

HARGRAVE PARISH COUNCIL
Minutes of the Meeting held on Thursday 06th September 2018
at 7.30pm in Hargrave Village Hall

PRESENT

David Taylor - Chairman (DT)
Ron Ambridge (RA)
Sue Hammond (SH)
Peter Reddick (PRed)
Antonia King (AK) - Clerk

1. WELCOME AND INTRODUCTIONS

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

2.1.	JP, PR, ME and CP sent their apologies in advance, SC was absent. At 8.30pm RA gave his apologies and left the meeting early	
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3. DECLARATION OF INTERESTS

3.1.	None declared	
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4. MINUTES OF THE LAST MEETING HELD ON 05.07.2018 AND 09.08.2018 (PLANNING)

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

5.1.	No members of the public were present.	
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6. MATTERS ARISING FROM MINUTES OF THE LAST MEETING

6.1.	Following on from the success of the neighbourhood plan, an extra meeting has been planned for 27 th September to discuss the community action points.	
6.2	Fields in trust membership – the membership has been renewed for the year.	

6.3.	Grass cutting on Hargrave Green – see item 7.4	
6.4.	Award for exceptional service to the community – DT/AK have not yet moved forward with this. To be followed up at the next meeting.	DT/AK
6.5.	Internal audit recommendations – all completed apart from the payroll controls. AK to complete by the next meeting.	AK

7. ITEMS FOR DISCUSSION

7.1. PLAYGROUND

7.1.1	<p>DT reported that a problem had been raised by Laura Norton regarding the state of the bicycle track. It is cracking across the path and at the edges. It has been filled in once before but needs doing again. It is not dangerous, but it should not get any worse. Wehlhams, the original contractors, have been contacted and have agreed to come out to assess the problem. A long-term solution will be to edge the path, although this raised health and safety concerns.</p> <p>The nature area is not working and needs to be reviewed. It is mainly due to a lack of interest. PRed suggested a 'Bug Club' to renew interest.</p> <p>The equipment for the under 6's will be provided by Playdale, we are currently waiting to hear back from Havebury regarding the grant monies.</p>	
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7.2. DEFIBRILLATOR

7.2.1.	<p>AK reported that the national lottery grant application was successful and Hargrave have been awarded £2520.00 from the Big Lottery Fund to cover the cost of a cPAD Zoll AED Defibrillator, Stainless steel cabinet and fitting. The next step is to appoint Community Heartbeat Trust to manage the defibrillator for the village, they will take care of the insurance, maintenance and training for us at a cost of £165 per annum. Everyone agreed to this appointment.</p>	AK
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7.3. RISK ASSESSMENT

7.3.1.	<p>The following councillors agreed to undertake risk assessments for the fixed assets that require annual assessments:</p> <ul style="list-style-type: none"> • Knowles Green – PRed • Hargrave Green – DT • Village Hall – SH • VAS Posts – PR • Grit bins – RA • Bridge Green – JP 	PRed DT SH PR RA JP
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7.4. GRASS CUTTING ON HARGRAVE GREEN

7.4.1.	Mr Mapperley has provided documentation to show the pond is not his responsibility, which means that it is either the responsibility of the PC or	PRed
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	Ickworth Estate. PRed volunteered to check with the Land Registry to establish ownership of the pond and the green. Once this has been determined, work on the green can be finalised.	
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7.5 TREE CUTTING AT FREISTON LODGE

7.5.1	JP was to follow this up with Martin Gilbert, a tree surgeon at Ickworth Park. In his absence, DT offered to speak with Martin when they are due to meet later in the month.	DT
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7.6 INSURANCE RENEWAL

7.6.1	The annual insurance with Zurich is due for renewal at the end of the month, before the PC go ahead with the renewal, it was suggested that the PC explore other quotes to ensure the most competitive. SH volunteered to research quotes, and AK is to speak with David Williams for advice about the 3 and 5 year tie in offers that are given.	AK/SH
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7.7 POLICIES AND PROCEDURES – FORMAL ADOPTION

7.7.1	All policies and procedures were adopted, PR to update the Hargrave website accordingly.	PR
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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 19 th July 2018	£9352.89
Savings Account reconciled with bank statement dated 19 th July 2018	<u>£2243.98</u>
Total reconciled to 19th July 2018:	£11596.87

Notes

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

£1440.00

Total available as at 19th July 2018:

£10156.87

Money going out in August:

Field in Trust membership	£ 50.00
SALC Internal Audit	£ 220.80
Grass cutting	£ 366.00
Magazine printing	£ 74.70
Printer Ink	£ 35.99
Information commissioner	£ 40.00

Money coming in in August:

Lottery grant	£2520.00
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8.1.1	AK reported that the bank statements for August had not been sent by Lloyds Bank, and therefore August was missing. The statements have been reordered and the accounts will be circulated as soon as possible. The finance report was approved.		
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9. REPRESENTATION COMMENTS

9.1. BOROUGH COUNCIL

9.1.1.	CP sent the following report: <ul style="list-style-type: none">• The police have had a crackdown on speeding in Suffolk and in August they caught 1100 drivers.• One Council moves on and seems to be progressing well.• I hope you have had the cheque for the church bench?	
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9.2. COUNTY COUNCIL

9.2.1.	ME sent the following report: I have been following up with children's service/public transport post the decision on home school transport. On Monday I have a meeting with Ickworth Park Primary School and the school transport team to see what we can to find a local solution for Hargrave children. Re county council matters in general <ol style="list-style-type: none">1. SCC has launched a new policy for grit bins/ heaps now we have had to stop using heaps because of salt getting into the soil. Parish Clerks have been notified of the changes and we have made it simpler for clerks to log when bins need refilling. If Hargrave needs to get new grit bins to replace redundant heaps do please let me know as I can assist from my local grant.2. SCC is heading for an £8m overspend this year – we think we will be	
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	<p>able to reduce that a bit but it is all down to increased pressure on the adult social care budget and children's services which between then account for about 66% of the council £500m annual budget.</p> <p>3. The highways improvement board I have set up is going to trial a streamlined approach to the criteria for dealing with potholes. Next we are going to look at the whole process for permitting and operating road closures. I also have asked for a review of how we handle the cutting of grass verges.</p> <p>4. Our schools are reporting improved A Level and GCSE results – but we have to wait for the validated results to get the full picture.</p>	
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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	None received	
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11. NEIGHBOURHOOD WATCH

11.1	Nothing to report.	
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12. CORRESPONDENCE

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

13.1	PRed suggested that Hargrave ought to have a vulnerable persons register to ensure community awareness in case of cold weather, power failure, etc.	PRed
13.2	Following on from a recent personal experience DT would like to explore the possibility of community access to wheelchairs, commodes, etc.	DT
13.3	SH has changed her contact number – 01284 850900, PR to update website.	PR
13.4	It was agreed the clerks hourly rate would increase to bring it in line with the SALC recommended guidelines, it was also agreed that the hours worked would be increased to 12 hours per month.	
13.5	Concern was raised regarding the laurel hedge on the blind bend at the junction of Chevington Road and Wickhambrook Road. The PC want to know their jurisdiction, position and the procedure for dealing with hedges obstructing highways and causing concern.	AK

14. DATE OF NEXT MEETING

The next meeting will be on **Thursday 8th November at 7.30pm.**

Signed (Chairman) Date.....