.22

29.12.22	HMRC	£31.00
29.12.22	Parish Magazine Printing	£89.86
18.01.23	Suffolk Cloud	£120.00
January close		£240.86

Receipts received since 22.12.22

Instant Savers Account

Receipts received since 20.01.23

09.01.23	Lloyds Bank	£2.16
January close		£2.16

Bank Reconciliation at 22.12.22:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
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<u>SUMMARY</u>		
<u>Balance of accounts c/f:</u>	<u>£11,868.75</u>	<u>£5,049.54</u>
Payments in		£2.16
Payments out	£240.86	£0.00
<u>Current balance:</u>	<u>£11,627.89</u>	<u>£5051.70</u>

Treasurers Account

Payments made since 20.01.23

30.01.23	Mrs A King	£9.41
30.01.23	HMRC	£2.20
31.01.23	Mrs A.King	£59.99
31.01.23	Mrs A. King	£115.00
31.01.23	John Crysell	£140
09.01.23	Parish Magazine Printing	£76.86
February close		£403.46

Receipts received since 20.01.23

02.02.23	SCCAPORS	£1,000
03.02.23	HMRC	£395.00
10.02.23	SCCAPORS	£115.00
February Close		£1,510.00

Instant Savers Account

Receipts received since 20.01.23

09.02.23	Lloyds Bank	£2.57
February close		£2.57

Bank Reconciliation at 22.02.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<u>SUMMARY</u>		
<u>Balance of accounts c/f:</u>	<u>£11,627.89</u>	<u>£5,051.70</u>
Payments in	£1,510.00	£2.57

Payments out	£403.46	£0.00
<u>Current balance:</u>	<u>£12,734.43</u>	<u>£5,054.27</u>

- 3) **Budget Review:** No concerns or changes currently required.
- 4) **Precept budget for 2023/24:** Precept budget was approved in the January 2023 meeting.
- 5) **Internet banking payment authorisation paperwork:** The invoices and paperwork relating to the internet banking payments were signed and authorised by Cllr Rogers. Cllr Pratt-Adams to become an authoriser replacing Cllr Rogers.
- 6) **Internal Control checks:** In the absence of Cllr Cheng, Cllr Cansdale signed off the checks for January and February.

9. Representation Comments:

- 1) District Council: Cllr Chester attended the meeting and his report can be viewed using this link: [March-2023-District-Councillor-Report-for-Hargrave-PC.pdf \(suffolk.cloud\)](#)
- 2) County Council: Cllr Bennett attended the meeting and her report can be viewed using this link: [Bobby-Bennett-Report-February-2023.pdf \(suffolk.cloud\)](#)

10. Planning Applications – None at present.

11. Neighbourhood Watch report - Nothing in the village recently. Local car thefts in Bury St Edmunds and Newmarket have been reported however.

12. Correspondence - All correspondence had previously been circulated via e-mail. During the meeting the resignation of Cllr Rogers was received and accepted by Cllr Taylor.

13. Items for discussion at the next meeting:

- Footpath issues reported at the back of School Cottages.
- Highways meeting with Bobby Bennett (14th March 2023)

14. Date of Next Meeting: 7.30pm Thursday May 11th 2023, Hargrave Village Hall.

15. There being no further business to discuss, the meeting closed at 8:42pm.

Signed: (Chair) Dated:

So signed by Chair at meeting held on May 9th 2023

Hargrave Parish Council