Hockliffe Parish Council
"Serving the local community"

Minutes of Parish Council meeting held on Monday 10th March 2025

Councillors Present: Cllrs R Alexander (Chair), Wuczke, Mel Richards & Mike Richards

Clerk: C Underhay

143: To receive apologies for absence:

All Councillors were present.

144: Declarations of Interest:

None were received.

145: CBC Cllr Mark Versallion Report:

Cllr Versallion was not at the meeting.

146: Approval of Minutes of the meeting held on 10th February 2025:

Cllr Wuczke proposed that the minutes of the meeting held on 10th February 2025 were approved, this was seconded by Cllr Mel Richards, and resolved by all Councillors.

147: Public Forum:

A resident noted that the school sign in Woburn Road was the "wrong way round." The Chair noted that this was a matter for CBC and needed to be input on "fix my street." A resident noted a tree overhanging the road by the bridge in Woburn Road – as the tree is by the brook, the Clerk noted that this is a matter for River Ouzel authority – and he would contact them. A resident also advised about loose dogs – the Chair noted that this was a CBC matter, and noted the web page to report.

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

April's meeting was discussed. The school is closed on the next meeting date (7th April) and will not reopen until 22nd April. It was proposed by the Chair that the next meeting is held on Tuesday 1st April. This was seconded by Cllr Wuczke and then resolved by all Councillors.

149: Notice Boards:

Mr Edwards is still chasing the installer (re last months Minutes).

150: Village Maintenance Contract:

Left on Agenda by accident – nothing further to note.

151: Dog Toilet Bins:

The Clerk advised he has ordered new bags for the dispenser in the park (£77.88). The Clerk also advised that he has now received an email from CBC agreeing that we can purchase our own replacement dog bins, within certain parameters (for example, they need to be red). He will now obtain quotes ready for the next meeting.

152: Planning – Applications received:

The Chair advised that there were no Planning Applications to discuss.

153: Annual review of policies:

The following policies were reviewed:

1. Code of Conduct
2. Complaints Policy & Procedures
3. Document Retention Policy
4. Equality and Diversity Policy
5. Health & Safety Policy
6. Media Response Policy
7. Risk Management Strategy
8. Social Media Policy

9. Standing Orders

It was proposed by Cllr Wuczke and seconded by the Chair that all 9 were renewed for 12 months - this was seconded by the Chair and resolved by all Councillors.

154: Risk – to sign off the following as at as March 2025:

The Clerk presented the Risk Register and Open Spaces Risk Assessment for authorisation. No risk issues identified on either. After discussion, it was proposed by Cllr Wuczke, and seconded by the Chair that both were accepted. It was then resolved by all Councillors.

155: Cemetery Matters:

The following matters were discussed:

1. Church footpath – work completed
2. Cemetery gate post – work completed
3. The spoils – work due to be completed in March

The Chair also advised that a resident had been in contact with him regarding flooding from the road – this then flooded ash's plots. This was discussed at some length – maybe removal of the hedge and build a wall (although we would need planning for this as it is in a conservation area) – maybe contact the local landowners, as it thought the water may come from their land during heavy rain – and a lack of drainage. Action for now is to talk to Lee Harris to seek his opinion, and look to engage a civil engineer to find the route cause (Clerk to undertake)

156: 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	Amount	To	For
2177	322.15	C Underhay	salary
2178	214.40	HMRC	clerk tax
2179	645.20	Lee Harris	gate post & moss
2180	655.14	Goldleaf	March Maintenance
2181	110.68	C Underhay	Stamps & dog toilet bags
2182	384.98	C Underhay	New printer and shredder*

*The Clerk advised the meeting that both his shredder and printer were old – and both unreliable. It was agreed he could purchase a new printer and shredder – both to belong to the Council – and both to be added to the asset register. Shredder £135.99 – printer £248.99

A standing order for £26 was paid to C Underhay on 1st February 2025 for working at home allowance. A direct debit for £11.25 was paid to Clear Methods on 20th February for payroll administration.

Credit interest of £31.54 was paid to us on 28th February 2025.

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

2. **Account Balances & Budget. To review summary of spend against budget:**
   Bank account balances as at 28th February – current account £6644.07 and savings account £32928.09. Spending against budget comes to £20430.42. This represents 68% of the full year budget to 31st March 2025, with 92% of the year gone.

3. **Sign off Asset Register:**
   This was presented for sign off as at the end of the financial year. Sign off was proposed by Cllr Wuczke, seconded by Cllr Mel Richards, and then resolved by all Councillors.

4. **Sign off Fund in Reserve:**
   This was presented for sign off as at the end of the financial year. Amount £16,000 as follows:

   Cemetery flooding issue - £10000
   Metal shed and installation - £1500
   Village Bench & installation - £1000
   Spoils clearance at cemetery - £1500
   Park equipment repairs - £2000

   Sign off was proposed by Cllr Wuczke, seconded by Cllr Mel Richards, and then resolved by all Councillors.

5. **2025 - Review of Internal Audit procedures:**
   This was presented for agreement. Sign off was proposed by Cllr Wuczke, seconded by Cllr Mel Richards, and then resolved by all Councillors.

   The Chair advised that he had heard from NatWest, and signatures have now been amended on the Bank Account.

157: A5:

The Chair advised that we have received recent speeding data for traffic through Hockliffe – and this still shows a significant number of offences.

158: The Park:

The Clerk advised that repair work to park equipment will take place during the last week of March & the first week of April.

159: Storage:

The Chair noted that fees for storage on a monthly basis were prohibitively expensive. Cllr Mike Richards advised that he will find quotes for a lockable metal shed.

160: Correspondence Received (for information only):

Community Governance Review – 2025 – to be on next agenda

161: Items for inclusion in the next agenda:

Summer event

The meeting closed at 8.30pm

Colin Underhay – Clerk – 16th March 2025

Signed as a true copy……. (Chair) 1st April 2025

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