

## HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Thursday 13<sup>th</sup> January 2022 at 7.30pm in Hargrave Village Hall.

Councillors present: David Taylor (Chairman), Colin Painter, Paul Rogers, Sarah Cheng, John Schofield.  
Also present: Mike Chester (District Councillor) and Antonia King (clerk).

1. **Chair's welcome and statement** – Chair opened the meeting at 7.30pm.
2. **To receive apologies and approval of absences** – Cllrs Pratt-Adams and Cansdale submitted their apologies which were accepted.
3. **To receive Declaration of Interests and requests for dispensations** – there were no declarations of pecuniary and/or local non-pecuniary interest for the agenda under discussion.
4. **To receive and approve the minutes of the last meeting held on November 11<sup>th</sup> 2021.**
  - a) Approval of the minutes was given by all present, Chair signed the paper copy of the minutes.
5. **To receive comment from members of the public present:**
  - a) On the agenda under discussion – none received.
  - b) Matters relating to Hargrave in general – none received.
6. **Matters arising from Minutes of the last meeting that are not an agenda item:**
  - a) Farm traffic issues – the clerk confirmed that she had received emails from both Ousden and Chevington relating to their farm traffic issues. Ousden confirmed that they had similar problems and whilst they recognise that farm vehicles are an integral part of rural life, there have been issues with speeding, damage to verges and encounters on narrow roads. They would be very happy to work with Hargrave to support and tackle this issue.  
  
Chevington confirmed it was an agenda item for their next parish meeting and would come back as soon as they could with their response.
7. **Agenda items for discussion:**
  - a) **ANPR, speeding and road safety – to receive an update from Cllr Rogers and discuss plans for taking the matter forward with Cllr Bennett:** Cllr Rogers confirmed that there was nothing new to report regarding progress with the ANPR trial, there are problems with GDPR which still need to be overcome. Due to the absence of Cllr Bennett, it was agreed that the clerk would organise an extraordinary meeting at a time that suits Cllr Bennett in order for the speeding and road safety issues to be addressed properly.

- b) Village hall – To consider all matters relating to the village hall and the rebuild project:** Cllr Painter reported that limited progress had been made due to the cancellation of a recent meeting. The village hall working group are hoping to visit a hall of similar construction to Hargrave in Harrow. Ashton Solicitors have advised that extra costs will be incurred regarding the land to the front of the hall. These costs are expected to be £1500. The clerk confirmed that monies were earmarked for the village hall, and would bring a detailed breakdown of those monies to the next meeting.
- c) Neighbourhood Plan –To receive an update from Cllr Painter regarding all matters relating to the NP:** The revised plans are currently being scrutinised for financial viability, all findings are expected to be presented to the village in late 2022.
- d) Website – to receive an update regarding the progress of the new website:** Cllr Rogers confirmed that the new village website was fully functional and working very well. The Chair, all councillors and clerk acknowledged and thanked Cllr Rogers for his hard work and effort that he has put into creating the new website.
- e) Planning applications – to discuss the appropriate way to handle applications as they come in, and understand what is expected of the Parish Council in relation to planning:** discussions were had regarding the way planning applications should be handled. The clerk confirmed that all planning applications should be considered in a public forum only. Where applicable, the clerk will ask the planning department for an extension to the submission date. District Councillor Chester confirmed he would be willing to help if necessary as the clerk advised that the planning office does not always respond to e-mails sent.
- f) Computer – to authorise the purchase of a laptop for the clerks use:** the purchase of a Lenovo laptop or similar was authorised. The laptop will be owned by Hargrave Parish Council and listed on the asset register.
- g) Queens Platinum Jubilee celebrations – to discuss any plans regarding Hargrave’s involvement:** it was agreed that it was important that the views of the village should be gauged before time and commitment was given to any potential celebration. Although opinion can be sought through the newsletter and website, thought must be given to residents that may not be so digitally minded. The installation of a parish post-box outside the village hall was suggested and approved to allow residents to contact the PC. It was agreed that the clerk would source a post-box, speak with PCC to ascertain if they are planning anything for the weekend in June, and to investigate the viability of a road closure should a street party go ahead.

**h) Highways – to discuss reporting responsibility:** the clerk confirmed that anybody could report a problem on the highways reporting tool: <https://highwaysreporting.suffolk.gov.uk/>. The precise location and an accompanying photo of the problem is the most useful approach.

The current problems within the village that need attention are:

- The crash barrier at the bottom of Barrow Hill/The Wash is still damaged despite the road markings being repainted some months ago. Cllr Taylor is to re-report this.
- Flooding issues outside the Old School House due to drainage problems after heavy rain. The clerk is to report this to Highways and/or Anglian Water.
- Potholes along The Wash and Birds End.

**i) Grit Bins – To consider if we have enough to accommodate the needs of the village:** it was agreed that the clerk would explore the possibility and purchase costs of two more grit bins for the village.

**8. To receive and consider the financial reports from the Responsible Financial Officer**

**a) The finance reports had been circulated in advance of the meeting and the summary is provided.**

<b>Financial Officers Summary report</b>
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**Meeting 13.01.22**

Treasurers Account reconciled with bank statement dated 22.12.21		£11419.16
Savings Account reconciled with bank statement dated 22.12.2021		<u>£5046.97</u>
<b>Total reconciled to 22<sup>nd</sup> December 2021:</b>		<b>£16466.13</b>
<i>Village Hall remaining earmarked funds</i>	£596.00	
<i>General reserves</i>	£5000.00	
<i>Asset management</i>	£455.00	
<i>Tree management</i>	£0.00	
<i>Small projects</i>	£1000.00	
<i>Legal costs</i>	£1000.00	
<i>Groundwork UK</i>	£5390.00	
<i>Remaining budget</i>	£645.69	
<b>Total available as of 22<sup>nd</sup> December 2021:</b>	<b>£14086.69</b>	<b><u>£2379.44</u></b>
<b>Money expected in January/February:</b>		
Advertising	£100.00	
Grazing licence	£500.00	
<b>Money going out in January/February:</b>		
Clerk salary	£129.60	

Parish Magazine Printing	£201.80	
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It was noted the payments and receipts made since the last meeting:

01.11.21	Mrs A King	£129.60
02.11.21	Parish Magazine Printing	£100.90
10.11.21	McGregor Services	£204.00
10.11.21	McGregor Services	£102.00
		<b>£536.50</b>
01.12.21	Mrs A King	£129.60
06.12.21	Suffolk Cloud	£210.00
		<b>£339.60</b>

Receipts received since 22.10.21

09.11.21	Lloyds (savings account)	£0.04
16.11.21	Newsletter	£30.00
19.11.21	Newsletter	£30.00
		<b>£60.04</b>
07.12.21	HMRC	£1,636.51
08.12.21	Newsletter	£30.00
13.12.21	Newsletter	£10.00
21.12.21	Newsletter	£30.00
09.12.21	Lloyds (savings account)	£0.04
		<b>£1706.55</b>

**b) Budget review:** the clerk reported on the budget vs spend to date.

Spend to Date vs Budget 2021/2022			
	Reserves	Balance	Spend to date (exc.VAT)
Grass	£1,700.00	£257.00	£1,443.00
Salary	£1,483.20	£176.00	£1,307.20
Printing	£600.00	£84.65	£515.35
SALC	£400.00	£16.95	£383.05
Insurance	£417.09	£0.00	£417.09
Office Supplies	£200.00	-£53.91	£253.91
CHT Annual Support	£165.00	£0.00	£165.00
Miscellaneous	£200.00	£165.00	£35.00
GDPR	£40.00	£0.00	£40.00
	£5,205.29	£645.69	£4,559.60

**c) Precept authorisation for 2022/23.**

The clerk presented the budget for the year 2022/23 and the precept was set at £5002.00, the Chair and the Clerk signed all the paperwork which will be submitted to West Suffolk before January 25<sup>th</sup> 2022.

	2020/21	Actual spend 20/21	2021/22	2022/23
Grass cutting	£1,700.00	£1365.00	£1,700.00	£1,500.00
Salary	£1,483.20	£1483.20	£1,483.20	£1,555.20
Printing	£500.00	£516.35	£600.00	£700.00
SALC/audit	£400.00	£345.65	£400.00	£400.00
Office Supplies	£200.00	£37.20	£200.00	£200.00
CHT Annual Support	£165.00	£165.00	£165.00	£165.00
Insurance	£417.09	£417.09	£417.09	£417.09
Website				£110.00
Miscellaneous extras	£200.00	£60.00	£200.00	£200.00
GDPR	£40.00	£40.00	£40.00	
<b>Total Spend</b>	<b>£5,105.29</b>	<b>£4429.49</b>	<b>£5,205.29</b>	<b>£5,247.29</b>
<b>Precept</b>	<b>£5,000.00</b>		<b>£5,000.00</b>	<b>£5,002.00</b>
<b>Parish Income</b>				
Grazing licence	£500.00		£500.00	£500.00

**d) Internet banking payment authorisation paperwork:** The invoices and paperwork relating to the internet banking payments were signed and authorised.

**e) Internal Control checks:** As Internal Control Officer, Cllr Painter signed off the checks for November and December.

**9. Representation Comments:**

- a) District Council: Cllr Chester attended the meeting and his report is attached.
- b) County Council: Cllr Bennett did not attend the meeting and did not submit a report.

**10. Planning Applications:** It was noted that the planning application for DC/21/2349/HH was submitted with no comment after West Suffolk Planning failed to reply to a request for an extension to allow the application to be discussed at the Parish meeting on 13<sup>th</sup> January 2022.

**11. Neighbourhood Watch report:** Nothing to report.

- 12. **Correspondence:** All correspondence has previously been circulated via e-mail
  
- 13. **Items for discussion at the next meeting:** It was requested that the following be included for discussion or approval at the next meeting:
  - a) Approval of the new trustee appointment for the Parochial Council.
  - b) Village bus service.
  
- 14. **Date of Next Meeting:**
  - a) 7.30pm Thursday March 10<sup>th</sup> 2022, Hargrave Village Hall.
  
- 15. **There being no further business to discuss, the meeting closed at 8.56pm.**

Signed: ..... (Chairman)      Dated: .....