

**HARGRAVE PARISH COUNCIL**  
**Minutes of the Meeting held on Thursday 11<sup>th</sup> July 2019**  
**at 7.30pm in Hargrave Village Hall**

**PRESENT**

James Perry (JP)  
Paul Rogers (PR)  
Sue Hammond (SH)  
Sally Cansdale (SC)  
Ron Ambridge (RA)  
Peter Reddick (PRed)  
Mary Evans (ME)  
Mike Chester (MC)  
Antonia King (AK) - Clerk

**1. WELCOME AND INTRODUCTIONS**

1.1.	JP welcomed everyone to the meeting.	
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**2. APOLOGIES FOR ABSENCE**

2.1.	DT sent his apologies in advance.	
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**3. DECLARATION OF INTERESTS**

3.1.	None declared	
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**4. MINUTES OF THE LAST MEETING HELD ON 09.05.19**

4.1.	The minutes of the last meetings were approved by all present and signed by JP.	
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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.	Hedges complaint – ME reported that she had taken it up with highways, and they are to revisit the site and assess.	
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6.2.	Repair to the church wall – 90% of the original fundraising target has now been raised, but results from a bore hole has unveiled further problems which means that the underpinning will have to be deeper, thus contributing to higher costs than first anticipated.	<b>PRed</b>
6.3.	Neighbourhood watch signs – PR reported that 4 out of the 6 signs are now up, with the remaining 2 due to be put up shortly.	<b>PR</b>
6.4.	Certificate of Exemption for external audit – AK confirmed that this had been submitted.	
6.5.	Exercise of public rights – PR confirmed that the dates were on the website.	

## 7. ITEMS FOR DISCUSSION

### 7.1. FOOTPATHS

7.1.1	<p>The consultation period for the county's Green Access Strategy – Rights of Way Improvement Plan is between July 8<sup>th</sup> and September 20<sup>th</sup> – DT to follow this up.</p> <p>ME explained that the consultation will allow parishes to comment on the plans the county have for footpaths and open countryside. Their aim is to link land for routes rather than leisure – for example create a cycle route from Bury St Edmunds to Horringer to stop people having to drive to Ickworth Park with their bikes in order to cycle around Ickworth. Ultimately the aim of the strategy is to improve the physical and mental health of the public.</p>	<b>DT</b>
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### 7.2. BIODIVERSITY

7.2.1.	<p>AK highlighted the B- Lines project which is a network of wildflower corridors that run east to west and north to south through out the UK. Currently the nearest B Line is Whepstead. There is no corridor in our village or any of the surrounding villages (see attached map), and the aim would be to change this.</p> <p>AK reported that <a href="http://www.buglife.org">www.buglife.org</a> is a great website for individuals and communities alike to refer to for help and advise on improving the biodiversity of a village.</p> <p>Hargrave has one protected wildflower verge on the hill going out towards Barrow, with a large number of wide verges in the village it would be shame to waste this potential resource, although restricted sight for car drivers needs to be considered. AK to research this further.</p> <p>Mini meadows are to be encouraged for every home in Hargrave, they can be established in back gardens or front verges – only a meter square plot of land is required.</p> <p>AK asked the PC if there were any areas that they would be happy to turn over to meadow, and the council unanimously agreed that Hargrave Green behind the bus stop would be an ideal area. The green is central to the village, currently under utilised and by turning it to meadowland, would reduce our grass cutting costs in the summer.</p> <p>AK advised that by making it a community project it could establish a 'green gym' in the village – encouraging fitness and well being through gardening.</p> <p>AK to submit a report to the village newsletter and source more facts about how to undertake such a project.</p>	<b>AK</b>
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### 7.3. VILLAGE HALL

7.3.1.	SH said that the village hall committee would be meeting w/c July 15 <sup>th</sup> , and will report back at the next meeting.	SH/DT
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### 7.4 INTERNAL AUDIT

7.4.1	<p>Following the internal audit 2018/2019 a number of recommendations were highlighted:</p> <ul style="list-style-type: none"><li>• New standing order 2018 – needs to be updated. PR to change on website.</li><li>• Financial regulation documents to be adopted. PR/AK to prepare for next meeting.</li><li>• Donation to the church wall deemed unlawful – AK pointed out that it was not a donation to the church, but to the Heritage Charity and therefore the auditor was misguided.</li><li>• General Power of competence has not been adopted – AK to investigate</li><li>• Regular reporting of expenditure and variances from the budget – AK pointed out that this is recorded and issued with financial reports, but not minuted. AK to minute to avoid confusion in the next audit.</li><li>• All credits received are listed in the minutes – as with above, these are detailed in the finance reports, but not minuted,</li><li>• Pension provision – AK pointed out that her salary is not enough to warrant PAYE or NI contributions, so pension provision is unnecessary. AK to investigate further.</li><li>• VAS is not on the asset register – PR pointed out that it is not an asset of Hargrave, it is shared between surrounding villages.</li><li>• The defibrillator is not insured by Hargrave PC – AK confirmed t is insured by Community Heartbeat as part of the annual management charge.</li><li>• Council should publish their analysis of variance and annual bank reconciliation on a public website – AK will investigate further but all finance reports and accounts are published bi-monthly.</li><li>• The council should consider the internal audit report recommendations and take action to prevent recurrence – AK thought that we had achieved that last year, but will take further action.</li><li>• AGM – the first business should be appointment of the chairman – AK minuted it after declaration of interests and apologises for absence, Will rectify it for next year.</li><li>• GDP regulation compliance – PR to publish on website.<ul style="list-style-type: none"><li>○ Audit/Impact assessment</li><li>○ Privacy notices</li><li>○ Procedures for dealing with Subject Access Requests</li><li>○ Procedure for dealing with Data Breaches</li><li>○ Data Retention and Disposal Policies</li></ul></li></ul>	AK/PR
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## 7.5 GREEN FARM.

7.5.1.	Following correspondence from Mr George Wells regarding the proposed development of Green Farm, it was decided that all available councillors would attend the meeting on July 17 <sup>th</sup> at Green Farm to talk through his proposals before he formally applies for planning permission.	ALL
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## 7.6 FREISTON LODGE

7.6.1.	Formal planning permission has been received for the development of Freiston Lodge. See item 10.1	
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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 22 June 2019	£9485.76
Savings Account reconciled with bank statement dated 22 June 2019	<u>£2245.03</u>
<b>Total reconciled to 22 June 2019:</b>	<b>£11730.79</b>

### Notes

- £1000 of total above is ring fenced for donation to the Heritage Charity

£1000.00

**Total available as at 22 June 2019:** **£10730.79**

### Money going out in July:

McGregor Services	£570.00
Compleat Office Solutions	£47.94

C.H.T	£231.00
SALC	£225.60
Parish Magazine Printing	£74.70
APM expenses – Cat Williams	£72.40
GDPR	£40.00
Expenses – P.Reddick	£30.00

**£9439.15**

**Money due in July:**

**£0.00**

## **9. REPRESENTATION COMMENTS**

### **9.1. BOROUGH COUNCIL**

<b>9.1.1.</b>	See attached report from Mike Chester	
<b>9.1.2.</b>	MC took questions from the PC regarding the Rural Taskforce and advised that the PC submit their key issues for the taskforce to consider.	DT/JP

### **9.2. COUNTY COUNCIL**

<b>9.2.1.</b>	<p>ME reported on the Green Access Strategy (see item 7.1.1.). Hargrave speed limit is being reviewed in a bid to make it consistent. 30mph through the main village and then 40mph thereafter.</p> <p>Countywide road closures have caused disruption to commuters and businesses, one to one meetings are now being held with the utility companies to try and alleviate the problems.</p> <p>Signage for roadworks is to be improved. Dates, when, where, why and contact numbers of who the contractor is are to be put up and kept up before and during any work. Stricter rules for traffic lights are to be introduced, making it mandatory that batteries and equipment is checked before it is used, this should result in less emergency maintenance call outs and therefore money saved.</p> <p>The ecology and environmental teams are focusing on wildflower verges and the associated costings. Currently there are 120 nature reserve verges with the focus being on extending these initially, moving on to developing A road verges after. 97% of all wildflower meadows have disappeared, verges are the best place to grow wildflowers as they like poor soil conditions.</p> <p>Community Self Help scheme has started, communities need to sign up if they are interested in it.</p> <p>More focus is on the 0-19 year old age group. Health visitors home visits for newborns will continue if any concerns are raised before referral to clinics.</p> <p>More school nurses are planned, with the focus of care and attention on those that need it resulting in highly qualified attention and support.</p> <p>Speech and language support will be increased, getting to children earlier.</p>	
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### **9.3. POLICE**

<b>9.3.1.</b>	The Police did not attend the meeting and had not submitted a report.	
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### **10. PLANNING APPLICATIONS**

<b>10.1</b>	Freiston Lodge DC/19/1348/FUL - approved	
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### **11. NEIGHBOURHOOD WATCH**

<b>11.1</b>	PR reported an oil theft in May and a flatbed lorry driving through Grove Farm acting very suspiciously.	
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### **12. CORRESPONDENCE**

<b>12.1</b>	All correspondence received had previously been circulated by AK.	
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### **13. ANY OTHER BUSINESS**

<b>13.1.</b>	Anglian Water have advised of 16 weeks of disruption due in September 2019. As yet no definitive dates have been give. AK to notify residents via Facebook page and newsletter. PR to put on website,	<b>AK/PR</b>
<b>13.2</b>	Complaints had been received regarding dangerous spikes left on the verge outside Mill House, these have been removed and so no action is necessary.	
<b>13.3</b>	PRed nominated Hargrave for Village of the Year awardsin recognition of the successful completion of the Neighbourhood Plan and that Hargrave is the only village in West Suffolk to have achieved this. AK to submit our nomination.	<b>AK</b>

### **14. DATE OF NEXT MEETING**

The next meeting will be on **Thursday 5<sup>th</sup> September, 7.30pm, Hargrave Village Hall.**

Signed (Chairman) ..... Date.....