

HARGRAVE PARISH COUNCIL
Minutes of the Meeting held on Thursday 05th July 2018
at 7.30pm in Hargrave Village Hall

PRESENT

David Taylor - Chairman (DT)
Ron Ambridge (RA)
Sue Hammond (SH)
James Perry (JP)
Paul Rogers (PR)
Sally Cansdale (SC)
Peter Reddick (PRed)
Antonia King (AK) - Clerk

Clive Pollington, Borough Councillor (CP)
Mary Evans, County Councillor (ME)

1. WELCOME AND INTRODUCTIONS

1.1.	DT welcomed everyone to the meeting.	
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2. APOLOGIES FOR ABSENCE

2.1.	At 8.30pm RA gave his apologies and left the meeting early	
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3. DECLARATION OF INTERESTS

3.1.	RA and JP declared an interest in the school transport issue as their children will be affected. RA declared an interest in item 7.2 as he is on the NP committee DT declared an interest in item 7.3	
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4. MINUTES OF THE LAST MEETING HELD ON 07.6.2018

4.1.	The minutes of the last meeting were approved by all present and signed by DT.	
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5. PUBLIC FORUM

5.1.	Members of the public were present to discuss item 7.1	
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6. MATTERS ARISING FROM MINUTES OF THE LAST MEETING

	NONE (planning meeting)	

7. ITEMS FOR DISCUSSION

7.1. SCHOOL TRANSPORT

7.1.1	<p>JP presented the issues that the new school transport directive would present to Hargrave and highlighted the need for Hargrave to be part of an 'exception policy'.</p> <p>ME explained the current school transport status – the cabinet has now sent the policy back to the scrutiny committee for approval. A meeting is due to be held on Monday morning. If the policy goes ahead, it will be phased in so that local solutions can be ironed out.</p> <p>ME confirmed that an exception policy will be in place and that she has always supported the report that Hargrave submitted to the county council highlighting its concerns. ME pledged to make Hargrave part of the exception plans, highlighting that her new position in transport and rural affairs will hold her in a strong position to help the village.</p> <p>Attached is the report that JP submitted highlighting the areas of concern.</p>	
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7.2. NEIGHBOURHOOD PLAN

7.2.1.	<p>DT congratulated all involved in the NP and encouraged everyone to vote on the referendum on Thurs 12th July.</p> <p>Assuming the referendum is positive, it was suggested that the community action points should be an agenda item at the next meeting.</p>	AK
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7.3. FIELDS IN TRUST MEMBERSHIP

7.3.1.	<p>DT explained that the membership provides us with a 15% discount on all playground equipment, which is useful as we still have one more piece of equipment to purchase. The discount more than covers the £40 membership cost.</p> <p>PRed and PR also pointed out that it was a very worthy cause to support. The committee unanimously agreed to renew the membership.</p> <p>AK to sort.</p>	AK
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7.4. GRASS CUTTING ON HARGRAVE GREEN

7.4.1.	<p>It has been requested that the PC maintain the pond area at the back of the village green as it has become overgrown and unsightly.</p> <p>PRed asked that more evidence should be provided to prove that the pond is actually part of the green and therefore the responsibility of the PC, he</p>	DT
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	<p>recalled this issue arising some years ago and it was thought it may still be part of the Ickworth Estate.</p> <p>The council discussed the safety risk of the pond, and it was considered more of a risk in its current state as the pond is out of sight. However, the costs of signs, fencing and risk needs consideration and more discussion.</p> <p>It was agreed that the boundaries need to be checked and agreed before anything further can happen.</p> <p>DT agreed to speak with Mr Mapperley and ask to see his land boundaries.</p>	
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7.5 AWARD FOR EXCEPTIONAL SERVICE TO THE COMMUNITY

7.5.1	<p>PR suggested that the PC would canvas for nominations at the APM. The PC would produce and award a framed certificate to the successful candidate, with the details and name of the winner to be passed to the Hargrave Parochial Charity who would in turn make an award from their charity funds.</p> <p>It was suggested that the award would be named the 'Lady Elizabeth Kitson Community Service Award' - she is a local historical figure and it was agreed it would add a certain gravitas to the award.</p> <p>The award need not be yearly, but should be considered on an annual basis.</p> <p>DT/AK to write a template for the award.</p>	DT/AK
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7.6 INTERNAL AUDIT RECOMMENDATIONS

7.6.1	<p>The internal audit had been carried out by SALC with recommendations, they were discussed in turn and the following agreed:</p> <ul style="list-style-type: none"> • Proper Bookkeeping: AK agreed to provide a continuous spreadsheet listing all payments and receipts throughout the year • Standing Order: AK to send PR the SALC password so that he can update the SO in line with the most recent model issued in April 2018. • Risk Assessments: SH to check with Jill Upton regarding risk assessment for the village hall. AK to send out the fixed asset register to all councillors with risk assessment forms. Each councillor will then take responsibility for the assets that require assessing. • Risk Management: Internal controls and Internal Audit reviews to be a regular agenda item for January every year. • Budget Control: a half yearly review of the budget figures to be carried out in September. • Payroll Controls: AK to organise an employee contract and PAYE/NIC. 	AK
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8. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

8.1.	The RFO had circulated reports in advance of the meeting which were agreed. The reports provided were as follows:	
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The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 21 st June 2018	£9914.15
Savings Account reconciled with bank statement dated 21 st June 2018	<u>£2243.89</u>
Total reconciled to 21st June 2018:	£12158.04

Notes

- £1440.00 of total above is ring fenced for the play area.

£1440.00

Total available as at 21st June 2018: **£10718.04**

Money going out in July: £600.56

Grass cutting	£360.00
Magazine printing	£ 74.70
Printer Ink	£ 39.98
APM expenses	£125.88

8.1.1	The finance report was approved.		
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8.2. ANNUAL ACCOUNTING STATEMENTS

8.2.1	Section 1 - Annual Governance Statement 2017/18 is confirmed and approved. DT and AK signed the paperwork.	
8.2.2	Section 2 – Accounting Statements 2017/18 is certified and approved. DT and AK signed the paperwork.	

9. REPRESENTATION COMMENTS

9.1. BOROUGH COUNCIL

9.1.1.	The proposed changes to the borough boundaries and wards are waiting for the final decision. West Suffolk will be reducing their number of councillors from 72 to 64, whilst East Suffolk will be reducing their councillor numbers from 93 to 55.	
9.1.2.	The Post Office development in BSE has received lots of praise for its design.	

9.2. COUNTY COUNCIL

9.2.1.	A new CEO appointment – Nicola Beech. She has a background in transport which ME hopes will result in improvements in highways.	
9.2.2.	Highways needs to improve. A Highways Improvement and Innovation board has been appointed to review everything. It is hoped that this will mean more fluidity and better communication between departments to make sure they work together, meaning work is done once rather than problems being revisited several times by different departments at different times. This should result in less road closures, disruption and shoddy workmanship.	
9.2.3.	The speed limit officer is on holiday at the moment, but it is expected that the speed limit application submitted for Hargrave will be processed before the next meeting.	

9.3. POLICE

9.3.1.	The Police did not attend the meeting and had not submitted a report.	
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10. PLANNING APPLICATIONS

10.1	2 applications have been received, with the planning meeting being held on Tues 10 th July in the village hall at 6.30pm	
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11. NEIGHBOURHOOD WATCH

11.1	PR provided a report of incidents in local areas: <ul style="list-style-type: none">• A shed has allegedly been broken into in Hargrave, with nothing taken. No police report was submitted.	
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12. CORRESPONDENCE

12.1.	All correspondence received had previously been circulated by AK.	
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14. ANY OTHER BUSINESS

14.1.	SH reported dangerous parking of a car on a blind bend coming into the village. Although it was agreed it could potentially cause an accident, the owner of the vehicle parks it on the road on purpose in a bid to slow approaching traffic down.	
14.2.	Martin Gilbert has expressed an interest in the Footpath Warden vacancy. An option would be to have a small working group, of which Martin would be chairman.	
14.3.	The Parish Clerk/RFO position is requiring more than the 10 hours per month currently designated to it. AK to submit a breakdown of the hours undertaken to DT, which will then be reviewed at the next meeting.	AK/DT

15. DATE OF NEXT MEETING

The next meeting will be on **Thursday 6th September at 7.30pm.**

Signed (Chairman) Date.....