

HARGRAVE PARISH COUNCIL
Minutes of the Meeting held on Thursday 1st September 2016
at 7.30pm in Hargrave Village Hall

PRESENT

Colin Painter –Chairman (CP),
David Taylor – Vice Chairman (DT)
James Perry (JP)
Paul Rogers (PR)
Peter Reddick (PRed)
Cat Williams (CW)
Sally Cansdale (SC)
Laura Norton – Clerk (LN)

Mary Evans - ME

1. APOLOGIES FOR ABSENCE

- 1.1. All Parish Councillors were present
Apologies received from Clive Pollington, Borough Council.

2. DECLARATION OF INTERESTS

- 2.1. Those present were asked if they had any declared interest in the items on the agenda, none were declared, see attached sheet.

3. MINUTES OF THE LAST MEETING

- 3.1. Last meetings minutes from 7th July 2016 were discussed and approved by all present and were signed by the Chairman.

4. PUBLIC FORUM

- 4.1. No members of the public were present.

5. CLERKS REPORT

5.1. Emergency Plan

Further to the action from July, LN had requested information from Barrow who confirmed that their First Responders are only covering Barrow at the moment, this may change in the future, but not in the immediate future. Agreed we would review again in 12 months.

5.2. Highways – 40mph at Birds End

ME confirmed that nothing had progressed with this as yet but that she was due to meet with Guy Smith on 02/09/16 so would get an update then.

ACTION ME to provide an update at November's meeting of all outstanding Highways issues and the action points regarding Birds End.

ME

5.3. Speed Cam Van

This has been raised in previous meetings. PR had provided the information from the VAS as requested to the Police – the police are then

debating as to whether the data has to be verified by their own speed checks before they send the Speed Cam Van. ME expressed her frustration at the protocols and has agreed to continue chasing this up.

ME

5.4. ACTION ME to provide an update at November's meeting
Rural Vision 2031

CP confirmed we had received a response to our query regarding whether any changes affect Hargrave and the Parish Council were advised by the Borough Council that any changes to the documentation had been set out in the consultation documentation – CP confirmed he had reviewed the consultation documentation and nothing changed regarding Hargrave. Nothing further.

6. ITEMS FOR DISCUSSION

6.1. PLAY AREA

- 6.1.1. DT confirmed that the order had been placed with Play Dale and they were due on site to remove the old equipment and install the new equipment w/c 12th and w/c 19th September.
- 6.1.2. DT advised there is a Play Area subcommittee meeting scheduled for 8th September.
- 6.1.3. DT confirmed that an “update leaflet” will be distributed to residents prior to w/c 12th warning them that access to the play area will be restricted. Information will also be added to Facebook and distributed with the local paper on Wednesday.
- 6.1.4. DT confirmed that fundraising efforts will continue in order to repay the Parish Council for the £1,200 bridging loan due to the removal of the play equipment. There will hopefully be a car wash organised for October – details to be confirmed.
- 6.1.5. DT confirmed there will be an official opening organised as a thank you to all that contributed – this will be discussed with the subcommittee on the 8th.
- 6.1.6. CP enquired about the rubber tiles and whether there is a value to them – DT again confirmed this will be discussed on the 8th.

6.2. NEIGHBOURHOOD PLAN

- 6.2.1. CP confirmed that the next meeting was scheduled for the 15th September so not much more to report at the moment.

CP advised he had met with Michael Atwood, Locality Officer for County Council who had been helpful. CP confirmed we are still the only Parish Council within St Eds to be progressing a Neighbourhood Plan.

6.3. VAS

- 6.3.1. CP updated the meeting that there had been correspondence received from the neighbouring villages where we share the VAS with in order to check the status of the insurance. After much toing and froing it was agreed that a simple Agreement would be put in place between Hargrave, Ousden and Depden to confirm that Hargrave would continue to insure the VAS and that whilst it is on loan to either Ousden or Depden it is covered by our policy. Ousden or Depden will be asked to confirm that they will pay the £100 excess on the policy if something happens to the VAS whilst with them.

ACTION LN to draw up the Agreement

LN

6.4. 2017 DATES

- 6.4.1. LN had already circulated the proposed 2017 dates. No objections were raised so the dates were agreed as:

12th January
2nd March
11th May (AGM)
25th May (APM)
6th July
7th September
2nd November

ACTION LN to check with Jill Upton that the hall is free

LN

6.5. GRASS CUTTING

- 6.5.1. LN had already circulated an update re the 2016 grass cutting schedule. The majority of the cuts have already been completed this year with space left on our pre-agreed schedule for 2 more on the village green, 1 more at the church yard, 2 more on the play area and 1 more outside the village hall. It was agreed that should be sufficient to complete this season. All present agreed they were satisfied the quality of the cuts.

- 6.5.2. LN had also circulated the 2017 quote received from McGregors. No changes to the number of scheduled cuts for 2017 (being 9 for the greens, 6 for the churchyard, 12 for the play area and 8 for the village hall).

However there was a proposed price increase for the cutting of the greens – from £25 to £35. The reason given was that this area took longer than they had anticipated when they originally quoted.

It was agreed that the Parish Council would go ahead with this quote, however if the prices went up for the 2018 season then the Parish Council would go out to tender to check that the prices were competitive.

Therefore agreement for 2017 season:

- Village greens – 9 cuts @ £35
- Churchyard – 6 cuts @ £65
- Play area – 12 cuts @ £40
- Village hall – 8 cuts @ £15

Agreed for the season £1305 exc VAT.

ACTION LN to confirm to McGregors

LN

6.6. POSTER COMPETITION RE SPEED AWARENESS

6.6.1. We had received 7 entrants to the “design a poster” competition

“If you are aged 16 or under, we would like to invite you to design a “slow your speed” sign that we can print and put on display in the village to try to slow down speeding vehicles. We are looking for designs on A4 white paper that can be words and / or pictures.

The winner and 2nd and 3rd place will see their designs printed and put to good use to try to slow speeding vehicles down in our village

First prize will receive a £25.00 award, second prize receives £15.00 and third prize receives £10.00 (all kindly donated by the Borough Council)”.

The Parish Councillors were overwhelmed with the designs, quality and variety of the posters. There was great debate as to which poster would have the most impact.

1st place went to Charlie Ambridge who will receive £25

2nd place to Joshua Gilbert who will receive £15

3rd place to Zack Gilbert who will receive £10

The Parish Council decided to award all entrants who didn't get a placement a £5 reward for their efforts.

ACTION LN to let the children know and arrange payments etc to all the entrants.

LN

6.6.2. Discussions were then had regarding the size of the posters – quotes had been received for printing in A3 but there was discussion that Lidgate's posters, who had similar designs on display, were probably nearer to A2 or even A1 size.

ME confirmed that she would be able to assist with funding additional printing.

ACTION LN to check with Lidgate re the size of their posters and their supplier. LN to then forward that information to ME to see if we can secure additional funding.

LN

6.7. NEWSLETTER

- 6.7.1.** Prior to the meeting a Newsletter Costings Report had been circulated to the Parish Council. Chris Hartnell (CH) current Editor, was in attendance at the meeting to aid the discussion regarding a new proposed format for the newsletter.

Current format is A5 black and white at a cost of £390.00 per annum.

Proposed new layout is A4 colour at a cost of £584.00 per annum.

With an income being generated from primarily advertisers and donations, of £395.00 per annum there is a short fall of £189.00 to go to the new A4 colour option.

CH showed an example of an A4 colour newsletter from another village.

CH advised he had obtained a comparison quote from KallKwik but this was much more expensive than Vertas (who are the current suppliers)

Discussion was had regarding whether advertisers would pay more seeing as it would now be in colour – CH advised that due to the limited circulation of only 123 houses he didn't feel they would pay much more than their current rate.

CP suggested that the newsletter could be dropped off to local stores (Barrow Post Office, Wickhambrook Post Office etc) which would increase the readership and therefore the adverts would be getting to more people and therefore the advertising rates could be increased.

It was agreed that the newsletter is a high priority for the Parish Council as a way of getting information to the village, regularly, regarding Parish Council news.

It was agreed that the Parish Council would fund the £189 difference for one year – on the premise that in the meantime, advertisers be asked if they would pay more for their adverts, distribution to potentially be increased and then the situation be reviewed in one years time to see if the £189 difference had been balanced out going forward.

6.8. CLERKS' PAY

- 6.8.1.** CP confirmed that prior to the meeting an email had been circulated between the Parish Councillors to discuss a pay rise for the Clerk. It was agreed that the Clerks' pay would increase from £90 per month to £95 per month with immediate effect. CP advised that this rate was in line with other local villages and was on the basis that admin should be restricted to 10 hours per month. CP also confirmed that the Parish Council would reimburse reasonable expenses particularly postage and printing costs Bank mandate to be signed and sent off to Lloyds.

7. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

7.1. The RFO provided her report for the accounts in advance of the meeting.

Treasurers Account reconciled to end of August 2016	£20,605.13
Savings Account reconciled to end of August 2016	<u>£2,241.78</u>
Total reconciled to end of August 2016:	£22,846.91

Notes re funds:

- £2,000 of total above is ring fenced for the neighbourhood plan (grant received 31.12.14)
- £12,347.84 of total above is ring fenced for the playground project
(being £22,300.24 received to date less £9,952.40 paid out to date)
- £100 (speed awareness competition – money from Cllr Clive Pollington)

- **Total ring fenced:** **£14,447.84**

Total available as at end of August 2016: **£8,399.07**

Less

Cheques to be signed at meeting:

McGregors (chq 547)	£252.00
McGregors (chq 549)	£222.00
BDO (chq 548)	£120.00
Insurance (chq 550) (if agreed at meeting)	<u>£546.38</u>
	£1,140.38

Total available going forward **£7,258.69**

7.2. LN confirmed that the Audit for YE 31.03.16 had now been completed by BDO.

BDO had raised a query regarding the Fixed Asset Register. We had completed this on the basis of adding a value for the assets – it should in fact only show a value for assets purchased by the Parish Council – any other assets that were gifted to the Parish Council should be shown as a nominal £1 value. Therefore the Fixed Asset Register was updated and signed by the Chairman showing a value of £13,195.

The audit and certificate were approved.

7.3. CP confirmed that due to the activities of fundraising for the play area equipment, the money received in to the bank had pushed us into the next bracket re turnover (of over £10k) and this meant we had incurred a fee from BDO of £100 plus VAT.

7.4. The renewal of the insurance policy was circulated before the meeting.

It was noted that the premium had increased from £339.26 in 2015/16 to £546.38 for 2016/17 – this is due to the new bike track and the new play area equipment which will be in place when the policy renews on 01/10/16.

All agreed to go ahead with £546.38.

8. REPRESENTATION COMMENTS

8.1. BOROUGH COUNCIL

8.1.1. CPo was not able to attend the meeting.

8.2. COUNTY COUNCIL

8.2.1. ME confirmed that the Highways Consultation was due to end 15/09/16

8.2.2. Discussion was had regarding the road closures in the surrounding villages and the lack of information being circulated in advance to warn drivers of the closures.

8.2.3. Devolution still ongoing – there should be a vote in November.

8.2.4. ME advised that potentially the DM28 policy ruling will be relaxed as the Rural Vision 2031 documentation moves through continued consultation. ME will keep us advised on this.

8.2.5. CP enquired why the increase in Highways Maintenance trucks coming through Hargrave? Had their route been changed? ME advised potentially yes, they were using different depots for storage – CP confirmed the frustrations regarding this when Highways Department know we are trying to decrease the volume of non-agricultural lorries. ME will ask.

ACTION ME to investigate

ME

8.2.6. ME also confirmed good school results – 82% of schools in Suffolk now Good or Outstanding.

8.2.7. CP asked ME whether Highways Department will have an objection to the Speed Awareness Posters we are proposing – ME advised Lidgate's have been up for a while with no issue.

8.3. POLICE

8.3.1. The Police were unable to attend this evenings meeting.

8.3.2. A summary report had been received following PC Marshall's attendance in the village during August 2016.

He advised:

"3 x Motorists (2 from Wickhambrook and 1 from Rede) were issued tickets for speeds of 45, 43 and 41 respectively in the village and in total a further 8 motorist were stopped and "re-educated" re borderline speeds. Disappointingly a couple of these were parishoners of Hargrave".

9. PLANNING APPLICATIONS

9.1. No planning applications received since the last meeting.

10. VILLAGE HALL

10.1. CW confirmed there had not been a village hall meeting since our last Parish Council meeting so nothing further to report.

10.2. Discussion regarding state of the car park and CP advised a HGV had got stuck in the car park and had to be pulled out. Discussion regarding potential signage to advise "not suitable for HGV parking".

ACTION LN to obtain costings for signs.

LN

10.3. It was noted that Anglian Water had been to site and had attempted to repair the leak, again. So far so good.

11. CORRESPONDENCE

11.1. All other correspondence had been circulated via email since the last meeting.

12. NEIGHBOURHOOD WATCH

12.1. PR confirmed no major incidents to report re Hargrave

12.2. PR did remind those present of the jewellery leaflet scam he had forwarded by email and to be aware if anyone offers to come and view / value your jewellery.

13. ANY OTHER BUSINESS

13.1. LN advised she would be away for 2 weeks in September- back to normal Parish Council business at the end of September.

13.2. PRed confirmed he would not be able to attend November's meeting.

14. DATE OF NEXT MEETING

The next meeting will be on Thursday 3rd November 2016 at 7.30pm.

Signed (Chairman)

Date