

HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Thursday 10th March 2022 at 7.30pm in Hargrave Village Hall.

Councillors present: Colin Painter (Vice Chair), Paul Rogers, Sarah Cheng, Sally Cansdale.

Also present: 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 Taylor and Cllr Schofield 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 January 20th 2022.**
 - 1) 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:**
 - 1) On the agenda under discussion – none received.
 - 2) Matters relating to Hargrave in general – none received.
6. **Matters arising from Minutes of the last meeting that are not an agenda item and items to note:**
 - 1) Farm traffic issues – the clerk confirmed that she had received emails from all the villages that were contacted: 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. The clerk is to draft a letter with Ousden to be sent to farm owners/tenants and contractors.
Chevington acknowledged it was a seasonal issue and were happy to continue the conversation closer to harvest time.
Depden do not have a problem.
Wickhambrook have reported it as a matter on the lorry route survey that had recently been carried out, and felt that was sufficient.
 - 2) Flooding issues outside The Old School House – the clerk reported that following a conversation with the owners of School House, it was confirmed that Highways have previously acknowledged the issue is their responsibility. Neville Mayes investigated the matter in 2020. The clerk is to continue following up.
 - 3) Potholes/crash barrier - a temporary crash barrier has been erected, and due to be replaced within 14 weeks. Whilst some of the potholes have been filled, many more remain outstanding, and the clerk

continues to report them. A leak has also been noted from the pumping station opposite Stonehall Farm the clerk is to report it to Anglian Water.

- 4) Fly tipping along Ousden Road – the land owner of the adjoining field has been notified, but it remains unclear if they are responsible for the access road where the rubbish is located. Cllr Painter agreed to speak with the land owner again.
- 5) To note the work on the village green/pond area – the dying oak and the tree overhanging the pond have now been cut down and the wood removed. A section of the oak tree has been set aside to be upcycled into a sign at a later date.

The pond is to be left until 2023 before it is cleared further.

The wildflower area is slowly establishing itself and Bee Orchids grew last year.

- 6) The play area – further clearance of the boundaries to allow for planting of snowdrops and aconites. Work on the bug hotel and log area is also planned for March 27th.

7. **Agenda items for discussion:**

- 1) **Speeding and road safety – to receive an update following the meeting with Cllr Bennett and to take recommendations for the way forward.** Cllr Painter reported that the meeting with Cllr Bennett whilst informative has not pushed matters any further forward. The village will likely need to decide between a changed speed limit regime through Birds End or other highways related matters, especially speeding for both Wickhambrook Rd and Bury Rd. Cllr Bennetts is to check the feasibility to move the funding from an approved project onto other potential projects. She is also to arrange a further village meeting with Highways and herself to discuss the challenges faced in Hargrave. Cllr Bennett is not able to fund both projects. Currently money is set aside for Birds End.
- 2) **Village hall – To consider all matters relating to the village hall and the rebuild project:** Cllr Painter reported that the working group visited a village hall built by Kingswell Builders that was of a similar size and plot size to Hargrave. Kingswell were highly recommended. More detailed costings are now required as well as funding options.
Ashtons are investigating the ownership of the land, and currently looking at historical greens information. Cllr Taylor is seeking support from the Hargrave Heritage Project over historical maps researching any pertinent information regarding land ownership in the past.
- 3) **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. Unfortunately due to slow progress the grant awarded from Groundworks will need to be returned, and reapplied for in the next financial year

- 4) **Post Box – to confirm key holders and any correspondence received:** Current key holders are Jill Upton, Antonia King, Cllr Taylor and Cllr Painter. More keys are to be cut.
No correspondence has been received to date.

- 5) **Jubilee ideas – to receive and discuss any plans to take forward:** It was confirmed that the annual village BBQ would not be held over the jubilee weekend, but it was suggested that a village picnic as an alternative. It was agreed that if the pop-up pub could be persuaded to attend the event it could be popular event. Cllr Taylor was nominated to set up a subcommittee made up of the various village groups to take the idea further. Instead of any commemorative mugs/coins etc. it was proposed that trees would be given to the village children to add to the Heritage Wood in Knowles Green.

- 6) **Grit Bins – to consider the installation of 2 more grit bins in the village:** proposed locations were North Hill and Barrow Hill. It was acknowledged that Barrow Hill is already gritted by lorries and so discounted. Hargrave village boundary runs to the stream on North Hill, meaning North Hill is part of Saxhum parish, however it is a key entry and exit point for Hargrave residents and as such should be considered as a potential grit bin location. It was noted that in previous years the council have left a pile of grit at the bottom of the hill for use in winter. Birds End was also considered, but issues were raised regarding the location of the bin due to the narrow road. Cllr Cansdale is to speak to residents in Birds End for their opinion.
The clerk is to get an accurate costing of the bin.

- 7) **To discuss the disruption caused to residents by the Suffolk Hunt in January:** the secretary of the hunt was asked for a public apology to be printed in the newsletter, this is yet to be received. Cllr Taylor is to chase this, and if it is not forthcoming it was agreed that the local landowners be contacted and asked to deny any future access. Cllr Pratt-Adams volunteered to telephone the secretary and discuss the matter further. He is to liaise with Cllr Taylor regarding this.

- 8) **To accept the resignation of David Mapperly as a Trustee of the Hargrave Parochial Charity:** duly accepted by all.

- 9) **To approve and appoint Gail Dickens to the position of Trustee of the Hargrave Parochial Charity:** duly approved and appointed by all.

- 10) **To consider the request from Barrow Parish Council to carry out a joint litter pick for the Great British Spring Clean:** it was agreed that Hargrave and Barrow would join forces and tackle the road to Barrow. It would be carried out in conjunction with other roads leading to the village – Ousden Road, Wickhambrook Road and Chevington Road. The clerk is to liaise with Barrow and to ask the village for

volunteers to help with the litter pick. Also approved was that it would be carried out during the Easter holidays and children would be rewarded with easter eggs in exchange for bags of rubbish.

11) **To discuss the e-mail received from a resident regarding an increase in dog fouling:** it was agreed that the clerk would put an article in the newsletter regarding the problem. A further problem area was identified near the church.

12) **To assign the annual risk assessments of the fixed assets:** the following was agreed:

- Grit bin at Birds End/ Bench at Bridge Green – Cllr Cansdale
- Grit bin on Ousden Road/ Neighbourhood Watch signs – Cllr Rogers
- Notice boards/ Bench on the village green – Cllr Taylor
- Bench outside the village hall – Cllr Taylor

13) **To formally appoint an internal auditor for 2021/2022:** it was agreed that SALC would not carry out the internal audit due to a potential conflict of interest. Trevor Brown CPFA, Internal Audit and Financial Services was approved as the auditor for this year. It was acknowledged that auditor cost for this year will be less, and any travel expenses incurred are expected to be shared as Mr Brown will likely be auditing more than one parish when he visits.

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

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

Financial Officers Summary report

Meeting 10.03.22

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 22.02.22		£10325.68
Savings Account reconciled with bank statement dated 22.02.22		<u>£5047.05</u>
Total reconciled to 22nd February 2022:		£15372.73
<i>Village Hall remaining earmarked funds</i>	£596.00	
<i>General reserves</i>	£5000.00	
<i>Asset management</i>	£176.00	
<i>Tree management</i>	£0.00	
<i>Small projects</i>	£1000.00	
<i>Legal costs</i>	£1000.00	
<i>Groundwork UK</i>	£5390.00	
Total available as of 22nd February 2022:	£13162.00	<u>£2210.73</u>

Money expected in March/April:		
Advertising	£150.00	
Grazing licence	£500.00	
Money expected to go out in March/April:		
Clerk salary (€129.60 Mar, €142.87 Apr, €29.51 backdated 1.75% pay increase).	£301.98	
Parish Magazine Printing	£100.90	

It was noted the payments and receipts made since the last meeting:

Treasurers Account

Payments made since 22.12.22

04.01.22	Mrs A King	£129.60
11.01.22	Parish Magazine Printing	£100.90
January close		£230.50
01.02.22	Mrs A King	£129.60
01.02.22	Geosphere	£60.00
01.02.22	McGregor Services	£264.00
07.02.22	Parish Magazine Printing	£100.90
17.02.22	Mrs A King (Postbox)	£29.48
17.02.22	Mrs A King (Computer)	£279.00
February close		£862.98

Instant Savers Account

Receipts received since 22.12.22

10.01.22	Lloyds Bank	£0.04
January close		£0.04
09.02.22	Lloyds Bank	£0.04
February close		£0.04

Bank Reconciliation at 22.02.22:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
SUMMARY		
Balance of accounts c/f:	£11,419.16	£5,046.97
Payments in	£0.00	£0.08
Payments out	£1093.48	£0.00
Current balance:	£10325.68	£5047.05

2) **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	£37.00	£1,663.00
Salary	£1,483.20	(£73.20)	£1,556.40
Printing	£600.00	(117.15)	£717.15
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	(351.38)	£551.38
GDPR	£40.00	£0.00	£40.00
	£5,205.29	(541.69)	£5746.98

3) **Hargrave Newsletter:** The clerk reported on the payments and receipts for the newsletter being:

Payments in	£220.00
Payments out	£717.15

However, it was noted that a further £220.00 is owed in advertising for the year, and the printing costs for the year are actually £605.40. The £717.15 reflects some invoices that carried over from the previous year.

The costs were discussed and it was agreed that despite the expense the newsletter is an invaluable resource for the village and should be continued. Cllr Cansdale is to look into costs of an alternative printer.

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

5) **Internal Control checks:** As Internal Control Officer, Cllr Painter signed off the checks for January and February.

6) **Confirmation of the NALC 1.75% pay increase:** The clerk advised of the pay increase and that it would be effective from April 2021.

7) **To sign and authorise the fixed asset register:** it was noted that the computer and the postbox had been added to the asset register, and the new value was authorised and signed by Cllr Painter.

9. Representation Comments:

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

10. Planning Applications:

- 1) DC/21/1621/HYB Hybrid planning application – a. proposed 70 kilometre pipeline and associated **above ground infrastructure at Gazeley, Isleham and Woodditton**; b. **Outline planning application – for above ground infrastructure at Bexwell, Kentford, Lady’s Green and Rede with all matters reserved except for access** - the application was supported with reference to the comments previously submitted on the application.

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: nothing submitted.

14. Date of Next Meeting:

- 1) AGM 7.30pm Thursday May 12th 2022, Hargrave Village Hall.

15. There being no further business to discuss, the meeting closed at 9.06pm.

Signed: (Chair) Dated: