

**MINUTES OF THE MEETING HELD 10<sup>th</sup> March 2019 AT 6.30PM**  
**HARGRAVE PARISH HALL**

**1. PRESENT**

Chairman:	Cllr S Ratledge	Cllr R Bird
	Cllr S Martin	Cllr S Hyden
	Cllr M Roscoe	
	Cllr L Sackett	0 Members of the public
	Cllr J Windsor	

**2. APOLOGIES FOR ABSENCE**

Cllr O de Braekeleer and Cllr M Pilkington.

**3. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATION REQUESTS**

There were no new declarations of interest and no dispensations sought.

**4. PUBLIC SESSION**

No issues were raised under the Public Session

**5. MINUTES**

It was proposed by Cllr S Hyden and seconded by Cllr S Martin that the minutes be accepted as a true and correct records of the meeting held on 13<sup>th</sup> January, 2019. RESOLVED 19/001 unanimously to accept the minutes of the meeting held on 13<sup>th</sup> January, 2019 as a true record of the meeting.

**6. BUSINESS**

- i. Guy Lane Speed Limit – It was reported that the speed limit would need to go to consultation, however this process had been paused by the Clerk due to match-funding that was needed to be committed to by the Parish Council. After much discussion it was proposed by Cllr S Hyden and seconded by Cllr M Roscoe that the Parish Council support and fund the £1,000 for this Speed Limit reduction. It was RESOLVED 19/002 to move forward with this speed limit reduction on Guy Lane.
- ii. 40mph speed limit – It was reported that it would cost £10,000 to fit a permanent road safety flashing speed sign. Cllr Sackett suggested that a suitable alternative was to explore applying for a SID from CWaC. Cllr Sackett undertook to prepare something to go in the next newsletter to update Huxley.
- iii. Fly Tipping – Cllr Windsor reported that the 3 piece suite that had been fly tipped in Cow Lane had now been removed. However the meeting felt that there was definitely a increase in fly tipping since the Recycle Centre at Tattenhall is closed two days a week. The meeting requested the Clerk write to CWaC to highlight this.
- iv. Hargrave Broadband – The meeting felt that the Parish Council had explored this as much as they were able and it was suggested that an article be placed in the Hargrave Newsletter to ensure that residents were aware that they could contact the Parish Council if they wanted further assistance with this.

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1

**Clerk to the Council:**

Trudy Ryall-Harvey 07805 698 388

email: [clerk.huxleyhargravepc@gmail.com](mailto:clerk.huxleyhargravepc@gmail.com) [www.hargravehuxleypc.co.uk](http://www.hargravehuxleypc.co.uk)

- v. Huxley Polling Station – It was reported that a decision had been made that Hargrave Church Hall would be the polling station for this area. Members were disappointed that the Huxley Village Hall was not being utilised this election.
- vi. National Litter Picking Day – Great Britain Spring Clean was taking place nationally between 22<sup>nd</sup> March and 23<sup>rd</sup> April. It was requested that clarification from the Parish Council insurance company be sought as to if they were covered for a community litter picking event?  
It was suggested that T&G be written to, to see if they would donate gloves and litter pickers for this event. Dates agreed were Saturday 6<sup>th</sup> April @ Hargrave & Saturday 13<sup>th</sup> April @ Huxley from 10am – 12noon. Cllr Sackett undertook to include this in the 'Down our way' newsletter.
- vii. Hargrave & Huxley Parish Council Website – the setting up of a new Parish Council website was discussed and it was reported that a quote had been received of £300. It was agreed that included in the cost we needed to request the company try to get the old website taken down. It was suggested that the URL be Hargrave&HuxleyPC.co.uk and this would need to be owned by the Parish Council and not the company setting up the website.  
RESOLVED to set up new website, proposed by Cllr S Ratledge, Seconded by Cllr S Hyden.
- viii. Defibrillator – The estimated cost of fitted a Defibrillator into the phone box outside 'The Inn at Huxley' was provided. It was agreed that Cllr O de Braekleer should speak with the owner of The Inn to see if he would accept one being installed on his property and then a exact quote should be explored prior to bringing to the next meeting for agreement on how to move forward.
- ix. Noticeboard, Huxley – Cllr Martin undertook to repair the noticeboard.
- x. Parish Council Elections – It was announced that on 2<sup>nd</sup> May there would be Parish Council elections and that all current councillors would need to re-apply. Applications needed to be taken to CWaC between 15<sup>th</sup> March and no later than 4pm on Thursday 4<sup>th</sup> April.

**7. SIR THOMAS MOULSTON TRUST** - A nomination from the Parish Council was requested for a member to sit on the Sir Thomas Moulston Trust – this was a trust that maintains the Church and Church Room in Hargrave. RESOLVED 19/003 – Cllr Roscoe to represent that Parish Council, proposed by Cllr S Hyden , seconded by Cllr J Windsor.

## 8. PLANNING

- (a) Planning Register was accepted and actions were requested to be updated.
- (b) 18/04117/FUL – Greenlooms Farm, Martins Lane – the Parish Council have provided their comments on this application and it had now been 'called in' to the planning committee meeting.
- (c) 19/00536/FUL – The Brents, Church Lane – after discussion the Parish Council RESOLVED 19/004 to object to this application due to:-
  - 1. The visual impact is significant especially the view from the road.
  - 2. The nature of the conversion is not in keeping with the local area.
  - 3. The extension is very large, and the character is not in keeping with the existing house or other properties in the vicinity
  - 4. The size of the extension appears very large for the existing floor area.

## 9. FINANCIAL ITEMS

- (a) Accounts for payment – RESOLVED 19/005 to accept the cashbook as submitted to the meeting.

2

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RESOLVED 19/006 – to sign the reconciliation of bank statement and cashbook at the meeting.

(b) Payments for approval since the last meeting:-

Clerk Pay	Tax Point 10	£208.21	100517
Clerk Pay	Tax Point 11	£346.35	100518
Clerk Pay	Tax Point 12	£264.26	
CHALC Training		£35.00	100521
Fast Software	Microsoft Office	£69.99	100520
E Buyer	Laptop	£309.78	100519
Hargrave PCC	Churchyard Grant	£865.00	100525
Clerk Expenses		£95.78	100522
Ashton Hayes Parish Council	Software Subscription	£8.33	100523
Huxley Village Hall	Room Hire	£60.00	100527
Hargrave Church Hall	Room Hire	£30.00	100526

RESOLVED 19/007 to accept these payments since the last meeting.

(c) RESOLVED 19/008 to accept the payments made throughout the year that had not been previously minuted:-

Hargrave PCC	Production of leaflet	£70.45	01/05/2018
Hargrave PCC	Hire of Hall	£15.00	01/05/2018
Autela Payroll Services		£38.40	09/05/2018
Came & Co Insurance		£280.00	06/06/2018
CHALC Subscription		£144.36	30/10/2018
Autela Payroll Services		£104.34	04/01/2019

(d) Internet Banking – It was reported that the council was setting up on-line banking to ensure the smooth payment of invoices in between meetings. The council requested confirmation that they would allow HSBC to set up Business Internet Banking services on behalf of the Parish Council and that they would accept that the Primary User would have access to the bank accounts online and be able to make payments solely until other users are delegated to have access.

RESOLVED 19/009 that the Primary User (Cllr Windsor) continue to set up the internet banking on the Parish Council's behalf but no payments be made until a second delegate is set-up. Proposed by Cllr S Hyden, seconded by Cllr M Roscoe.

(e) Insurance Renewal – costs for the insurance renewal were received and queries were raised as to the length of the long term costs against the 1 year insurance cover. Additionally, removal of the defibrillator that was on the assets register was requested, together with clarification as to why the insurance had risen by £50 since last year. It was also suggested that the laptop be added to the assets register and included in the insurance. Once all of these amendments had been made then approval for the cost of the insurance would be sought via e-mail before the next meeting.

## 10. HR POLICIES FROM CHALC

(a) GDPR – RESOLVED 19/010 to adopt this policy subject to the removal of the clerk's contact details just keeping the e-mail address only.

(b) Absence Policy – RESOLVED 19/011 to adopt this policy.

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## **11.CLERK UPDATE**

- Office Equipment – RESOLVED to purchase a laptop and software for the use of the Clerk. It was requested that the login passwords for the email, laptop and any other services that the clerk used be provided to the Chairman for security. Additionally, back-up's be provided at each meeting of all work undertaken by the Clerk.
- Contract of Employment – it was confirmed that the contract of employment had been provided to the Clerk up until 30<sup>th</sup> April 2019. And the Parish Council would shortly be issuing a contract from 1<sup>st</sup> May onwards.

## **ITEM REQUESTS FOR NEXT AGENDA**

- Huxley & Hargrave Villages becoming conservation areas.
- Reporting of the footpath outside the Old Post Office, Chapel Lane – brambles overgrowing onto footpath.

## **NEXT MEETING**

**Sunday 12<sup>th</sup> May, 2019 at Huxley Village Hall**

**The meeting closed at 8.20pm**

**Signed:.....**

**Dated:.....**