



**Annual Council Meeting 14th May 2024
Minutes**

Date: 14 th May 2024 Time: 7:30pm	
Venue: The Annexe, Hackleton Village Hall	
Parish Councillors In attendance: T Barwick, F Billingham, W Blake, T Charteress, S Coombes, R Hawkesford, P Heap, C Lloyd, D Noble & G Ward. Also in attendance: Parish Clerk A Benson	
078/24	RESOLVED: To appoint Councillor Billingham as Chairman
079/24	RESOLVED: To appoint Councillor Heap as Vice-Chairman
080/24	There were no apologies for absence
081/24	Approval of the Minutes of Parish Council Meeting 9th April 2024 RESOLVED: The minutes of the meeting 9th April 2024 be approved
082/24	Matters arising from the last minutes The parish council does not currently insure the street lighting
083/24	Declarations of Interest
084/24	Dispensations – No requests for dispensation had been received
085/24	Public Time <ul style="list-style-type: none"> a. Unitary Councillor Fiona Cole sent her apologies b. There were no members of the public present
086/24	Councillor Appointments <ul style="list-style-type: none"> a. RESOLVED: To appoint the following Committees/Working Parties/Roles <ul style="list-style-type: none"> • Planning Committee – Councillors Blake, Charteress, Hawkesford, Lloyd, Noble & Ward • Internal Control Councillor – Councillor Barwick • Councillor to oversee Parish Mag’ – Councillor Charteress • Longland Meadow Volunteer Group – Councillors Hawkesford & Heap • Village Hall Representatives – Councillors Barwick & Heap • Judith Willoughby Charity Representatives – Councillors Billingham & Heap • Hackleton School Governor – Councillor Lloyd • Wildlife, Biodiversity & Environment Working Party – Councillors Hawkesford & Lloyd • Health & Wellbeing Working Party – Councillors Blake, Heap & Lloyd • Highways & Road Safety Working Party – Councillors Barwick & Charteress • Flooding Working Party – Councillors Charteress, Noble & Ward • Footpaths – Councillor Barwick b. It was agreed that no other committees/working parties or roles should be established at this time
087/24	Clerk’s Report <ul style="list-style-type: none"> • Residents on Milton Bridge with the second sink hole in their garden have not got any resolution despite involving Highways, Fiona Cole, Andrea Leadsom, Taylor Wimpey, insurance company, conveyancing solicitor and citizens advice

	<ul style="list-style-type: none"> • HPC’s complaint to the ombudsman regarding the first sink hole has now progressed to the ombudsman’s assessment team who should respond in 6 – 8 weeks • Anglian Water are undertaking works to the water recycling centre at Preston Deanery from April until October 2024 upgrading equipment will mean they can take out more phosphorus from the water they return to the environment, improving water quality for wildlife and reducing algae growth in local rivers and streams • The large branch blocking KM56 was reported to street doctor and it has been removed • The new SID sign has been installed in New Hackleton • The Police have had reports of electrically powered motorcycles in Longland Meadow and the Police have been contacted regarding motorcycles driving across standing crops in Preston Deanery • The Clerk attended the NCALC employment update on 24th April and Cloudy IT briefing on 13th May • A bonfire at the International Raceway has been reported to Environmental Health
088/24	<p>To receive reports from Councillors attending outside meetings Councillors W Blake, T Charteress, R Hawkesford & the Clerk met with Gallagher Developments Councillor Hawkesford attended the WNC South Planning Committee Meeting</p>
066/24	<p>Finance & Governance</p> <ol style="list-style-type: none"> a. The bank mandate was reviewed. RESOLVED: To add Councillor Noble as a signatory b. All direct debit mandates were reviewed. RESOLVED: To maintain all current mandates c. All insurance requirements were reviewed. RESOLVED: To add the street lighting to the insurance schedule. To take out a three-year long-term commitment through Clear Councils d. The Cemetery fees were reviewed. RESOLVED: To maintain the fee structure at existing levels e. The Recreation Ground fees were reviewed. RESOLVED: To maintain the fee structure at existing levels f. The Parish Mag’ advertising fees were reviewed. RESOLVED: To reduce the fee for a full colour back page advert to £600.00. To retain all other fees at current levels g. The report of the internal auditor was received. RESOLVED: To accept the report – no matters were outstanding or brought to councils attention h. The effectiveness of internal control, internal audit and risk management was reviewed. RESOLVED: Adequate and robust systems considered to be in place i. RESOLVED: To ratify payments made out of meeting and approve payment of outstanding invoices/accounts as per the schedule circulated. Councillor Barwick had completed the ICC monthly check of invoices j. The accounts for month 1 of the 2024/25 financial year were received and compared to budget. RESOLVED: The figures presented represent the current financial position of HPC. The bank reconciliation as at 30th April 2024 was received. RESOLVED: To approve the bank reconciliation as presented current account £126,504.88 deposit account £146,930.34 k. The receipt of the first tranche of precept from WNC was noted. RESOLVED: To transfer £50,000.00 to deposit account. To amend the Scheme of Delegation to allow the Clerk to transfer up to a maximum of £50,000.00 between the current account and deposit account as required l. The outcome of the HMRC Employer Duties Review was received and duly noted with no compliance issues to raise

090/24	<p>Policy and Procedure Review</p> <p>a. RESOLVED: To re-adopt the following policies en-bloc with one minor amendment to the Standing Orders</p> <ul style="list-style-type: none"> • Cemetery Regulations • Code of Conduct • Communication Policy • Complaints Procedure • Data Breach • Data Map • Data Protection Policies, Procedures & Notices • Death of a Senior National Figure • Dignity at Work • Equal Opportunity Policy • Finance & Governance Risk Assessment • Freedom of Information Policy • Grant Funding Policy • Grievance Procedure • Health & Safety Policy • Internal Control Procedures • Litter Picking Risk Assessment • Lone Working Policy & Guidance • Longland Meadow conditions of hire & use • Privacy Notice • Records Retention Policy • Recreation Ground Conditions of hire & use • Reserves Policy • Risk Assessment • Scheme of Delegation • Sickness & Absence Policy • Standing Orders (with one minor amendment) • Training Statement of Intent <p>b. Draft Financial Regulations were received and considered. Final amendments will be made for adoption at the next meeting</p> <p>c. RESOLVED: To appoint Councillors Barwick & Billingham to update the Business Plan</p> <p>d. RESOLVED: To request the Wildlife, Biodiversity & Environment Working Party to review and update the Wildlife, Biodiversity & Environment Policy and plan</p> <p>e. All risk assessments were reviewed RESOLVED: To re-adopt all risk assessments</p>
091/24	<p>Consultations/Surveys</p> <p>a. The draft WNC Local Plan was considered together with reports from HPC's consultant. RESOLVED: to request the consultant draft a submission for council approval</p> <p>b. The Community Governance Review Phase 2 Consultation was discussed. RESOLVED: To respond to the consultation requesting financial support to ease the proposed changes</p> <p>c. The Local Flood Management Strategy Consultation was discussed. RESOLVED: To delegate to the Clerk to respond</p> <p>d. WNC Town & Parish Liaison Function Satisfactory Survey was discussed. RESOLVED: To delegate to the Clerk to respond</p>

092/24	Health & Wellbeing <ol style="list-style-type: none"> a. An updating report was received. The Otago sessions are being well supported b. The Working Party will report further to the next meeting with proposals for their next steps
093/24	The Spread Eagle Public House The nomination as an Asset of Community Value has been successful. Action: Councillor Coombes to investigate possible ways forward and report back to council
094/24	Recreation Ground Remedial works to the play equipment remain outstanding
095/24	Footpath from the Village Hall Car Park to St Johns Way Quote from WNC Highways received in the sum of £11,847.04 plus costs. Action: Clerk to request cost breakdown and specification details. Councillor Coombes to write an article for the Mag' requesting residents report safety issues via Street Doctor
096/24	D-Day 80 Beacon Lighting Event 6th June 2024 Planning continues for the event which will be held in the Cemetery from 8:30pm. Full details will be published in the next Parish Mag'
097/24	Annual Parish Meeting 23rd May 2024 at 7pm Action: Councillors to arrive at 6:15pm to set up
098/24	Proposed Land Transfer from Grand Union Housing RESOLVED: To agree in principle to take on the open green spaces subject to sight of a plan
099/24	Honorary Freedom of the Parish Board RESOLVED: To purchase a board with the Hackleton Parish Council logo on it for erection in the Village Hall
100/24	Highways <ol style="list-style-type: none"> a. Works to Hatch Lane will be undertaken by Kier week commencing 20th May b. A local resident has volunteered to download all SID data and provide a monthly report. c. Speed data was received for Brafield Road d. RESOLVED: Not to pursue further traffic calming measures for Brafield Road at this time as the parish council would have to contribute a minimum of £25,000.00 for any scheme
101/24	Grounds Equipment Storage Grounds equipment storage was discussed
102/24	Exclusion of the press and public RESOLVED: due to the confidential nature of the business to be transacted the press and public are excluded from the next agenda items
103/24	Request for reimbursement of costs from the Groundsman RESOLVED: To make a contribution to the Groundsman's expenses of 25%
104/24	Next meeting Full Council Meeting Tuesday 11th June 2024 7:30pm Members are requested to forward any items for the agenda to the Clerk by 1 st June 2024

The meeting closed at 9:15pm