

## Minutes of the Annual Parish Council Meeting of Hargrave Parish Council

Held on Monday 12<sup>th</sup> May 2025 at Hargrave Village Hall

### Members present –

Cllrs D Farrington (Chair), H West, S Taylor, T Stanton

**Clerk** – Mrs S Geyton

NNC Cllrs Howell

1 member of the public

Meeting started at 7.30pm

### 25-1 Election of Officers

**RESOLVED** to elect Cllr Terry Stanton as the Chairman for 2025/26. The signing of the Chairman's Declaration of Acceptance of Office took place in the presence of the Clerk.

**25-2** Election of vice chairman for the year 2025-26 to be deferred to the next meeting.

**25-3** The signing of the Declaration of Acceptance of Office for the newly elected parish councillors took place in the presence of the Clerk.

### 25-4 Apologies

Apologies were received and accepted from Clive Jones.

### 25-5 Declaration of interests

There were no declarations made.

**25-6** Standing Orders & Financial Regulations deferred adopting due to changes being released and being reviewed by Clerk.

**25-7** Financial & Governance Risk Assessment for 2025-26 deferred due to Financial Regulations being reviewed.

**25-8** Asset Register reviewed and noted contents from 2024/25.

**25-9** It was noted that the renewal quote had been received from the current insurer. **RESOLVED** to accept the quote from Zurich at a cost of £264.00 and the premium paid.

**25-10** **RESOLVED** that membership of Northants CALC and Northants ACRE should continue and payment of subscriptions may be arranged when they are due.

**25-11** The Council's procedures for handling requests under the Freedom of Information Act have not changed and agreed to readopt.

**25-12** The Council noted the spending limits for 2025-26 under section 137 as £11.10 per elector.

**25-13** Agreed to the dates of the ordinary meetings for the year ahead (7<sup>th</sup> July, 1<sup>st</sup> Sept, 3<sup>rd</sup> Nov, 5<sup>th</sup> Jan 2026, 2<sup>nd</sup> March, 11<sup>th</sup> May).

### 25-14 Co-Option

- a. **RESOLVED** to co-opt Susan Humfries & Clive Jones onto the Parish Council and declaration of acceptance was signed and witnessed by the Clerk for Susan and Clive to sign at next meeting. The Chair welcome Susan to the council and she joined the rest of the meeting.

### 25-15 Members to specific areas of interest:

- a. Footpaths – Cllr Humfries
- b. Village maintenance including highways – Cllr West
- c. Community & road safety – Cllr West
- d. Financial internal controls – Cllr Taylor
- e. Village Hall Management Committee – Cllrs Stanton & Jones
- f. PLR – Clerk to cover
- g. Wind Farm Trust – Cllr Humfries

Minutes of the Ordinary Meeting of Great Addington Parish Council.

**25-16 Public Questions, NNC update.**

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

**25-17 Minutes**

**RESOLVED:** that the Minutes for the meeting held 3<sup>rd</sup> March 2025 be approved and signed by the Chairman.

**25-18 Financial Matters**

- a. Financial report from the Clerk The Council holds £9,342.98 in the current account and £16,064.16 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
- b. **RESOLVED** to approve the annual salary increase for the Clerk as per contract from SCP 14 to SCP 15.
- c. Payment schedule **RESOLVED** that the following payments be authorised

Payments made between meetings

Payee	Ref	Authorisation Power	Amount
Plexus Media Ltd – Annual website fee	PAY25-26/01	LGA 72, s133	£78.00
S Geyton – April salary expenses.	PAY25-26/05	LGA 72, s111, 112	£283.94
Allan Peacock – Streetlight repairs	PAY25-26/04	PCA 57, s3/HA80, s301	£137.76
HMRC – Tax & NI	PAY25-26/06	LGA 72, s111, 112	£64.40
<b>Total</b>			<b>£564.10</b>

Payments to authorise at the meeting

Payee	Ref	Authorisation Power	Amount
Northants CALC Ltd – Membership fee	PAY25-26/13	LGA 72, s143/LGFA 82, s12/DPA 18, s69	£508.28
Northants ACRE	PAY25-26/14	LGA 72, s143	£42.00
Zurich Town & Parish, Insurer – Annual fee	PAY25-26/15	LGA 72, s111	£264.00
S Geyton – January salary & expenses	PAY25-26/11	LGA 72, s111, 112	£298.70
HMRC – Tax & NI	PAY25-26/12	LGA 72, s111, 112	£64.40
<b>Total</b>			<b>£1177.38</b>

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

Date	Ref	Payee	Authorisation Power	Amount
08.04.25	PAY25-26/02	Yu Energy – street lighting	PCA 57, s3/HA80, s301	£45.20
08.04.25	PAY25-26/03	Yu Energy – street lighting	PCA 57, s3/HA80, s301	£13.15
03.05.25	PAY25-26/08	ICO	DPA 18, s69	£47.00
09.05.25	PAY25-26/09	Yu Energy – street lighting	PCA 57, s3/HA80, s301	£12.67
09.05.25	PAY25-26/10	Yu Energy – street lighting	PCA 57, s3/HA80, s301	£39.91
30.04.25	PAY25-26/07	Unity Trust Bank – monthly charge	LGA 72, s111	£6.00
31.05.25	PAY25-26/16	Unity Trust Bank – monthly charge	LGA 72, s111	£6.00

- d. **RESOLVED** that Cllr Taylor and West to authorise the bacs payments.
- e. Accounts for the year 2024-25 **RESOLVED** that the Accounts that form Appendix A be approved and adopted.
- f. Internal Auditors Report **RESOLVED** that the report be received with no issues raised and accepted.
- g. Annual Governance Annual Return section 1 – **RESOLVED** that the Chairman sign the Annual Governance Statement.
- h. 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.
- i. Certificate of exemption – **RESOLVED** that the Exemption Certificate be signed for submission to PKF Littlejohn as the Council met the qualifying criteria.
- j. Dates of the electors rights to inspect – that dates were noted 3<sup>rd</sup> June 2025 to 14<sup>th</sup> July 2025.
- k. Appointment of the Internal Auditor for the year 2025-26 - **RESOLVED** that NCALC Internal Audit Service be appointed.
- l. Received the Annual statement from Unity Trust Bank account the Non-Ecclesiastical Herdsman Charity.
- m. **RESOLVED** to approve costs for gov.uk email accounts for the full council.

#### **25-19 Planning Matters**

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

#### **25-20 Village Infrastructure, Footpaths & Highways.**

- a. Report provided by the footpath representative, no current issues to report.
- b. It was raised by a resident that there had been issues with parking on Nags Head Lane which is causing issues for refuse collection vehicles. Councillors to discuss with local residents.

#### **25-21 Wind Farm Trust**

- a. No new report available.

#### **25-22 PLR**

- a. No new report available.

#### **25-23 Report from the Village Hall Committee**

- a. Report provided by the Village Hall representative at the Parish meeting. The accounts that form Appendix B were noted.

#### **25-24 Correspondence**

No additional correspondence to note.

#### **25-25 Meetings**

Noted the date for the next meeting – 7<sup>th</sup> July 2025 change of time requested by council to 7pm.

Meeting closed 8.37 pm

**Chairman**

**Hargrave Parish Council****Annual Accounts for year ending 31st March 2025****2023-2024****2024-2025****Receipts**

7500.00	Precept		8400.00
	Other receipts		
90.00	Field rent	270.00	
625.43	Miscellaneous	350.00	
1675.00	Grants	0.00	
434.98	Interest	421.30	
1042.61	VAT reclaim	986.33	
			2027.63
11368.02	Total receipts		10427.63

**Payments**

4478.25	Staff costs		4190.28
	Staff expenses		277.85
	Tax & NI		5.6
	Other payments		
903.83	Administration costs	980.57	
54.98	Office costs	10.00	
30.00	Training	587.00	
350.00	Grass cutting	330.00	
4914.95	Hedge, Ditch & Tree works	0.00	
0.00	Election costs	0.00	
426.33	Public lighting - power	685.19	
963.77	Public lighting - maintenance	907.85	
60.00	Section 137	60.00	
409.36	Grants	0.00	
0.00	Neighbourhood Plan	0.00	
339.45	Misc.	357.98	
	Annual lease	50.00	
1444.13	VAT	467.64	
			4436.23
14375.05	Total Payments		8909.96

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

HARGRAVE VILLAGE HALL MANAGEMENT COMMITTEE				
ANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2025				
	2023/24	2024/25 Total	Delta	Notes
<b>RECEIPTS</b>	<b>£5,244.61</b>	<b>£7,828.44</b>	<b>£2,583.83</b>	
LETTINGS	£1,108.00	£1,729.00	£621.00	2 x polling station fees £560, plus Swans £152
BOWLS/TABLE TENNIS & CIRCLE DANCING	£1,048.10	£1,244.78	£196.68	CD £192 (up), TT £438 (up), Bowls £615 (down)
SPECIAL EVENTS & MISC	£1,780.51	£3,684.66	£1,904.15	NNC Grant £1,572, Events at £1,667 incl Christmas Lunch (new)
59'er CLUB DONATION	£1,308.00	£1,170.00	£-138.00	Donation for 24/25. 48 tickets sold vs 57 in prior year
<b>OUTGOINGS</b>	<b>£7,704.64</b>	<b>£4,743.58</b>	<b>-£2,961.06</b>	
MAINTENANCE	£4,221.92	£702.79	£-3,519.13	Electrical testing this year, new oven, decorating & leak repair 1st year. NB: Decorating at £790 still to do next year
ELECTRICITY	£1,875.06	£946.88	£-928.18	Switch to EDF has been successful
WATER	£222.30	£235.36	£13.06	
MISCELLANEOUS	£808.51	£2,250.53	£1,442.02	Lights replacement, cleaning. Insurance up slightly to £562
SPECIAL EVENTS	£576.85	£608.02	£31.17	Purchases for events & donation to Hamper Fund
<b>RECEIPTS LESS OUTGOINGS</b>	<b>-£2,460.03</b>	<b>£3,084.86</b>	<b>£5,544.89</b>	
<b>BANK, CASH &amp; ASSETS</b>				
CAF Current A/c	£3,726.99	£7,421.20		
CAF Gold a/c	£15,296.29	£15,662.21		
Stock for future sale	£207.47	£235.41		
Cash in hand	£1,097.05	£700.50		
Less non-VH cash in bank a/c & cash for 59ers club	£-1,200.00	£-1,510.00		
<b>Total VH assets</b>	<b>£19,127.80</b>	<b>£22,509.32</b>		