Hockliffe Parish Council
"Serving the local community"

Minutes of Parish Council meeting held on Monday 11th March 2024

Councillors Present: Cllrs R Scott (Chair), R Wuczke, Cllr Mike Richards & Cllr Melanie Richards.

Clerk: C Underhay

146: To receive apologies for absence:

Cllr Edwards & Cllr Alexander sent apologies.

147: Induction of Co-opted Councillors:

Mr Mike Richards and Mrs Melanie Richards, having completed the Declaration of Acceptance of Office prior to the start of the meeting, were formally welcomed by the Chair.

148: Declarations of Interest:

No Declarations of Interest were received.

149: Approval of Minutes of the meeting held on 12th February 2024:

It was proposed by Cllr Scott & seconded by Cllr Alexander that the Minutes of the Meeting's held on 12th February 2024 were approved as a correct record. This was then resolved by all Councillors.

150: CBC Cllr Mark Versallion Report:

Cllr Versallion sent his apologies as he was unable to attend.

151: Drainage Issue:

The Chair advised that he has been in touch with our MP Andrew Selous, and a meeting had been arranged for week commencing 24th March 2024, to take this matter forward.

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152: Public Forum:

A resident asked if the matter previously discussed had been resolved (parking at the Cemetery). The Chair advised that he considered that it had been and that the matter could not go forward. The resident asked of it could be put on the agenda for the Council to discuss at the next meeting.

153: Matters arising from the Minutes not dealt with elsewhere on the agenda:

The Chair advised that the Village barbecue had been collected from Mr Coleman's home, and will be delivered to Cllr Alexander for safe keeping.

154: Finance:

The Chair asked the Clerk to speak.

1. To authorise accounts for payment:

It was resolved that the following amounts could be paid:

Cheque	To	Amount	For
2103	C Underhay	308.90	Salary
2104	HMRC	205.60	HMRC – Clerk Tax
2105	Goldleaf	636.06	Ground Maintenance - March
2106	Hockliffe School	96.00	Replacement for cheque 2101

A standing order for £26 was paid to C Underhay on 1st February 2024 for working at home allowance. A direct debit for £10.25 was paid to Clear Methods on 20th February for payroll administration.

A credit of £40.77 was received on 29th February 2024 in respect of interest. A credit of £25 was received on 28th February 2024 (inscription fee – cemetery income).

Payment of all the above was proposed by the Chair, seconded by Cllr Wuczke, and then resolved by all Councillors present.

2. **Account Balances & Budget. To review summary of spend against budget:**
   Bank account balances as at 29th February 2024 – current account £10,329.39 and savings account £35432.23. Spending against budget (taking out the tarmac spending as this was not in the budget) comes to £19,279.09. This represents 72% of the £26,890 budget, with 92% of the financial year gone.

3. **Sign off Asset Register:**
   This was presented to the meeting. Acceptance was proposed by the Chair, seconded by Cllr Wuczke, and then resolved by all Councillors present.

4. **Sign off funds in reserve:**
   This was presented to the meeting. Acceptance was proposed by the Chair, seconded by Cllr Wuczke, and then resolved by all Councillors present

155: Planning – Applications received:

The Chair advised that the following application had been received – CB/24/00594 – after discussion, it was proposed by the Chair and seconded by Cllr Wuczke that no comment would be made. This was then resolved by all Councillors present.

156: Risk:

The Risk Register and the Open Spaces Risk Assessment were both presented to the meeting. The only item to report of any concern was

the late submission of last year's Annual Return – and action noted in document called Risk Report 2024. It was proposed by the Chair that all 3 documents were accepted – this was seconded by Cllr Wuczke and then resolved by all Councillors present.

The review of internal audit procedures for 2024 was also presented. It was proposed by the Chair that this document was accepted – this was seconded by Cllr Wuczke and then resolved by all Councillors present.

157: Cemetery Matters:

The Chair noted that there was no update regarding "Letters to Loved Ones," replacement of the plinth under the bench, or the "spoils" in the cemetery, and asked for the matter to be bought forward to the next meeting.

158: Annual Review of policies:

The following policies were reviewed:

Code of Conduct
Complaints Policy & Procedures
Document Retention Policy
Equality and Diversity Policy
Health & Safety Policy
Media Response Policy
Risk Management Strategy
Social Media Policy
Standing Orders

Two amendments were discussed regarding the Social Media Policy (taking out reference to Twitter and removing the sentence regarding a quarterly newsletter). It was then proposed the Chair and seconded by Cllr Mike Richards that the policies were all renewed for 12 months, including the amendments to the Social Media Policy. This was then resolved by all Councillors present.

159: A5:

The Chair made reference to the pie charts released to us showing speeding data from the average speed cameras. These have already been published by the Parish Council. No other item to report.

160: Notice Boards:

Held to the next meeting as this item belongs to Cllr Alexander who was absent.

161: Village Hall:

Standing item – nothing to report at this meeting.

162: Handyman:

Nothing to report.

163: Development of HAS26:

The Chair noted he has included this as a standing item – nothing to report at this meeting

164: The Park:

1. **Swings:**
   The quote from Online Playgrounds was discussed again for replacement of all swings cradles – one disability, one flat and two for under 5's with bars). This was for £2106.48. Two further quotes were provided – one from Sutcliffe Play Direct (£1562.88) and one from Playdale (£1170) – we would install these swings ourselves. After consideration, it was decided to opt for the quote from Online Playgrounds. This is because they are our usual contractor, and their work including aftercare is exemplary. This was proposed by Cllr Mike Richards, and seconded by Cllr Melanie Richards. It was the resolved by all councillors present. The Chair asked the Clerk to instruct Online Playgrounds.

2. **Tarmac at the park:**
   No update

165: Correspondence Received (for information only):

None

166: Items for inclusion in the next agenda:

None

The meeting closed at 8pm
Colin Underhay – Clerk – 31st March 2024

Signed as a true copy……. (R Scott - Chair) 15th April 2024

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