

Minutes of the meeting held on Wednesday 18th September 2024 at 7.30pm in Hargrave Village Hall.

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

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

2 members of the Public were present.

MINUTES

1.	Chairman’s welcome and opening statement – The Chairman welcomed everyone.
2.	Apologies – Steve O’Donnell (Work), David Taylor (Sickness)
3.	<p>Declarations of interest -</p> <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. <p>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.</p>
4.	<p>PUBLIC FORUM –</p> <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. • The residents would like support on their planning application Land Adjacent Moat Farm Wickhambrook Road Hargrave Suffolk. We have made a no comment on the application and as a consequence confirmed our support. – Cllr Chester agreed to investigate as any requested changes to their application came as a result of points made by WSC and not the PC.
5.	<p>To agree and sign minutes from meeting 10.07.2024</p> <p>Approval of the minutes was given by those present; Chair signed the paper copy of the minutes. <i>(Paper copies to be signed off by the Chairman for the file)</i></p>
6.	<p>REPORTS FOR INFORMATION – All taken as read</p> <ul style="list-style-type: none"> • Report from County Councillor – Bobby Bennett • Report from District Councillor – Mike Chester • Report from Village Hall Charity – Simon de Laat <ul style="list-style-type: none"> • Kitchen has been repaired and repainted, new kitchen units have arrived. New floor installed.

	<ul style="list-style-type: none"> • Charity Commission has endorsed the work undertaken so far by the new trustees. The Parish Council, as a Stakeholder gave its endorsement to the progress being made and the election of the four new trustees. • The charity owns the village hall. The Committee will apply for ownership of the current plot as well as frontage, currently under the ownership of Highways. The PC supported this action. • Report on Neighbourhood plan – Colin Painter <ul style="list-style-type: none"> • November the NHP should be approved without the need for another referendum • Report on SID data – Colin Painter in Steve O’Donnell’s absence <ul style="list-style-type: none"> • The Cllr’s all agreed that the Parish Council should re-engage the community with the community Police, based in Haverhill. AP1 - SO • We received an e-mail from Chevington Parish Council asking to work with us on speeding through Hargrave. All agreed it would be beneficial to make contact with Chevington PC. AP2 - SO
7.	<p>Matters arising from Minutes of the meeting held on 10.07.2024</p> <p>This covers any updates of actions agreed at the last meeting which are not an agenda item.</p> <ul style="list-style-type: none"> • Neighbourhood plan, was it covered by a grant? AP1 – CP Confirmed it was. • Opening balance/closing balance for 2023/24 are they correct? AP2 – CP Confirm In future APM account reporting would remove opening balance from the annual turnover. • There is an amount of money in the Locality budget is available from Cllr Chester if we would like to apply. AP3 – NC Request for the CFR kit bag. £500 • The clothing bank has been received well. It is however situated on Highways land, this is to be clarified. AP4 – SdL Remove from agenda • To receive an update on new polices – Website/social media policy has been accepted by all Cllr’s. AP5 – NC To update website. DONE • School Close footpath will be upgraded for the winter. A grant has been received from West Suffolk Council and Parochial Charity which the Parish council thanks them. AP4 - CP to chase West Suffolk Council for the work to be carried out. Carry forward. • A question was raised, can the residents cut the footpaths themselves. It is suggested that residents do not take this on as it is an insurance issue. AP7 – NC Insurance does not cover people cutting footpaths. RJ reappointed as footpath warden. This is a volunteer position and should be confirmed every year at the APM. • Newsletter – to note the accounts for the year ending 2023/24. AP8 – NC To follow up on outstanding payments. To be discussed under finance.

	<ul style="list-style-type: none"> • Play area report – There is a need for a volunteer to help complete works to maintain the play area. The items on the play area inspection are low risk, however they need dealing with. Cllr Taylor is in discussion with a neighbour to the play area to deal with this. AP5 – DT to follow up. Carry forward. • Cllr Mattheus needs an e-mail address. AP10 – NC To request. DONE • 4 councillors still to set up their e-mails. AP6 – NC Needs to be set up by next meeting. • AP14 – NC To devise an action plan to rectify the recommendations. Done • Sharon Mattheus - co opted by Cllr Painter and seconded by Cllr Taylor. The rest of the Cllr’s agreed. We all welcomed Sharon. Paperwork passed to Sharon to be completed. AP15 – NC To follow up and update all relevant paperwork & websites. Done
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 - Approved b) To note the accounts paid since the last meeting - Approved c) To consider and receive the Bank Reconciliations for period ending 07.24 and 08.24 - Approved d) To approve and sign the internal controls checklist - Approved e) Newsletter – to discuss the options AP7 – NC To contact CW to make a procedure to get monies for the adverts in newsletter. f) To approve the quote for PC insurance – We are on a LTU until November 2025. Payment approved and we are happy with the level of cover. g) To compare the actual v’s budget - Approved
9.	<p>To receive and consider matters relating to the following:</p> <ol style="list-style-type: none"> a) To receive an update from County Cllr Bennett regarding Highways matters <ul style="list-style-type: none"> • Birds End speed limit change, Cllr Bennett doesn’t have any money to fund this. To complete this project, it will be up to £12,000. We have £3500 from Mary Evans, reserves £6000. Agreed to go ahead provided we can find the extra funding. AP8 – CP To source extra funding. • Matthew Fox – Cllr Bennett have funded ice warning signs for Birds End & a HGV survey which will run from 20th Sept – 7th Oct. AP9 - CP to report findings b) Play area report – All minor issues, however these need to be actioned. A volunteer is required to help keep this down. AP10 – NC Play area report to be sent to Sharon Mattheus to enquire if Gramham Mattheus would undertake minor repairs on our behalf AP11 - SM. Grants can be accessed for football goal – AP12 – NC c) Emergency Plan – Cllr Taylor – The emergency plan is to be published in the newsletter. AP13 – DT To arrange.

	<p>d) Hargrave Heritage Society – AP14 – DW To investigate a solution to transfer the website over and contact P Rogers to see if the domain is still active. The domain is still active and we now need to contact PR to find out how we can transfer the website over. Carry forward</p> <p>e) Update on footpaths – no update</p> <p>f) Community first responder – Cllr Mattheus congratulations on becoming a CFR. Sharon will be part of Barrow group consisting of 6 persons, they need to fund their own kit. Cllr Mattheus is on duty 16 hrs a month and covers other villages within a 6 miles radius of Hargrave. CFR's are very important in the local community, they can save lives. CFR's are the first person at the incident before the medics. The kit bag for this is £4000, Cllr's Mattheus is hoping to cover it by grants and donations including contributions from in the village. AP15 – SM A letter to be drafted by Cllr's Mattheus for the PC to ask for donations for the kit bag & enquire how Barrow have funded their kit. The PC support the project. AP16 – SM Article for Newsletter about CFR's to give them more information on the role.</p>
10.	<p>Internal Audit 2023/2024:</p> <p>a) To discuss the action plan for the internal audit. – All agreed – copy to be sent round. AP17 - NC</p>
11.	<p>Planning Applications to be considered by the council – None received.</p>
12.	<p>To receive any items of correspondence not previously circulated.</p>
13.	<p>Items for discussion at the next meeting.</p> <ul style="list-style-type: none"> • Car parked on Ousden road – Needs to be reported if dangerous to Police and via the highways reporting tool.
14.	<p>Date of future meetings:</p> <p>Next meeting – 13.11.24</p>
15.	<p>Close of meeting 9:40pm</p>