

**Minutes of the meeting held on Wednesday 13<sup>th</sup> March at 7.30pm in Hargrave Village Hall.**

**Councillors present: Colin Painter (Chair), Simon Pratt-Adams, David Taylor, Steve O'Donnell, Sally Cansdale.**

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

**5 members of the Public were present.**

1.	<p><b>Chairman's welcome and opening statement –</b></p> <ul style="list-style-type: none"><li>• The chair opened the meeting at 7.30pm and welcomed everyone.</li><li>• Mary Evans passed away recently. Mary was very passionate about Hargrave and did lots of good things for the village.</li></ul>
2.	<p><b>Apologies –</b></p> <ul style="list-style-type: none"><li>• <b>To receive and accept apologies and reason for absence</b> - Cllr de Laat, Cllr Cansdale, Cllr Williams, County Councillor Bennett submitted their apologies which were accepted.</li></ul>
3.	<p><b>Declarations of interest -</b></p> <ul style="list-style-type: none"><li>• <b>Declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests.</b></li><li>• <b>To receive notification of gifts of hospitality exceeding £50.00.</b></li><li>• <b>To note the determination of requests for dispensation.</b></li></ul> <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><b>PUBLIC FORUM –</b></p> <ul style="list-style-type: none"><li>• <b>To receive questions and matters of concern from members of the public in attendance on the agenda.</b></li></ul> <p>A meeting regarding The Wash and accidents on 12/03/24 between Highways, Cllr Painter and local residents was held. The outcome of that meeting the following was agreed;</p> <ul style="list-style-type: none"><li>• Highways to repair the potholes</li><li>• Highways to clean pipes to drains</li><li>• Highways to provide a sign indicating "Ice" signs</li><li>• Residents agreed to fix the grit bin</li></ul>

## Hargrave Parish Council

Parish Clerk: Nicola Calder

The 6 Bells, The Street, Horringer, IP29 5SJ

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	<ul style="list-style-type: none"><li>• Cllr Painter and Cllr Bennett agreed to expedite the project to change the speed limit through from Birds End to the 30-mph speed limit.</li><li>• Highways to clear gullies. It was reported this had already been completed.</li><li>• Cllr Painter also agreed to meet with residents to discuss an improved drainage solution for the roads leading to and at the Wash.</li><li>• <b>To receive comments or questions relating to Hargrave in general.</b></li></ul>
5.	<p><b>To agree and sign minutes from meeting 10.01.2024</b> <i>(Paper copies to be signed off by the Chairman for the file)</i></p> <p>Approval of the minutes was given by those present; Chair signed the paper copy of the minutes.</p>
6.	<p><b>REPORTS FOR INFORMATION –</b></p> <ul style="list-style-type: none"><li>• <b>Report from County Councillor – Bobby Bennett</b> Full report from Cllr Bennett can be downloaded using the following links: <a href="https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/24.03.13/February-2024-BB-Report.docx">https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/24.03.13/February-2024-BB-Report.docx</a> <a href="https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/24.03.13/March-2024-BB-Report.docx">https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/24.03.13/March-2024-BB-Report.docx</a></li><li>• <b>Report from District Councillor – Mike Chester</b> Full report from Cllr Chester can be downloaded from here: <a href="https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/24.03.13/Hargrave-March-2024-MC-Feb-2024.pdf">https://www.hargrave.suffolk.cloud/assets/Parish-Council/Minutes/Associated-Papers/24.03.13/Hargrave-March-2024-MC-Feb-2024.pdf</a> Cllr Chester agreed to investigate the Planning application for Anglian Water (AW) &amp; Building site traffic flow especially HGV's where there is an alternative route. There is up to 100 lorry movements from AW in one day, AW have now admitted that it should only be 6. Cllr Chester left 8pm.</li><li>• <b>Report on the Village Hall Project and the position of the Village Hall Charity – Cllr Painter</b> The village hall is controlled by the Village Hall Charity and the Parish Council are Custodian Trustees. Cllr Painter updated on the research and work undertaken by the Charity secretary and Cllr de Laat. It had been recommended the Charity call and AGM on the 19<sup>th</sup> April 2024. Whilst the Parish Council had no objection to an AGM being called, it felt it would be better served if the position was first discussed at the Village APM. This would ensure the Village was appraised in advance.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Report on Neighbourhood plan – Cllr Painter</b>          Cllr Painter reported, we are very close to submitting our plan to WSC. They will examine it and consult for approx. 2 months and then the plan will go to an outside examiner, and they will have it for approx. 6 weeks. Should be approved or not by late summer either by the examiner or put forward to the village for approval by referendum.</li> <li>• <b>Report on SID data – Cllr O’Donnell</b>          The police need to be involved with the current speeding issues in the village. Cllr O’Donnell has tried to contact the police and received no response. Cllr O’Donnell to chase.          Ousden commented that highways and police are not very committed to the speeding issue in the village. Cllr Painter agreed, if necessary, to e-mail Tim Passmore on the subject of policing, or lack of it, on speeding in rural villages.</li> </ul>
7.	<p><b>Matters arising from Minutes of the meeting held on 10.01.2024</b></p> <p><b>This covers any updates of actions agreed at the last meeting which are not an agenda item.</b></p> <ul style="list-style-type: none"> <li>• <b>To decide on the play park bench</b> - Decided on recycled material, NC to chase grant and order.</li> <li>• <b>To receive update on Birds End works – Cllr Bennett</b> - To be discussed later.</li> <li>• <b>To receive an update on the Anglian Water traffic issue &amp; damage to The Green – Cllr Painter</b>          AW have agreed that they are massively over (10 times) their CTMP (Contractor Traffic Management Programme) and are in discussion with SCC. AW with SCC are to inspect all the verges damaged by AW contractors and repair. Cllr Painter, at an appropriate point will request compensation for the village. Cllr Painter to continue to chase for the benefit of the village.</li> <li>• <b>To update from clerk on policies that may need to be added</b> - 2 policies to be added social media and IT. Clerk to circulate.</li> </ul>
8.	<p><b>To receive and consider all financial matters coming forth from the RFO –</b></p> <ul style="list-style-type: none"> <li>• <b>To approve items for payment – future and retrospective.</b> <ul style="list-style-type: none"> <li>• Clerk Salary (March &amp; April)</li> <li>• Parish Magazine</li> <li>• Clerk training</li> <li>• Play area bench</li> <li>• Microsoft renewal</li> </ul> </li> </ul> <p>These were duly authorised for payment and the paperwork for retrospective payments were signed.</p> <ul style="list-style-type: none"> <li>• <b>To note the accounts paid since the last meeting</b> - All accounts paid were reported and noted.</li> <li>• <b>To consider and receive the Bank Reconciliations for period ending 31.01.2024 and 29.02.2024</b></li> </ul>

- All agreed.

## Hargrave Parish Council Finance Report

### Treasurers

Payments Made    01.01.2024    31.01.2024

Nicola Calder		£243.66
HMRC		£27.60
Nicola Calder		£319.93
<b>January close</b>		<b>£591.19</b>

Receipts received    01.01.2024    31.01.2024

<b>January close</b>		<b>£0.00</b>

### Instant Savers

Receipts received    01.01.2024    31.01.2024

Lloyds		£5.26
<b>January close</b>		<b>£5.26</b>

**Bank                      Reconciliation    31.11.2023**

	Treasurers	Savers
<b>Summary</b>		
<b>Balance of accounts c/f:</b>	<b>£2,705.29</b>	<b>£5,093.96</b>
Payments in	£0.00	£5.26
Payments out	£591.19	
<b>Current balance</b>	<b>£2,114.10</b>	<b>£5,099.22</b>

### Treasurers

Payments Made    01.02.2024    29.02.2024

Geosphere		£27.00
Nicola Calder		£226.33
<b>February close</b>		<b>£253.33</b>

Receipts received    01.02.2024    29.02.2024

<b>February close</b>		<b>£0.00</b>

### Instant Savers

Receipts received    01.02.2024    29.02.2024

Lloyds		£5.63
<b>February close</b>		<b>£5.63</b>

**Bank                      Reconciliation    31.12.2023**

	Treasurers	Savers
<b>Summary</b>		
<b>Balance of accounts c/f:</b>	<b>£2,114.10</b>	<b>£5,099.22</b>
Payments in	£0.00	£5.63
Payments out	£253.33	
<b>Current balance</b>	<b>£1,860.77</b>	<b>£5,104.85</b>

- To approve and sign the internal controls checklist & Review the internal controls statement - Signed by S Pratt-Adams / All agreed
- To authorise new internet banking forms - All agreed

- **To formally appoint Mrs N Calder as the RFO for the year 2024/25 - All agreed**

**Financial Officers Summary report**

**Meeting 13.03.2024**

The RFO advised current position as:

Treasurers Account reconciled with bank statement dated 29.02.2024		£1860.77
Savings Account reconciled with bank statement dated 29.02.2024		£5104.85
<b>Total reconciled to 29.02.2024:</b>		<b>£6965.62</b>
<i>General reserves</i>	£4000.00	
<i>Asset management</i>	£93.92	
<i>Tree management</i>	£100.00	
<i>Small projects</i>	£100.00	
<i>Legal costs</i>	£300.00	
<i>Salary</i>	£1000.00	
<i>Precept budget</i>	-£499.47	
<i>Footpath/Road Safety</i>	£800.00	
<i>Precept top up</i>	£1000.00	
<b>Total available as of 31<sup>st</sup> November 2023:</b>	<b>£6894.45</b>	<b><u>£71.17</u></b>
<b>Money expected in March/April:</b>		
Vat return	£854.00	
<b>Money expected to go out in January/February:</b>		
Clerk Salary (March/April)	£600.00	
Picnic Bench	£600.00	
Clerk training 50% to Horringer PC	£65.00	
Parish Magazine Printing March Invoice ***Estimate**	£75.25	

9. **To receive and consider matters relating to the following:**

- **To discuss Village Footpaths report – in link below.** Firstly, all Cllrs congratulated the footpath warden on his excellent report.

[https://1drv.ms/b/s!AtV9v3pliHp0jxxrouoZ8ble\\_MsT?e=64gP5k](https://1drv.ms/b/s!AtV9v3pliHp0jxxrouoZ8ble_MsT?e=64gP5k)

It was reported following discussion with the footpath warden and SCC, the following had been agreed/discussed:

- It is planned the cutting schedule for footpaths could be expanded/improved. Although this would not happen until 2025
- It was planned the footpath behind School Cottages will have some aggregate laid to improve the mud. Costed options will be submitted by SCC
- Some directional signs will be recommended for replacement or repair

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- Flooding at the kissing gate at Green Farm is causing poor underfoot conditions. Cllr Taylor to speak to George Wells

- It is hoped with the help of SCC to improve connectivity to other villages and to investigate permissive footpaths

It was agreed footpaths to be a topic for presentation at the APM Richard and the PC to present.

- **To receive an update from County Cllr Bennett regarding the ongoing speed and road safety problems within Hargrave** – Cllr Bennett was not in attendance, Cllr Painter outlined the items he had requested an update on from Cllr Bennett.

- Birds end - Mary Evans got some works agreed and some funding in 2022 to move the speed limit further out. The works need to be re quoted. Clerk to chase with Cllr Bennett.

- Issues at the Wash - These have been discussed at the public forum.

- Grit bin Knowles Green - Cllr Bennett agreed to visit the site as Highways have refused our request.

- A request for replacement signs has been put forward by the PC to Cllr Bennett. We have so far not received confirmation that we would get the signs. Cllr Painter agreed to chase.

Given Cllr Bennetts apologies, Cllr Painter agreed to follow up.

- **To approve the recommendation from the clerk to appoint SALC as the internal auditor for the 2023/2024 audit** - All agreed. Appointment date booked June.
- **To approve and sign the updated fixed asset register for the year ending 2023/2024** - All agreed with the exception of the grit bin values needed updating. Clerk to add to the website.
- **To discuss the position of Neighbourhood Watch Coordinator** - To be raised at the AGM meeting.
- **Village Hall carpark** - Clerk to write to Jill Upton to see where we are up to with AW and the hole in the village hall carpark.
- **To discuss the extra lighting on Bury Road** - Costing £2400 + VAT. There have been two injuries to villages in this vicinity. Residents close by would welcome more lighting. However, the PC discussed the fact there are several items of expenditure required and will need to prioritise. It was agreed to prioritise the high-risk items and we should seek to fund the streetlight and the

	<p>long overdue speed limit proposals. In the Interim the Clerk to challenge with SCC the cost of the new streetlight.</p> <ul style="list-style-type: none"> <li>• <b>To update on the 30mph sign</b> – As above.</li> <li>• <b>To review risk assessments</b> – All reviewed &amp; agreed.</li> </ul>
10.	<p><b>Planning Applications to be considered by the council –</b> None received</p>
11.	<p><b>To receive any items of correspondence not previously circulated.</b></p> <ul style="list-style-type: none"> <li>• Gov.uk e-mails. Clerk to proposed a way forward</li> </ul>
12.	<p><b>Items for discussion at the next meeting.</b></p> <p><b>It was agreed the following items should be presented at the APM</b></p> <ul style="list-style-type: none"> <li>• Hargrave heritage project.</li> <li>• Neighbourhood watch co-ordinator.</li> <li>• Village Hall Charity and Village Hall replacement project</li> <li>• Neighbourhood Plan</li> <li>• Emergency plan.</li> </ul> <p><b>Cllr Painter agreed to discuss with Clerk the format and paperwork required for the AGM and the APM</b></p>
13.	<p><b>Date of future meetings:</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday AGM 8th May, 7.30pm, Hargrave Village Hall Re-elect councillors.</b></li> <li>• <b>Wednesday APM 22nd May, 7.30pm, Hargrave Village Hall.</b></li> </ul>
14.	<p><b>Close of meeting. 8.50pm</b></p>

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