

**Minutes of the Annual Parish Council Meeting of Hargrave Parish Council**  
Held on Monday 15<sup>th</sup> May 2023 at Hargrave Village Hall

Members present:  
Cllr D Farrington in the Chair

Councillors  
C Jones M Leonard R Sheppard H West  
Clerk- Ms J Hodgson  
NNC Councillor Howell & Cllr Levell  
4 member of the public

Meeting started at 7.30pm

These Minutes have been produced to reflect the order of the agenda. The order of business was altered so that item 23.23 a and 23.24 were discussed after 23.7.

**23-1 Election of Chairman for the year 2023-24**

After proposal and seconding, it was **RESOLVED** that Cllr Farrington be elected as chairman for the civic year. The Declaration of Office was signed.

**23-2 Election of vice chairman for the year 2023-24**

After proposal and seconding, it was **RESOLVED** that Cllr Leonard be elected as Vice Chairman for the civic year.

**23-3 Apologies for absence**

Apologies were received from Councillor Taylor.

**23-4 Minutes**

**RESOLVED:** that the Minutes for the meeting held 6<sup>th</sup> March 2023 be approved and signed by the Chairman.

**23-5 Declaration of interests**

There were no declarations made.

**23-6 Clerk to the Council**

It was noted that whilst the Clerk's period of notice had expired, she had agreed to continue on a short term basis. An interview had been arranged with a prospective candidate.

**23-7 Co-option to fill casual vacancy**

It was noted that North Northamptonshire Council had confirmed that the casual vacancy created by the resignation of Councillors Phillips would not be subject to a by-election and as such, the Parish Council was able to co-opt to fill the vacancy. The vacancy had been advertised locally and expressions of interest have been received from S Humfryes

In accordance with the Parish Council's adopted policy, a vote by secret ballot was held.

**RESOLVED** That Susan Humfryes be co-opted to the Parish Council.

Ms Humfryes completed the Declaration of Office and joined the remainder the meeting as a councillor.

### **23-8 Annual review of Standing Orders & Financial Regulations**

**RESOLVED** That the Standing Orders and Financial Regulations be readopted without amendment.

### **23-9 Annual review of the inventory of land and assets**

**RESOLVED** That subject to the removal of planters being removed from the inventory, the inventory correctly reflected the Council's assets.

### **23-10 Insurance**

It was noted that a quote from the current insurer and an alternative provider had been obtained. **RESOLVED** That the quote from Zurich be accepted at a cost of £241.00 and the premium paid.

### **23-11 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.

### **23-12 Annual review of the Councils complaints procedure**

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

### **23-13 Annual review for requests under the Freedom of Information Act**

**RESOLVED** That the Council's policies should be readopted without amendment.

### **23-14 Annual review of S137 limit**

It was noted that the Local Government Act 1972 s137 expenditure allowance for the civic year is a maximum of £1896.63

### **23-15 Date and time of ordinary meetings for the year ahead**

It was agreed that the meetings would be held on 3<sup>rd</sup> July, 4<sup>th</sup> Sept, 6<sup>th</sup> Nov, 8<sup>th</sup> Jan 2024, and 4<sup>th</sup> March

### **23-16 Members to specific areas of interest:**

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

It was noted that there should be two parish councillors appointed to the Village Hall Committee and it was agreed to defer the second appointment to the July meeting.

### 23-17 Joint Action Group for East Northants Central & Police Liaison Representative

**RESOLVED** That Cllr Sheppard represent the Parish Council on the JAG and as the police liaison representative.

### 23-18 Community Benefit Wind Farm Trust.

**RESOLVED** that Councillor Farrington be confirmed as the Parish Council representative for the period to 2027

### 23-19 Public Speaking Time

No-one addressed the Council.

### 23-20 Report from North Northamptonshire Councillors

There was no report given at this meeting

### 23-21 Financial Matters

a. Payment schedule **RESOLVED** That the following payments be authorised

Payments made between meetings

Payee	Amount
J Hodgson- 1 months salary, Coronation tins, Queen's Canopy plaque, travel	£695.22

Payments Authorised at the meeting:

Payee	Amount
J Hodgson – 1 months salary, travel, printer ink	301.50
Northants CALC Ltd – annual subscription Internal Audit Service, Data Protection Officer fee	£465.05

The General Power of Competence was adopted May 2021

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

Date	Payee	Amount
Monthly	Yu Energy – street lighting	Various
03.05.23	Information Commissioners Office – annual fee	£35.00

b. Financial report from the Clerk The Council holds £9643.77 in the current account and £16332.45 in the deposit account for ring fenced purposes, in line with the Financial Reserves Policy. It was noted that the precept for the year (£7,500.00) had been received. A VAT reclaim for the period 1<sup>st</sup> November 2022 to 31<sup>st</sup> March 2023 for £224.37 was receive in April. A grant of £200.00 towards Coronation events costs has been received from the Wind Farm Trust.

The year end processes have been completed for HMRC and the final payment for the financial year ending 5<sup>th</sup> April 2023 has been made.

- c. Accounts for the year 2022-23 **RESOLVED** That the Accounts that form Appendix A be approved and adopted.
- d. Internal Auditors Report **RESOLVED** that the report be received with no issues raised and accepted.
- e. Annual Governance Annual Return section 1 – the Council considered each assertion of the Return and directed 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.
- a. Certificate of exemption **RESOLVED** that the Exemption Certificate be signed for submission to PKF Littlejohn as the Council met the qualifying criteria.
- g. Dates of the electors rights to inspect – that dates were noted 5<sup>th</sup> June 2023 to 14<sup>th</sup> July 2023
- h. Appointment of the Internal Auditor for the year 2023-24 **RESOLVED** that Northants Internal Audit Service be appointed for the financial year 2023-24

## **23-22 Planning Matters**

- a. Planning applications – none
- b. Planning decisions made by North Northamptonshire Council

Planning consent granted

NE/22/01102/FUL First floor front extension, single storey front porch extension, rear roof extension, side bay and balcony extension at 1B Nags Head Lane

NE/23/00001/LBC Replacement of rotten windows, French doors, and sills with identical hardwood windows, doors and sills, but having double glazed panels for greater thermal efficiency at Box Tree House, Church Street

It was requested that planning applications that had been outstanding since 2022 were followed up.

## **23-23 Village Infrastructure**

- a. Tree works on Raunds Road – further to Minute 22.105 b it was noted that the costs for the Parish Council instructing a road closure would be in the region of £2500.00 for the licence and instructing a company to carry out the closure, a meeting had been held between Cllr Farrington, the Clerk and Ms Barnwell of Northants Highways to request that Northants Highways take financial responsibility for the closure as the work being carried out was the responsibility of Northants Highways (5<sup>th</sup> May 2023). It was requested that the Parish Council receive a decision by 15<sup>th</sup> June.

Councillor Howell agreed to take the matter to colleagues at the North Northamptonshire Council Executive to pursue a positive outcome for the Parish Council.

- b. Public Rights of Way – it was agreed that Cllr Humfryes would approach the land owner where there was an issue with NA7.

**23-24 Community and road safety**

It was agreed that here was a significant issue of road safety with the number of potholes and where the road was subsiding in place. It was noted that the roads of Hargrave had not received major refurbishment in the past 50 years. Cllr Howell requested copies of emails where rectification work had been agreed by Northants Highways in December 2022 as a matter of urgency but had not been undertaken.

**23-25 Report from the Wind Farm Trust representative**

The implications if the five year break review were discussed. It was suggested that if a landowner would not sell land for public open space, the possibility of renting or leasing land should be investigated.

**23-26 Report from the Village Hall Committee**

Cllr Jones outlined recent and forthcoming events. The accounts that form Appendix B were noted

**23-27 Coronation weekend events**

The events of the weekend were reviewed. It was noted that the cost of the commemorative sweet tins had exceeded the agreed grant of £200.00 by £29.56 (net). It was also noted that the Parish Council would pay the invoice for the toilet hire from the grant received from the Wind Farm Trust that would mean that on balance, the Parish Council had expended an additional £9.56. It was agreed that enquiries should be made to determine this sum could be recovered from the group funds.

**23-28 Non-Ecclesiastical Herdsman Charity**

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

**23-29 List of correspondence**

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

**23-30 Future scheduled meetings**

19<sup>th</sup> June 2023 (extra meeting),  
3rd July 2023,  
4th September 2023  
6th November 2023

Meeting closed 8.50 pm

**Chairman**

**Hargrave Parish Council****Annual Accounts for year ending 31st March 2023****2021-2022****2022-23****Receipts**

7500.00	Precept		7500.00
	Other receipts		
180.00	Field rent	180.00	
1186.77	Miscellaneous	252.37	
215.66	Grants	150.00	
6.83	Interest	128.13	
1705.25	VAT reclaim	494.41	
			<u>1204.91</u>
<u>10794.51</u>	Total receipts		<u>8704.91</u>

**Payments**

3390.00	Staff costs		3860.44
	Other payments		
929.75	Administration costs	765.32	
266.44	Office costs	867.78	
0.00	Election costs	0.00	
459.96	Public lighting - power	455.53	
362.90	Public lighting - maintenance	480.00	
0.00	Section 137	0.00	
164.00	Training	38.00	
0.00	Grants	250.00	
0.00	Neighbourhood Plan	0.00	
1890.00	Hedge & Ditch	0.00	
300.00	Grass cutting	250.00	
545.05	Misc.	428.05	
300.20	VAT	418.58	
			<u>3953.26</u>
<u>8608.30</u>	Total Payments		<u>7813.70</u>

Prepared by J Hodgson, Clerk to the Council & RFO  
4th April 2023

<b>HARGRAVE VILLAGE HALL MANAGEMENT COMMITTEE</b>					
<b>ANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2023</b>					
		Refer to manual ledger			
		<b>2021/22</b>	<b>2022/23</b>	<b>Change</b>	<b>Notes</b>
<b>RECEIPTS</b>		<b>£2,737.00</b>	<b>£6,092.63</b>	<b>£3,355.63</b>	
	LETTINGS	£733.00	£1,338.00	£605.00	Increase in bookings, with major contributor being Hargrave Singers (£660), some ad hoc lettings (incl Music Festival) and £250 from NNC
	BOWLS/TABLE TENNIS & CIRCLE DANCING	£626.00	£713.30	£87.30	
	SPECIAL EVENTS & Misc		£3,021.33		Barn Dance, Brunch, Wine & Cheese and Pub Night, all contributed. Biggest earner was Barn Dance at £1,400 profit, followed by Brunch at £450
	59'er Club Donation	£1,378.00	£1,020.00	-\$358.00	Donation from 59er club down on previous year, with some unsold numbers
<b>PAYMENTS</b>		<b>£2,609.18</b>	<b>£4,665.55</b>	<b>£2,056.37</b>	
	MAINTENANCE	£1,338.00	£716.92	-\$621.08	Mostly electrical repairs, NB large expenditure on cooker expected in 2023/4
	ELECTRICITY	£423.20	£989.72	£566.52	Increase in tariffs, partly off-set by Govt support scheme
	WATER	£227.57	£163.18	-\$64.39	
	MISCELLANEOUS	£620.41	£1,466.50	£846.09	Includes donations to Hamper Fund, Northants Samaritans and monthly bank charges (offset by interest payments)
	SPECIAL EVENTS		£1,329.23	£1,329.23	2022/23 Includes £780 for Barn Dance (band and pig), Brunch £320.34, Wine & Cheese
<b>RECEIPTS LESS PAYMENTS</b>		<b>£127.82</b>	<b>£1,427.08</b>		
<b>OPENING BALANCE</b>		<b>£20,094.18</b>	<b>£20,222.00</b>		
<b>CLOSING BALANCE</b>		<b>£20,222.00</b>	<b>£21,649.08</b>		
<b>BANK AND CASH IN HAND</b>					
	CAF Bank balances	£21,125.49	Current a/c £0.72 "Gold"		
		<b>£21,126.21</b>			
	Cash in hand	£522.87			
	<b>TOTAL</b>	<b>£21,649.08</b>			

Herdsmen Non-ecclesiastical Charity

Annual Statement for year ending 31st March 2023

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

01/04/2022 The number of units held: 2058.61.

31/12/2022 The number of units held: 2058.61

As at 15th December 2022 the investment was moved from an 'income units' fund whereby dividends are remitted out to a third party bank (Unity Trust Bank) to an 'accumulation units' fund. This fund consolidates dividends into the fund rather than remit them into a third party bank. This action was sanctioned by the Trustees.

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

Dividends from the Investment are paid into dedicated bank account

	CR	DR	
Opening balance		01/04/2022	2233.50
Interest 03/06/2022		1.93	
Interest 30/09/2022		3.54	
Dividend	06/10/2022	87.28	
Dividend	30/11/2022	44.88	
Interest 31/12/2023		8.01	
Interest 31/03/2023		11.78	
	157.42		
Closing balance		31/03/2023	2390.92

Final transfer from Barclays Bank 22/07/22 but relating to a previous financial year: £130.55

Unity Trust Bank as at 31st March 2022 £2233.50

Add credits £157.42

Add transfer £130.55

Unity Trust Bank as at 31st March 2023 £2521.47

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

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

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



### Correspondence list 28<sup>th</sup> February 2023 to 9<sup>th</sup> May 2023

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: Town and Parish Briefing - NNC Planning Service
2. Email: Parish Council Members - February E-Bulletin (circulated to Councillors)
3. Email: Northamptonshire Police, Fire and Crime Commissioner's February Newsletter (circulated to Councillors)
4. Email: 6 weekly Teams meeting with the Commissioner rescheduled to Wednesday 8th March
5. Email: NCALC Friday mini eUpdate - 24/02/23
6. Email: NCALC Preparing for Localism Conference
7. Email: NNC Update from the Leader of the Council #44 (circulated to Councillors)
8. Email: Northants CALC Training Newsletter - March 2023 (circulated to Councillors)
9. Email: N ACRE Rural Support Programme 2023 (circulated to Councillors)
10. Email: Friday mini eUpdate - 03/03/23 (circulated to Councillors)
11. Email: NACRE - Rural Support Programme 2023 (circulated to Councillors)
12. Email: NNC The Coronation of The King and The Queen Consort (circulated to Councillors)
13. Email: East Northants Local Plan Part 2 Proposed Modifications consultation (circulated to Councillors)
14. Email: Latest news from the ICO
15. Email: NCALC Friday mini eUpdate - 10/03/23 (circulated to Councillors)
16. Email: NNC Update from the Leader of the Council #45 (circulated to Councillors)
17. Email: NCALC Friday mini eUpdate - 17/03/23 (circulated to Councillors)
18. Email: North Northamptonshire Council - Easter Free Swimming & School holiday activities
19. Email: N ACRE Parish Council Members – Ebulletin (circulated to Councillors)
20. Email: Northants ACRE - Rural Support Programme 2023 (circulated to Councillors)
21. Email: Public Spaces Protection Orders - Pre-Consultation Questionnaire
22. Email : NCALC Friday mini eUpdate - 24/03/23
23. Email: NNC Update from the Leader of the Council #46 (circulated to Councillors)
24. Email: Northants CALC eUpdate - Mar/Apr 2023 (circulated to councillors)
25. Email: Consultation: Regulation 18 North Northamptonshire Gypsy and Traveller Local Plan (circulated to Councillors)
26. Email: Latest news from the ICO
27. Email: NCALC Friday mini eUpdate - 06/04/23 (circulated to Councillors)
28. Email: NNC Update from the Leader of the Council #47 (circulated to Councillors)
29. Email: Upcoming LAP events week commencing April 24<sup>th</sup> (circulated to Councillors)
30. Email: The Raunds Mayor's Show
31. Email: Friday mini eUpdate - 14/04/23
32. Email: 6 weekly Teams meetings with the Commissioner, Chief Constable and Chief Fire Officer - Tuesday 18th April at 6pm (circulated to Councillors)
33. Email: NNC Short Break Service – Engagement
34. Email: Northants CALC Training Newsletter - April 2023 (circulated to Councillors)
35. Email: NCALC Friday mini eUpdate - 21/04/23 (circulated to Councillors)
36. Email: Unity Trust Bank - April Newsletter

37. Email: Sense of place information for Councillors
  38. Email: Notice of non-immediate Article 4 Direction - Kingswood, Corby
  39. Email: NNC Update from the Leader of the Council (circulated to Councillors)
  40. Email: (Police) You Said...We Did! Locally Identified Priority Updates (circulated to Councillors)
  41. Email: NCALC Friday mini eUpdate - 28/04/23 (circulated to Councillors)
  42. Email: N ACRE Parish Council Network Programme 2023 (circulated to Councillors)
  43. Email: Latest news from the ICO
  44. Email: NCALC Friday mini eUpdate - 05/05/23 (circulated to Councillors)
  45. Email: NNC Update from the Leader of the Council #49 (circulated to Councillors)
- End