

Minutes of the Parish Council Meeting of Hargrave Parish Council
Held on Monday 9th May 2022 at Hargrave Village Hall

Members present:
Cllr Farrington in the Chair

Councillors
C Jones M Leonard H West
Clerk- Ms J Hodgson
3 member of the public

Meeting started at 7.30pm

22-1 Election of chairman for the year 2022-23

After proposal and seconding, it was **RESOLVED** that Councillor Farrington be elected as Chairman for the coming year. The Declaration of Office was signed.

22-2 Election of vice chairman for the year 2022-23

This was deferred due to casual vacancies.

22-3 Apologies for absence

Apologies were received from NNC Councillors Howell, Levell and Wilkes.

22-4 Casual Vacancies

The resignation of Cllrs Brotherton and Gunthorpe were noted.

It was noted that the closing date for a by-election to be called was 20th May and if a by-election is called, this would be held before 27th July. If a by-election is not held, the Council will be able to co-opt to fill the vacancies.

It was further noted that the resignation of Councillor Newcombe had been received. The vacancy created by her resignation will be processed in accordance with regulatory requirements.

RESOLVED that in recognition of the service that Mr Gunthorpe and Mrs Brotherton gave to the Parish Council, National Garden vouchers to the value of £50.00 each be purchased as a thank you to them both.

22-5 Minutes

RESOLVED: that the Minutes for the meeting held 7th March 2022 be approved and signed by the Chairman.

22-6 Annual review of Standing Orders & Financial Regulations

RESOLVED That the Standing Orders and Financial Regulations as circulated to all councillors prior to the meeting be adopted with the minor amendments specified.

22-7 Annual review the inventory of land and assets

RESOLVED: That the inventory should be updated to include the new Clerks laptop but was otherwise correctly reflected the Council's assets.

22-8 Banking signatories

RESOLVED: That Councillors Brotherton and Gunthorpe be removed from the mandate with Unity Trust Bank and that Councillors Leonard and West be added to the mandate

22-9 Insurance

RESOLVED: That insurance be renewed with BHIB at a cost of £249.79.

22-10 Membership of outside bodies

RESOLVED that membership of Northants CALC and Northants ACRE should continue and payment of subscriptions may be arranged when they are due.

22-11 Annual review of Councils complaints procedure

RESOLVED: That the Council's policy should be readopted without amendment.

22-12 Annual review the Council's procedures for handling requests under the Freedom of Information Act and Data Protection Act

RESOLVED: That the Council's FOI policies should be readopted without amendment. The Data Protection Policies

22-13 Date and time of ordinary meetings for the year ahead

It was agreed that meetings would be held on 4 Jul, 5 Sept, 7 Nov, 9 Jan 2023, 6 March & 8th May

22-14 Members to specific areas of interest

- a. Village maintenance including highways – Cllrs Farrington and West
- b. Community & road safety - deferred
- c. Financial internal control – Cllr Leonard
- d. Village Hall Management Committee – Cllr Jones

22-15 Joint Action Group for East Northants Central & Police Liaison Representative

This item was deferred until the casual vacancies are filled.

22-16 Wind Farm Trust

It was agreed that Councillor Farrington be confirmed as the Parish Council representative.

22-17 Declaration of interests

Cllr Farrington advised that the Monitoring Officer was investigating a complaint made against him under the Code of Conduct following a Freedom of Information Act request.

22-18 Public Speaking Time

A landowner requested that criminal damage to their land was included on a future agenda for discussion.

A resident of Church Road stated that they supported the manner in which the Council had conducted itself.

The Council declined the request to place the occurrence of criminal damage on the agenda as there was no action the Parish Council could take and it was a police matter that the Parish Council would not want to prejudice in any way.

22-19 Report from the North Northamptonshire Council Councillors

There was no report given.

22-20 Financial Matters

a. Payment schedule - **RESOLVED** that the following payments be authorised.

Payee	Amount
BHIB – annual insurance premium	£249.79
J Hodgson – 2 months’ salary, laptop, Travel to Hargrave, website renewal, stationery, printer ink	£1222.91

The General Power of Competence was adopted May 2021

The following payments have been made under the Councils Direct debit arrangements

Date	Payee	Amount
09.09.21	Yu Energy – street lighting	24.63
09.09.21	Yu Energy	13.06
09.10.21	Yu Energy	24.40
09.10.21	Yu Energy	12.61
09.11.21	Yu Energy	27.13
09.11.21	Yu Energy	13.07
09.12.21	Yu Energy	12.95
09.12.21	Yu Energy	29.02
09.01.22	Yu Energy	13.44
09.01.22	Yu Energy	31.52
09.02.22	Yu Energy	13.48
09.02.22	Yu Energy	31.21
09.03.22	Yu Energy	12.09
09.03.22	Yu Energy	27.31
09.04.22	Yu Energy	28.98
09.04.22	Yu Energy	13.21
03.05.22	Information Commissioners Office – annual fee	£35.00

The following funds have been received:

£90.00 Field rent

£215.66 Grant from Northants CALC re Asset Mapping Project

b. Financial report from the Clerk - As at 30th April 2022 the Council had an available cash balance of £25541.55 split between the current account (£13337.05) and the deposit

account (£12204.32). The Precept amount of £7500.00, which is full amount for the year was received on 29th April 2022.

The year-end processes for HMRC have been completed and the final payment made for the year ending 5th April 2022.

A claim for VAT submitted in April for £300.20 which was received from HMRC on 5th May.

In September 2021 the Council made a resolution to close the two Barclays deposit accounts and a letter was duly sent to Barclays. This has not been actioned by Barclays Bank and a second letter has been drawn up for issue.

- c. Internal Audit Report **RESOLVED** that the report be received with no issue raised and accepted.
- d. Accounts for 2021-2022 - **RESOLVED** that the Accounts that form Appendix A be approved and adopted
- e. Annual Governance Annual Return section 1 - the Council considered each statement of the Return and directed the completion of the form **RESOLVED** that the Chairman sign the Annual Governance Statement.
- f. Annual Governance Annual Return section 2 **RESOLVED** that the Council accepts the Accounting Statements as presented by the Responsible Financial Officer and that the Chairman sign the Accounting Statement as it accurately represented Council's financial position.
- g. Certificate of Exemption - **RESOLVED** that the Exemption Certificate be signed for submission to PKF Littlejohn as the Council met the qualifying criteria.
- h. Dates of the electors rights to inspect– the dates were noted 13th June 2022 to 22nd July 2022
- i. 'National agreed salary award' (by National Joint Council for Local Government) **RESOLVED** that the pay award be granted, back dated to 1st April 2021 and that at a future meeting the Council would review the spinal column point the Clerk's salary was linked to.
- j. Additional hours **RESOLVED** that the payment to the Clerk of an additional 13.5 hours for period 28 Feb 2022 to 29th April 2022 be authorised

22-21 Planning Matters

- a. Planning applications (None)
- b. Planning decisions made by North Northamptonshire Council

Refused

NE/21/01689/FUL Erection of 6 dwellings and detached garages, alterations to existing vehicular access, and new pedestrian access onto Church Street including white lining on highway with associated engineering works including retaining walls, fencing, parking and turning facilities, drainage and landscaping. At Hill Top House, Church Street

- c. North Northamptonshire Strategic Plan Scope and Issues Consultation

RESOLVED That the Clerk has delegated authority to collate a response from emails received from Councillors to submit direct to North Northamptonshire Council

22-22 Neighbourhood Plan

It was noted that North Northamptonshire Council Planning Policy had indicated that the draft plan would be submitted to referendum but this was still to be formally 'signed off'.

22-23 Policies

- a. Internet Banking Policy **RESOLVED** That the amended policy be adopted with immediate effect.
- b. 'Protocol for dealing with developers' **RESOLVED** That the protocol that forms Appendix B be adopted with immediate effect.
- c. 'Co-option to fill casual vacancies policy' **RESOLVED** That the policy that forms Appendix C be adopted with immediate effect.
- d. 'Policy for insufficient candidates at an ordinary election' **RESOLVED** That the policy that forms Appendix D be adopted with immediate effect.

22-24 Village Infrastructure

- a. Updates on the drain issues – Further to Minute 21-139 it was noted that the area manager was still awaiting feedback from the Regulations and Planning Teams at WNC/NNC in regards to the unauthorised connections into the surface water sewer.

The root cutting work is still outstanding. It was also note that the Clerk had ceased work on the emergency plan as North Northamptonshire Council had failed to provide a usable template and the Parish Council had intended to utilise the pathfinder grant for a drain camera survey and this had now been done by Northants Highways.

- b. Village speed indication device – Following the resignation of Councillor Gunthorpe, Councillor West offered to take over responsibility.

22-25 Wind Farm Trust

It was noted that the Parish Council would be receiving a grant of £150.00 towards the Platinum Jubilee celebration costs from the Trust. It was agreed that this should be split between the two Jubilee events occurring in the parish. The Council will consider, at a future meeting, whether a tree could be planted to mark the Jubilee.

22-26 Non-Ecclesiastical Herdsman Charity

Further to Minute 18.94g the accounts that form Appendix E were received. It was noted that Mrs J Brotherton and Councillor Jones were the current Trustees.

22-27 Minute records 1981 to 2007

It was reported that the Clerk has not been able to trace the Minute books between 1981 and 2007. The Northamptonshire County Archive has confirmed that on 18th July 2007 the minute book for 1947 to 1981 was deposited. The Clerk has traced three previous Clerks and none of them are able to advise as what may have happened to the records. Therefore it must be assumed they are lost or destroyed.

22-28 Village Hall Committee

Cllr Jones outlined forthcoming events. The accounts that form Appendix F were noted. Of the 'maintenance' costs, £1200 related to additional chairs.

22-29 List of correspondence

The list of correspondence received that forms Appendix G was received. No further action was identified. No further action was required.

22-30 Next scheduled meeting

The next scheduled meeting will be on 4th July 2022.

Meeting closed 8.52pm.

Chairman

Hargrave Parish Council

Annual Accounts for year ending 31st March 2022

2020-2021

2021-2022

Receipts

7000.00	Precept		7500.00
	Other receipts		
180.00	Field rent	180.00	
1454.24	Miscellaneous	1186.77	
9884.00	Grants	215.66	
2.95	Interest	6.83	
189.53	VAT reclaim	1705.25	
			<u>3294.51</u>
<u>18710.72</u>	Total receipts		<u>10794.51</u>

Payments

3120.00	Staff costs		3390.00
	Other payments		
677.83	Administration costs	929.75	
243.14	Office costs	266.44	
0.00	Election costs	0.00	
466.55	Public lighting - power	459.96	
357.30	Public lighting - maintenance	362.90	
100.00	Section 137	0.00	
0.00	Training	164.00	
0.00	Grants	0.00	
8430.80	Neighbourhood Plan	0.00	
565.00	Hedge & Ditch	1890.00	
150.00	Grass cutting	300.00	
117.18	Misc.	545.05	
1894.78	VAT	300.20	
			<u>5218.30</u>
<u>16122.58</u>	Total Payments		<u>8608.30</u>

Prepared by J Hodgson, Clerk to the Council & RFO
11/04/2022

Hargrave Parish Council

Protocol for dealing with developers in respect of pre-planning application discussions

1. The developer must provide information about the proposed development affecting the Parish area in writing.
2. Even if the developer considers that information provided to a local council is sensitive, this will not require the council to treat it as confidential. From the outset, the developer must identify information they want to be treated as confidential and explain the reasons in writing. If the developer has a legitimate expectation for confidentiality about the proposed development, the council will keep a written record of the confidential and non-confidential issues.
3. Information held by a local council about a proposed development is subject to disclosure under the Freedom of Information Act 2000.
4. Communications (including informal and formal meetings) between the developer and local council (or with individual councillors and staff) about a pre-planning application development will not bind the council to making a particular decision. Any views expressed are, at best, provisional because not all of the relevant information will be available to the council and formal consultations will not have taken place.
5. Informal meetings and telephone conversations between a developer and individual councillors or staff will be documented in writing and are subject to disclosure under the Freedom of Information Act 2000. Council staff will arrange and attend meetings between councillors and developers and in all cases will send a follow-up letter containing minutes of the meeting.
6. The meetings of a local council and its committees are open to the public (Section 1(1) Public Bodies (Admission to meetings) Act 1960) and developers may attend.
7. The developer may not speak at a council or committee meeting unless they are invited to address the meeting or have an opportunity to do so during the part of the meeting designated for public participation. The developer may regard information about the proposed development as either confidential or 'sensitive' and therefore not suitable for discussion at a meeting open to the public. However, it is the councillors at the council or committee meeting who will decide if there are grounds to exclude the public from the meeting when the proposed development is being discussed and considered. A local council or committee meeting may exclude the public if publicity about a matter being considered at the meeting would prejudice the public interest due to its confidentiality or for other special reasons (section 1(2) Public Bodies (Admissions to Meetings) Act 1960).
8. The minutes of council and committee meetings which record the decisions made at them are available to all via the council's publication scheme, a requirement of the Freedom of Information Act 2000.
9. The Council may invite developers to attend an assembly of the parish meeting, which is also open to the public (Section 1(1) Public Bodies (Admission to meetings) Act 1960), to present or discuss their proposals for a proposed development affecting the parish area.
10. It is an offence under section 1 Bribery Act 2010 for a developer or his agent to promise or give a financial or other advantage to a local council with the expectation of an improper consideration of a planning application. If the developer is an organisation, for example a charity or company, the council may request sight of the developer's anti-bribery policy.

Hargrave Parish Council

Co-option Policy for casual vacancies

1.0 Introduction

1.1 The Council must give public notice of a casual vacancy as soon as possible in accordance with section 232 of the Local Government Act 1972.

1.2 The Clerk shall duly publish 'a notice of vacancy', as provided by North Northamptonshire Council, giving 14 working days within which a by-election may be called.

1.3 Following expiry of the 14 days' notice, North Northamptonshire Council will advise the Council if a by-election is to be held or if the vacancy is to be filled by co-option.

1.4 The Council may choose not to attempt to fill the vacancies, in which case the unitary council has powers to hold a further election or to take other appropriate action to fill the vacancies.

1.5 To ensure good decision making, meet its responsibilities under equality legislation and to provide a fair and transparent process, the following procedure has been adopted by Hargrave Parish Council.

1.6 Vacancies created by insufficient candidates in an ordinary election will be dealt with by the 'policy for insufficient candidates in an ordinary election.'

2.0 The co-option process

2.1 Where no by-election is called, the Council must meet and fill the vacancy within a reasonable period of time following expiry of the initial 14 day period. The only exception is where a by-election is not called and the vacancy occurs within 6 months of when the Councillor would retire, then the post may be left vacant.

2.2 The Clerk will advertise the vacancy for 4 weeks on the Council notice board and website, applying for eligible candidates to come forward.

2.3 Applicants for co-option will be asked to:

- submit information about themselves, by way of completing an application form and submitting their statement. Such statement should outline the characteristics, attributes and qualities which they would bring to Parish Council affairs and highlight the reasons why the candidate feels he/she should be co-opted onto the Parish Council;
- confirm their eligibility for the position of Councillor by certifying a copy of the eligibility criteria on the application form.

2.4 Clerk will publish a list of candidates for co-option along with the agenda for the meeting where the co-option will be deliberated.

2.5 Copies of the applicant's statement and application form will be circulated to all Councillors, prior to the relevant full Council meeting where the co-option is to be considered. Documents may be tabled in respect of a late application. All such documents shall be treated as Private and Confidential.

2.6 Candidates will be given the opportunity to address the Council for no longer than two minutes in support of their application but are not obliged to do so.

2.7 No questions may be asked of candidates except in relation to what has been presented by candidates.

- 2.8 Candidates will be offered the opportunity to ask questions of the Parish Council.
- 2.9 A resolution to move to voting will then be made.
- 2.10 Voting will be in accordance with statutory requirements. A successful candidate must receive an **absolute majority**, i.e. receive more than 50% of the votes cast.
- 2.11 If there are more than two candidates for one vacancy and no one of them at the first count receives an absolute majority over the rest of the candidates, the candidate with the least votes will fail and the remaining candidates voted on again. This process shall be repeated until an absolute majority is obtained.
- 2.12 Voting will be by secret ballot on pre-prepared ballot papers.
- 2.13 The counting of votes shall be undertaken by the Clerk together with one other person, who shall not be candidate for co-option.
- 2.14 In the case of an equality of votes, the Chairman will have a second casting vote.
- 2.15 After the vote has been concluded, the Chairman or other person presiding will declare the successful candidate duly elected.

Appendix D

Hargrave Parish Council

Policy for insufficient candidates at an ordinary election

1. Introduction

- 1.1 The Representation of People Act 1985, section 21 specifies the procedure to be followed when an insufficient number of persons are or remain validly nominated to fill the vacancies in respect of which the election was held.

2. Procedures to be followed where the Council is quorate

- 2.1 Where the number of newly elected members constitutes a quorum for meetings of the council those members may co-opt any person or persons to fill the vacancy or vacancies remaining unfilled.
- 2.2 There will be an agenda item stating "To consider whether and how to fill vacancies following the ordinary election and to consider co-opting any persons who are immediately available."
- 2.3 The council may co-opt persons under that agenda item, although the co-optees cannot take part at that meeting as councillors since, by definition, they will not have received formal notice of the business to be transacted.
- 2.4 Where candidates are not immediately available for co-option, the council will follow Co-option for casual vacancy policy from clause 2.2 onwards.
- 2.5 The council may choose not to attempt to fill the vacancies, in which case the unitary council has powers to hold a further election or to take other appropriate action to fill the vacancies (but this power may not be exercised before the expiry of 35 days beginning with the day on which the election was held).

3. Procedures to be followed where the council is not quorate

- 3.1 If the number of newly elected members is less than the number that constitutes a quorum the returning officer must order a fresh election to fill the vacancy or vacancies remaining unfilled (Representation of peoples Act 1983 section 39 (1))

Herdsman Non-ecclesiastical Charity

Annual Statement for year ending 31st March 2022

Investment details: The funds are invested with CCLA (Church, Charities and Local Authorities) in the COIF Charities Ethical Investment Fund Income Units

01/04/2021 The number of units held: 2058.61.

31/03/2022 The number of units held: 2058.61

Dividends are not reinvested therefore the number of units held has not changed.

The value of the units will go up and down in line with market fluctuations affecting the value of the dividends paid.

Dividends from the Investment are paid into dedicated Barclays Account ***324

		CR	DR
Opening balance	01/04/2021		2189.79
Dividend	28/05/2021	43.23	
Interest	07/06/2021	0.05	
Dividend	31/08/2021	43.23	
Interest	07/09/2021	0.04	
Dividend	30/11/2021	43.64	
Interest	07/12/2021	0.00	
Dividend	28/02/2022	43.64	
Interest	31/03/2022	0.43	
		174.26	
Closing balance	31/03/2022		2364.05

Barclays Bank as at 31 st March 2022	£130.55
Unity Trust Bank as at 31 st March 2022	<u>£2233.50</u>
	£2364.05

I certify that funds have not been spent during the year.

I certify that the sum of £2233.07 was transferred from Barclays Bank to a new account for this purpose at Unity Trust Bank on 5th August 2021. As at 31st March 2022 the account at Barclays remain open to receive dividend receipts

I certify that administration costs have not been levied against the Barclays Account nor against the Investment for the purposes of administering the Charity.

This statement has been prepared in accordance with the Charities Act 2011.

P.C.

HARGRAVE VILLAGE HALL MANGEMENT COMMITTEEANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2021

1. Balance at CAF bank and cash in hand £
20,222

2. Receipts

	£
Lettings	733
Bowls, T/T & C.D.	626
Lottery (net)	1378
Total	2737

3. Payments

Maintenance	1338	
Electricity	423	
Water	228	
Miscellan.	620	- includes insurance
Total	2609	

Robin Pearson - Treasurer

14 APR 2022

A.G.M.

Correspondence list 1st March to 3rd May 2022

This list is comprised of generic or informational emails sent by other organisations and Councils rather than listing correspondence with members of the public. A separate list of correspondence with members of the public or correspondence on specific matters with other bodies is not maintained.

1. Email: NCALC Friday mini eUpdate - 04/03/22 (circulated to Councillors)
 2. Email: BBC Wilshamstead Neighbourhood Development Plan
 3. Email: Update from the Leader of the Council #19 (circulated to Councillors)
 4. Email: Northants CALC Training Newsletter (circulated to Councillors)
 5. Email: Latest news from ICO
 6. Email: NCALC Friday mini eUpdate - 11/03/22
 7. Email: Weekly Schemes Works Programme For Councillors 20/03/22
 8. Email: NCALC Friday mini eUpdate - 18/03/22 (circulated to Councillors)
 9. Email: NNC Update from the Leader of the Council #20 (circulated to Councillors)
 10. Email: Mayor of Raunds End of Term Dinner
 11. Email: North Northamptonshire to Net Zero Call for Projects Event
 12. Email: OPFCC Newsletter March 2022 (circulated to councillors)
 13. Email: NCALC Friday mini eUpdate - 25/03/22 (circulated to Councillors)
 14. Email: Weekly Schemes Works Programme For Councillors 25/03/22
 15. Email: N ACRE Parish Council Members - March 2022 E-Bulletin (circulated to Councillors)
 16. Email: Northants CALC eUpdate - Mar/Apr 2022 (circulated to councillors)
 17. Email: NCALC Friday mini eUpdate - 08/04/22 (circulated to Councillors)
 18. Email: Latest news from the ICO
 19. Email: NACRE membership certificate
 20. Email: Virtual Parish council meeting with the Commissioner, Chief Constable & Chief Fire Officer (circulated to Councillors)
 21. Email: NCALC AMP final circular
 22. Email: Update from the Leader of the Council #21 (circulated to Councillors)
 23. Email: Mayor of Raunds End of Term Dinner
 24. Email: Notice of Cottingham Neighbourhood Plan being 'made'
 25. Email: North Northamptonshire Strategic Plan Scope and Issues Consultation (circulated to Councillors)
 26. Email: Weekly Schemes Works Programme For Councillors 19/04/22
 27. Email: NNC Update from the Leader of the Council #22 (circulated to Councillors)
 28. Email: NCALC Thursday mini eUpdate - 14/04/22 (circulated to Councillors)
 29. Email: Raunds AGM & Mayor Making Invite - 10th May 2022
 30. Email: N ACRE April E-Bulletin (circulated to Councillors)
 31. Email: NNC Supporting Independence Programme
 32. Email: CPRE Planning Update - Spring 2022 (circulated to Councillors)
 33. Email: Police, Fire and Crime Commissioner - April 2022 Newsletter (circulated to Councillors)
 34. Email: Home Instead newsletter
 35. Email: Friday mini eUpdate - 22/04/22 (circulated to Councillors)
 36. Email: N ACRE Trustee Roles and Responsibilities Training (28/04/22)
 37. Email: Weekly Schemes Works Programme For Councillors 03/05/22
 38. Email: NNC Update from the Leader of the Council #23 (circulated to Councillors)
 39. Email: NCALC Friday mini eUpdate - 29/04/22 (circulated to Councillors)
- End