

**HARGRAVE PARISH COUNCIL**  
**Minutes of the Meeting held on Thursday 9<sup>th</sup> March 2017**  
**at 7.30pm in Hargrave Village Hall**

**PRESENT**

Colin Painter –Chairman (CP),  
David Taylor – Vice Chairman (DT)  
James Perry (JP)  
Paul Rogers (PR)  
Cat Williams (CW)  
Sally Cansdale (SC)  
Laura Norton – Clerk (LN)  
Clive Pollington, Borough Council  
Mary Evans, County Council

**Note: The March 2017 meeting was scheduled for 2<sup>nd</sup> March 2017 (as per January minutes) but was re-scheduled to the 9<sup>th</sup> March 2017.**

**1. APOLOGIES FOR ABSENCE**

1.1.	Peter Reddick (Pred) – apologies given in advance	
------	---	--

**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 12 <sup>th</sup> January 2017 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 to raise any issues.	
------	--	--

**5. CLERKS REPORT**

5.1.	<p>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></p> <p>CW confirmed this had been discussed at the village hall committee meeting. It had been agreed to source a sign preventing the car park being used by any vehicle weighing over 5 tons.</p>	
------	--	--

5.2.	<p>From 12.01.17 meeting: <i>Precept submission</i></p> <p>LN confirmed Precept had been submitted in good time and the money should arrive during April. CP noted the council tax bill received this last week stated a 5.8% increase from the Parish Council but this had already been warned of in the newsletter.</p>	
5.3.	<p>From 12.01.17 meeting: <i>Kerbing of the Ousden Road traffic island</i></p> <p>ME noted this and confirmed she would raise the question but doubted if there was enough money in the budget for it. <b>ACTION:</b> ME to confirm at the next meeting</p>	<b>ME</b>
5.4.	<p>From 12.01.17 meeting: <i>Forest Heath Local Plan letter – PRed to provide an update</i></p> <p>PRed not able to attend this meeting but CP asked CPo and ME if there was anything that would affect Hargrave in the Forest Heath Local Plan consultation and they advised that they thought not.</p>	
5.5.	<p>From 12.01.17 meeting: <i>Data transfer between LN and JI for handover of Clerks’ paper work etc.</i></p> <p>LN confirmed Dropbox has been set up and is already in use between LN and JI to assist in the training and handover ready for 31.03.17.</p>	

## 6. ITEMS FOR DISCUSSION

### 6.1. CANDIDATES FOR NEW COUNCILLORS

6.1.1.	<p>CP confirmed that he would be stepping down at the next meeting and asked if anyone had found anyone who was interested in becoming a Councillor.</p> <p>CP confirmed that DT has volunteered to be Chairman for an interim period of 1 year.</p> <p>CP confirmed he would be continuing on the Neighbourhood Plan committee.</p>	
6.1.2.	<p>Discussion was held regarding potential villagers to approach / re-approach to see if they would be interested in joining the Parish Council.</p>	
6.1.3.	<p>Discussion also held re Declaration of Acceptance paperwork and the frequency that they needed to be completed. LN to double check the procedure / timescales re paper work.</p> <p><b>ACTION:</b> LN/JI to confirm the procedure for paper work for new Councillors</p>	<b>LN/JI</b>

## 6.2. PLAY AREA

6.2.1.	DT confirmed that they had begun fundraising for another piece of equipment called the Tottlebank which was approximately £2,400 exc VAT. This equipment is aimed at younger children.	
6.2.2.	DT confirmed that Havebury had been approached with a view to submitting another grant which had been discussed positively and will be applied for during April.	
6.2.3.	DT confirmed that a grand opening would be confirmed for end of May – date to be agreed.	
6.2.4.	DT confirmed that the Hargrave Parochial Charity had kindly offered a £500 donation. DT also advised that a car wash was planned for 1 <sup>st</sup> April 2017 outside the village hall for fundraising for the new equipment.	
6.2.5.	DT advised that there was a subcommittee meeting scheduled for 23 <sup>rd</sup> March 2017. Agenda topics include logs, wildlife and a shelter for older children.	
6.2.6.	LN confirmed that McGregors had quoted for cutting the hedges back due to the hedges blocking the machinery when they were trying to cut the grass. Discussion re costings and the £125 plus VAT quote was agreed by all present. Parish Council to pay.	
6.2.7.	LN noting there had been a complaint received regarding the stack of old floor tiles being used by children to climb on and wind up the dogs on the neighbouring property. DT confirmed he would discuss with the neighbour and advised that the tiles would ultimately be moved (ideally sold).	

## 6.3. NEIGHBOURHOOD PLAN

6.3.1.	CP confirmed that there had been another meeting to progress the Neighbourhood Plan. A timescale of May 2018 had been agreed and would be subject to referendum in the village. A 50% yes vote of those present at the referendum would be all that was required to agree the Plan. CP confirmed still a lot of work needed to be done in order to meet the 2018 deadline.	
6.3.2.	CP confirmed approximately £6,000-£7,000 would need to be sourced to get the Plan completed and confirmed that they would shortly be applying for a grant in order to hopefully secure this amount.	
6.3.3.	CP confirmed the May 2017 APM would be a focal point for progressing the Plan – using the meeting to update the villagers, get opinions and feedback on core issues, and with this in mind Ian Poole had been tasked with providing a template that could be used at the meeting.	
6.3.4.	CP advised three possible focus areas were: 1) Settlement boundary 2) Character assessment 3) Village hall	
6.3.5.	There was then a brief discussion to confirm arrangements for the APM to include 8pm start, the need to get the invites printed and delivered, and asking CW to be in charge of food and drink as in previous years.	

## 6.4. HIGHWAYS

6.4.1.	Please see ME report at 8.2	
--------	-----------------------------	--

## 6.5. NEWSLETTER

6.5.1.	Discussion regarding the option of bringing the Newsletter accounts within the Parish Council accounts to cut down paperwork / processes etc. LN confirmed that if this was actioned, it would need to be a “not for profit” newsletter which would need to be stated on invoices requesting payments. Discussion regarding printing costs and how to increase revenue. Agreed by all that the accounts would come in-house to the Parish Council but that advertising and increasing the revenue would stay with Chris as Editor and his team. LN confirmed she would volunteer to assist Chris with this.	
6.5.2.	CW offered to get the Newsletter template reviewed by a colleague in order to maximise the space we have available and to freshen up the template. CW also to confirm a one-off cost of a new template that can be used. <b>ACTION:</b> CW confirm cost	<b>CW</b>

## 6.6. PUBLIC SPACE PROTECTION ORDERS

6.6.1.	LN had circulated correspondence received from West Suffolk regarding any green areas in the village that Hargrave would like to make a no-go area for dog walkers to prevent dog fouling. It was proposed to consider whether to make the play area a dog-no-go area due to recent dog fouling incidents. Discussion was had and it was decided that the village should be consulted on such a decision and therefore it could be raised at the May APM. West Suffolk have advised a £100 fee for creating a Public Space Protection Order and advised their deadline is 31.03.17. <b>ACTION:</b> JI to add to agenda for May APM	<b>JI</b>
6.6.2.	It was also decided that LN would write to West Suffolk to confirm our timescales as their deadline was 31.03.17 <b>ACTION:</b> LN to write to West Suffolk	<b>LN</b>
6.6.3.	DT also confirmed he would raise it at the next play area meeting on 23 <sup>rd</sup> March with a view to doing a leaflet drop to the village to encourage dog owners to clear up their dog mess in the park.	

## 7. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

<b>7.1.</b>	The RFO provided her report for the accounts in advance of the meeting. No queries or questions were raised.	
-------------	--	--

Treasurers Account reconciled to end of February 2017	£6,003.95
Savings Account reconciled to end of February 2017	<u>£2,242.36</u>
<b>Total reconciled to end of February 2017:</b>	<b>£8,246.31</b>

*Notes re funds:*

- £2,000 of total above is ring fenced for the neighbourhood plan (grant received 31.12.14)
- £575 to Places4People 09.03.17
  
- **Total ring fenced:** **£1,425.00**

<b>Total available as at end of February 2017:</b>	<u><b>£6,821.31</b></u>
--	-------------------------

Money going out in March 2017:  
Chq 559 to Places4People (£575 out of the NP grant monies above)

**Money available going forward:**

Note: Precept will arrive during April 2017	£4,100.00	<b>£10,921.31</b>
---	-----------	-------------------

<b>7.2.</b>	The Fixed Asset Register was discussed – LN had updated it to include the new play area equipment. The total on the register as at 01.03.17 was now £46,181. There were no queries raised and a copy was signed by the Chairman.	
<b>7.3.</b>	In preparation for the handover from LN to JI a letter had been prepared to send to Lloyds Bank regarding the change of payment details of the Clerk's salary. The letter was signed by the Chairman and a second signatory ready for sending to the Bank.	

## 8. REPRESENTATION COMMENTS

### 8.1. BOROUGH COUNCIL

8.1.1.	CPo read an extract of a report to provide an overview regarding changes to council tax and the amount of expenses increasing each year.	
8.1.2.	CPo confirmed that the new Waste Hub debate is still ongoing.	
8.1.3.	CP asked CPo whether there was any update on the proposed A14 lorry park but both CPo and ME advised they had seen nothing as yet. ME agreed to look into and report back. <b>ACTION</b> ME to advise	<b>ME</b>
8.1.4.	CP confirmed that the generous offer of £600 made by CPo previously which had been allocated for the Neighbourhood Plan would be transferred to the play area fundraising project if the NP received a grant that they were applying for. CPo confirmed this was ok and CPo was thanked for his support.	

### 8.2. COUNTY COUNCIL

8.2.1.	ME advised that Guy Smith had been working on a project in North Suffolk regarding rationalising a speed limit in a village – which had been proposed and agreed – CP raising the request of a similar review for Birds End i.e. rationalising the 40 – 60 – 30 in such a short space of road. ME advised Guy Smith had been requested to raise an application for Hargrave and ME would look to fund from next year's budget. ME to keep the council appraised. <b>ACTION</b> ME to advise	<b>ME</b>
8.2.2.	Re drainage: ME positive about the new drainage team, they had been to site already to view the ditches at Birds End and were already discussing potential issues re the power lines.	
8.2.3.	Re flooding at Birds End: ME confirmed that this was still on the list.	
8.2.4.	Re VAS machine: ME confirmed that the previous contact Amanda Wells had left; ME had met recently with the Police Inspector and he wanted the VAS data forwarded to him. ME to send contact email address to PR to forward on the Hargrave data. <b>ACTION:</b> ME to forward new email address to PR for VAS data	<b>ME</b>
8.2.5.	ME confirmed that there would be a crime prevention event on Clare Market Hill on 27 <sup>th</sup> March if anyone would like to attend.	
8.2.6.	ME also confirmed that the 3% social care bill went through and that would be reflected in our council tax bills. ME confirmed children's social services is a priority for Suffolk.	
8.2.7.	CP asked ME if she would be standing for re-election in May and ME confirmed she was –all present wished her luck for the 4 <sup>th</sup> May.	

### 8.3. POLICE

8.3.1.	The Police were unable to attend this evenings meeting. No report had been provided prior to the meeting.	
8.3.2.	LN had been in contact with Haverhill following the action from January's meeting who confirmed that a police officer would attend the next meeting in May.	

8.3.3.	There was a general discussion about the police being in Hargrave during the week with a speed gun. No data had been provided re number of motorists stopped / given tickets etc.	
--------	---	--

## 9. PLANNING APPLICATIONS

9.1.	DC/17/0179/FUL – Hargrave Meadow CP on behalf of the planning subcommittee confirmed that an application had been received from Hargrave Meadow regarding the change of use of land for a tennis court. The subcommittee had objected to the original application due to the size of land being requested to be converted from agricultural use to domestic use. It was deemed that this would set a precedent for larger areas of agricultural land to be converted to domestic use which until the Neighbourhood Plan is finalised – may not be in the interests of the village as a whole. A re-submitted application showing a smaller plot of land more in keeping with the size of a tennis court has since been submitted and CP confirmed on behalf of the planning subcommittee that the parish council had given approval for the amended application.	
------	---	--

## 10. VILLAGE HALL

10.1.	CW confirmed the village hall committee were investigating getting a new topping for the car park. JP raised a query about the quality of the topping material as the last batch seemed to have glass and plastic etc and wasn't appropriate for children to be walking on when waiting for the school bus. CW said she would pass the comments on. SC recommended Steve Lumley Planing as a contractor to get a quote from.	
10.2.	CP advised that the heating had broken down this week and that the meter will need to be changed – CW advised that the whole of the electrics will need to be reviewed and potentially upgraded.	

## 11. CORRESPONDENCE

11.1.	LN confirmed there had been an email received from Rougham Parish Council 10.02.17 looking for feedback on the SCC and their service of repairing potholes. General discussion was had regarding the works still to be carried out in Hargrave. CP confirmed that he would put another note in the newsletter regarding asking villagers to report potholes via the SCC website. <b>ACTION:</b> CP add a note to the newsletter	CP
11.2.	LN confirmed all other correspondence had been circulated by email.	

## 12. NEIGHBOURHOOD WATCH

12.1.	PR confirmed no major incidents to report re Hargrave	
-------	---	--

**13. ANY OTHER BUSINESS**

<b>13.1.</b>	CP advised there was an area meeting taking place for Forest Heath on 14.03.17 where Guy Smith would be in attendance re Highways issues. CP unable to attend and asked if anyone else would be free. Unfortunately no one offered to be able to attend.	
<b>13.2.</b>	SC confirmed she would be unable to attend the next meeting in May. CP asked if she would like to continue as a Councillor, as that will need to be minuted in May in her absence, and she confirmed she would continue.	
<b>13.3.</b>	JP enquired as to whether anybody knew the reason for the power cut in the village the previous week. Unfortunately nobody knew the reason.	
<b>13.4.</b>	CP noted that it was LN's last meeting as Clerk. LN was thanked for her hard work over the years. LN thanked all for their support and wished JI all the best for taking on the role.	

**14. DATE OF NEXT MEETING**

The next meeting will be on Thursday 11<sup>th</sup> May 2017 at 7.30pm.

\_\_\_\_\_  
Signed (Chairman)

\_\_\_\_\_  
Date