

HARGRAVE PARISH COUNCIL

Minutes of the Annual General Meeting (AGM) held on Thursday 11th May 2017
at 7.30pm in Hargrave Village Hall

PRESENT

David Taylor – Chairman (DT)
Colin Painter (CP)
James Perry (JP)
Paul Rogers (PR)
Jasmine Ince – Clerk (JI)
Clive Pollington (CPo) - Borough Council

1. APOLOGIES FOR ABSENCE

1.1.	Peter Reddick (Pred), Cat Williams (CW), Sally Cansdale (SC), Mary Evans (ME), County Council, had all given apologies in advance of the meeting.	
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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. ELECTION OF THE CHAIRMAN

3.1.	DT had volunteered to be Chairman at the meeting on 9 th March for an interim period of 1 year as CP had resigned from the Parish Council.	
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4. ELECTION OF THE VICE CHAIRMAN

4.1.	CP advised that SC and Pred had agreed to continue as Parish Councillors. PR and JP also confirmed their willingness to continue as Parish Councillors.	
4.2.	CP advised that CW had resigned from the Parish Council due to personal commitments. However, she confirmed that she would still attend the APM on 25 th May to cover the refreshments.	
4.3.	It was agreed that this item would be discussed at the next Parish Council meeting when there will be more Parish Councillor attendees. ACTION: JI to add to agenda for next PC meeting and also to check whether it is necessary for the Parish Council to have a Vice-Chairman.	JI
4.4.	There was a brief discussion as to whether a quorum was required for Parish Councils. ACTION: JI to check whether a quorum is required for Parish Councils.	JI

5. DECLARATION OF ACCEPTANCE OF OFFICE FORMS

5.1.	As the new Chairman, DT completed the Declaration of Office form which was countersigned by JI.	
5.2.	CP advised that some confusion had arisen, in view of the General Election in June, as to whether all Parish Councillors needed to complete fresh Declaration of Acceptance of Office forms. However, this is only required in a Borough Council election year.	

6. MINUTES OF THE LAST AGM (19.05.2016)

6.1	<i>New Parish Councillor</i> - SC had completed the official paperwork.	
6.2	<i>Additional roadside "speeders beware" signage</i> had been obtained and installed.	
6.3	<i>Community Emergency Planning</i> – The Parish Council had decided not to produce a Plan as Hargrave is not in an area of flooding.	
6.4	<i>Speed Cam van</i> – discussions still ongoing regarding regular checks to be undertaken.	
6.5	<i>Highways</i> – a 20mph warning sign had been installed at the Wash. ME had met with residents at Birds End and discussions were ongoing re speed limits.	
6.6	The minutes were discussed, approved by all present and signed by the Chairman (DT).	

7. MINUTES OF THE LAST MEETING 09.03.2017

7.1	The minutes were discussed, approved by all present and signed by the Chairman (DT). Matters arising from the minutes are covered under item 9.	
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8. PUBLIC FORUM

8.1	No members of the public were present to raise any issues.	
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9. CLERKS REPORT (MATTERS ARISING FROM LAST MEETING ON 09.03.2017)

9.1	<i>Kerbing of Ousden Road traffic island</i> ACTION: ME to advise whether funding will be available for this.	ME
9.2	<i>Declaration of Acceptance paperwork</i> – see item 5.2 above.	
9.3	<i>Newsletter</i> – JI to ask CW if she could advise a one-off cost for producing a new template for the Newsletter. ACTION: JI to contact CW for a costing for a revised template for the Newsletter.	JI
9.4	<i>Public Space Protection Orders</i> – After discussion it was decided that, instead of raising at the APM, DT would put an entry in the next Newsletter to remind residents to ensure they clean up after their dogs and, in particular when going through the play area. ACTION: DT to put entry in the Newsletter re dog fouling.	DT

9.5	<i>Proposed A14 lorry park</i> – ME to provide an update. ACTION: ME to provide update on A14 lorry park.	ME
9.6	<i>Speed limit rationalisation at Birds End</i> – ME to provide an update on progress and whether she would be able to fund from this year's budget. ACTION: ME to provide update and whether funding was available.	ME
9.7	<i>Speed cam data</i> – PR had asked ME to check the format that the speed enforcement team required the Parish Council to provide. ME had met with the speed enforcement team and they require location of VAS sign, volume of traffic and % travelling at 35mph and above. PR currently awaiting a sample from them so he can put it in the format they require.	
9.8	<i>Potholes</i> – CP confirmed that he had put an entry in April/May Newsletter regarding reporting potholes to the Council.	

10. ITEMS FOR DISCUSSION

10.1 NEW PLANNING COMMITTEE REPRESENTATIVE

10.1.1	After discussion it was agreed that this would be held over to the next Parish Council meeting on 6 th July 2017 when there would be more Parish Councillor attendees. ACTION: JI to add to agenda for 6 th July.	JI
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10.2 ADDITIONAL SIGNATORY FOR CHEQUES

10.2.1	In the light of CW's resignation it was agreed that there would need to be two additional signatories. PR and JP volunteered to be additional signatories. ACTION: JI to arrange for signatories form to be completed to send to the Bank.	JI
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10.3 PARISH COUNCIL STANDING ORDERS AND CODE OF CONDUCT

10.3.1	CP explained that a due diligence process formed part of the application for Locality grant for the Neighbourhood Plan. He was required to submit either Standing Orders or a Parish Council Code of Conduct. In the absence of either of the these documents, SALC had forwarded a generic Code of Conduct for the Parish Council to adopt but advised that both documents should be approved and ratified by the Parish Council each year. ACTION: JI to investigate what should be covered by the Standing Orders in order that a document can be drawn up.	JI
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10.4 ANGLIAN WATER SERVICES – PROPOSED NEW WATER MAIN

10.4.1	In connection with the proposed water main, CP advised that Savills had visited one of Hargrave's residents recently with a letter concerning ecological surveys they are carrying out, particularly in relation to ponds and aquatic wildlife. The surveys are being carried out 500m either side of the proposed water main which will run from Haverhill to Saxham. Savills had asked for confirmation that three ponds they had identified were in the Parish Council's ownership. CP had advised them that, of the three, only the one on The Green belonged to the Parish Council with the other two belonging to residents.	
10.4.2	During discussion, concern was expressed at the lack of information received from Anglian Water and also whether the water main works could involve loss of natural habitat e.g. trees and hedges. It was agreed that a letter should be sent to Anglian Water asking them to write to all affected residents affected by the installation of the water main. In addition the Parish Council would raise the issue of potential loss of natural habitat and requesting a copy of the ecological survey for the pond on The Green. ACTION: JI to draft letter to send to Anglian Water.	JI

10.5 NEIGHBOURHOOD PLAN UPDATE

10.5.1	CP advised that the Locality Grant application had been approved and a BACS remittance for £7182 had been received.	
10.5.2	CP confirmed that the main topic at the APM would be the Neighbourhood Plan to update villagers on progress, on core issues, focus areas and request villagers' feedback.	

10.6 PLAY AREA UPDATE

10.6.1	DT advised that £500 funding had been received from Hargrave Parochial Charity, £140 proceeds from the car wash which took place on 1 st April and £200 from selling the old playground tiles. As a result of the funds received, he is now able to submit a bid to Havebury for further funding.	
10.6.2	Future plans for the play area are to create a natural area with a bug hotel, to utilise the logs provided by a Hargrave resident and to plant daffodils.	

10.7 DISCUSSION ON THE APM 25.05.17

10.7.1	The format of the meeting, a review of the slides to be shown, documents to be made available, and any actions required, took place at the end of the meeting.	
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11. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER (JI)

11.1	The RFO provided her report for the accounts in advance of the meeting. No queries or questions were raised.	
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Treasurers Account reconciled with bank statement dated : 21 st April 2017	£5223.99
Savings Account reconciled with bank statement dated: 21 st April 2017	<u>£2,242.55</u>
Total reconciled to 21st April 2017:	£7466.54

Notes re above funds:

- £1425 of total is **ring fenced** for the Neighbourhood Plan (grant received 31.12.14)
- Total ring fenced **£1425.00**

Total available as at 21st April 2017: **£6,041.54**

Going forward (additional receipts):

- £7182 Locality Grant (**to be ring fenced**) approved for the Neighbourhood Plan
- £4100.00 Precept received 27th April 2017
- £500 from Hargrave Parochial Charity (**to be ring fenced**) for the play area

11.2	The Internal Audit process had been concluded with no queries.	
11.2.1	Section 1 of the Audit - Annual Governance Statement 2016/17 is approved.	
11.2.2	Section 2 of the Audit – Accounting Statements 2016/17 is approved.	
11.2.3	CP and JI signed Sections 1 & 2 of the Audit document. JI advised that the paperwork needs to be with BDO before 10 th July 2017.	
11.3	The Accounts for 2016-2017 had been circulated in advance. No queries were raised. A copy was signed by CP and JI.	

12. REPRESENTATION COMMENTS

12.1 BOROUGH COUNCIL

12.1.1	CPo advised that the proposal to merge St Edmundsbury and Forest Heath Councils will need to go through Cabinet to be approved.	
12.1.2	CPo confirmed that the new Waste Hub is still awaiting planning approval.	
12.1.3	CPo advised that a new Locality Officer had recently been appointed, Ellie McCarthy.	
12.1.4	CPo confirmed he would be able to provide £600 funding for this year to the play area but it would need to wait until after the General Election because of purdah. CPo was thanked for his support.	

12.2 COUNTY COUNCIL

12.2.1	ME had advised that she had two APMs to attend this evening so had emailed a report (items 12.2.2. to 12.2.4 below)	
12.2.2	ME had met with the speed enforcement team earlier that day and asked how they wish to receive our data (see item 9.7). She advised that they clearly have Hargrave on their patrol list now.	
12.2.3	The speed enforcement team had advised ME that special constables have the authority to run speed checks and they have been provided with enough kits to undertake this. ME will therefore ask for a few patrols to be carried out in Hargrave by the special constables also. ACTION: ME to request additional speed checks are carried out by special constables.	ME
12.2.4	ME reported that it was foster fortnight and Suffolk County Council is looking for new families to come forward and act as foster carers. There are 750 Suffolk children needing to be cared for.	

12.3 POLICE

12.3.1	The Police were unable to attend this evening's meeting but had submitted a report from the Haverhill Safer Neighbourhood Team covering the period 01.04.17 – 11.05.17 (attached). JI had circulated the report.	
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13. PLANNING APPLICATIONS

13.1	DC/17/0436 Shooters Hill Farm, Birds End – agricultural dwelling following removal of existing mobile home. Sub-committee responded to say no objection.	
13.2	DC/17/0544 Old School Hall, Bury Road – conversion of school hall to dwelling. CP advised that previous planning approval had previously been approved and the Sub-committee had responded to say no objection.	

14. VILLAGE HALL

14.1.	No report had been provided.	
14.2.	In the light of CW's resignation, the village hall committee to be asked to provide a representative to attend future meetings. ACTION: JI to contact the Chairman of the village hall committee.	JI

15. NEIGHBOURHOOD WATCH REPORT

15.1	PR confirmed no major incidents to report re Hargrave.	
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16. CORRESPONDENCE

16.1.	Jl confirmed all correspondence had been circulated by email.	
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17. ANY OTHER BUSINESS

17.1.	There was no other business raised.	
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18. DATE OF NEXT MEETING

Annual Parish Meeting (APM) on Thursday 25th May 2017 at 7.30 pm.

Signed (Chairman)

Date