

HARGRAVE PARISH COUNCIL
Minutes of the Meeting held on Thursday 12th January 2017
at 7.30pm in Hargrave Village Hall

PRESENT

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

Clive Pollington, Borough Council

1. APOLOGIES FOR ABSENCE

1.1.	Sally Cansdale – apologies given in advance David Taylor – did not attend and no notice given Mary Evans – was due to attend but didn't make it in time.	
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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.	
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3. MINUTES OF THE LAST MEETING

3.1.	Last meetings minutes from 3 rd November 2016 were discussed and approved by all present and were signed by the Chairman.	
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4. PUBLIC FORUM

4.1.	No members of the public were present to raise any issues.	
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5. CLERKS REPORT

5.1.	From 01.09.16 meeting: <i>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".</i> ACTION CW advised this would be discussed in the next village hall meeting – 06.02.17	CW
5.2.	From 03.11.16 meeting: <i>Precept – the completed form was issued and signed by the Chairman.</i> ACTION LN to email it to the County Council before 27.01.17	LN

5.3.	From 03.11.16 meeting: <i>Council tax increase</i> – CP confirmed the note had gone into the newsletter advising the villagers of the £1.91 increase to Band D Council tax due to the changes with the Precept.	
5.4.	From 03.11.16 meeting: <i>Village Hall extension</i> – CP confirmed he had passed this back to the village hall committee for discussion at their next meeting (06.02.17)	
5.5.	From 03.11.16 meeting: <i>Highways</i> – ME required to give an update on the Highways items.	

6. ITEMS FOR DISCUSSION

6.1. NEW CLERK

6.1.1.	Jas Ince was officially welcomed as the new Clerk to start 01.04.17 taking over from LN. CP confirmed that Jas has a background in local government roles and was excited to be starting as Clerk. CP also confirmed to the Council that training had already started between JI and LN to make an easier handover.	
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6.2. CANDIDATES FOR NEW COUNCILLORS

6.2.1.	CP asked those in attendance for suggestions of potential new councillors. Ross at Wash Cottage was suggested, as well as the Ambridges and the DeLaat's. Approaches to be made.	
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6.3. PLAY AREA

6.3.1.	Unfortunately DT not in attendance to provide an update. ACTION DT to provide an update as soon as possible by email.	DT
6.3.2.	JP did advise that phase 2 would probably be an outdoor table tennis table as this had proven popular with the youth club members.	

6.4. NEIGHBOURHOOD PLAN

6.4.1.	CP confirmed that a workshop had been held in early December which had been successful in showing the working group the next steps required and also validating the work completed to date. The working group were pleased with the workshop and were waiting to receive the consultant's report. CP also advised that the workshop had shown that there is potentially less work to do than they had originally envisaged, making a target date of May 2018 more achievable.	
6.4.2.	CP confirmed that the consultant, Ian Poole, had put forward a financial proposal in order to work with Hargrave in moving the Neighbourhood Plan forward, setting a completion date of May 2018 and breaking down the stages required to achieve the goal. The proposal was for £8250 in total split over 5 stages. CP reminded those present that when they originally started, discussions for pricing of a N/Plan ranged between £10,000 - £250,000 so if Hargrave could complete it on a budget of under £10,000 that would be good. Ian Poole aware that grants will need to be obtained and is happy for the proposal to be on a stage by stage process – i.e. we say yes to the first stage, secure grants / funding and then move on to the next stage once we've secured more funding – there is no obligation to pay the full £8,250 all at once / at all.	
6.4.3.	The key thing on funding is that any funding applied for now (i.e. for evidence gathering) has to be spent before March 2017 otherwise it has to be returned. As it is unlikely we can spend the funds within the time frame CP recommended we used the ring fenced funds supplied by Mary Evans to cover this cost and the cost of the recently held Workshop. The remaining funds can be applied for in the next financial year. We run the risk that Locality may change the funding T&Cs but Ian Poole had indicated this was unlikely. The terms of Ian's contract was on the basis that we received future funding. If this was not obtained we are would not be committed to the full amount. The meeting agreed this was a good way forward.	
6.4.4.	Discussion regarding whether the N/Plan is Parish Council led or Village led. Agreed that the Parish Council delegate decision making to the Working Group to ensure that progress continues and there are no hold ups. Regular feedback to the Parish Council to continue as usual.	
6.4.5.	CP advised there is Locality funding grants available. Clive Pollington joined the meeting at this point and confirmed that he would put forward £600 towards funding the N/Plan. CPo was thanked for his contribution.	
6.4.6.	CP confirmed that the report should be received next week, along with the invoice for the workshop in December, and that will be circulated to the Working Group for further discussion.	
6.4.7.	All in attendance were in agreement that the go ahead should be given to the next stage "evidence gathering" with the assistance of Ian Poole as Consultant. There is funding already in the account for this from the grant received in December 2014.	

6.5. HIGHWAYS

6.5.1.	ME unfortunately not in attendance. CP to seek an update before March 2017 meeting and notes to be circulated.	
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6.6. RECENT ROAD CLOSURE

6.6.1.	General discussion regarding the recent road closure in Hargrave and the Highways works completed. Disappointment expressed that some potholes were repaired but not all of them, seemed to be an inconsistency regarding criteria for repairs. ACTION ME to provide an update.	
6.6.2.	General discussion regarding deterioration of the traffic islands on Ousden Road and Chevington Road. Kerbing was suggested. ACTION ME to be asked if this is an option.	ME

7. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

7.1.	The RFO provided her report for the accounts in advance of the meeting.	
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Treasurers Account reconciled to end of December 2016	£6,193.95
Savings Account reconciled to end of December 2016	<u>£2,242.16</u>
Total reconciled to end of December 2016:	£8,436.11

Notes re funds:

- £2,000 of total above is ring fenced for the neighbourhood plan (grant received 31.12.14)
- **Total ring fenced:**

£2,000

Total available as at end of December 2016: **£6,436.11**

No known expenditure planned for January / February 2017

7.2.	No queries or questions raised.	
7.3.	Precept was signed (see above 5.2). Confirmation of request made on Precept form for 2017/18	
	Administration £1,848	
	Other £2,252	
	Total £4,100	

8. REPRESENTATION COMMENTS

8.1. BOROUGH COUNCIL

8.1.1.	CPo advised that devolution talks are still ongoing – no definitive progress has been made and no end in sight!	
8.1.2.	CPo advised the waste hub has been delayed due to archaeological findings on the site.	
8.1.3.	CPo advised that there is a new initiative to commend people within the local communities for their community work – he requested nominations for individuals and those that “win” will be given a scroll from the Borough Council recognising their work within the community.	
8.1.4.	CP asked CPo if there was an update on the proposed lorry park along the A14 linked with Mr Gittus. CPo advised that it had been discussed but hasn't progressed / been approved as yet.	

8.2. COUNTY COUNCIL

8.2.1.	Unfortunately ME unable to attend before meeting had finished (bad weather and other parish council meetings to attend before Hargrave) ACTION: ME to provide a report on all outstanding actions	ME
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8.3. POLICE

8.3.1.	The Police were unable to attend this evenings meeting and no report had been provided prior to the meeting.	
8.3.2.	ACTION: LN to request an update report prior to March's meeting	LN

9. PLANNING APPLICATIONS

9.1.	DC/16/2472 Ousden Road Parish Council had filed a response confirming support.	
9.2.	DC/16/2479 Field House Parish Council had filed a response confirming support.	

10. VILLAGE HALL

10.1.	CW advised that the next meeting is 06.02.17.	
10.2.	CW confirmed that repairs had been undertaken to the guttering, though the guttering along the back of the hall still needed to be done.	
10.3.	CW confirmed that a cleaner had been hired for 2 hours a month to clean the hall.	
10.4.	CW confirmed that there had been no further water leaks to the parking area since the last repair.	

11. CORRESPONDENCE

11.1.	All other correspondence had been circulated via email since the last meeting.	
11.2.	Correspondence received 12.01.17 from Forest Heath regarding a Local Plan with West Suffolk was briefly discussed – it had been circulated by email that day- but was handed to PRed to investigate as to whether it affects Hargrave at all. ACTION: PRed to advise at March meeting (or before if needed due to deadlines in correspondence) whether Hargrave needs to do anything	PRed

12. NEIGHBOURHOOD WATCH

12.1.	PR confirmed no major incidents to report re Hargrave	
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13. ANY OTHER BUSINESS

13.1.	Newsletter – general discussion regarding the newsletter. Editor had suggested whether the Parish Council can settle the printing invoices to enable the VAT to be claimed back which would reduce the overheads of the newsletter. All agreed that was a great idea. Template discussed as to whether we can offer the Editor any assistance with making it easier / less time consuming each issue. Contents discussed as to whether the newsletter could include quizzes or crosswords or jokes for the children etc. All agreed that the Editor is doing a great job so whatever help he requires we will do our best to assist.	
13.2.	Fixed assets – LN reminded those present that the fixed assets list will need updating to include the play area equipment and this will appear on the agenda for March's meeting. If there are any other proposed changes / additions please let the Clerk know before then so it can be finalised at March's meeting.	
13.3.	PRed confirmed he would not be in attendance in March.	
13.4.	LN raised the question regarding backing up of the Parish Council data – at the moment the information sits on LN's work server however when the information is handed to the new incoming clerk the documents will need to move over to her. Googledocs was suggested along with One Drive and Dropbox. LN to review size of data and prices and suggest a plan at March's meeting. ACTION: LN to add to agenda for March.	LN

14. DATE OF NEXT MEETING

The next meeting will be on Thursday 2nd March 2017 at 7.30pm.

Signed (Chairman)

Date