

Minutes of the meeting held on Wednesday 12th March 2025 at 7.30pm in Hargrave Village Hall.

Councillors present: Colin Painter (Chair), Simon de Laat, David Taylor, Sally Cansdale

Also present: District Councillor Chester, Nicola Calder (Clerk)

No members of the Public were present.

MINUTES

1.	Chairman's welcome and opening statement.
2.	Apologies – Steve O'Donnell (Work), Bobby Bennett (Another meeting), David Williams (illness), Sharon Matthews (unavailable)
3.	Declarations of interest – Sally Cansdale – Planning DC/24/1818/FUL & Grazing licence <ul style="list-style-type: none">• Declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests.• To receive notification of gifts of hospitality exceeding £50.00. To note the determination of requests for dispensation.
4.	PUBLIC FORUM – None <ul style="list-style-type: none">• To receive questions and matters of concern from members of the public in attendance on the agenda.• To receive comments or questions relating to Hargrave in general.
5.	To agree and sign minutes from meeting 15.01.2025 <ul style="list-style-type: none">• Signed by the Chair Cllr Painter, Second Cllr Taylor
6.	REPORTS FOR INFORMATION – <ul style="list-style-type: none">• Report from County Councillor – Bobby Bennett – Not present• Report from District Councillor – Mike Chester<ul style="list-style-type: none">• Devolution – Cllr Chester commented that it is very much in the early stages, and will update us as it progresses. More than one unitary for Suffolk “vital for services to work and residents to be heard”• AP1 -SdL – meeting for Cllr's explaining devolution to be held in Horringer, an invitation is to be circulated. SdL to include Chevington and Chedburgh PCs• Report from Village Hall Charity – Simon de Laat<ul style="list-style-type: none">• Village survey has been delivered to the residents – results will be collated by 16/04/25. It will then be published on Facebook and Hargrave website.• Village Hall AGM is to be held on 16th April 7pm at the Village Hall.

	<ul style="list-style-type: none"> • SdL to provide for attachment (or insertion) in the minutes the response from the Charity Commission on the appointment of the current Management Trust See item 9 (g) • Report on Neighbourhood plan – Colin Painter <ul style="list-style-type: none"> • The Hargrave Neighbourhood Plan has been approved. • Copies of the plan are available from the clerk. • Planning applications should be compliant with the Neighbourhood Plan, when a planning application is received Councillors should reach for the document and ensure we are happy that the Planning complies. • AP2 – CP Cllr’s must read through the document CP agreed to provide for the next meeting a summary of the policies for enactment and the community action status. • Report on SID data – Steve O’Donnell – Data not up to date on the website. AP3 – NC Chase Cllr O’Donnell to ensure data is on the website.
7.	<p>Review action points from last meeting</p> <ul style="list-style-type: none"> • AP4 - NC Chase West Suffolk Council for the work to be carried out on School Close footpath. Completed E-mail to be written to James Pickerin thank you for a good job. • AP5 – CP To source extra funding for the Birds End speed limit change. To complete this project, it will be up to £12,000. We have £3500 from Mary Evans, reserves £6000. Carry forward. CP to write to BB • AP6 – DT Hargrave Heritage Society –To investigate a solution to transfer the website over. To be discussed with Paul Rogers. Carry forward. • AP7 - MC and BB It was agreed with more developments likely that Mike Chester and Bobby Bennett were asked for information on what the process was for agreeing Contractor Traffic Management Programmes (CTMP) and what consultation would take place with villages impacted along these routes. Carry forward • AP9 – NC To send precept form to West Suffolk - Done • Ice sign has been paid for, and Cllr Bennett is chasing them for this. AP10 – BB Done • Play area update – NONE – AP8 – NC Agree a process with SM - Carry forward • Elan City warranty extension – Agreed to pay the warranty £199 Ousden will pay half. AP13 – NC To sign agreement and request invoice. - Done • Holiday pay for the clerk. Holiday should be calculated and recorded for audit purposes. AP14 – NC & CP To action. Done. • Newsletter adverts – 5 advertising. AP9 - NC to continue to chase.
8.	<p>To receive and consider all financial matters coming forth from the RFO –</p> <ol style="list-style-type: none"> a) To approve items for payment – future and retrospective. – All Approved b) To note the accounts paid since the last meeting. - All Approved

	<p>c) To consider and receive the Bank Reconciliations for period ending 01.25 and 02.25. - All Approved</p> <p>d) To approve and sign the internal controls checklist. – Signed Cllr dLaat</p> <p>e) To formally appoint Mrs N Calder as the RFO for the year 2025/26. – All in favour</p> <p>f) To formally appoint SALC for Internal audit 2024/25. – All in favour Audit Date 16-20 June.</p> <p>g) Clerk pay & holiday allocation. – Up to grade 11 – All agreed</p> <p>h) Adopt Financial regulations. – All agreed & Adopted.</p> <p>i) Pension re-declaration has ben completed.</p>
9.	<p>To receive and consider matters relating to the following:</p> <p>a) To receive an update from County Cllr Bennett regarding Highways matters – Not present</p> <p>b) Play area update – Chased Cllr Mattheus</p> <p>c) Emergency Plan – Cllr Taylor – The Village Hall is in the process of being assessed for an Emergency shelter with West Suffolk Council.</p> <p>d) Hargrave Heritage Society – On going</p> <p>e) Update on footpaths – School cottage footpath improvement discussed.</p> <p>f) Transport routes for contractors on new planning applications. Lorry’s – Mike Chester – Cllr painter has flagged up that he hasn’t had a reply from an e-mail to the planning department. A question the Parish Council would like answered is: What is the process for traffic management when a planning application is received? There hasn’t been any discussion, and the residents of the village haven’t been involved. MC was requested to discuss with WSC planning and obtain a response or if necessary, a meeting.</p> <p>g) Statement to the Charity Commission, by the Parish Council regarding the Village Hall – Copy to be link to Parish Council Minutes AP10 – SdL & NC</p> <p>h) Devolution – Simon deLaat – See 6. Reports from Cllr Chester.</p> <p>i) Grazing licence – amend to a longer notice period and resend AP11 - NC</p>
10.	<p>Planning Applications to be considered by the council</p> <ul style="list-style-type: none"> • DC/24/1818/FUL - Shooters Hill Farm Birds End Hargrave Suffolk IP29 5HE - Planning application - change of use of land for the siting of a mobile home to be used as a holiday let. - Approved • Moat Farm status of historic planning application – Cllr Chester was requested to establish why this application was still pending and if necessary, communicate with the applicant
11.	<p>To receive any items of correspondence not previously circulated.</p> <ul style="list-style-type: none"> • Church Lane compliant via Facebook – noted – please report any potholes and highways issues on the Highways reporting tool. https://highwaysreporting.suffolk.gov.uk/ • Gritting and temporary Ice signs in lieu of “proper” sign. Both issues raised by Highway – Cllr Painter has received these and they are temporary signs to be put out when the weather is forecast to be ice or flooding. These have been passed to the residents at the Church Lane/Wash corner.

	<ul style="list-style-type: none"> • Speeding and Lorries Wickhambrook Rd. Email enquiry received by new residents in Alma Cottage – Cllr Painter has visited them, and they advised they intended to write to Cllr Bennett & Nick Timothy expressing their concerns. They agreed to assist Cllr Odonnell with erecting the SID in the Wickhambrook Rd • Barrow Hill proposed development in Barrow. A brief discussion was held on this long planned possible housing development in Barrow. • Bird Flu resident raised concerned by resident e mail – Added to newsletter & FB
12.	<p>Items for discussion at the next meeting.</p> <ul style="list-style-type: none"> • Policies to be reviewed – AP12 – All Updated policies are on the website, please can all Councillors read before next meeting. • Play area lease
13.	<p>Date of future meetings:</p> <p>Next meeting – 07.05.25 & 21.05.25 Annual Meeting (It was restated by the Chairman he would be standing down as Cahir and as A P Councillor at the AGM)</p>
14.	<p>Close of meeting 8:45pm</p>