

## **Horringer-Cum-Ickworth Parish Council Meeting Minutes 19<sup>th</sup> September 2023**

**Public Forum** – No members of the public attended.

### **1. Apologies for absence**

Apologies accepted from Peter Crofts (PC (Vice Chair), Michelle Thompson (Clerk).  
Present: Colin Knight (CK), Tom Lewis (TL), Ruth Walker (RW), Ian Frost (IF),

Karen Soons (KS) County Councillor

### **2. Declarations of Interest.**

None

### **3. Approval of minutes from meeting 17<sup>th</sup> July 2023.**

Proposed by RW, seconded by TL.

### **4. Reports**

#### **a) County Councillor Karen Soons**

Report sent to the clerk in advance of the meeting.

KS confirmed the meeting with Matthew Fox on 19<sup>th</sup> September at 2:30pm, meeting at Horringer Community Centre.

CK questioned if the cost of an ANPR device could be supported by SCC. KS suggested she may have locality funds that could be used towards this.

#### **b) West Suffolk Council**

No report.

#### **c) Community Council (CC) Report**

Report sent in advance of the meeting. Improvements to the stage are under discussion and repair/replacement of dishwasher. Social events are planned for later in September and November.

#### **d) Tree Report – Janice Frost**

Report sent in advance of the meeting. Trees to be supplied for planting within the National Trust Estate, local properties and potentially the Pre-School.

#### **f) Chairman's Report**

Report sent in advance of the meeting. Items to be covered later in the agenda.

## **5. To review action points of the last meeting**

Action Points reviewed.

## **6. Updates**

### **SIDs**

Cheque to be signed for additional bracket.

SID to be moved to Sharps Lane site on 1<sup>st</sup> October 2023. Will try to move SID to a lamp post on Westley Lane later in the year. ANPR to be situated in the village by SCC on a rota basis for a short time.

To purchase the PC's own ANPR could be a 5 year project. To be considered depending on discussions with Matthew Fox.

### **Lloyds bank account and internet banking**

**AP1** – RW to contact the bank to see if Michelle has access. CK to be administrator and signatory. Contact address to be altered to CK's address for the Lloyds account.

### **Lease of Old Post Office**

Completed.

### **Co Option of new councillors**

No progress.

**AP2** – CK to put another advert on Facebook and Notice Boards and to contact Kevin about putting something in the Horringer Diary.

### **Website**

This is believed to be up to date and the Parish Council are compliant as per confirmation from the Clerk. One remaining query outstanding. TL offered his support towards keeping the website up to date, however, this would not be until 2024.

**AP3** – CK to remove Michelle from website access.

### **Audit Report**

CK is resolving an outstanding issue with the external auditors.

### **SCC meeting to discuss speeding issues**

Arranged for 19<sup>th</sup> September 2023, 2:30pm.

### **Westley Lane Bridleway**

No progress on new surfacing, costs are considerable. Access issue to be discussed with Matthew Fox.

### **Clerks Computer**

IF has reviewed the laptop and it seems to function normally. IF will review information on the back up hard drive and USB drive.

**AP4** – IF to review possible improvements relating to IT and computer use e.g. use of One Drive.

### **Neighbourhood Plan (NP)**

IF fed back from the previous meeting. Brad Young has taken over the Chair role of the NP and the committee are looking at how to progress the plan.

## **7. Planning Applications**

### **i. DC/23/1297/TCA**

Trees in conservation area. No objections.

## **8. Finance Report**

CK signed relevant cheques, PC will counter sign on return from holiday as follows:

Clerk salary - £254

Grass cutting August 2023 - £528

Grass cutting September 2023 - £420

Clerk expenses £55.13

West Suffolk election fee - £163.82

SALC Internal Audit fees - £313.20

Motion agreed by all to pay £1,000 into the new Lloyds bank account to start paying invoices online and to review the signatory procedures.

## **9. Correspondence**

Email from Piers Fuller regarding the condition of the grass underneath the Weeping Willow at the top of Meadow Drive.

**AP5** - CK to ask McGregors to trim the vegetation.

**AP6** – RW to see if she can attend the update of the financial regulations model.

Letter from the Clerk offering her resignation. Final day of employment will be 19<sup>th</sup> September 2023. CK acknowledged.

Vacancy of the Parish Clerk was discussed and a plan agreed to advertise the post.

**10. Councillor's reports and items for future agenda.**

None

**11. Date of next meeting:**

Monday 16<sup>th</sup> October 2023.

Meeting finished at 9:26pm.