



**GREAT HORKESLEY PARISH COUNCIL**  
**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**  
**HELD ON TUESDAY 16<sup>TH</sup> JANUARY 2024**  
**IN GREAT HORKESLEY NEW VILLAGE HALL AT 7.30PM**

**Those present:**

Cllr C Arnold (Chairman)	Cllr M Sudbery (Vice-Chairman)
Cllr G Baker	Cllr A Banks
Cllr J Burns-Langton	Cllr S Jarvis
Cllr M Mead	Cllr P Tempest

+ 1 member of the public in attendance

**23/105 Chairman's Welcome**

The Chairman welcomed everyone to the meeting and congratulated the Clerk on passing her CiLCA qualification.

**23/106 Apologies and Reasons for Absence**

Cllr Sudbery was on her way to the meeting and all other members were present.

**23/107 Declaration of Interests**

Cllr Mead declared an interest in respect of item 23/111 (d) as the Treasurer for the Horkesley Village FUNraisers.

Cllr Banks declared an interest in respect of item 23/111 (e) as a committee member of the Bishop William Ward School Association.

Cllr Jarvis declared an interest in respect of item 23/117 but would remain present in the meeting to answer any questions from other Councillors and would abstain from any decision made.

**23/108 Minutes of Previous Meetings**

The minutes of the Parish Council Meeting held on Tuesday 21<sup>st</sup> November 2023 were approved and signed as a true and accurate record.

*Cllr Sudbery joined the meeting.*

**23/109 Have Your Say – Public Open Forum**

A member of the village SpeedWatch team asked for advice on how to recruit new members. It was suggested that information be advertised on Facebook pages, noticeboards, and the village news.

**23/110 Reports from Members and Officers of Other Authorities**

No reports were given.

**23/111 Finance**

(a) The Statement of Accounts as at 31<sup>st</sup> December 2023 were noted, and Cllr Tempest checked and signed to agree that balances on the statement match those shown on December bank statements.

- (b) Payments made in November and December 2023 were retrospectively approved in accordance with the 2023/24 Budget.
- (c) The draft minutes from the Finance Committee meeting held on 8<sup>th</sup> January 2024 were noted. It was also noted that the Third Quarter Accounts for the 2023/24 financial year have been reviewed and approved by the Finance Committee.

*Cllr Mead left the meeting.*

- (d) **It was unanimously agreed** (proposed Cllr Arnold) to pay the invoice for £200 from the Horkesley Village FUNraisers, toward the production costs of the Village News, and draw the money from General Reserves.

*Cllr Mead rejoined the meeting. Cllr Banks left the meeting.*

- (e) Councillors considered a letter from the Bishop William Ward School Association. **It was unanimously agreed** (proposed Cllr Baker) that the School Association could use the £1,000 grant from the Council in the 2024/25 financial year (as agreed in item F23/23) to fund stage lighting for the main hall rather than new storage facilities as originally proposed.

*Cllr Banks rejoined the meeting.*

### **23/112 Budget & Precept**

- (a) Councillors reviewed the second draft of the 2024/25 Budget as recommended by the Finance Committee and circulated prior to the meeting by the Clerk.

The Clerk recommended that Hall Improvements be changed to £5,925 due to a miscalculation, £3,946 be transferred to Ear Marked Reserves for Village Hall Repairs (meaning approximately six months of village hall expenditure would be in reserves at the start of the financial year) and Cleaning be increased to £1,800 (to also include air freshener refills and quarterly oven cleans).

**It was unanimously agreed** (proposed Cllr Arnold) that as no estimate had been received for the cost of changing the speed limit between Great Horkesley and Chesterwell, £5,000 be budgeted for it and any additional costs would be met from reserves.

Cllr Burns-Langton moved (seconded Cllr Jarvis) that £500 be budgeted to support a Christmas community event to include a village tree. Cllr Baker moved an amendment to the motion (seconded Cllr Burns-Langton) proposing that £1,000 be budgeted for the Christmas event. Five members voted for the amendment which was therefore carried. Cllr Sudbery presented further amendment (seconded Cllr Banks) proposing that the amount be reduced to £650. Five members voted against this amendment which was therefore lost.

**It was agreed** (Cllrs Banks and Sudbery abstained) that £1,000 be budgeted for a Christmas event.

**It was unanimously agreed** (proposed Cllr Arnold) that the final 2024/25 budget be approved with all the agreed changes above, including those recommended by the Clerk.

- (b) Based on the budget approved in 23/112 (a), members discussed the precept requirement for the 2024/25 financial year and any use of reserves to support this.

**It was unanimously agreed** (proposed Cllr Arnold, seconded Cllr Baker) that £11,000 of reserves be used to support the budget for the next financial year, and that the precept be set at £45,116. The amount per Band D property will therefore be £41.94 per house, per annum, an increase of 5.64% (£2.24 over ten months) on the previous year.

### **23/113 Planning**

- (a) The minutes from the Planning & Highways Committee meetings held on 11<sup>th</sup> December 2023 (approved) and 8<sup>th</sup> January 2024 (draft) were noted.

(b) **It was unanimously agreed** (proposed Cllr Arnold) to appoint Cllr Baker as a member of the Planning & Highways Committee.

(c) Councillors reviewed the Terms of Reference for the Planning & Highways Committee and made minor changes to wording.

**It was unanimously agreed** (proposed Cllr Arnold) to approve the Terms of Reference with these minor amendments. A copy of the approved Terms of Reference is appended to these minutes.

(d) Councillors discussed flooding issues in the parish caused by ditches not being cleared. The Clerk will ask other local parish councils how they deal with similar problems at the next Clerk Forum and will seek advice from relevant authorities on the powers that are available regarding the clearance of ditches on private land.

**It was unanimously agreed** (proposed Cllr Sudbery) that Cllr Sudbery will write a letter to be sent to landowners, thanking them for clearing ditches recently and asking if they could clear all the ditches that they are responsible for, to help reduce flooding.

### **23/114 Highways**

(a) It was noted that County Cllr Lewis Barber and Cllr Arnold had met the County Cabinet member for Highways, Cllr Tom Cunningham. Cllr Cunningham has agreed to authorise the introduction of a 40mph speed limit between Great Horkesley and Chesterwell, to be financed by the parish council.

(b) **It was unanimously agreed** (proposed Cllr Arnold) to ask Borough Cllr Laws and the street cleaning team to ensure that the A134 is regularly swept so that the gulleys do not get blocked. This will reduce flooding and make it a more pleasant route for pedestrians and cyclists now that it is a popular route for commuting to the new Trinity School.

(c) It was noted that potentially disruptive roadworks will be taking place on the outskirts of the parish over the next few months.

### **23/115 Village Hall**

(a) The draft minutes from the Village Hall Committee Meeting held on 13<sup>th</sup> December 2023 were noted.

(b) **It was unanimously agreed** (proposed Cllr Arnold) that letting rates should be reviewed each year, to ensure that any increased running costs that the Council cannot influence are matched by an increase in income, as recommended by the Village Hall Committee.

(c) **It was unanimously agreed** (proposed Cllr Arnold) to amend the Terms of Reference for the Village Hall Committee, to give the Committee powers to change the letting rates in accordance with 23/115 (b).

(d) It was noted that the defibrillator has now been installed outside of the Village Hall. The Clerk will report this in the next village news and on the Parish Council Facebook page.

**It was unanimously agreed** (proposed Cllr Tempest) that the defibrillator be registered with the local ambulance service and free-to-attend training sessions are booked at the Village Hall for the local community to attend. **It was also agreed** that other potential locations to install defibrillators be investigated.

(e) There were no reports of any other urgent matters regarding the Village Hall.

### **23/116 Public Spaces**

(a) **It was unanimously agreed** (proposed Cllr Arnold) to delegate power to the Clerk to call meetings of the Open Spaces & Facilities Working Group.

Terms of Reference for the Working Group will be drafted, for approval at the next Full Council meeting.

- (b) An email from Planning Manager Lucy Mondon requesting a list of projects to be included in S106 expenditure was considered by Councillors.

After discussion, **it was unanimously agreed** (proposed Cllr Arnold) that the following non-exhaustive list be forwarded to the Planning Manager to be considered for S106 expenditure:

- Zip wire
- Drinking fountain outside the village hall
- Bike rack at the current play area
- Shade
- Outdoor gym equipment
- Multi-use sports court/basketball hoop
- Improve street lighting between the Village Hall and Braeburn Road/Jubilee Green

- (c) The Clerk will ask the Parks & Recs team at the City Council to look at the future development of the Jubilee Green as they do the other open spaces that they own. They will also be reminded that there is an open invitation to transfer ownership of the green to the Parish Council.

#### **23/117 Great Horkesley Summer Fayre**

Cllr Jarvis reported that a club bank account has been opened in the name of Great Horkesley Community Events, and a constitution will be agreed at their next meeting. Cllr Jarvis explained the reasons behind the figures given on the grant application.

**It was agreed** (proposed Cllr Burns-Langton, seconded Cllr Tempest, Cllr Jarvis abstained) to release the full £1,000 grant to the community group in April, once the Clerk has seen proof of the bank account and the adopted constitution.

#### **23/118 Clerk's Report**

The Clerk's report to date was noted, including a list of resolutions agreed at earlier Parish Council meetings and any progress to date.

#### **23/119 Date of Next Meeting**

The next meeting of the Parish Council will be on Tuesday 6<sup>th</sup> February 2024 at 7.30pm in Great Horkesley New Village Hall. Should any urgent matter require a decision by Council before that date, an Extraordinary Meeting will be called.

The meeting was closed at 9.27pm.