

HARGRAVE PARISH COUNCIL

Minutes of the meeting held on Wednesday 1st November 2023 at 7.30pm in Hargrave Village Hall.

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

Also present: District Councillor Chester, Nicola Calder (Clerk), 1 member of the Public was present.

1. **Chair's welcome and opening statement** – The chair opened the meeting at 7.30pm Nicky Calder was warmly welcomed as Parish Clerk.
2. **To receive apologies and approval of absences** – Cllr Cansdale submitted her 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 06.09.2023 and 20.09.2023** - 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:** - 2 Members of the Public were present, nothing was raised.
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: <https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/01.11.2023/November-2023.docx>
 - **Report from District Councillor** – Full report from Cllr Chester can be downloaded from here: <https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/01.11.2023/October-2023-CC-Report.docx>
7. **Police Matters** – It was confirmed that the ANPR camera that was attached to the Hargrave village SID machine was vandalised. The matter was reported to the Police by the ANPR team.
8. **Matters arising from minutes of the last meeting that are not an agenda item:**
 - Clerk to find out if the defibrillator is heated & the cost of a kit bag. To note the response from Community Heartbeat Trust regarding the Defibrillator cabinet - It was noted that the cabinet is heated and will withstand temperatures down to a maximum of -20 degrees Celsius. Cllr De Laat is to report back at a later meeting regarding the costs of First Responder equipment.

- Drain cover in children play area H&S hazard. To note the play equipment has been cleaned and the raised drain cover has been levelled and made safe - This was duly noted.
- To note Cllr Pratt Adams is now set up as an authorised signatory for the Hargrave Parish Council accounts - This was duly noted.
- To note that Cllr Williams is now assisting with the parish website updates - 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
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Meeting 01.11.2023

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 31.10.2023		£3663.20
Savings Account reconciled with bank statement dated 31.10.2023		£5082.55
Total reconciled to 31.10.2023:		£8745.75
<i>General reserves</i>	£4000.00	
<i>Asset management</i>	£93.92	
<i>Tree management</i>	£500.00	
<i>Small projects</i>	£500.00	
<i>Legal costs</i>	£1000.00	
<i>Precept budget</i>	£1577.57	
<i>Footpath/Road Safety</i>	£1000.00	
Total available as of 31st October 2023:	£11278.45	<u>£74.26</u>
Money expected in November/December:		
Money expected to go out in November/December:		
Clerk Salary (November/December)	£392.48	
HMRC	£28.00	
McGregors (October invoice)	£246.00	
November invoice ****Estimate**	£200.00	

Parish Magazine Printing September (invoice)	£75.25	
October/November Invoice ***Estimate**	£75.25	

Bank Reconciliations for the month ending 30.09.23 and 31.10.23

Treasures

Payments
Made 22.08.2023 30.09.2023

30/08/2023	Antonia King	£196.24
04/09/2023	HMRC	£12.80
06/09/2023	Mc Gregor	£264.00
06/09/2023	Parish Magazine	£75.25
06/09/2023	West Suffolk Council	£81.91
20/09/2023	Mc Gregor	£264.00
20/09/2023	HMRC	£12.80
September Close		£907.00

Receipts
received 22.08.2023 30.09.2023

None		
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Instant Savers

Receipts
received 22.08.2023 30.09.2023

11/09/2023	Lloyds Bank	£4.74
September Close		£4.74

Treasures

Payments
Made 01.10.2023 31.10.2023

02/10/2023	Antonia King	£196.24
04/10/2023	Clear insurance	£399.02
04/10/2023	James Heath	£240.00
04/10/2023	McGregor	£246.00
04/10/2023	Heart beat	£198.00
23/10/2023	HMRC	£12.80
23/10/2023	Mr p Rogers	£9.99
23/10/2023	HMRC	£41.80
31/10/2023	Antonia King	£196.24
31/10/2023	Nicola Calder	167.24
October Close		£1,707.33

Receipts
received 01.10.2023 31.10.2023

None		
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Instant Savers

Receipts
received 01.10.2023 31.10.2023

09/10/2023	Lloyds Bank	£4.67
October Close		£4.67

Bank Reconciliation 30.09.2023

	Treasurers Account	Instant Savers Account
Summary		
Balance of accounts c/f:	£6,277.53	£5,073.14
Payments in	£0.00	£4.74
Payments out	£907.00	£0.00
Current balance	£5,370.53	£5,077.88

Bank Reconciliation 31.10.2023

	Treasurers Account	Instant Savers Account
Summary		
Balance of accounts c/f:	£5,370.53	£5,077.88
Payments in	£0.00	£4.67
Payments out	£1,707.33	£0.00
Current balance	£3,663.20	£5,082.55

- 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 (November & December)
- HMRC payments

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 noted.
- c) **To consider and receive the Bank Reconciliations for the period ending 30.09.2023 & 31.10.2023:** In the absence of Cllr Cansdale as Internal Controls Officer, it was approved that Cllr De Laat would verify and sign the paperwork in her place. Cllr De Laat 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 De Laat.
- e) **To note the Precept recommendation:** The clerk proposed that the precept for 2024/2025 should be £6100.00 due to increase staff salary and training costs. The clerk is to confirm the grass cutting costs with McGregors before the next meeting in January. It was noted that Cllr Painter raised concerns about the increase.
- f) **To authorise paperwork for Lloyds Bank account changes:** Change of Clerk paperwork was authorised and signed by Cllr Taylor and Painter.

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:** County Councillor Bennett was not in attendance, Cllr Painter is to send her an email to chase for feedback. It was agreed that this item will be carried over to the next meeting.

- b) **To receive an update on the SID machine and establish that the data gathered is being communicated to the relevant authorities and updated on the village website:** Cllr O'Donnell reported that the blue tooth on the software is not working and can only manually be uploaded. He confirmed that he would liaise with the previous volunteer for advice. Data can only be downloaded on a 4-weekly basis.
- c) **To receive an update from Cllr Painter on the Neighbourhood Plan, the consultation process, and timings for the next stages:** Cllr Painter reported that the consultation period ended on Oct 20th, there was few responses from the Village . A further meeting is planned with the Neighbourhood Planning Working Group on the 8th November. It is expected that the completion date will be early 2024.
- d) **To discuss and consider councillor volunteers to deliver the community actions that have been raised within the neighbourhood plan:** Cllr Painter advised of the community action points that required volunteers, it was agreed that Cllr Williams would look into Transportation. A suggestion was put forward that Cllr Cansdale would be best placed to liaise with local landowners and ensure communication links remain open. Cllr Painter to contact Cllr Cansdale. Technology remains an outstanding action point to be volunteered for.
- e) **To receive an update from Cllr De Laat regarding the Village Hall and the Village Hall Working Committee following his informal meeting with the Village Hall Trustees:** Cllr De Laat asked if this can be a permanent item on the agenda, everyone agreed. Cllr De Laat reported that a meeting was held with the Village Hall Trustees and discussions remain ongoing. It was noted that a first meeting of a revised Village Hall Working Group is to be held to discuss rebuild fund raising. Also discussed was the Village Hall insurance and Cllr Williams is to check compliancy and rebuild valuations. He will report back at the next meeting.
- f) **To receive an update from Cllr Taylor regarding the progression of the Emergency Plan:** Cllr Taylor reported that he would like to add useful emergency contacts within the village to his draft plan. Due to Cllr Taylor being absent until March, it was agreed that this would be revisited then.
- g) **To receive an update regarding the installation of a grit bin in Knowles Green:** The clerk reported that the application for a grit bin needed to be submitted before 31st August 2023 for this coming winter. The Clerk is chasing Highways to see if there is any flexibility to this deadline.
- h) **To discuss alternative uses for the village bus shelter:** Ideas put forward included a library, although concerns were raised about managing the books and storage. Cllr Painter agreed to look into finding volunteers to look after the scheme if it were to be actioned.
- i) **To relay to the residents about the closure of the bus station BSE:** It was noted that due to local pressure, the bus station waiting room will remain open, albeit with increased security to deter the anti-social behaviour.
- j) **To discuss the playpark inspection report:** It was noted that the play equipment and trip hazard had now been rectified. The clerk reported that the cost of a replacement picnic bench would be £600.00. All in favour of replacing the current picnic bench with something more hardwearing and long lasting. The clerk is to collate 3 quotes and report back at the next meeting for final authorisation. Cllr Taylor agreed to speak to the residents of adjoining property to enquire as to whether they would undertake minor maintenance tasks on our behalf.

k) To review and adopt the policies and procedures (found on the website):

- **Financial Regulations**
- **Standing Orders**
- **Internet banking policy**
- **Grant awarding policy**
- **Communications policy**
- **Complaints policy**
- **Environmental policy**
- **Document and electronic data retention policy**
- **Equal opportunities policy**
- **General privacy notice**
- **Information security incident policy**
- **Lawful basis for processing data**
- **Media relations policy**
- **Training policy**
- **Subject access request policy**
- **Subject access request procedure**
- **Data protection and information security policy**
- **Freedom of Information policy**

All the policies and procedures with reviewed and adopted. The next review will be in November 2024. The Clerk is to update the website accordingly.

It was noted that further policies may need to be added – Prevent Policy, Social Media, Digital Policy and Modern Slavery Policy. The Clerk is to investigate if these policies are relevant to the Parish Council and report back at the next meeting.

- 11. Planning Applications:** None received.
- 12. Correspondence not previously circulated:** None received
- 13. Items for discussion at the next meeting:**
 - Village Hall
 - Neighbourhood plan
 - Alternative uses for the bus shelter
 - Community actions
 - E-mails for all Parish Council with .gov.uk
- 14. Date of Next Meeting:** Wednesday January 10th, 7.30pm, Hargrave Village Hall.
- 15. There being no further business to discuss, the meeting closed at 8.59pm**

Signed: (Chair) Dated: