

HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Wednesday 6th September 2023 at 7.30pm in Hargrave Village Hall.

Councillors present: Colin Painter (Chair), Sally Cansdale, Simon De Laat, Steve O'Donnell, David Taylor, David Williams.

Also present: District Councillor Chester, Antonia King (Clerk)

1. **Chair's welcome and opening statement** – The Chair opened the meeting at 7.30pm
2. **To receive apologies and approval of absences** – Cllr 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 23.07.23 and 03.08.23**
 - 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) No members of the public were present.
6. **REPORTS FOR INFORMATION –**
 - **Report from County Councillor** – Cllr Bennett was not in attendance, a copy of her report can be downloaded using the following link:
 - **Report from District Councillor** – Cllr Chester gave a verbal report, stating that the Council is quiet over August, so there was little to report. A full council meeting is to be held on September 26th after which he will report back.
7. **Police Matters –**

Note to report.
8. **Matters arising from minutes of the last meeting that are not an agenda item:**
 - To note the feedback from Ousden Parish Council regarding the resolved fly tipping situation – the Clerk reported that the council felt that the matter was dealt with and no further action need be taken.
 - To note the clerk has written to the villager (item 11f in minutes of the meeting held 23.07.23) and had received no further communications – this was duly noted.

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

Meeting 06.09.2023

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 22.08.2023		£6277.53
Savings Account reconciled with bank statement dated 22.08.2023		<u>£5073.14</u>
Total reconciled to 22nd August 2023:		£11350.67
<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>	£3438.53	
<i>Footpath/Road Safety</i>	£1000.00	
Total available as of 22nd August 2023:	£11278.45	<u>£72.22</u>
Money expected in September/October:		
Money expected to go out in September/October:		
Clerk Salary (September/October)	£392.48	
HMRC	£25.60	
McGregors (August and September invoice)	£510.00	
October invoice ****Estimate**	£300.00	
Parish Magazine Printing (August invoice)	£75.25	
October Invoice ***Estimate**	£75.25	

Election Costs (West Suffolk Council)	£81.91	
BHIB Insurance	£374.02	
Community Heartbeat Trust	£196.00	

Treasurers Account

Payments made 01.07.23-31.07.23

31.07.23	A. King	£196.24
31.07.23	HMRC	£12.80
July Close		£209.04

Receipts received 01.07.23-31.07.23

Instant Savers Account

Receipts received 01.07.23-31.07.23

10.07.23	Lloyds Bank	£3.44
July close		£3.44

Bank Reconciliation at 31.07.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<u>SUMMARY</u>		
<u>Balance of accounts c/f:</u>	<u>£6521.57</u>	<u>£5065.95</u>
Payments in	£0.00	£3.44
Payments out	£209.04	£0.00
<u>Current balance:</u>	<u>£6312.53</u>	<u>£5069.39</u>

Treasurers Account

Payments made 01.08.23 – 22.08.23

07.08.23	ICO	35.00
August close		£35.00

Receipts received 01.08.23 – 22.08.23

Instant Savers Account

Receipts received 01.08.23 – 22.08.23

09.08.23	Lloyds Bank	£3.75
August close		£3.75

Bank Reconciliation at 22.08.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
SUMMARY		
Balance of accounts c/f:	£6312.53	£5069.39
Payments in	£0.00	£3.75
Payments out	£35.00	£0.00
Current balance:	£6277.53	£5073.14

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 (September and October)
- HMRC payments
- West Suffolk Council
- BHIB
- Community Heartbeat Trust

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 31.07.23 and 30.08.23:** 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 Q2 review:** the clerk reported the position, noting that all was as expected. For a copy of the Q2 budget review –
- f) To authorise paperwork for Lloyds Bank account changes:** Change of signatories paperwork was authorised and signed by Cllr Taylor and Painter. The clerk is to liaise with Cllr Pratt-Adams for his signature.
- g) To receive and consider the newsletter account:** It was noted that some of the advertisers had not renewed this year, and the account is running at a small loss. All agreed that the newsletter was a valuable means of communication and should continue, the clerk is to contact the advertisers to see if they would like to continue.
- 10. 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, however she had sent an email response from Highways regarding the pavement request made. Cllr Painter was disappointed with this response and is to speak with CC Bennett further.
- b) To appoint a new volunteer to be responsible for the SID machine and data produced:** Cllr O'Donnell and Williams agreed to take on the role.

Cllr Painter is to liaise with Paul Rogers to organise a handover/debrief on how to install and record the data.

c) To discuss and appoint a volunteer to maintain/assist the clerk with the parish website updates:

Cllr Williams agreed to help with updating non parish council website updates. The Clerk is to organise a training session w/c 10th September.

d) To receive a debrief from Cllr Painter following the Neighbourhood Plan drop in session as well as an update on the consultation process and timings for the next stages:

Cllr Painter reported that 25 villagers attended the drop in session which was disappointing. The consultation period will end on Oct 20th, when all comments received will be considered and any appropriate changes made. After further consultations are carried out by West Suffolk Council it will be submitted to the examiners who will decide if another referendum needs to be undertaken. It is expected that everything will be concluded by early 2024.

e) To discuss and consider councillor volunteers to deliver the community actions that have been raised within the neighbourhood plan:

The community action points that require volunteers are:

Footpaths – Cllr Painter alongside the footpath warden Richard Jozefowski volunteered.

Highways – Cllr Painter volunteered.

Ecology/Conservation Cllr Taylor volunteered.

Transportation –

Technology –

Promotion of the village -

Village Hall – Cllr De Laat volunteered.

Cllr Painter agreed to draw up a paper to outline what would be expected as a volunteer and will circulate.

f) To receive an update from Cllr De Laat regarding the Village Hall and the Village Hall Working Committee:

Cllr De Laat gave an overview of the history of the village hall and when it became a charity. It was agreed that it is unclear if the correct managerial procedures are being undertaken and if the current management trustees are aware of these. Cllr De Laat is to organise an informal meeting with the VH management trustees and report back at the next meeting.

g) To receive an update from Cllr Taylor regarding the progression of the Emergency Plan:

Cllr Taylor presented a draft copy of the EP for comment. All agreed that it covered the pertinent points.

There would be a larger, confidential document produced with contact details of residents who would be able to provide equipment/assistance. A copy of this would be with the Clerk and the Chair.

Further points were made regarding first responders and the need for a kitbag. An outline discussion was had with cost implications, funding sources and processes to be established before the idea can be progressed further.

Cllr De Laat raised concerns over the defibrillator cabinet located on the village hall wall. The clerk is to speak with Community Heartbeat Trust to establish if it is heated/ can be heated.

h) To approve the installation and associated costs of a grit bin in Knowles Green: Full approval was given for the installation of a grit bin on Knowles Green lane. District Councillor Chester agreed to fund the cost which will be between £150 - £450 depending on size of bin purchased. The clerk is to action this.

11. Planning Applications:

None received.

12. Correspondence not previously circulated: It was noted that an email was received regarding concerns over a raised drain cover in the children's play area. Delegated power was given to the clerk to establish if volunteers could be found to help raise the ground level surrounding the cover and reseed the area. It was noted that the monthly risk assessment had not alerted the council of any issue relating to this matter previously. The clerk will provide a progress report at the next meeting, where any authorisation and approvals can be retrospectively given.

13. Items for discussion at the next meeting:

- Village Hall
- Neighbourhood plan
- Alternative uses for the bus shelter
- Community actions

14. Date of Next Meeting: Wednesday November 1st, 7.30pm, Hargrave Village Hall.

15. There being no further business to discuss, the meeting closed at 8.52pm

Signed: (Chair) Dated: