

HARGRAVE PARISH COUNCIL

Minutes of the virtual Annual General Meeting (AGM) held on Thursday 06th May 2021
at 7.30pm using the Teams platform.

PRESENT

David Taylor (DT) - Chairman
Paul Rogers (PR)
Sue Hammond (SH)
Sally Cansdale (SC)
Colin Painter (CP)
Simon Pratt-Adams (SPA)
Mary Evans (ME)
Mike Chester (MC)
Antonia King (AK) – Clerk

1. ELECTION OF THE CHAIRMAN

1.1.	DT was re-elected as Chairman (AIF)	
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2. ELECTION OF THE VICE CHAIRMAN

2.1.	CP was nominated and elected as Vice Chair (AIF)	
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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.	AK to collate and deliver the paperwork for Vice Chair position.	
3.3.	DT welcomed all to the meeting.	
3.4.	All councillors were present, so no apologies received.	

4. DECLARATION OF INTERESTS

4.1.	None.	
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5. MINUTES OF THE LAST AGM (14.05.20)

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 MEETINGS (11.03.21 AND 29.04.21)

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)

8.1	Grazing Licence – AK confirmed that grazing licence had been renewed by Mark Cansdale for a three year term.	
8.2	Playdale Work – AK confirmed that the work had been carried out and the invoice was paid.	
8.3	Risk Assessments – most assessments have been carried out, with the exception of the Green, all councillors to forward their risk assessments to PR to put on the website.	ALL

9. ITEMS FOR DISCUSSION

9.1 APM

9.1.1	APM is planned for May 27 th in the village hall, but due to Covid rules limited numbers will be allowed, following a risk assessment, it was established that a maximum of 20 people could be accommodated in the hall. As a result, the APM will be scaled back, and kept low key. It was agreed that once restrictions were lifted a further village meeting will be planned which will cover the major topics that require village input. No refreshments will be served and no invites posted out.	AK
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9.2 VILLAGE GREEN

9.2.1	Following a campaign on social media and via the village newsletter inviting comments and ideas regarding the green - particularly seed exchange, the pond and rewilding, DT reported that comments had been limited. It was proposed that following lifting of restriction a meeting at the bus shelter would be organised inviting those that had commented, and anyone who would like to comment, for further discussion.	DT
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9.3 FLOODING

9.3.1	CP indicated Highways had not responded positively despite several email exchanges with reference to the flooding of the pond opposite Grove Farm Barn. It was agreed that a joint discussion needs to be had with the landowners and highways to take matters further. The ideal solution would be to have a local policy on ditches and not rely on goodwill. AK to investigate.	AK
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9.4 ACCIDENT AT BIRDS END

9.4.1	DT reported that the damage caused by the recent accident at Birds End had been reported and registered with Highways. It was pointed out that the white lines indicating the junction had never been repainted following the road repair some months ago. Although Highways confirmed it was on their work list, they did not give an indication of timescales.	
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9.5 NEIGHBOURHOOD PLAN

9.5.1	CP confirmed that he had reapplied for a further locality grant to cover the remaining costs of completing the NP, as he is required to do each year.	
9.5.2	CP reported that AECOM look at potential sites within the village and cast their opinion on the most appropriate sites.	
9.5.3	CP reported there had been a kick off meeting with AECOM to discuss design standards for the village. All agreed that the village need to be in control of the design standards proposed to ensure that all designs are in keeping with the historical and recognisable features of the village.	

9.6 VILLAGE HALL

9.6.1	DT confirmed he had contacted two solicitors recommended by SALC to tackle the landownership issue outside the village hall. So far only one has responded with a costing breakdown, as a result a cost comparison cannot be established. It was agreed that the PC should wait until the second solicitor has responded, CP, whilst agreeing, indicated this was an important issue which needed to be resolved both for the NP and the village hall replacement project .	DT
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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. The summary is provided, and the reports attached: <ul style="list-style-type: none">• Cashbook – payments• Cashbook – receipts• Spend vs Budget• Bank reconciliations for April (savings account)• Bank reconciliations for April (treasurers account)	
10.1.2.	DT confirmed he had signed the bank statements for April as a true representation of the bank reconciliations.	
10.1.3.	AK reported on the money expected to go out and money expected to be received as per the report below. AK reported on the payments as per the cashbook AK reported on the income received as per the cashbook	

Financial Officers Summary report

Meeting 06.05.21

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 20.04.2021	£5546.24
Savings Account reconciled with bank statement dated 20.04.21	<u>£5046.65</u>
Total reconciled to 20 April 2021:	£10592.89

Earmarked Funds

Village Hall remaining earmarked funds	£596.00
General reserves	£5000.00
Asset management	£1000.00
Tree management	£500.00
Small projects	£1000.00
Legal costs	£1500.00
Groundwork UK	£400.00

Total available as at 20 April 2021: **£596.89**

Money due in May:

Precept	£5000.00
Newsletter advertising	£30.00

Money going out in May:

Clerks Salary	£123.60
Mrs A King	£14.99
Gipping Press	£108.00
John Crysell	£50.00
Groundwork UK	£292.00
Playdale	£594.00

10.2 YEAR END ACCOUNTS 2020/21

10.2.1	Following advice from CP and a subsequent amendment, the Year-end accounts were agreed and DT signed them off.	
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10.3 FIXED ASSET REGISTER 2020/21

10.3.1	Agreed and DT signed off. For further investigation – village sign.	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 2020/21

10.5.1	Annual Governance Statement 2020/21 was approved and signed by DT, AK to collect.	AK
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10.6 ACCOUNTING STATEMENTS 2020/21

10.6.1	Accounting Statements 2020/21 was approved and signed by DT, AK to collect.	AK
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10.7 EXERCISE OF PUBLIC RIGHT

10.7.1	It was agreed that the date should be set from Mon June 14 th 2021 to Fri 23 rd July 2021. ACTION: PR to update the website accordingly.	PR
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11. POLICY ADOPTION

11.1.1	Document and Electronic Data Retention Policy - adopted	PR
11.1.2	Information Security Incident Policy - adopted	PR
11.1.3	Lawful Basis for Processing Data – adopted	PR
11.1.4	Subject Access Request Procedure – adopted	PR
11.1.5	Subject Access Request Policy - adopted	PR

11.1.6	Internal Control Statement - adopted	PR

12. REPRESENTATION COMMENTS

12.1 DISTRICT COUNCILLOR CHESTER

12.1.1	<p>District Councillor Mike Chester discussed his report below. No further questions were asked.</p> <hr/> <p style="text-align: center;"><i>May 2021 District Councillor report for Hargrave Parish Council</i></p> <hr/> <p>With the previous year dominated by Covid-19, lockdown, and the effects of both on the health and prosperity of the Nation, West Suffolk is well placed for the recovery. From an initial slow rollout of Vaccine to the massive implementation of infrastructure to deal with mass vaccination, the results are self-evident.</p> <p>West Suffolk District Council's (WSDC) role in dealing with the crisis led to new ways of working, with staff working in multi-roles in which they excelled, I can't praise them enough.</p> <p>On a theme of praise, I'm in awe of the community spirit I witnessed within the villages I serve as District Councillor, from individuals, help groups and Parish Councils. Thank you.</p> <p>Despite Covid-19, WSDC has maintained its statutory role in running services with little or no impact to the public, despite increased demand. The full costs of the pandemic are yet to be realised, however WSDC has agreed a balanced budget for the next financial year, Government support has been vital, however there is a deficit which, at the time of writing, is managed in line with Budget expectations</p> <p>Moving on</p>	
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West Suffolk continues to be a desirable area to live, work and retire. We have an adequate supply of building land and have reached the quota of new homes (both statutory requirements). The current land supply expires in five years, hence the process titled SHELAA – The Strategic Housing Land and Economic Availability Assessment and the Local Plan which facilitate local input into developing or preserving their locality.

Retail units in Bury St Edmunds are in high demand despite Covid-19 and a corresponding increase in online purchasing, planning applications in West Suffolk are at an all-time high, all indicators towards a prosperous future.

Financial help to business expires end of May 2021 (Covid-19 related). £95 million through grants and rate relief for this financial year has been made to thousands of West Suffolk businesses since the pandemic began.

The Council has secured £205,000 from the Suffolk Inclusive Growth Investment Fund (SIGIF) to work with town centre partners on an initiative to help manage empty shops. SIGIF is a £1.65m fund allocated by Suffolk Public Sector Leaders (SPSL) and New Anglia Local Enterprise Partnership (NALEP) to support local, place-based economic recovery from COVID-19 across Suffolk. The fund supports projects that respond to the significant impact of COVID-19 on Suffolk’s businesses, employees, and our local economy.

The SIGIF funding will be used to do a number of things. This will include working with partners to look at better utilising vacant units in towns as well as explore initiatives to help start-up businesses begin trading and support them to get more permanent premises. It will also look at measures to help cafés and restaurants accommodate and attract more customers, such as outside facilities, while keeping COVID-19 safe.

We continue to have confidence in the future of our high streets as a place of economic, social, and cultural activity. It is a place where people will continue to come to shop, relax in a café or restaurant, to live, work or enjoy other leisure or cultural attractions such as museums, arts venues or more. Which is why I, with my fellow Public Sector Leaders, argued for this funding to be set aside to encourage this growth and recovery.

In progress

Sunnica Solar Farm. A cross boundary proposal affecting West Suffolk and East Cambs. Affecting an area the size of 500 football pitches and being a major infrastructure project, any decision will be made by the Secretary of State, WSDC is only a Consultee in the process.

West Suffolk Hospital expansion. Proposal to develop and increase facilities on the site of the former Hardwicke Hall.

Barley Homes, a development company wholly owned by WSDC. Enabling

the Council to act more commercially and be less dependent on Government funding. Two sites up and running in Haverhill with more sites in the pipeline.

Work continues apace at the former Post Office building in Bury St Edmunds. The difficult process of retaining the Victorian façade, whilst demolishing the rest of the structure has been achieved. The Skyline is temporarily dominated by the installation of an 18 metre Crane.

This project delivers what people asked for when they helped shape the vision for the town centre in the masterplan in 2017.

“Once completed this will deliver a much better and wider walkway between the arc and the historic town centre, as well as a new commercial frontage onto St Andrews St South and improved access to the historic Cornhill front.

“The new homes and commercial units, will hopefully also be creating a small level of income which will help toward the day-to-day services we provide.”

Putting service at the heart of Mildenhall

A project group, involving the potential partners, has obtained planning consent for plans to create a 'Mildenhall Hub' with a view to opening the first facilities by 2020/21. Building of the hub started in 2019.



Those involved in exploring the Mildenhall Hub include:

- [Citizen's Advice service](#)
- [DWP \(Job Centre\)](#)
- [Mildenhall College Academy](#)
- [Mildenhall swimming pool and the Dome \(Abbeycroft Leisure\)](#)
- [Suffolk County Council](#)
- [Suffolk Libraries Service](#)

	<ul style="list-style-type: none"> • Suffolk Police and Crime Commissioner/Suffolk Constabulary • West Suffolk Clinical Commissioning Group (for the NHS) • West Suffolk Council <p>The project is also part of the Government's One Public Estate Programme Work is on programme for project completion in May/June 2021.</p>	
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12.2 COUNTY COUNCILLOR EVANS

12.2.1	<p>ANPR, ME informed the PC of an initiative being launched by SCC to run a pilot using mobile automatic number plate machines for speed enforcement. ME advised that the PC would need now to sign up to it.</p> <p>Details below including the guidance notes and the application form</p> <p>The ANPR proforma for the sites has just been uploaded to the Suffolkroadsafe website. https://www.suffolkroadsafe.com/speeding/speed-prevention-in-communities</p> <p>The officer in charge is on this email address anpr@suffolk.gov.uk</p> <p>It was discussed that as Hargrave had already investigated ANPR options to address the speeding, but not taken it forward due to high installation and running costs, this would be a valuable opportunity for the village as there are no costs involved. Powers were delegated to PR to register our interest and complete the application. This item will be on the agenda for formal approval and discussion at the next meeting in July.</p>	PR
12.2.2	ME also discussed that there has been a vast underspend with the highways budget due to underspends in urban towns, as a result these monies will be pooled and councils will be able to bid for strategic projects.	
12.2.3	<p>ME went on to thank all on the council for their support and congratulated Hargrave on its forward thinking approach.</p> <p>All councillors expressed their gratitude to ME for her unwavering support over the years.</p>	

13. PLANNING APPLICATIONS

13.1.	<p>DC/21/0740/OUT, Moat Farm</p> <p>Following on from the planning meeting held on April 29th 2021, DT confirmed that he had had a conversation with the applicant, although they were open to further discussions about the plot, they were not going to withdraw the application, instead preferring to wait for the view of the planning department. AIF of rejecting the application for reasons stated in the previous meeting.</p>	AK
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14. NEIGHBOURHOOD WATCH REPORT

14.1	PR confirmed nothing to report.	
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15. CORRESPONDENCE

15.1.	CP advised that the email correspondence regarding the Local Plan response should be forwarded to PRed who dealt with it during his time as a councillor and requires his email address to gain access to the report. He would also be best placed to confirm it was accurate.	AK
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16. MATTERS FOR DISCUSSION AT THE NEXT MEETING

16.1.	See 12.2.1
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17. DATE OF NEXT MEETING

Thursday July 8th 2021 at 7.30pm, Hargrave Village Hall.

Signed (Chairman)

Date