Horringer Parish Council
Parish Clerk: Nicola Calder
The 6 Bells, The Street, Horringer, IP29 5SJ
Email: thehorringercumickworthclerk@aol.com
Website: https://horringer.onesuffolk.net/

Minutes of the meeting held on Monday 18th March 2024 at 7.30pm in Horringer Community Centre small meeting room.

Councillors present: Colin Knight (Chair), Peter Crofts (Vice Chair), Ruth Walker, Tom Lewis, Ian Frost.

Also present: Nicola Calder (Administrator), Brad Young (Neighbourhood Plan)

1.	**Record Councillors' Apologies for absence –** Karen Soons – County & Borough Councillor.
2.	**Declarations of interest -** • **Declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests.** • **To receive notification of gifts of hospitality exceeding £50.00.** • **To note the determination of requests for dispensation.** There were no disclosable pecuniary interests; other registerable and non-registerable interests submitted and no notifications of gifts of hospitality. No requests for dispensation were reported.
3.	**To agree and sign minutes from meeting 26.02.2024** ***(Paper copies to be signed off by the Chairman for the file)*** Approval of the minutes was given by those present; CK signed the paper copy of the minutes seconded by PC.
4.	**PUBLIC FORUM –** No public in attendance • **To receive questions and matters of concern from members of the public in attendance on the agenda.** • **To receive comments or questions relating to Horringer in general.**
5.	**Matters arising from Minutes of the meeting held on 26.02.2024** **This covers any updates of actions agreed at the last meeting which are not an agenda item.** • **AP1** – E-mails and OneDrive for clerk's computer – NC to buy new one. • **AP2** – TL to locate a suitable lamp post on Westley Lane for SID machine to be mounted. Carry forward. • **AP3** – RW to prepare a Facebook post once new bin locations are finalised. Carry forward. • **AP4** – Signs required for Ducks crossing near the pond opposite The Six Bells. The invoice was approved NC to place the order.

	• **AP5** – RW agreed to contact residents and discuss moving the 40mph speed limit. Carry forward. • **AP6** – CK agreed to chase SP, tree on the green. SP has inspected the tree we await progress. • **AP7** – RW to produce and get a quote for a flyer for AGM/new councillors – Done quote approved RW to order. • Resident struck by a lorry while on the path on The Street – Reported to the police and highways. Highways will not take responsibility and referred us back to the police. **AP8** - TL & CK to put an article together for the Bury Free Press. We need to get the residents to participate. Carry forward. • Report to Anglia Water regarding the drains on Manor Lane, they are overflowing leaving tissue and foul waste on the road. NC **AP9 –** NC followed up but no progress from AW.
6.	**REPORTS FOR INFORMATION –** • **County Councillor's Report (KS**) - Report received in advance and taken as read. • **Community Council Report (EB)** - Report received in advance and taken as read. Horringer Diary is now late going to print and being distributed. **AP10** - CK agreed to send an e-mail to EB Community Council highlighting our disappointment in this. • **Borough Councillor Report (KS)** – No report. • **Tree Report (JF)** - Report received in advance and taken as read. • **Chairman's Report (CK)** - Report received in advance and taken as read.

7.	**Updates**
	• **SIDs & Speed Survey (TL)**
	  • Speed survey is to start this week.
	  • SID machine has been taken down ready for the survey.
	  • Once we have the data from the speed survey we can compare it with a previous one.
	  • We believe speeding in the village is a Police issue **AP11** - NC to contact Emma Macduff Community police officer to introduce the Parish Council and bring the village concerns to her attention eg, speeding, pedestrians being hit on narrow paths, SID, speed survey. We will invite her to our meeting and share the dates with her.
	• **Neighbourhood Plan NHP (PC)**
	  • The Housing Needs Survey is printed and being distributed, the Cllr's agreed payment of £50 for the delivery of surveys **AP12** - PC to pay.

- The closing date for the survey is the 20th April 2024, and the data from the survey should be back with the NHP Committee by the end of July.
- To be discussed at the next NHP meeting what groups the NHP committee can visit and how we can get the HNS out to the public.

- **Policies reviewed and adopted – the below policies have been circulated and read by all councillors and agreed.**
  - Internal controls
  - Risk assessments
  - Standing orders
  - Financial regulations

8. **Planning Applications –** None received.

9. **To receive and consider all financial matters coming forth from the RFO –**

- **Payment schedule and invoices to be paid**
- **Any invoices received after the agenda had gone out –** New Bins £3774.72 + VAT – all agreed.
- **Audit time line –** Booked for 10th – 14th June 2024.
- **Gov.uk e-mail addresses –** Suffolk cloud will complete the changeover and help with any problems. **AP13** - NC to circulate costing and procedure.
- **ICO direct debit** – Has been set up **AP14 -** NC to check that it comes out of the bank.
- **Approve NC hours** – Email with hours and amount sent out and approved.
- **To formally appoint Mrs N Calder as the RFO for the year 2024/25** – all agreed.
- **To approve the recommendation from the clerk to appoint SALC as the internal auditor for the 2023/2024 audit** – all agreed.

Horringer Parish Council Finance Report

Meeting 18/03/2024

Lloyds

Payments Made 01.02.2024 29.02.2024

28/02/2024	Elan City	£50.44
29/02/2024	NC Salary	£411.00
31/01/2024	CAS Website training	£48.00

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Total		**£509.44**

Receipts received 01.02.2024 29.02.2024

31/01/2024	Interest	£32.16
01/02/2024	Hasler	£200.00
15/02/2024	WSC Grant	£624.00
29/02/2024	Interest	£28.26
Total		**£884.42**

Savings

		£0.00

Bank Reconciliation 31.12.2023

	Lloyds	**Savings**
Summary		
Balance of accounts c/f:	**£38,171.66**	**£24,533.42**
Payments in	£884.42	£0.00
Payments out	£509.44	
Current balance	**£38,546.64**	**£24,533.42**

Financial Officers Summary report

Lloyds Bank	Reconciled 29/02/2024	£38,546.64
Savings		£24,533.42
Total		**£63,080.06**

General reserves	£22,000.00	
Asset management	£500.00	
Tree management	£3,000.00	
Small projects	£4,000.00	
Legal costs	£4,000.00	
Precept budget	£4,047.41	
Footpath/Road Safety	£15,000.00	
NHP	£10,000.00	
Total as of 31/01/2024:	**£62,547.41**	**£532.65**

Expected income February 2024		

01.03.2024	Hasler PO Rent	£200.00
31.03.2024	Training Hargrave	£68.00
Total		**£268.00**

Payment Schedule February 2024		
31.03.2024	HMRC	£2.60
31.03.2024	NC Salary	£855.70
25.03.2024	Drain cover for green	£22.75
07.03.2024	HNS CAS	£1,200.00
31.03.2024	Replacement of bins	£3,774.72
25.03.2024	Duck signs	£100.37
Total		**£5,953.54**

10. **APM 20th May 2024 7:30pm Update**

- Posters approved and RW to order.
- RW & NC to provide refreshments.
- Presentations to be prepared by **AP15** - TL – Speed survey, CK – Parish Council, PC – Neighbourhood plan, Karen Soons – Presentation on WSC and questions.

11. **Correspondence**

- **Speeding in the village – resident e-mail**
  The e-mail needs a detailed reply, the resident brings up various points that the Parish Council are already actioning and chasing. **AP16** - PC to draft an e-mail.
- **Potholes on Westley Lane – resident e-mail**
  Is it cost-effective or are we just firefighting? The Chedburgh pothole has not been done. As above.
- **Community council consulting on a transport survey** – A local transport plan sets out the council's priorities on transport. It will cover speeding, roads, and highways. It is a formal plan, and we can comment on it as a parish council once it goes to consultation. **AP17** - Add to Facebook CK, notice boards and website NC.
- **Land at the bottom of Hornbeam** – A map from a local landowner saying that the land is not his. It needs to be raised with WSC and they should maintain their land. **AP18 –** NC to contact WSC.
- **Ickworth Park School** – Grant for Music provision £1500 all agreed. A letter confirming will be sent and request for bank details **AP19** - NC also to inform them of the grant procedure.

	• **Streetlight** - no27 Hornbeam Drive light is out, reported ref no WEB065761. NC to chase **AP20**
12.	**Councillor reports for future items on the agenda**
13.	**Date of future meetings:** • **Monday 15th April 2024 7.30pm.**
14.	**Close of meeting. 9.15pm**

Please be aware the meeting may be filmed or recorded. Members of the public are invited to attend but are respectfully asked not to contribute during the meeting unless invited by the Chairman so to do.

Signed: …… (Chair) **Dated: ……..**