

**Minutes of the meeting held on Wednesday 10<sup>th</sup> July 2024 at 7.30pm in Hargrave Village Hall.**

**Councillors present: Colin Painter (Chair), David Taylor, Steve O'Donnell, Simon de Laat, David Williams,  
 Sally Cansdale.**

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

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

**MINUTES**

1.	<b>Chairman's welcome and opening statement</b> – Cllr Painter welcomed everyone and introduced Sharon Mattheus.
2.	<b>Apologies – None</b>
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 – No comment</b></li> <li>• <b>To receive comments or questions relating to Hargrave in general</b></li> <li>• Questions were raised regarding the 2023-24 accounts.           <ul style="list-style-type: none"> <li>• Neighbourhood plan, was it covered by a grant? <b>AP1 - CP</b></li> <li>• Opening balance/closing balance for 2023/24 are they correct? <b>AP2 - CP</b></li> </ul> </li> </ul>
5.	<p><b>To agree and sign minutes from meeting 08.05.2024</b>  <b><i>(Paper copies to be signed off by the Chairman for the file)</i></b></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>• Report from County Councillor – Bobby Bennett – <b>No report</b></li> <li>• Report from District Councillor – Mike Chester           <ul style="list-style-type: none"> <li>• On the 16<sup>th</sup> July there is a full West Suffolk Council Meeting. Cllr Chester will circulate a report after the meeting.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>• There is an amount of money in the Locality budget is available from Cllr Chester if we would like to apply. <b>AP3 - NC</b></li><li>• Report from Village Hall Charity – Simon de Laat<ul style="list-style-type: none"><li>• The kitchen has dry rot. This is scheduled to be removed this month. Once the kitchen is removed the damage can be further assessed.</li><li>• The clothing bank has been received well. It is however situated on Highways land, this is to be clarified. <b>AP4 - SdL</b></li></ul></li><li>• Report on Neighbourhood plan – Colin Painter<ul style="list-style-type: none"><li>• 12<sup>th</sup> July is the closing date of the consultation with West Suffolk Council, it will then go to the examiner in August.</li></ul></li><li>• Report on SID data – Steve O’Donnell<ul style="list-style-type: none"><li>• 50% of vehicles that are travelling through the village are speeding.</li><li>• 5.5% of the vehicles are travelling over 41mph.</li></ul></li></ul> <p>We are still trying to establish a link with the police to enable us to report these issues. We have been in contact with Highways however they are now unable to help with the current issues.</p>
7.	<p><b>Matters arising from Minutes of the meeting held on 08.05.2024</b></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"><li>• To note the confirmation of exemption for external audit received from PKF Littlejohn – Accepted.</li><li>• To receive an update on matters relating Highways – Cllr Bennett</li><li>• To receive an update on new polices – Website/social media policy has been accepted by all Cllr’s. <b>AP5 – NC</b> To update website.</li><li>• To receive an update on footpaths.<ul style="list-style-type: none"><li>• Richard Jozefowski has been appointed as a Footpath Warden – an unelected officer of the council.</li><li>• School Close footpath will be upgraded for the winter. A grant has been received from The Hargrave Parochial Charity for which the Parish council thanks them. <b>AP6 - CP</b> to chase West Suffolk Council for a completion date for the footpath work.</li><li>• 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. <b>AP7 – NC</b> To check insurance.</li></ul></li></ul>
8.	<p><b>To receive and consider all financial matters coming forth from the RFO –</b></p> <ol style="list-style-type: none"><li>a) To approve items for payment – future and retrospective – Approved &amp; accepted.</li><li>b) To note the accounts paid since the last meeting – Approved &amp; accepted.</li><li>c) To consider and receive the Bank Reconciliations for period ending 31.05.24 and 30.06.24 – Approved &amp; accepted.</li><li>d) To approve and sign the internal controls checklist – Approved &amp; Signed.</li></ol>

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	<p>e) To note the budget to actual position for year to date (Q1) – Approved &amp; accepted.</p> <p>f) Newsletter – to note the accounts for the year ending 2023/24. <b>AP8 – NC</b> To follow up on outstanding payments.</p> <p>g) To note the Notice of Exemption AGAR 2023-24 – Duly noted.</p>
9.	<p><b>To receive and consider matters relating to the following:</b></p> <p>a) To receive an update from County Cllr Bennett regarding the ongoing speed and road safety problems within Hargrave – Cllr Bennett has sent us an updated quote for Birds End speed limit change. There are other outstanding items on the list that Cllr Bennett is following up.</p> <p>b) To discuss the position of Neighbourhood Watch Coordinator – remove from agenda.</p> <p>c) Play area report – 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. <b>AP9 – DT</b> to follow up.</p> <p>d) Status of the extra lighting on Bury Rd – Remove from the agenda as no backing from the village. The cost out ways the need.</p> <p>e) Letter from Lloyds – Cllr Painter read the letter and accepted it. FSCS we are not covered – we considered insurance but agreed it is not necessary.</p> <p>f) Gov.uk e-mail set up –</p> <ul style="list-style-type: none"><li>• Cllr Mattheus needs an e-mail address. <b>AP10 – NC</b> To request.</li><li>• 4 councillors still to set up their e-mails. <b>AP11 – NC</b> To follow up.</li></ul> <p>g) Emergency Plan – Cllr Taylor</p> <ul style="list-style-type: none"><li>• The emergency plan has been circulated.</li><li>• There is a need for a First responder.</li><li>• District Council have looked at our emergency plan and have suggested that is fit for purpose.</li><li>• The emergency plan is to be published in the newsletter. <b>AP12 – DT</b> To contact CW to arrange.</li></ul> <p>h) Hargrave Heritage Society – Hargrave has a wealth of information on a website created by Paul Rogers. The Parish Council are now planning to add it to the Parish Council website. Paul Rogers is the only person who has access to the website, the Parish Council feel uncomfortable about this situation. <b>AP13 – NC</b> To investigate a solution to transfer the website over and contact P Rogers to see if the domain is still active. Cllr Williams indicated the Church was holding funds from the Heritage project which could be used to protect the website.</p>
10.	<p><b>Internal Audit 2022/2023:</b></p>

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	<p>a) To discuss the findings of the Internal Audit and consider any recommendations that were highlighted. Accepted &amp; agreed. <b>AP14 – NC</b> To devise an action plan to rectify the recommendations.</p> <p>b) To review the effectiveness of the internal audit - Reviewed &amp; accepted.</p>
11.	<p><b>To discuss the Co-opt of a new Councillor</b></p> <p>Sharon Mattheus - co opted . Proposed 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. <b>AP15 – NC</b> To follow up and update all relevant paperwork &amp; websites.</p>
12.	<p><b>Planning Applications to be considered by the council</b> – None received.</p>
13.	<p><b>To receive any items of correspondence not previously circulated</b> - None</p>
14.	<p><b>Items for discussion at the next meeting</b></p>
15.	<p><b>Date of future meetings:</b></p> <p>Next meeting – <b>18.09.24 NOTE CHANGE OF DATE</b></p>
16.	<p><b>Close of meeting</b> – 9:30pm</p>