

HARGRAVE PARISH COUNCIL

Minutes of the virtual Annual General Meeting (AGM) held on Thursday 14th May 2020
at 7.15pm using the Zoom platform.

PRESENT

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

1. ELECTION OF THE CHAIRMAN

1.1.	DT and was re-elected as Chairman (JP proposed, PRed seconded)	
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2. ELECTION OF THE VICE CHAIRMAN

2.1.	James Perry was re-elected as Vice Chair (DT proposed, PR seconded)	
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3. WELCOME AND APOLOGISES FOR ABSENCE

3.1.	DT completed the declaration of office acceptance, AK to countersign when she collects the paperwork.	
3.2.	JP completed the paperwork, which will be countersigned by AK on collection of paperwork.	
3.3.	DT welcomed all to the meeting, and thanked both ME and MC for their support during the Covid 19 pandemic.	
3.4.	All councillors were present, so no apologies received.	

4. DECLARATION OF INTERESTS

4.1.	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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5. MINUTES OF THE LAST AGM (09.05.19)

5.1	The minutes of the last AGM were approved by all present and signed by DT.	
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6. **MINUTES OF THE LAST MEETING 12.03.20**

6.1	The minutes were approved by all present and signed by DT.	
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7. **PUBLIC FORUM**

7.1	No members of the public were present.	
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8. **CLERKS REPORT (MATTERS ARISING FROM LAST MEETING ON 12.03.20)**

8.1	Playing field hedges – DT confirmed that the first phase was complete and Henry Upton had done a good job. Phase 2 is a more complicated operation, which may require a qualified tree surgeon. DT to look into tree surgeons.	DT
8.2	Knowles Green gate – Lockdown has stalled the gate repairs, but everything has been ordered and will be completed once delivered. SC confirmed that a horse riding friendly gate latch will be included in the repairs.	SC
8.3	Computer as per GDPR requirements – it was concluded that we store everything in the cloud, and are secure at that level,	
8.4	Risk Assessments – all assessments have been carried out, the only thing that was flagged up that needs to be dealt with now is the varnishing of the bench by the village hall. AK to contact Cat Williams to find out the name of her neighbour who has previously varnished the bench.	AK
8.5	Litter pick – AK confirmed that the annual Great British Spring Clean was cancelled due to the pandemic, it is expected to become the Great British September clean, but that will be confirmed once we know timescales for the ease of lockdown.	AK

9. **ITEMS FOR DISCUSSION**

9.1 **APM**

9.1.1	Due to current restrictions caused by Covid 19, the APM will be cancelled, the decision to reschedule will be delayed until the next meeting in July.	DT
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9.2 **VILLAGE HALL**

9.2.1	PR and SH updated regarding the village lottery, the deadline for entry has been extended, so far 40 people have signed up.	
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9.3 **LITTER PICK**

9.3.1	See item 8.5	
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9.4 CV VOLUNTEER GROUP

9.4.1	AK confirmed that other than a query regarding payment for shopping, everyone was helping out their neighbours where they could, and it was working well with no need for any management of the group.	
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9.5 HERITAGE GROUP

9.5.1	PRed explained that there was a continual need for more information and information gathering, and more volunteers are needed.	
9.5.2	The website is now ready to go live.	
9.5.3	The launch event was cancelled due to covid 19 restrictions, it is hoped that it can be rescheduled for Sept 2020.	

10. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

10.1 FINANCE REPORT

10.1.1	The RFO provided her report for the accounts in advance of the meeting. No queries or questions were raised.	
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Financial Officers Summary report

Meeting 14.05.20

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 22.04.2020 £8997.25

Savings Account reconciled with bank statement dated 22.04.2020 £2245.99

Total reconciled to 22 April 2020: £11243.24

Notes

- £1000.00 of total above is ring fenced for the donation to heritage charity £2500.00
- £1500.00 of total is ring fenced for the village hall fund.

Total available as at 22 April 2020: £8743.24

Money coming in in May:

Precept £5000.00

Newsletter advertising £50.00

Money going out in May:

APM expenses – Cat Williams	£72.40
Parish Magazine Printing	£74.70
Henry Upton	£600.00
McGregor Services	£72.00
SALC subscription	£140.45
Oakmere solutions	£1500.00
Stamps – Antonia King	£7.80

10.2 YEAR END ACCOUNTS 2019/2020

10.2.1	Year end accounts were agreed and DT signed them off. AK to collect.	AK
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10.3 FIXED ASSET REGISTER 2019/2020

10.3.1	AK highlighted that the Neighbourhood Watch Signs had been added to the register. DT signed the documentation, AK to collect.	AK
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10.4 CERTIFICATE OF EXEMPTION FOR EXTERNAL AUDIT

10.4.1	DT reviewed and signed the Certificate of Exemption for the external audit, AK to collect and countersign as the RFO. ACTION: AK to send to Auditors	AK
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10.5 ANNUAL GOVERNANCE STATEMENT 2019/2020

10.5.1	Annual Governance Statement 2019/2020 was approved and signed by DT, AK to collect.	
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10.6 ACCOUNTING STATEMENTS 2019/2020

10.6.1	Accounting Statements 2019/2020 was approved and signed by DT, AK to collect.	
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10.7 EXERCISE OF PUBLIC RIGHT

10.7.1	It was agreed that the date should be set from September 1 st 2020 for 30 days. ACTION: PR to update the website accordingly.	PR
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11. REPRESENTATION COMMENTS

11.1. DISTRICT COUNCIL

<p>11.1.1</p>	<p>May 2020 District Councillor report for Hargrave Parish Council:</p> <p>In normal times, at the annual meeting of the Parish Council (APM) I would reflect on the work, hopes, aspirations and achievements of West Suffolk District Council (WSDC) in the previous year. But such is the impact of Covid19 on us all as individuals, families and businesses, I feel it best to concentrate on the here and now. WSDC is dealing with the crises, maintaining core services, helping business, the vulnerable and the homeless. The graphic below gives an indication of work in progress.</p> <div data-bbox="550 869 1118 1666"><p>Since Stay At Home was issued on the 23 March we have:</p><ul style="list-style-type: none">Emptied 480,000 bins.We redeployed 64 staff to help respond to COVID-19Provided Emergency accommodation for 121 individuals and households.Helped 563 people on Home But Not Alone calls to get urgent help, food and medicine.Worked with more than 665 groups, volunteers and councils to get the most vulnerable food, medicine and support.Customer Services handled 935 calls on Home But Not Alone line and 7,029 general calls from customers.Helped get £31,885,000 million in grant money to 2560 businesses.Supported businesses in helping the NHS and fight against COVID-19.Lobbied Government on funding and helping local businesses.Increased Locality Budgets by £32,000, totalling £211,200, specifically to help communities respond to COVID-19 and local issues.<p>West Suffolk Council COVID-19 CORONAVIRUS To date 29/04/2020</p></div>	<p>PR/AK</p>
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Since we launched the Home, But Not Alone Emergency Coronavirus phoneline we have taken more than 5,000 calls and helped thousands of people with essential food and medicine deliveries. We take approximately 1,300 calls each week and help the most vulnerable in our communities. The Home But Not Alone teams also make proactive calls to vulnerable people to ensure that they have the support they need.

Below is just a snapshot of the great work going on as Suffolk comes together to respond to the Covid-19 outbreak:

- An elderly woman needed help with her medicine collection and we were able to put her in touch with a volunteer network who were able to make arrangements for someone to collect and deliver her medicine to her home. It also became clear during our phone calls that she was in need of bereavement support following the death of her husband so we offered her some numbers for bereavement support. The women became tearful when she thanked us for our help and 'kindness'.
- A family-of-three where both parents were self-isolating and who are usually independent needed help with essential groceries. We were able to connect with a community group who were able to help with a food delivery and we also helped the father complete an online NHS form to register for Government help. This helped ease the family's immediate anxiety and ensure ongoing support.

Phone calls are answered and cases managed by staff at each district, borough or county council depending on the type of enquiry. Wherever possible we link people in need with local groups and businesses, who are doing an amazing job in our communities. This phonenumber is for vulnerable people in our communities, and not for general Coronavirus enquiries.

Tribe Volunteer App: This week you may have already received a phone call from the Tribe team asking about the help and support you feel able to give. We continue to match volunteers with local groups in your neighbourhood, but before this happens we just need a couple of details from you. This means that - in time, and if you agree - these groups may contact you directly and ask for help with their community jobs. Your work as volunteers fits into a giant jigsaw of community help and support that has mobilised across Suffolk since the start of the pandemic. Some of those groups already existed and were doing invaluable work on the ground, but others were created with a very specific aim of helping those in this time of need. By putting your name forward as a volunteer means we have an incredible resource to draw upon within the wider Suffolk system of community help and support. Thank you to those already helping us with this enormous effort.

You may also have spotted a survey we sent round. The response so far has been great and we would ask that you fill this in if you haven't already done so. From the responses we've received so far, more than 60% are already helping out your neighbours, and 70% of you would be interested in volunteering for a charity.

Foodbanks: We continue to work closely with the 42 foodbanks across Suffolk to ensure they have the help and support they need. This week FareShare continues to ramp up its deliveries, with another 13 100kg loads of food distributed. We also received a donation of Cadbury Easter Eggs from Suffolk Police which will be sent to foodbanks via Fareshare.

Community Action Suffolk has adapted many of their usual meetings, courses and events and are running a variety of new online services to be repeated on a weekly/fortnightly basis in response to the needs identified in the recent VCSE survey. These include online networking opportunities, 1:1 funding surgeries in partnership with SCC, safeguarding surgeries & peer support groups, and ProHelp Learning lunches. For full information and booking details (where applicable) please see their Covid-19 weekly newsletters

	<p>https://www.communityactionsuffolk.org.uk/covid-19-newsletters/</p> <p>Update from the Suffolk Association of Local Councils: Town and Parish Councils are embracing new ways of working with a growing number organising remote meetings in a variety of ways. Adaptations are also being applied to the SALC internal audit service as a result of social distancing requirements. Using Microsoft Teams, SALC are offering a paperless process to more than 100 town and parish councils.</p> <p>In the meantime, please keep going and continue to follow Government guidelines and stay at home to save lives.</p> <p>Finally, a big thank you to the many help groups setup and run by volunteers within the villages of the Chedburgh and Chevington Ward. As your District Councillor I have a small Locality budget available this equates to £475.00 for each of the eight villages I serve, this funding is available now.</p> <p>Keep Safe</p> <p>Mike Chester District Councillor the Chedburgh and Chevington Ward</p> <p>Serving the Parishes of Rede-Depden-Chedburgh-Chevington-Hargrave-Ousden-Lidgate-Dalham</p>	
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11.2. COUNTY COUNCIL

<p>11.2.1</p>	<p>I hope you are all staying safe, well and alert!</p> <p>We are living in unprecedented times and it is heartening and reassuring to see how rural communities such as yours have rallied round. I have been sending out a daily bulletin, which I hope you have found helpful.</p> <p>Do please contact me if you need further information and more particularly if I can be of help.</p> <p>The total scale of financial implications of the Covid19 crisis for Suffolk County Council is in the region of £75m with £32.5m made up of “response” costs and £43m attributed to “recovery” at this stage.</p> <p>So far, the Government has pledged more than £3.2bn to local government to cope with the Covid19 crisis. In the second tranche, announced a couple of weeks, ago there is nearly £2m for West Suffolk Council. WSC like other district councils has taken a big financial hit as revenue from car parking fees has fallen dramatically while the costs of housing the homeless and vulnerable people, who maybe previously were sofa surfing, have soared. to the council,</p> <p>A new Suffolk-focused community service was set up on 24 March to support people who need help during the COVID-19 pandemic. Called ‘Home, But Not Alone’, the service has been launched to help connect people who want to volunteer in their communities with neighbours who are most in need. The free-phone number for people to call if they are in urgent need and have no-one to help is taking about 1,300 calls a week. Often the</p>	
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callers have multiples and complex problems but the staff handling the calls – from district and county councils are getting help to where it is needed. A “postcard” has been sent to every home in Suffolk giving the Home Not Alone number and other key contact numbers to report domestic abuse and for those who are struggling with poor mental health. This has led to an increase in calls to the help lines so we believe it is was a really worthwhile exercise, For some people, new urgent needs have developed during the lockdown as maybe the family member, who was able to go out shopping has fallen sick etc. The Government has again revised the shielding list of residents – those it advises directly to self-isolate because of their health. There are now 34,000 Suffolk residents on the shielding list.

Please share the following phone numbers

- If you are home alone and need shopping or medication and urgently need help, call 0800 876 6926
- If you are the victim of domestic abuse and need help but speaking puts you in danger, call 999 and press 55 The police will know it’s an emergency.
- If you are worried a child or adult is suffering abuse call 0808 800 4005

Food banks across Suffolk were given initial funding of £60,000 by the county council to keep their supplies well stocked We have since under written the 42 foodbanks to the tune of a further £250,00. We continue to work closely with them. Last week FareShare continued to ramp up its deliveries, with another 13 x 100kg loads of food distributed.

A testing station has been set up at the Copdock Park and Ride site on the edge of Ipswich. Initially it was used for testing frontline health staff and their family members, but this has now been extended. The other national testing site is at Stansted airport. We now have mobile units, run by the military around the county.

This will continue to be of high profile and high importance as we move into Test, Track and Trace. Below is a link to the webpage run by the Testing Cell which gives the latest position with testing. You will see this is a fluid situation but gives you the best information available about testing in Suffolk. The SCC C19 testing web page <https://www.suffolk.gov.uk/testing>

We are very grateful to Suffolk businesses who responded to our appeal for PPE with donations of stock they are not using during lockdown. It is helping maintain vital services for Suffolk's most vulnerable. Of course, there is always the need for more. If businesses have any unused: Fluid repellent face masks, Nitrile non powdered disposable gloves, Disposable aprons, Disposable eye protection/splash goggles and Sanitiser gel, please email PPE@Suffolk.gov.uk.

Equally, if people need PPE to work safely, they can contact us via that email address. We are keeping on top of demand but at times the demand is very high – 6,000 masks a day and 12,000 pairs of gloves.

Coronavirus cases within care homes has become a serious concern for all of us especially those of us with relatives living or working in residential care homes. From now on, SCC will be reporting weekly on the number of suspected or confirmed cases within Suffolk care homes, of which the county council has been made aware.

The county council is working with all care home managers to support them with allocations of PPE etc regardless of whether we have a contract with the home or SCC funded residents in the home. We are in regular contact with all homes, giving advice and support.

To date, none of the staff or children in the SCC own children’s homes have symptoms of Covid19

West Suffolk Hospital publishes a weekly update.

According to the provisional figures released on 11 May there were that to date

187 patients testing positive for Covid 19 had been admitted for treatment

79 patients recovered well enough to be discharged home

Very sadly 52 patients have died at the hospital

Suffolk Safeguarding Partnership has set up a new website to promote of the protection of vulnerable children and adults. We now cases of violence in the home have increased during lockdown and we want to ensure that people know how to get help if they need it and that people know how to recognise and report abuse if they see it or hear it.

Suffolk County Council announced yesterday that we are reopening the household waste recycling centres on Thursday. We had been waiting on Government guidance. To minimise the risk of traffic queues building up and to protect staff and visitors to the centres a booking system has been set up – which opened this afternoon. If you turn up without an appointment you will be turned away. Slots can be booked on a “rolling week.” To make a booking,

please visit www.suffolk.gov.uk/recyclingcentres or call 0345 606 6067.

Suffolk County Council has joined forces with Norfolk and East Suffolk councils to fund call4fish a scheme to get the East coast fish markets open again so we can support the inshore fishing boats.

The council are now working on recovery plans looking at how we can support communities and commerce to re-build. The SCC Chief Executive Nicola Beech is leading the recovery group made up of public and private

	sector organisations across the county. The Local Government Boundary Commission was due shortly to publish its proposals for Suffolk County Council and then consult on them for new divisional boundaries to be put in place for next year's elections. This is being put on hold and the existing divisions will be retained for the 2021 elections – if indeed they take place. There have been very strong hints from Government that it wants to move to unitary local government.	
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12. PLANNING APPLICATIONS

12.1.	No applications have been made.	
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13. NEIGHBOURHOOD WATCH REPORT

15.1	PR confirmed that burglaries had been reported locally, with several happening on the same day in Wickhambrook. We all need to stay vigilant, and report anything suspicious.	
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14. CORRESPONDENCE

14.1.	AK confirmed all correspondence had been circulated by email.	
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15. ANY OTHER BUSINESS

15.1.	None	
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16. DATE OF NEXT MEETING

Thursday July 9th 2020 at 7.30pm, as yet virtual or physical to be confirmed.

Signed (Chairman)

Date