

HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Tuesday 09th May 2023 at 7.30pm in Hargrave Village Hall.

Councillors present: David Taylor, Colin Painter, Sally Cansdale, Simon Pratt-Adams.

Also present: County Councillor Bennett, Antonia King (clerk) and 8 members of the public.

1. **To receive the Declaration of Acceptance of Office for the elected councillors** – All councillors signed their paperwork in the presence of the Proper Officer and submitted their Register of Interests.
2. **Election of the Chair including signing of the Declaration of Acceptance of Office for this position:**
Cllr Painter was elected Chair, all in favour.
3. **Election of the Vice Chairman:** Cllr Taylor was elected Vice Chair, all in favour.
4. **To receive apologies and approval of absences** – Cllr Williams submitted his apologies which were accepted.
5. **To receive declaration of interests from councillors (including gifts of hospitality exceeding £50.00) and to note the determination of requests for dispensations** – There were no disclosable pecuniary interests; other registerable and non-registerable interests submitted and no notifications of gifts of hospitality. No requests for dispensation were reported.
6. **To receive and approve the minutes of the last meetings held on 09.03.23 and 12.04.23 (planning) -**
 - a) Approval of all sets of the minutes was given by those present, Chair signed the paper copy of the minutes.
7. **To receive comment from members of the public present:**
 - a) Comments received on matters relating to:
 - Transparency of information given regarding the neighbourhood plan and key issues that arise from it.
 - Engagement consultation with the village before any formal process begins (Neighbourhood Plan).
 - Discussions on settlement boundary.
 - Footpath behind School Cottages.
8. **Matters arising from minutes of the last meeting that are not an agenda item:**
None to report.

9. Agenda items for discussion:

a) To consider nominations for co-option to the parish council to fill 2 casual vacancies:

Three candidates had put themselves forward for consideration, after four rounds of voting the two candidates that were successfully co-opted on to the council were Mr Simon De Laat and Mr Steve O'Donnell. The clerk will let all the candidates know the outcome and action the relevant paperwork.

b) To discuss the outcome of the meeting with Highways on March 14th and receive an update regarding the speed survey on Wickhambrook Road scheduled for 11th May: County Councillor Bennett updated the council regarding the points highlighted at meeting with highways in March.

- The barrier repair at the bottom of Barrow Hill is on a work list, but a date is yet to be given.
- The water on the road that is causing extensive damage to Church Lane, The Wash and Birds End is being investigated, and Highways are looking into ways they might be able to alleviate it.
- The speed survey due to be carried out on Wickhambrook Road maybe delayed due to the Anglian Water road works that are continuing. There is a concern that the results could be affected by the temporary 30mph restrictions that are currently in place.
- The ANPR camera will be coming back to the village, as the results that had previously been gathered had been affected by temporary traffic lights that had been in place.

c) To discuss the footpath issues reported behind School Cottages and consider any actions that may alleviate the situation: County Councillor Bennett advised that the Footpath Warden is James Pickering who she is happy to speak with on our behalf, with the possibility of organising a site meeting. The footpath is muddy, overgrown and not easily accessible. It was noted that Martin Gilbert has offered his help if needs be.

d) To receive an update regarding a First Responder for Hargrave: It was agreed that this would be deferred to the July meeting.

e) To receive an update from Cllr Painter regarding the fly tipping on Ousden Road: Whilst it has been acknowledged that the fly tipping is within the border of Ousden, Hargrave would be willing to discuss splitting the expense of disposal. Currently Ousden are looking to register the land (as no land owner has come forward) in order to have the power to pay for rubbish disposal expense.

f) To receive an update from Cllr Painter regarding the revised Neighbourhood Plan: Cllr Painter advised:

- The land that had been offered for development and to finance a new village hall had been withdrawn.
- A Concerned Residents Group (CRG) had been set up, and an open and frank discussion had taken place with the NP Working Group.
- Questions had been raised regarding the maximum number of houses for development, and where that figure had been decided on. Whilst it was felt that the results may have been oversimplified for the survey, it was also noted that no one had expected a forensic analysis of past correspondence without a full appreciation of the context.

- The council was referred to Policy 2 – Housing Settlement Boundary and how it was decided, a full explanation of the rationale was given.
 - It was acknowledged that the village was asked the question if they would support the mechanism to facilitate a new village hall.
 - The aim is still to pursue a new village hall as it is a community facility that the village wants and needs.
 - What next –
 - a 3rd version of the revised neighbourhood plan is waiting to be approved and will then be issued to the village.
 - A letter of clarification will be sent to all households regarding the accusation of ‘misrepresentation’.
 - The neighbourhood plan will be discussed further at the APM, and all comments will be taken onboard and discussed at the July meeting.
- g) To note and approve a response to a letter received by the PC regarding building of a single property via the Neighbourhood Plan:** It was acknowledged that this was a speculative email that had been sent to all parishes throughout the country. A response has been drafted by Ian Poole with all agreeing to it being sent.
- h) To receive an update from Cllr Taylor regarding the progression of the Emergency Plan:** Cllr Taylor advised that the first draft is ready for submission. It was agreed that this item would be deferred to the July meeting to allow everyone time to read the draft.
- i) To consider and discuss the vacancy for a new clerk:** Whilst it would be ideal to have someone within the village step forward, it was acknowledged that this could take time. The clerk is to place an advert with SALC and repost the position on the village Facebook page and magazine. The clerk confirmed she is happy to cover in the interim but has limited time to commit to the position.
- j) To confirm and approve plans for the APM:** Due to clerk commitments, the APM has been moved to Tuesday May 23rd. Food and drinks will be provided, and an invitation and agenda will be delivered to all the houses in Hargrave. The clerk is to action.

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

a) To note the accounts paid/received since the last meeting:

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 09.05.2023

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 02.05.2023		£10257.65
Savings Account reconciled with bank statement dated 02.05.2023		<u>£5059.85</u>
Total reconciled to 2nd May 2023:		£15317.50
<i>General reserves</i>	£5000.00	
<i>Asset management</i>	£1000.00	
<i>Tree management</i>	£1000.00	
<i>Small projects</i>	£1000.00	
<i>Legal costs</i>	£1000.00	
<i>Precept budget</i>	£4847.94	
<i>Footpath/Road Safety</i>	£1000.00	
Total available as of 2nd May 2023:	£14847.94	<u>£469.56</u>
Money expected in May/June:		
Money expected to go out in May/June:		
Clerk Salary (April, May, June)	£501.72	
HMRC	£125.40	
McGregors (May and June)	£528.00	
SALC Audit	£213.00	

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

Treasurers Account

Payments made since 22.02.23

28.02.23	Mrs N Murray	£123.13
28.02.23	HMRC	£30.79
23.03.23	Places 4 People	£7332.00
28.03.23	Gipping Press	£162.00
31.03.23	Mrs N Murray	£189.44
31.03.23	HMRC	£47.36
March close		£7884.72

Receipts received since 22.02.23

09.03.23	Chevington Garage	£30.00
06.03.23	Mark Cansdale	£500.00
10.03.23	Rabett/Moxen	£30.00
March close		£560.00

Instant Savers Account

Receipts received since 22.02.23

09.03.22	Lloyds Bank	£2.38
March close		£2.38

Bank Reconciliation at 31.03.23 (Year End):

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
SUMMARY		
Balance of accounts c/f:	£12734.43	£5,054.27
Payments in	£560.00	£2.38
Payments out	£7884.72	£0.00
Current balance:	£5409.71	£5056.65

Treasurers Account

Payments made since 01.04.23

18.04.23	Parish Magazine Printing	£87.91
18.04.23	SALC	£157.59
April close		£245.50

Receipts received since 01.04.23

27.04.23	West Suffolk Council	£5200.00
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Instant Savers Account

Receipts received since 01.04.23

11.04.23	Lloyds Bank	£3.20
April close		£3.20

Bank Reconciliation at 30.04.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<u>SUMMARY</u>		
<u>Balance of accounts c/f:</u>	<u>£5409.71</u>	<u>£5,056.65</u>
Payments in	£5200.00	£3.20
Payments out	£245.50	£0.00
<u>Current balance:</u>	<u>£10364.21</u>	<u>£5059.85</u>

b) To approve all items for payment – future and retrospective: (with reference to the finance reports and summary previously provided)

- Parish Magazine Printing
- SALC membership
- SALC Audit
- McGregor Services
- Clerk Salary (April, May and June)
- HMRC payments

These were duly authorised for payment and the paperwork for retrospective payments were signed.

c) To approve the bank reconciliations for period ending 31.03.23 and period ending 30.04.23: These were approved by all and signed off by Cllr Cansdale.

d) To nominate and approve an internal controller for the year 23/24 and establish and approve 3 authorised account signatories moving forward: Cllr Cansdale was appointed the Internal Control Officer and duly signed off the checklist for March and April. It was approved that Cllr Taylor, Painter and Pratt-Adams be the authorised account signatories moving forward. The clerk is to action the paperwork for Cllr Pratt-Adams.

e) To approve and sign the checklist of Internal Control, Internal Control Statement and Financial Risk assessment for the year ending 31.03.24: These were duly approved. The Chair and RFO signed the statements and Cllr Cansdale reviewed and signed the Internal Control report.

f) Budget review – to receive budget to actual position for year ending 31.03.2023 including variances:

	Actual spend 22/23	2022/23 Budget	Explanation of variances
Grass cutting	£1215.00	£1,500.00	£285 – seasonal variations – dry weather
Salary (gross)	£1705.69	£1,714.44	£8.75 – brief change of clerk
Printing	£413.21	£700.00	£286.79 – Change of page size
SALC/audit	£284.25	£400.00	£115.75 – no training undertaken
Office Supplies	£70.48	£200.00	£129.52 – shared costs with Dalham PC
CHT Annual Support	£165.00	£165.00	As expected
Insurance	£417.09	£417.09	As expected
Miscellaneous extras	£0.00	£200.00	
GDPR	£35.00	£40.00	£5.00 Changed to DD, so reduction in cost
Website hosting	£120.00	£110.00	(£10.00) – price increase
Total Spend	£4382.67	£5446.53	
Precept		£5,002.00	

Parish Income			
Grazing licence		£500.00	

- g) **Year-end accounts for 2022/23 – to receive and approve:** The clerk reported at March 31st 2023 the finances were £10466.36. This was received and approved as a fair representation of the financial position of Hargrave Parish Council and the Chair signed the year end statement.
- h) **Fixed Asset register 2022/23 - to receive and approve:** This was received and approved, it was noted that the SID machine had been added.
- i) **Certificate of exemption for external audit - to consider and approve:** The annual gross income for Hargrave Parish Council 2022/23 was £13376.26, and the gross annual expenditure for Hargrave was £18713.86. Therefore, as the gross income and expenditure does not exceed £25000, Hargrave Parish Council certified itself as exempt and signed the certificate of exemption for external audit form.
- j) **Annual Governance Statement 2022/2023 - to consider and approve:** It was agreed that Hargrave Parish Council has a sound system of internal controls and approval was given to the Chair to sign the Annual Governance Statement 2022/23.
- k) **Accounting statement 2022/23 - to consider and approve:** Approval was given to the Chair to sign the Accounting Statement 2022/23 as a fair representation of the financial position of Hargrave Parish Council.
- l) **Set date for exercise of public rights:** Dates were set for Monday 05th June – Friday 14th July 2023, the confirmation was signed by the Proper Officer and will be displayed on the village noticeboard and website.
- m) **BACS (Bank Transfer) for the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is retained, and payments are reported to council) - to reconfirm acceptance of this as the preferred method of payment:** All in favour of continuing with this preferred method of payment.
- n) **To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2023-24:** These were received and approved.

Frequency of expenditure incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	Amount excl. VAT
Monthly	BACS	Clerk	Salary	£209.04
Bi Monthly	BACS	Parish Magazine Printing	Newsletter	Variable
Annual	BACS	SALC	Annual subscription	£157.59
Annual	BACS	SALC	Audit	£213.00
Monthly	BACS	McGregor Services	Grass cutting	Variable
Annual	BACS	ICO	Data protection fee	£35.00
Annual	BACS	Business services at CAS	Insurance	£374.02
Annual	BACS	Community Heartbeat	Defibrillator managing costs	£165.00

Annual	BACS	Suffolk Cloud	Website hosting	£120.00
Annual	BACS	Geosphere	Parish Online subscription	£60.00

o) Newsletter – to note the accounts for the year ending 2023/24: this was deferred until the July meeting.

11. Representation Comments:

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

12. Planning Applications:

- a) Nothing recieved.

13. Neighbourhood Watch report: Nothing to report.

14. Correspondence: The internal audit was circulated, and to be added to the July meeting for further discussion.

15. Items for discussion at the next meeting: nothing was submitted.

16. Date of Next Meeting: May 23rd 7.30pm, Hargrave Village Hall - APM and July 13th 7.30pm, Hargrave Village Hall (although this may be subject to change due to clerk availability).

17. There being no further business to discuss, the meeting closed at 9.42pm

Signed: (Chair) **Dated:**