

**HARGRAVE PARISH COUNCIL**  
**Minutes of the Meeting held on Thursday 14<sup>th</sup> January 2016**  
**at 7.30pm in Hargrave Village Hall**

**PRESENT**

Colin Painter –Chairman (CP),  
 James Perry (JP)  
 Paul Rogers (PR)  
 Cat Williams (CW)  
 Laura Norton – Clerk (LN)

Mary Evans - ME  
 Clive Pollington (CPo)

**APOLOGIES FOR ABSENCE**

•	Lorna Willcox – Vice Chair (LW) Peter Reddick (PRed) David Taylor (DT) Police	
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**DECLARATION OF INTERESTS**

1.	Those present were asked if they had any declared interest in the items on the agenda, see attached sheet.	
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**MINUTES OF THE LAST MEETING**

2.	Last meetings minutes for 5 <sup>th</sup> November 2015 were discussed and approved by all present and were signed by the Chairman.	
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**PUBLIC FORUM**

•	No members of the public were present.	
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**CLERKS REPORT**

3.	<b>Knowles Green</b> It was noted that the proposed tenancy agreement / grazing licence had been reviewed by the solicitors and sent on to Mark Cansdale for signature and return.	
4.	<b>Village Recorder</b> CP confirmed that Chris Hartnell has begun scanning in the documents held by Mrs Slade.  <b>ACTION</b> Job description template to be requested from Suffolk Local History Council for the role of Village Recorder.	<b>LN</b>
5.	<b>Additional road side “speeders beware” signage</b> Discussion regarding what we are trying to achieve – will there be too many signs with the VAS as well as the wheelie bin stickers and drivers won’t pay attention / will get complacent. Agreed to create some signs and see whether it has an impact on the speed	

	<p>data.  Agreed on “Don’t kill us” sign.  Also agreed to progress with making a contest for the children in the village to create some signs that can be used – prize for best sign.</p> <p><b>ACTION</b> CP, PR and LN to create some laminated signs and discuss potential contest ready for March’s meeting.</p>	<b>CP &amp; PR &amp; LN</b>
<b>6.</b>	<p><b>Queen’s 90<sup>th</sup> birthday celebrations</b>  CP raised with PCC and the Village Hall Committee and asked if it could be discussed – no feedback received at the time of this meeting. Would be good to tie in with the playground fundraising project.</p> <p><b>ACTION</b> CW will put forward at the Village Hall meeting (18.01.16)</p>	<b>CW</b>

## ITEMS FOR DISCUSSION

### ITEM 1 – PLAY AREA

<b>7.</b>	<p>DT unfortunately unable to attend at short notice.</p> <p>JP and LN confirmed that the Lottery bid had been sent off and we should know the outcome within the next 8 weeks.</p> <p>LN confirmed that a database had been created to track companies that we were going to request assistance from re fundraising – primarily to ensure that we didn’t ask the same people twice and that we could ensure thank-yous etc were sent out.</p> <p><b>ACTION</b> LN to circulate the database to the Parish Council members to check for any conflicts of interest and other potentials / suggestions.</p>	<b>LN</b>
<b>8.</b>	<p>CP confirmed that the project had been split in to two phases – the track and then the equipment. The track was being progressed with a view to getting it completed in the Spring.</p>	
<b>9.</b>	<p>LN confirmed that a Silent Auction was being organised to tie in with the Queen’s 90<sup>th</sup> birthday celebrations. More info to follow.</p>	
<b>10.</b>	<p>Query re when funds from Havebury would be received (in view of the track being installed in the next few months). DT to advise.</p> <p><b>ACTION</b> DT to confirm payment date of Havebury grant.</p>	<b>DT</b>

## ITEM 2 – NEIGHBOURHOOD PLAN

11.	<p>CP confirmed that no objections had been received during the consultation period and therefore Hargrave's Neighbourhood Plan Designated Area application had been approved.</p> <p>CP noted that only Hargrave and Newmarket are presently approved in our area.</p>	
12.	<p>CP confirmed that the APM in May 2016 will be used as the vehicle to present the available options to the village and to get consensus to continue.</p> <p>If no consensus obtained then the process will stop.</p> <p>If the village agrees to the options and process, then the next stage will commence. There will be costs involved in the next stages.</p>	

## ITEM 3 – HIGHWAYS

13.	<p>A review of the Highways situation was undertaken.</p> <p>PR confirmed that in the last lot of data, vehicles were registered on the VAS system at 80mph+.</p> <p>PR advised that we are currently awaiting the data for those vehicles leaving the village on Wickhambrook Road and this will be issued and circulated (including to the police) within the next 7-10 days.</p> <p>CP advised that Ousden want to meet with Hargrave to discuss the vehicle data already obtained.</p>	
14.	<p>CP advised that currently there are no terms of agreement in place between the villages as to who has the VAS signs and when and for how long.</p>	
15.	<p>CP noted that there had been a lot of flooding at The Wash at the start of this week.</p>	
16.	<p>CP also noted that Highways had come back to his enquiry (about an hour before the start of this meeting) regarding the speed limit through the bends, to advise that they had no paper work on file to be able to confirm when the speed limit was put in place at Birds End and why the speed limit had not continued through the bends to Bury Road.</p> <p><b>ACTION</b> CP to discuss with some of the villagers who may have been living in the village at the time the Birds End speed limit was put in place to see if a date range can be narrowed down.</p>	<b>CP</b>

## ITEM 4 – PCSO MATCHED FUNDING

17.	<p>CP confirmed that various correspondence had been received regarding PCSO matched funding. Discussion undertaken confirming that one village alone could not fund a PCSO (salary circa £30,000) but that there was potential if villages teamed up to be able to fund a PCSO.</p> <p>Benefits to this were discussed.</p> <p>However, the timescales for decisions to be taken, and money to be obtained (as the Precept deadline in particular is this month) meant that nothing further could be done at this stage.</p> <p>CP voiced concern on behalf of the village and Parish Council to ME</p>	
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	regarding the communication on important issues like this and that opportunities for villages to work together were being missed.	
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### ITEM 5 – PRECEPT FOR 2016/2017

18.	<p>Precept options had been provided in advance of the meeting.</p> <p>Discussion was had regarding the pros and cons to requesting further funds via the Precept.</p> <p>It was agreed that due to the lack of communication with the village the Precept level would remain as in previous years at circa £4,000. This would ensure no effect on the council tax from the Parish Council.</p> <p>It was agreed that if the Precept was to be increased in future years then communication (via the APM and / or newsletter and / or direct mailing) to the village should be completed first.</p> <p>The Precept form was signed by the Chairman confirming a request of £4,110 which after the Parish Revenue Support Grant and Local Council Tax Support Grant had been subtracted meant that Hargrave were requesting £3,868 from the Council. This means a 3.14% decrease compared to last years Precept.</p>	
19.	<b>ACTION</b> LN to send off the completed form before 31.01.16	<b>LN</b>

### FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

20.	The RFO provided her report for the accounts in advance of the meeting. No queries were raised.													
21.	<p>Cheques to be signed at this meeting:</p> <ul style="list-style-type: none"> <li>• Gross and Co £240</li> <li>• West Suffolk £21.34</li> </ul>													
22.	<p>The RFO report advised current position as:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Treasurers Account as at end of December 2015</td> <td style="text-align: right;">£8,895.54</td> </tr> <tr> <td colspan="2"><i>[* This includes £2,000 grant for the Neighbourhood Plan]</i></td> </tr> <tr> <td colspan="2"><i>[* This includes £3,130 ring fenced for the playground project]</i></td> </tr> <tr> <td> Savings account as at end of December 2015</td> <td style="text-align: right;"> £2,241.02</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">£11,136.56</td> </tr> <tr> <td><b>Available:</b></td> <td style="text-align: right;"><b>£5,905.22</b></td> </tr> </table>	Treasurers Account as at end of December 2015	£8,895.54	<i>[* This includes £2,000 grant for the Neighbourhood Plan]</i>		<i>[* This includes £3,130 ring fenced for the playground project]</i>		 Savings account as at end of December 2015	 £2,241.02	Total:	£11,136.56	<b>Available:</b>	<b>£5,905.22</b>	
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23.	The RFO confirmed that a VAT return had been submitted and we were waiting receipt of £273.													
24.	The RFO also confirmed receipt of £250 being the 2 <sup>nd</sup> payment on account for the 2016 Knowles Green Grazing Licence.													

25.	<p><u>Fixed Assets</u> The up to date Fixed Assets register had been circulated in advance of the meeting and was agreed by all present.</p> <p>This was signed off by the Chairman at a total of £263,193.</p>	
26.	<p><u>Audit for smaller authorities</u> CP confirmed that there are changes afoot with regards to how smaller authorities' accounts will be audited due to the Audit Commission ceasing in April 2015 and the creation of the new Smaller Authorities' Audit Appointments Ltd company. The Parish Council will be automatically enrolled in to the new process unless we vote to opt out before end of March 2016. Opting out will mean sourcing our own external accounts auditors, setting up the systems for that change and potentially incurring more costs. The fees / charges for a Parish Council of our size under the new process have not yet been determined by the new governing body. However, we should know the fee level / structure in the next few weeks, and certainly in time for discussion at the March 2016 meeting. It was agreed by those present that if there are no changes to the fees then we would go with the auto enrolment.</p> <p><b>ACTION</b> LN to forward the fee structure for a parish council of our size once published and add to the agenda for March 2016.</p>	LN

## REPRESENTATION COMMENTS

### 1- BOROUGH COUNCIL

27.	C Pollington advised that there is an ongoing consultation regarding the areas' landfill sites. There are dates for public consultations being organised and CPo will be in attendance if anybody would like to attend.	
28.	JP raised a query regarding disposal of paint pots. CPo confirmed that he would ask the question and come back to us on this. <b>ACTION</b> CPo to advise re disposal of paint.	CPo
29.	CPo confirmed that there would be a £40 charge for the emptying of brown bins. A system is currently being set up so that it will be obvious to the truck drivers who has / hasn't paid the premium.	
30.	LN advised that she had asked CPo to check whether there was any funding available under Section 106. CPo confirmed that unfortunately there was not but that he had £100 left in his budget and would pass this on to Hargrave to assist with projects in the village. CPo was thanked for his additional help!	

## 2- COUNTY COUNCIL

31.	ME confirmed that she may also have some funding left in her locality budget. <b>ACTION</b> LN to email ME to enquire how much might be left over in the locality budget and to request the paper work for us to complete ASAP.	LN
32.	<u>VAS Signs</u> ME confirmed that Ousden and Lidgate had teamed up to get a VAS sign. CP requested an update as to which villages are working together, when the signs should be rotated between villages and a timescale for how long they stay in each village. <b>ACTION</b> ME to send an up to date list to CP	ME
33.	Discussion was had regarding communicating to a group parish council rather than individual parish councils due to the concerns that one voice from one parish council will not be heard but by teaming up with other parish councils more could be achieved. ME advised she would like CP to be part of a bigger group – potentially a group consisting of all the chairman of the parish councils.	
34.	<u>Speed Cam Van</u> ME advised that this has been commissioned, is due to start working in the region during February and would hopefully be in the village in due course.	
35.	ME advised the PC of confirmation that the work regarding the flood damage to the ditches in Birds End would be undertaken and a date was awaited	
36.	ME confirmed that street closure applications in relation to the Queen's 90 <sup>th</sup> birthday celebrations in June 2016 could be submitted and the earlier the better to ensure that plans could be organised in time.	
37.	ME confirmed that the fire service review was still in its consultation phase.	
38.	<u>Broadband</u> ME advised that better broadband had reached the area – just not quite to Hargrave – but that progress was being made. The “Better Broadband” website indicates that fibre optics should be available by September 2016 in Hargrave.	

## 3- POLICE

39.	The Police were unable to attend this evenings meeting but had submitted a report in advance.	
40.	There had been one reported incident in Cavendish on 13.01.16 regarding a forced entry to a property and subsequent burglary. No other crimes in Hargrave reported.	

## PLANNING APPLICATIONS

41.	One planning application has been received since the last meeting.  1) Shooters Hill DC/15/2515/FUL  Although the Parish Council had no formal objection it was agreed that the Parish Council did not want to set a precedent for this sort of development and therefore had requested that it be specified that if farming ceased on the land then the temporary dwelling would be removed.	
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## VILLAGE HALL

42.	CW advised that the next meeting was due to be held on 18.01.16 and therefore nothing further to report at the moment.	
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## CORRESPONDENCE

43.	All correspondence received had been forwarded by email. Nothing further.	
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## NEIGHBOURHOOD WATCH

44.	PR advised that there had been an incident in Birds End which had been circulated to all on the Neighbourhood Watch email list involving a resident coming home to find an unknown van and two unknown individuals in his driveway. The incident had been reported to the police.	
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## ANY OTHER BUSINESS

45.	CP advised those present that Lorna had resigned from the Parish Council with immediate effect due to ill health. Discussion regarding potential replacements.	
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## **DATE OF NEXT MEETING**

The next meeting will be on Thursday 3<sup>rd</sup> March 2016 at 7.30pm.

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Signed (Chairman)

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Date