

Horringer-cum-Ickworth Parish Council
Minutes of the Annual meeting held on Monday, 20th May 2019
In Horringer Community Centre

Present: Cllr Knight (Chair), Cllr White (Vice-Chair), Cllr Crofts, Cllr Fuller and Cllr Walker

No members of the public were in attendance

Mrs S Brown (temporary clerk) took the minutes.

Cllr Knight welcomed everyone to the meeting.

1	<p>Election of Chairman: Cllr Crofts proposed Cllr Knight as Chairman seconded by Cllr Fuller all in agreement. Cllr Knight duly signed the Declaration of Acceptance of Office.</p>
2	<p>Record Councillors' apologies for absence: Apologies received and accepted from Cllr Hammill</p>
3	<p>Declarations of Interest: Cllr Knight in respect of item 14i planning. Councillors were reminded of the need to complete the Register of Interest forms within 28 days of the election. All Councillors signed the Declaration of Acceptance of Office, the Service of Summons form and all completed Register of Interest forms.</p>
4	<p>County Councillors' report: Cllr Soons sent her apologies no report had been received. The Clerk advised receipt of letter in regards locality funding of £2,158 towards the purchase of welcome to Horringer street gate signage and refurbishment of the original street gate signage. Confirmation of the use of the monies had been completed and sent back to Suffolk County Council as requested. To confirm both of the works had been completed.</p> <p>Borough Councillors report: Cllr Clements did not attend and no report had been received.</p> <p>Community Council report: A report had been circulated to Councillors which included: Roof works, fire safety works, committee and DIY Day. Cllr White confirmed the Community Council had requested the grant of £10,000 (previously agreed) is paid by 15th June 2019. Council agreed to raise the cheque.</p> <p>Public Forum: No members of the public in attendance.</p>
5	<p>To consider the approval of the minutes of the last meetings: Cllr Walker proposed signing the minutes of the meetings held on 15th April 2019 be approved and signed as a true record seconded by Cllr White, all in agreement.</p>
6	<p>Appointment of Vice Chairman: Council thanked Cllr White for all his work for the village as both Chair and Vice-Chair over the years. Cllr Fuller proposed Cllr Crofts as Vice-Chair seconded by Cllr White all in agreement.</p> <p>Play area Officer: Council discussed it was hoped Cllr Hammill would be happy to take on the role, the Chair to speak to Cllr Hammill.</p> <p>Representative on Community Council: Cllr Walker was happy to take on the role but noted if the meetings were held on Tuesday's she would be unable to</p>

	attend. Council discussed, if there were a number of meetings on a Tuesday it was suggested a rota of attendance was put in place if necessary. It was felt the Parish council needs to try to ensure a representative attends the next meeting. The Chair to try to co-ordinate.	
7	<p>Annual Review of: All Councillors had received a copy of the documents</p> <p>Standing Orders: All in agreement no changes were required.</p> <p>Financial Regulations: All in agreement no changes were required.</p> <p>Financial Risk Assessment: All in agreement no changes were required.</p>	
8	<p>Reports:</p> <p>i. Play Area Report: The April report had been circulated to Councillors. Cllr Walker advised receipt of the replacement bolts from Sovereign and advised the Play Park Committee wished to hand back responsibility of the play park to the Parish Council. It was noted they had received a quote for extra fencing to help avoid balls going into gardens and they had some monies to pay for at least half the cost. Cllr Walker proposed allowing the Play Park Committee to disband and the Parish Council to take back control of the play equipment and any funds that are left; all in agreement. To give the replacement bolts to Cllr Hammill if he took on the role of Play area officer. Council discussed the April report and agreed for the new clerk to look into receiving quotes for any remedial works that are needed, it was noted they were all low risk works.</p> <p>ii. Chairman's Report: The Chair congratulated Cllr Terry Clements on his re-election to West Suffolk Council. He also congratulated Councillors on their re-election to Horringer-cum-Ickworth Parish Council. It was hoped a further Councillor could be co-opted to represent Ickworth. It was noted the minutes from the Annual Parish Meeting had been completed.</p>	
9	<p>Updates:</p> <p>Request for prescriptive right of access & ditch/drainage issues: Cllr White advised nothing further had been heard from the National Trust.</p> <p>Telephone Box: Cllr Crofts advised he had had a meeting with Breams to agree the precise final position of the telephone box as historic England have been very particular on this matter. Breams to put together a plan with the necessary wording, when completed this will be submitted to the Planning Authority to discharge the condition.</p> <p>Clerks Vacancy: The Chair reported back from the recently held interviews, it had been decided to offer the position to one of the candidates. It was noted she had a number of connections with the village of Horringer. Council discussed terms and conditions including training. The temporary clerk to send a job description to the Chair. The Chair to liaise with SALC in regards the contract of employment. It was hoped the new Clerk would commence the beginning of June. The temporary clerk to arrange a meeting to hand over the paperwork. The Clerk to inform the other candidates.</p>	
10	<p>Highways Community Self Help: Cllr Crofts reported back from the launch of</p>	

	<p>the Community Self Help Scheme. It was recommended Councillors go on line to look at the recent presentation. The scheme was discussed including: Suffolk County Council have launched the 'highways community self help' which is designed to support and empower parish councils in Suffolk to carry out minor maintenance tasks in their communities including items such as sign cleaning, siding out of footways or paths, grass verge cutting, weed killing, weed removal, hedge cutting/pruning and fingerpost cleaning/painting/repair. Highways have committed £100k to the scheme in its first year and the investment will help fund training, personal protective gear; such as gloves, hi-viz and safety glasses and any needed tools. The meeting was assured the budget will be kept at this level. Some works would still have to be carried out by SCC, some could be carried out jointly with the Parish Council or just the Parish Council and volunteers. It was noted the Parish Council may need to allocate monies in the budget for 2020-21 for any works they may consider undertaking. It was advised any proposed works and there would be a need to complete a form advising what was to be carried out and the process and costs. Council discussed the advantages of this scheme to place on next agenda.</p>	
11	<p>To consider Litter Picking in Horringer: The bins were now emptied on a fortnightly basis by West Suffolk Council. Council discussed if there was a need for a litter picker, if there was how would it work with hours, areas to be covered, health & safety issues, employment costs. Cllr Crofts suggested using a private contractor for periodic litter picks. The new clerk to look into the possible cost of this possibly using McGregor Garden Services or if they knew of a contractor for this kind of work. The clerk to find out the scheduled day of litter collections for Horringer for information, to update Council at the next meeting.</p>	
12	<p>To consider Defibrillator at Village School: Cllr Fuller updated Council on possible costs of a defibrillator and cabinet. It was felt the school was a good central location for a second unit. Cllr Crofts advised a First Responder had suggested it was usual to have two miles between defibrillators. Council discussed; Cllr White to bring up the matter at the next school meeting and to see if the school would consider joint funding. Cllr Fuller to look into maintenance costs, to place on next agenda.</p>	
13	<p>Correspondence:</p> <ul style="list-style-type: none"> • SCC (Borough of St Edmundsbury) (Stopping, waiting and loading prohibitions and restrictions and on-street parking places) (Map0based Order 2019 – Noted 	
14	<p>Planning:</p> <ol style="list-style-type: none"> i. Application DC/19/0949/HH 18 Orchard Way – First floor side extension and (ii) new pitched roof over existing garage: Council discussed Cllr Walker proposed no objection seconded by Cllr Fuller all in agreement no objection. ii. On-line Consultee access: Cllr Crofts advised Council will need to register for the on-line system and Council needs to respond for on-line access, the Clerk to action. iii. Drop in sessions: Cllr Crofts felt these were a good idea and would be happy to attend any workshops. The clerk to register and express 	

	<p>interest in workshops to place on next agenda</p> <p>iv. No applications determined by the Planning Authority had been received.</p>	
15	<p>Finance Report and to consider payments to be made: The Clerk confirmed receipt of Precept £23,888, interest of £1.67 and rent from the Old Post Office of £200.</p> <p>i. To consider internal audit report: The report had been circulated to Councillors. The Clerk advised a 'powers' column had been added to the payment schedule, no further recommendations.</p> <p>ii. To approve & sign Section 1 Annual Governance Statement of the AGAR: The Clerk read out the Annual Governance Statement to Council. Cllr Walker proposed the Chair sign on behalf of the Council seconded by Cllr Crofts all in agreement, the Chair duly signed.</p> <p>iii. To approve & sign Section 2 Accounting Statement of the AGAR: All Councillors had received a copy. Cllr Walker proposed the Chair sign on behalf of the Council seconded by Cllr Crofts all in agreement, the Chair duly signed.</p> <p>iv. SALC inv: 22045 £270 internal audit: A cheque no: 1897 was raised for £270</p> <p>v. McGregor Garden Services inv: 3689 £720 April grass cut: A cheque no: 1898 was raised for £720</p> <p>vi. D. Perrin refurbishment of entrance gates £750: A cheque no: 1899 was raised for £720</p> <p>vii. G Signs & Design Ltd inv: 812312 £1,689.60 entrance gates: A cheque no: 1900 was raised for £1,689.60</p> <p>viii. Horringer Community Council grant £10,000: A cheque no: 1901 was raised for £10,000</p> <p>ix. No further invoices had been received.</p> <p>Reserve account @ 8.1.2019 £9,533.4 Current account @ 2.5.19 £48,244.12</p>	
16	<p>Councillors' reports and items for future agenda: It was suggested a new google account is created for example: clerk.horringerparishcouncil@gmail.com to place on next agenda. It was advised the key for the village noticeboard had not been received from the previous clerk, Cllr White to chase but noted the Clerk may have to contact the company who supplied the noticeboard for a new key. To place Parish Noticeboard (in front of Community centre) to consider replacing with a closed noticeboard on next agenda. Cllr Walker advised there may need to be a temporary sign at the top of Meadow drive to place on next agenda.</p>	
17	<p>Date of next meeting – The date of the next scheduled meeting was confirmed as Monday, 17 June 2019.</p> <p>There being no further business the meeting was closed at 9.30pm</p>	