

HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Tuesday 11th July 2023 at 7.30pm in Hargrave Village Hall.

Councillors present: David Taylor, Colin Painter, Sally Cansdale, David Williams.

Also present: District Councillor Chester, Antonia King (clerk) and 1 member of the public.

1. **Chair's welcome and opening statement** – The Chair opened the meeting at 7.30pm
2. **To receive apologies and approval of absences** – Cllr De Laat, O'Donnell and Pratt-Adams submitted their apologies which were accepted.
3. **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.
4. **To receive and approve the minutes of the last meetings held on 12.05.23 -**
 - a) Approval of the minutes was given by those present, Chair signed the paper copy of the minutes.
5. **To receive comment from members of the public present:**
 - a) Comments received on matters relating to:
 - Footpath behind School Cottages – winter mud problem still remains (ref Item 8)
 - Formal role of a Footpath Warden.
 - Notification to the clerk regarding problematic footpaths within Hargrave.
6. **REPORTS FOR INFORMATION –**
 - **Report from County Councillor** – Cllr Bennett was not in attendance and no report was supplied.
 - **Report from District Councillor** – Cllr Chester gave a verbal report, a copy of his report can be downloaded using the following link: [DC report Hargrave July 23.pdf](#)
7. **Police Matters –**

Note to report.
8. **Matters arising from minutes of the last meeting that are not an agenda item:**
 - To note the confirmation of exemption for external audit received from PKF Littlejohn – this was duly noted.

- To note the problem with the footpath behind School Cottages has been resolved – whilst this was noted, comments from the public forum were taken on board and the clerk is to investigate way to alleviate the winter mud problem.

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

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 11.07.2023

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 30.06.2023		£6521.57
Savings Account reconciled with bank statement dated 30.06.2023		<u>£5065.95</u>
Total reconciled to 30th June 2023:		£11587.52
<i>General reserves</i>	£4000.00	
<i>Asset management</i>	£339.92	
<i>Tree management</i>	£500.00	
<i>Small projects</i>	£1000.00	
<i>Legal costs</i>	£1000.00	
<i>Precept budget</i>	£3387.57	
<i>Footpath/Road Safety</i>	£1000.00	
Total available as of 30th June 2023:	£11227.49	<u>£360.03</u>
Money expected in July/August:		
None expected		
Money expected to go out in July/August:		
Clerk Salary (July/August)	£392.48	
HMRC	£25.60	
McGregors (July/August)	£500.00**	
July invoice £264.00		
August invoice £tbc		
ICO	£35.00	
Parish Magazine Printing	£75.25** (tbc)	

Treasurers Account

Payments made 01.05.23 – 22.05.23

02.05.23	HMRC	£21.31
02.05.23	N. Murray	£85.25
12.05.23	A. King	£167.24
12.05.23	HMRC	£41.80
12.05.23	McGregor Services	£264.00
12.05.23	SALC	£213.00
May close		£792.60

Receipts received 01.05.23 – 22.05.23

Instant Savers Account

Receipts received 01.05.23 – 22.05.23

09.05.23	Lloyds Bank	£2.88
May close		£2.88

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>£10364.21</u>	<u>£5,059.85</u>
Payments in	£0.00	£2.88
Payments out	£792.60	£0.00
<u>Current balance:</u>	<u>£9571.61</u>	<u>£5062.73</u>

Treasurers Account

Payments made 22.05.23 – 30.06.23

30.05.23	HMRC	£12.80
30.05.23	ELAN City	£2784.18
09.06.23	A. King	£196.24
09.06.23	McGregor Services	£390.00
09.06.23	SALC	£42.60
09.06.23	PMP	£75.25
23.06.23	HMRC	£12.80
30.06.23	A. King	£196.24
June close		£3710.11

Receipts received 22.05.23 – 30.06.23

30.05.23	Ousden PC	660.07

Instant Savers Account

Receipts received 22.05.23 – 30.06.23

09.06.23	Lloyds Bank	£3.22
June close		£3.22

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>£9571.61</u>	<u>£5,062.73</u>
Payments in	£660.07	£3.22
Payments out	£3710.11	£0.00
<u>Current balance:</u>	<u>£6521.57</u>	<u>£5065.95</u>

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

It was resolved that the following payments would be approved:

- Parish Magazine Printing
- McGregor Services
- Clerk Salary (July and August)
- HMRC payments
- ICO

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

- b) **To note the accounts paid/received since the last meeting:** All accounts paid were reported and duly noted.
- c) **To consider and receive the Bank Reconciliations for the period ending 22.05.23 and 30.06.23:** Cllr Cansdale verified and signed the banks reconciliations against the bank statements.
- d) **To approve and sign the internal controls checklist:** These were approved and signed off by Cllr Cansdale.
- e) **To note the budget to actual position for year-to-date Q1 review:** the clerk reported the position, noting that all was as expected. For a copy of the Q1 budget review - [2023-24 Q1.pdf](#)
- f) **To authorise paperwork for Lloyds Bank account changes:** Change of address paperwork was authorised and signed.

10. Internal Audit 2022/2023:

- a) **To discuss the findings of the Internal Audit and consider any recommendations that were highlighted:**

Expenditure v Budget reporting was reported to full council in May 2022 and November 2022. COMMENT: Council is reminded their Standing Orders 17. Accounts and Accounting Statements c. states this will be carried out as soon as practical after 30th June, 20th September and 31st December – the clerk acknowledged that whilst she reports on a 6mthly basis to council, the Q1, Q2, Q3 and Q4 figures are available on the website. It was resolved that the quarterly figures would now be presented to council. Council is reminded that whilst the monitoring officer of the District Council must arrange for the parish council's register of members' interests to be available, where the parish council has its own website, its register of members' interests must also be published on that website. (Openness and transparency on personal interests - A guide for councillors – August 2012) COMMENT: Details were not available on the West Suffolk County website for Councillors Cheng and Rogers. – whilst these councillors were no longer on the Parish Council, it was acknowledged that this may have been a discrepancy with West Suffolk. Cllr Rogers was elected in 2019 and his paperwork would have been submitted with all other councillors at that time, and Cheng was co-opted with note of her paperwork being submitted in Nov 21.

- b) **To review the effectiveness of the internal audit:** The scope, independence, competence and internal controls were reviewed. All approved that the internal audit was effective and the paperwork was signed by the RFO and Chair.

11. **To receive and consider matters relating to the following:**

- a) **To receive an update from County Cllr Bennett regarding the ongoing speed and road safety problems within Hargrave highlighted at the meeting with Highways in March:**

Cllr Bennett was not in attendance, this item was deferred to the September meeting, with agreement that the clerk would continue to chase CC Bennett for an update.

- b) **To discuss the use of the SID machine, and consider a replacement volunteer now the previous volunteer is leaving the village:**

It was agreed that an appeal for a volunteer would be put in the upcoming newsletter. If the search proved fruitless, Cllr Williams agreed to take over the responsibility. In the meantime, Cllr Painter will continue in as a temporary custodian.

- c) **To receive an update from the clerk regarding the fly tipping in Ousden:**

The clerk reported that Ousden PC were due to discuss this matter at their meeting taking place that evening (11/7), it was noted that at least part of the fly tipping had been removed and tractor tyres has been laid across the access road as a deterrent. Suggestions were made that a dummy camera or signs should be installed as extra security. The clerk is to relay this to the Ousden clerk and report back at the next meeting.

- d) **To receive and discuss the latest draft of the Neighbourhood Plan and if approved, to formally endorse its submission to West Suffolk for consultation:**

The council resolved to formally endorse the latest draft of the plan with the caveat that amendments be made to the plan to reflect the suggested changes by West Suffolk Council as well as the removal of pages 65 and 66 from the appendices. Approval was given to carry out the statutory pre-submission consultation to the plan for a minimum period of 6 weeks.

- e) **To receive an update from Cllr Taylor regarding the progression of the Emergency Plan:**

Cllr Taylor confirmed that a first draft was ready to be circulated for comment. A meeting of the EP working group is to be organised for August to allow time for comments to be submitted. A final draft will be presented to the council for approval in the September meeting.

- f) **To discuss the email correspondence from a villager received and forwarded on 15th May, and consider and answer the points raised:**

It was agreed that the points raised in the letter had been covered in talks held with villagers at the APM (the author of the letter attended that meeting). It was resolved that the clerk would contact the villager to advise of this, and if they felt that there were still concerns that needed addressing, they would be welcome to come back to the council for further clarification. The clerk is also to advise that the Neighbourhood Plan

consultation period is expected to go ahead in the next couple of months, where everyone will be afforded the opportunity to make their views apparent then.

g) **To discuss the erection of a flint wall at Wash Cottage and associated planning regulations that need to be considered:**

Cllr Williams advised that he had spoken with the owner of Wash Cottage regarding concerns over planning regulations. He was informed that the wall is replacing an existing wall and therefore no planning is required. The laurel hedge is to be removed, with a more native hedge to be planted in its place. All agreed that the wall enhances the character of the cottage and is a beautiful addition.

h) **To consider revised meeting dates for 2023/24 due to the Clerk's commitments elsewhere on a Monday and Thursday evening:**

The following amendments were agreed to the meeting dates for 2023/2024:

Wednesday September 6th

Wednesday November 1st

Wednesday January 10th

Wednesday March 6th

The clerk is to put the new dates on the website, noticeboard and advise the village hall committee.

12. Planning Applications:

None received.

13. Correspondence not previously circulated:

None received.

14. Items for discussion at the next meeting:

- Cllr Bennett to update on highways progress.
- Clerk to advise feedback from Ousden PC.
- Neighbourhood Plan.
- Emergency Plan.
- SID camera volunteers.
- Community actions.

15. Date of Next Meeting: September 6th 7.30pm, Hargrave Village Hall.

16. There being no further business to discuss, the meeting closed at 8.49pm

Signed: (Chair) Dated:

So signed by Chair at meeting to be held on 06/09/23
Hargrave Parish Council