

**Minutes of the Annual Parish Council Meeting of Hargrave Parish Council**  
Held on Tuesday 7<sup>th</sup> May 2024 at Hargrave Village Hall

**Members present –**

Cllrs D Farrington (Chair), C Jones, R Sheppard, H West, S Taylor

**Clerk –** Mrs S Geyton

NNC Cllrs Howell & Cllr Wilkes

1 member of the public

Meeting started at 7.30pm

**24-1 Election of Chairman for the year 2024-25**

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

**24-2 Election of vice chairman for the year 2024-25**

It was deferred to the next meeting as interested Councillor was not present.

**24-3 Apologies for absence**

Apologies were received from Councillor Humfryes.

**24-4 Minutes**

**RESOLVED:** that the Minutes for the meeting held 28<sup>th</sup> March 2024 be approved and signed by the Chairman.

**24-5 Declaration of interests**

There were no declarations made.

**24-6 Annual review of Standing Orders & Financial Regulations**

**RESOLVED** That the Standing Orders be readopted without amendment. Financial Regulations are to be deferred as new model has been released which will be reviewed.

**24-7 Annual review of the inventory of land and assets**

**RESOLVED** That the inventory correctly reflected the Council's assets.

**24-8 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 £264.00 and the premium paid. It was noted the increase was due to the precept increase.

**24-9 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.

**24-10 Annual review for requests under the Freedom of Information Act**

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

#### 24-11 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 £2,064.71

#### 24-12 Date and time of ordinary meetings for the year ahead

It was agreed that the meetings would be held on 1<sup>st</sup> July, 2<sup>nd</sup> Sept, 4<sup>th</sup> Nov, 6<sup>th</sup> Jan 2024, 3<sup>rd</sup> March and 12<sup>th</sup> May.

#### 24-13 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 Taylor
- e. Village Hall Management Committee – Cllr Jones, plus another cllr to be added.

#### 24-14 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.

#### 24-15 Public Questions, NNC update.

- a. No-one addressed the Council.
- b. There was no report given at this meeting

NNC Cllrs left meeting.

#### 24-16 Financial Matters

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

Payments made between meetings

Payee	Ref	Authorisation Power	Amount
S Geyton – March salary, travel & expenses.	PAY24-25/01	LGA 72, s111, 112	£343.44
Plexus Media Ltd – Annual Website fee	PAY24-25/02	LGA 72, s133	£78.00
		<b>Total</b>	<b>£421.44</b>

Payment authorised at the meeting

Payee	Ref	Authorisation Power	Amount
S Geyton – April salary, travel & expenses.	PAY24-25/06	LGA 72, s111, 112	£328.68
Allan Peacock – Streetlight repair	PAY24-25/07	PCA 57, s3/HA80, s301	£191.88
Northants CALC Ltd – Annual Memberships and fees	PAY24-25/08	LGA 72, s143/LGFA 82, s12/DPA 18, s69	£484.57
Northants ACRE	PAY24-25/09	LGA 72, s143	£42.00
Zurich – Insurance	PAY24-25/10	LGA 72, s111	£264.00
Northants CALC Ltd – CiLCA Training Course	PAY24-25/11	LGA 72, s111, 112	£654.00
Allan Peacock – Streetlight repair	PAY24-25/12	PCA 57, s3/HA80, s301	£92.34
		<b>Total</b>	<b>£2057.47</b>

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

Date	Payee	Ref	Authorisation Power	Amount
31.03.24	Unity Trust Bank – bank charges		LGA 72, s111	£18.00
08.04.24	Yu Energy – street lighting	PAY24-25/05	PCA 57, s3/HA80, s301	£46.00
03.05.24	ICO – Annual charge	PAY24-25/04	DPA 18, s69	£35.00
			<b>Total</b>	<b>£99.00</b>

- b. Financial report from the Clerk The Council holds £9,337.68 in the current account and £15,292.86 in the deposit account for ring fenced purposes, in line with the Financial Reserves Policy. It was noted that the precept for the year (£8,400.00) had been received. A VAT reclaim for the period 1<sup>st</sup> November 2023 to 31<sup>st</sup> March 2024 for £640.06 was received in April.
- c. **RESOLVED** that Cllr Taylor and West to authorise the bacs payments.
- d. Accounts for the year 2023-24 **RESOLVED** that the Accounts that form Appendix A be approved and adopted.
- e. Internal Auditors Report **RESOLVED** that the report be received with no issues raised and accepted.
- f. 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.
- g. 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.
- h. Certificate of exemption **RESOLVED** that the Exemption Certificate be signed for submission to PKF Littlejohn as the Council met the qualifying criteria.
- i. Dates of the electors rights to inspect – that dates were noted 3<sup>rd</sup> June 2024 to 12<sup>th</sup> July 2024.
- j. Appointment of the Internal Auditor for the year 2024-25 **RESOLVED** that Northants Internal Audit Service be appointed.
- k. Received the Annual statement from the Non-Ecclesiastical Herdsman Charity.

#### **24-17 Planning Matters**

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

**NE/24/00112/TPO** – Decision – Refusal – T16 Walnut tree, remove two dangerous branches on 8 Church Road, Hargrave, Wellingborough, NN9 6BQ

#### **24-18 Village Infrastructure, Footpaths & Highways.**

- a. No report provided.
- b. Drainage jetting works in progress, Clerk to clarify with highways on further planned drainage repairs.

#### **24-19 Wind Farm Trust**

No report provided.

#### **24-20 PLR**

- a. Cllr Sheppard advised that the Annual Conference is on the 25<sup>th</sup> June and asked for any items that would like to be raised to be sent to her so that can be sent on for the meeting.

Motorbike nuisance to be raised.

#### **24-21 Report from the Village Hall Committee**

- a. Cllr Jones outlined recent and forthcoming events. The accounts that form Appendix B were noted. The lease for the building is still ongoing and hoping to be resolved soon.

**24-22 Correspondence**

- a. Community Governance review was raised and council agreed to not get involved but to keep included in the communications.

**24-23 Meetings**

- a. Noted the date for the next meeting - 1<sup>st</sup> July 2024 (Chair to be absent).

Meeting closed 8.30 pm

**Chairman**

**Hargrave Parish Council****Annual Accounts for year ending 31st March 2024****2022-2023****2023-24****Receipts**

7500.00	Precept		7500.00
	Other receipts		
180.00	Field rent	90.00	
252.37	Miscellaneous	625.43	
150.00	Grants	1675.00	
128.13	Interest	434.98	
494.41	VAT reclaim	1042.61	
			<u>3868.02</u>
<u>8704.91</u>	Total receipts		11368.02

**Payments**

3860.44	Staff costs		4478.25
	Other payments		
765.32	Administration costs	903.83	
867.78	Office costs	54.98	
0.00	Election costs	0.00	
455.53	Public lighting - power	426.33	
480.00	Public lighting - maintenance	963.77	
0.00	Section 137	60.00	
38.00	Training	30.00	
250.00	Grants	409.36	
0.00	Neighbourhood Plan	0.00	
0.00	Hedge, Ditch & Tree works	4914.95	
250.00	Grass cutting	350.00	
428.05	Misc.	339.45	
418.58	VAT	1444.13	
			<u>9896.80</u>
<u>7813.70</u>	Total Payments		14375.05

Prepared by Sarah Geyton, Clerk to the Council & RFO  
15th April 2024

## Appendix B

HARGRAVE VILLAGE HALL MANAGEMENT COMMITTEE ANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2024				
	2022/23	2023/24	Delta	Notes
<b>RECEIPTS</b>	<b>£6,092.63</b>	<b>£5,244.61</b>	<b>-£848.02</b>	
LETTINGS	£1,338.00	£1,108.00	-£230.00	Continued steady bookings from Hargrave Singers plus £570 for ad hoc hall hire, up £80 from previous year, even without any NNC hire.
BOWLS/TABLE TENNIS & CIRCLE DANCING	£713.30	£1,048.10	£334.80	Good solid revenue from village clubs/activities
SPECIAL EVENTS & MISC	£3,021.33	£1,780.51	-£1,240.82	Healthy profits from Brunch (£480) and Burns night (£460), wine & cheese was a little disappointing (£300). Last year included Barn dance in summer which boosted takings. We had the non-profit making Coronation picnic this year instead. Interest on CAF a/cs (£309) has helped, as has sale of surplus chairs (£100).
59'er CLUB DONATION	£1,020.00	£1,308.00	£288.00	Changed approach to 'no-wins' has resulted in increased donation from 59ers club, despite two numbers remaining unsold.
<b>PAYMENTS</b>	<b>£4,665.55</b>	<b>£7,665.89</b>	<b>£3,000.34</b>	
MAINTENANCE	£716.92	£4,221.92	£3,505.00	Major expenditure this year; new oven (£2,000), water heater (£450), decorating (£1,300) and repairs following burst pipe (£300)
ELECTRICITY	£989.72	£1,875.06	£885.34	Significant increase from previous year - action taken in Feb to change suppliers, should see annual total <£1,000
WATER	£163.18	£222.30	£59.12	36% increase, partially due to rates (water up 9.2%, sewerage up 8.7%), mostly due to correction in prior year for estimate vs actual reading (2022/3 was £227)
MISCELLANEOUS	£1,466.50	£769.76	-£696.74	Mostly insurance (£536 vs £517) and bank charges. Reduced from previous year which included donations to external charities
SPECIAL EVENTS	£1,329.23	£576.85	-£752.38	Donation to Hamper Fund, Coronation Picnic expenses, previous year included significant event costs e.g. Barn Dance
<b>RECEIPTS LESS PAYMENTS</b>	<b>£1,427.08</b>	<b>-£2,421.28</b>		
<b>OPENING BALANCE</b>	<b>£20,222.00</b>	<b>£21,649.08</b>		
<b>CLOSING BALANCE</b>	<b>£21,649.08</b>	<b>£19,227.80</b>		
<b>BANK, CASH &amp; ASSETS</b>				
CAF Current A/c	£3,726.99			As at 31 Mar 2024
CAF Gold a/c	£15,296.29			As at 31 Mar 2024
Stock for future sale	£207.47			As at 31 Mar 2024
Cash in hand	£1,097.05			As at 31 Mar 2024
Less non-VH cash in bank a/c	-£1,100.00			Bank a/c includes £1,100 payments for 59ers in '24/25
<b>Total assets</b>	<b>£19,227.80</b>			As at 31 Mar 2024