

HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Thursday 8th September 2022 at 7.30pm in Hargrave Village Hall.

Councillors present: Dave Taylor (Chair), Sally Cansdale, Sarah Cheng, Colin Painter, Simon Pratt-Adams Paul Rogers and John Schofield.

Also present: Antonia King (clerk) and Mike Chester (District Councillor).

1. **After the sad news received earlier in the evening regarding the death of the Queen, the Chair opened the meeting with a minutes silence in memory of HM Queen Elizabeth II and informed the council that out of respect the agenda be kept short and where possible some agenda items be deferred to the November meeting.**
2. **Chair's welcome and statement** – Chair began the meeting at 7.31pm.
3. **To receive apologies and approval of absences** – None received.
4. **To receive declaration of interests and to note the determination of requests for dispensations** – there were no declarations of interest or requests for dispensation for the agenda under discussion.
5. **To receive and approve the minutes of the last meetings held on July 14th 2022 and August 30th 2022.**
 - 1) Approval of the minutes for July 14th and August 30th (planning) was given by all present, Chair signed the paper copy of the minutes.
6. **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.
7. **Matters arising from Minutes of the last meeting that are not an agenda item and items to note:**
 - 1) None to be given.
8. **Agenda items for discussion:**
 - 1) **To receive an update on the progress of the installation of new grit bins (carried over from the meeting held on 14/07/2022) and to consider and agree maintenance options to rectify the grit bin on Ousden Road that has fallen/been knocked over** – It was agreed that following a discussion with the owner of the neighbouring properties, the installation of a new grit bin would not meet the necessary criteria required by Suffolk Highways. It was agreed that this project would not be pursued.

Cllr Rogers informed the council that the grit bin on Ousden Road had fallen onto its side and needed repositioning. Authorisation was given to Cllr Rogers to form a working party to carry out the maintenance work required to make good.

- 2) **To receive an update from Cllr Schofield following his discussions with the residents of School Cottages regarding the flooding issue outside Old School House and agree the problems to be re-reported** – Cllr Schofield confirmed that the flooding was likely a result of a collapsed drainage pipe. He is to take photos of the problem and circulate them to the clerk for reporting to highways for repair.
- 3) **To consider the need for an emergency plan within the village, and if determined necessary decide which councillors will take it forward** – Cllr Schofield, Cansdale, Cheng and Taylor agreed to form a working group to meet and discuss within 14 days. District Cllr Chester advised that his locality budget may be able to assist with funding.
- 4) **Village biodiversity and environmental issues:**
To discuss potential future projects (to include discussions regarding community heating) – this was deferred until the November meeting.
To consider the ongoing maintenance needs of the Hargrave wood on Knowles Green – it was agreed that an assessment would be done on the trees to establish the level of care required. If necessary, the families that were involved in the planting of the trees could be contacted for help.
To discuss removal and re-siting of the Chestnut Tree on the Church Lane junction – it was agreed that advice would be sought from Martin Gilbert.
- 5) **Village hall: To consider all matters relating to the village hall and the rebuild project** – no updates to be given.
- 6) **Neighbourhood Plan: To receive an update from Cllr Painter regarding all matters relating to the NP** – no updates to be given.
- 7) **To receive an update on the ANPR scheme in the village** – To date no summary of results had been shared with the village.
- 8) **To receive an update from Cllr Schofield following his discussions with Stephenson's regarding the proposed Hargrave bus service** – Cllr Schofield reported that a 10 week notice period would be needed in order for a new service to run. Potentially there could be a costing issue and it would likely require Suffolk County Council would need to sponsor the bus. The clerk is to invite CC Bennett to the November meeting in order for a more informed decision to be made, however it was agreed that Cllr Schofield would continue to discuss a 3 month trial period with Stephenson's.
- 9) **To note the findings of the lorry route survey that was carried out earlier in the year** – duly noted, with the council stating that the findings were disappointing and ineffectual for smaller rural communities.
- 10) **To approve and adopt the revised Freedom of Information policy** – duly approved and adopted.
- 11) **To review and appoint an internal controls officer following recommendations from the internal auditor** – it was agreed and approved that Cllr Painter would remain as an authorising account signatory and Cllr Cheng was appointed as the Internal Control Officer.

- 12) **To consider the option to opt in or out of the SAAA central external auditor appointment arrangements** – It was agreed and approved that Hargrave Parish Council opt in to the SAAA central external auditor appointment arrangements.
- 13) **To review and approve a new insurance provider following the end of the LTA with Royal Sun Alliance** – the 3 quotes which had previously been circulated were discussed. It was agreed that the clerk would ask CAS if their quote could include a LTA. If not, authorisation was given to go with the next most competitive quote.

9. 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
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Meeting 08.09.22

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 22.08.22		£14139.99
Savings Account reconciled with bank statement dated 22.08.22		<u>£5047.43</u>
Total reconciled to 22nd August 2022:		£19187.42
<i>General reserves</i>	£5000.00	
<i>Asset management</i>	£1000.00	
<i>Tree management</i>	£500.00	
<i>Small projects</i>	£1000.00	
<i>Legal costs</i>	£1596.00	
<i>Precept budget</i>	£3315.95	
<i>Groundworks Grant</i>	£6110.00	
Total available as of 22nd August 2022:	£18521.95	<u>£665.47</u>
Money expected in September/October:		
Money expected to go out in September/October:		
Clerk salary (two months)	£285.74	
*Parish Magazine Printing (based on previous invoice)	£68.93	
McGregor Services	£120.00	
*Insurance (awaiting quotes)	£400.00	

Community Heartbeat Trust	£165.00	
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It was noted the payments and receipts made since the last meeting:

Treasurers Account

Payments made since 22.06.22

29.06.22	McGregor Services	£390.00
01.07.22	Mrs A King	£142.87
July close		£532.87

Receipts received since 22.06.22

27.06.22	Groundworks grant	£6110.00
July close		£6110.00

Instant Savers Account

Receipts received since 22.06.22

11.07.22	Lloyds Bank	£0.04
July close		£0.04

Bank Reconciliation at 22.07.22:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<u>SUMMARY</u>		
<u>Balance of accounts c/f:</u>	<u>£9249.01</u>	<u>£5,047.22</u>
Payments in	£6110.00	£0.04
Payments out	£532.87	£0.00
<u>Current balance:</u>	<u>£14826.14</u>	<u>£5047.26</u>

Treasurers Account

Payments made since 22.07.22

01.08.22	Mrs A King	£142.87
02.08.22	McGregor Services	£270.00
02.08.22	Trevor Brown	£139.35
09.08.22	McGregor Services	£60.00
09.08.22	Parish Magazine Printing	£68.93
15.08.22	ICO	£35.00
August close		£716.15

Receipts received since 20.07.22

01.08.22	Advertising	£30.00
August close		£30.00

Instant Savers Account

Receipts received since 22.07.22

09.08.22	Lloyds Bank	£0.17
August close		£0.17

Bank Reconciliation at 22.08.22:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
SUMMARY		
Balance of accounts c/f:	£14826.14	£5,047.26
Payments in	£30.00	£0.17
Payments out	£716.15	£0.00
Current balance:	£14139.99	£5047.43

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

3) **Internal Control checks:** As Internal Control Officer, Cllr Painter signed off the checks for July and August.

10. Representation Comments:

- 1) District Council: Cllr Chester attended the meeting and his report can be viewed using this link:<https://d.docs.live.net/c61ac387d5bd4857/Hargrave%20Parish%20Council/1.%20Parish%20Council%20Meetings/22.09.08%20meeting/September%202022%20District%20Councillor%20Hargrave%20PC.pdf>
- 2) County Council: Cllr Bennett did not attend the meeting and did not submit a report.

11. Planning Applications: none received.

12. Neighbourhood Watch report: Nothing to report.

13. Correspondence: Cllr Pratt-Adams advised the council that he had received notification that the next Suffolk Hunt that was due to pass through Hargrave would be 20th September 2022. This date will be circulated closer to the time on social media to inform residents that were affected last time.

14. Items for discussion at the next meeting: It was requested that the following be included for discussion or approval at the next meeting:

- Hargrave Historical Society as a standing agenda item.

15. Date of Next Meeting: 7.30pm Thursday November 10th 2022, Hargrave Village Hall.

16. There being no further business to discuss, the meeting closed at 8.36pm.

Signed: (Chair) **Dated:**