

## **HARGRAVE PARISH COUNCIL**

**Minutes of the meeting held on Wednesday 10<sup>th</sup> January at 7.30pm in Hargrave Village Hall.**

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

**Also present: District Councillor Chester, County Councillor Bennett, Nicola Calder (Clerk), 3 members of the Public was present.**

- **Chair's welcome and opening statement** – The chair opened the meeting at 7.30pm and welcomed everyone.
- **To receive apologies and approval of absences** – Cllr Pratt-Adams, Cllr O'Donnell & Cllr Taylor submitted their apologies which were accepted.
- **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.
- **To receive and approve the minutes of the last meetings held on 01.11.23** - Approval of the minutes was given by those present; Chair signed the paper copy of the minutes.
- **To receive comment from members of the public present:** - 3 Members of the Public were present.

**Footpaths** – It was discussed that the footpath near School Cottages is very muddy and needs matting to make it more user friendly. Cllr Painter agreed to meet with Richard to discuss footpaths in Hargrave.

**Potholes** – It was noted that there are several large potholes in the village, all that have been reported on the highways reporting tool.

- **REPORTS FOR INFORMATION –**
- **Report from County Councillor** – Full report from Cllr Bennett can be downloaded using the following link:  
<https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/10.01.2024/December-2023-BB-Report.docx>  
<https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/10.01.2024/January-2024.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/10.01.2024/Hargrave-PC-Jan-2024.pdf>

It was brought to Cllr Chesters attention that there is an issue with lorries traveling through Hargrave which is associated with Anglian Water. They are using Hargrave as a short cut to the site. Cllr Painter has arranged a meeting with the divisional manager on 17/01/24 to discuss.

- **Police Matters** – None received.

- **Matters arising from minutes of the last meeting that are not an agenda item:**
  - Cost of kit bag & first responder training. It was noted that Sharon is training for the first responder. Until the training is nearly complete it was agreed that we would defer this item.
  - Nominate another signatory for Lloyds bank. Cllr de Laat accepted.
  - Receive quote from McGregors for grass cutting. All agreed this was acceptable.
- **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.**

<b>Financial Officers Summary report</b>
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**Meeting 10.01.2024**

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 31.12.2023		£2705.29
Savings Account reconciled with bank statement dated 31.12.2023		£5093.96
<b>Total reconciled to 31.12.2023:</b>		<b>£7799.25</b>
<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>	£500.00	
<i>Salary</i>	£1000.00	
<i>Precept budget</i>	£69.29	
<i>Footpath/Road Safety</i>	£800.00	
<b>Total available as of 31<sup>st</sup> November 2023:</b>	<b>£7628.21</b>	<b><u>£101.75</u></b>
<b>Money expected in January/February:</b>		
Vat return	£854.00	
<b>Money expected to go out in January/February:</b>		
Clerk Salary (January/February)	£600.00	
Microsoft renewal	£60.00	

Clerk Training	£54.00	
Parish Magazine Printing February Invoice ***Estimate**	£75.25	
Grit Bin	£350.00	
Picnic Bench	£600.00	

**Bank Reconciliations for the month ending 30.11.23 and 31.12.23**

**Treasurers**

Payments Made 01.11.2023 30.11.2023

27.11.23	McGregor	£204.00
30.11.23	Antonia King	£121.33
30.11.23	Nicola Calder	£202.13
30.11.23	HMRC	£24.20
<b>November Close</b>		<b>£551.66</b>

Receipts received 01.11.2023 30.11.2023

None		
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**Instant Savers**

Receipts received 01.11.2023 30.11.2023

09.11.23	Lloyds	£5.61
<b>November Close</b>		<b>£5.61</b>

**Bank Reconciliation 31.11.2023**

	<b>Treasurers</b>	<b>Savers</b>
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**Treasurers**

Payments Made 01.12.2023 31.12.2023

13.12.23	Suffolk cloud	£120.00
13.12.23	Parish Mag	£75.25
13.12.23	McGregor	£246.00
<b>December Close</b>		<b>£441.25</b>

Receipts received 01.12.2023 31.12.2023

04.12.2023	Corbett PC Mag	£5.00
08.12.2023	Heath PC Mag	£30.00
<b>December Close</b>		<b>£35.00</b>

**Instant Savers**

Receipts received 01.12.2023 31.12.2023

11.12.2023	Lloyds	£5.80
<b>December Close</b>		<b>£5.80</b>

**Bank Reconciliation 31.12.2023**

	<b>Treasurers</b>	<b>Savers</b>
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Summary		
Balance of accounts c/f:	£3,663.20	£5,082.55
Payments in	£0.00	£5.61
Payments out	£551.66	
<b>Current balance</b>	<b>£3,111.54</b>	<b>£5,088.16</b>

Summary		
Balance of accounts c/f:	£3,111.54	£5,088.16
Payments in	£35.00	£5.80
Payments out	£441.25	
<b>Current balance</b>	<b>£2,705.29</b>	<b>£5,093.96</b>

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:

- Clerk Salary (January & February) It was noted the Clerk's pay had inadvertently had income tax deducted by mistake. To rectify this the monies are to be repaid to the clerk and recovered from the island revenue.
- HMRC payments
- Parish Magazine
- Clerk training
- Website training
- Play area bench
- Grit bin
- Microsoft renewal

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 30.11.2023 & 31.12.2023:** 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 agree and authorise the precept final figure:** It was agreed that the final precept figure for 2024/25 would be £5500 as opposed to the previously suggested £6100. It was noted that there are reserves and Knowles green income to fall back on.

• **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:** County Councillor Bennett was in attendance.

Cllr Bennett discussed the big savings that are being implemented in Suffolk County Council to achieve budget alongside an increase in council tax.

**Highways Issues** – It was discussed that one of the issues around The Wash/Mill House is the excess water on the road running off fields and not draining away causing ice on the roads. It was agreed that Cllr Bennett would request a meeting with the highways. It was agreed that the PC would need to speak to the landowners to clear the ditches to

ensure the water is draining correctly. Cllr Cansdale advised was prepared to clear the ditches opposite her property despite these not being their responsibility.

**Birds End project** – It was noted that the 30-mph speed limit could be implemented if the funding is received from Cllr Bennet’s locality budget. Nicola Calder Clerk & Cllr Bennett will follow up.

- 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 was not present. Cllr Williams reported that the software has been updated and is now reporting in English. All agreed that the Parish Council needs to re-establish communication with the police and Highways on the data that is gathered. Cllr O’Donnell to progress
- To receive an update from Cllr Painter on the Neighbourhood Plan. Discussion and agreement to amendment to the plan as a result of the responses received:** Cllr Painter reported that a 72 page document was put together to respond to the responses received from villages as well as the institutions that we are required to contact. Cllr Painter advised the document was to be posted on the Village Website and communicated to the Village by Facebook. The changes also reflected the recently approved West Suffolk local plan and the NPPF . The councillors approved the following:
- 1 – to note the outcome of the consultation
  - 2 – approve the response to comments received
  - 3 – approve the proposed post-consultation modifications to the Plan, and
  - 4 – approve the submission of the Plan to West Suffolk Council in due course, once West Suffolk have finished screening the Plan under the Environmental Impact and Habitats Regulations.
- Cllr Painter outlined the timeline which now showed any potential referendum could be held in the summer of 2024.
- c) To discuss and consider councillor volunteers to deliver the community actions that have been raised within the neighbourhood plan:** Cllr Painter advised Cllr Cansdale would be best placed to liaise with local landowners and ensure communication links remain open, Cllr Cansdale agreed.
- d) To receive an update from Cllr Painter & Cllr de Laat regarding the Village Hall:** Cllr de Laat reported that the Charity owns the Village Hall in which the charity has Trustees – Jill Upton, Cat Williams & Vic Turner. It was agreed that the Parish Council should write to the charity advising them to seek legal advice to seek clarity on ownership and best way forward for the Village. Cllr de Laat was actioned to draft an email to the Trustees, but to informally advise them in advance of the communication being issued. Please see attached report  
<https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/10.01.2024/Village-Hall-report-PC-meeting-10-Jan-2024.pdf>
- e) To receive an update regarding the installation of a grit bin in Knowles Green:** It was reported that the grit bin had been requested by the Parish Council but sadly turned down. Cllr Bennett has agreed to investigate and present a case forward for a grit bin.
- f) To discuss alternative uses for the village bus shelter:** It was agreed that the bus shelter is not practical as a book exchange.
- g) To discuss the playpark bench:** It was agreed that a new bench can be purchased. Clerk to follow up with Cllr Chester for partial payment of £500 with the locality budget.

**h) To update from clerk on policies that need to be added:** It was noted that the below policies that are relevant to the Parish Council.

Social Media, digital policy, e-mail policy. Clerk to consult with SALC on the best way forward.

**i) To note the PC’s response to Wickhambrook Neighbourhood plan:** It was noted Wickhambrook Neighbourhood plan. The wording of an e mail sent to meet their deadline which was ahead of this meeting was agreed. The PC fully supports Wickhambrook’s plan.

- **Planning Applications:** None received.
- **Correspondence not previously circulated:** It was reported by Jill Upton that a 30-mph sign had been knocked over. JU has reported this on the Highways reporting tool. Clerk to e-mail JU to thank her for her response.
- **Items for discussion at the next meeting:**
  - Footpaths
  - Streetlights Bury Road
- **Date of Next Meeting: Wednesday March 13th, 7.30pm, Hargrave Village Hall.**
- **There being no further business to discuss, the meeting closed at 9pm**

Signed: ..... (Chair)      Dated: .....