



## **Hauxley Parish Council (HPC)**

### **Extra - Ordinary Parish Council Meeting**

**Held Monday 19th August 2024**

**Hauxley Village Hall 5.00pm**

Draft minutes until signed

#### **24:14 Present**

**Councilors:** R Callender, D Rutley, J Busby, J Robinson

#### **In attendance:**

M Burn (Clerk)

Members of the public attending x2 Co-Option candidates

**Public Open Session:** No (MOP)

**24:15 Apologies for absence received:** none

#### **24:16 Declaration of Interests, and grant of any dispensations:**

None

#### **24:17 Matters Arising (Chairman)**

24.17.01 The chair opened the meeting, thanked those attending and gave the meeting to the clerk to review the agenda items. Clerk made reference to the need for scrutiny, accountability and transparency in all actions of the council.

#### **24:18 Co - Option Policy (Clerk)**

24.18.01 Cllrs were invited to adopt the HPC Co-Option policy (Resolved)

#### **24:19 Co - Option of potential Candidates x2 (Clerk)**

24.19.01 The two potential candidates were invited to speak to council as an introduction. Discussion took place.

24.19.02 Council resolved to Co - Opt both the new candidates as members of the council at Hauxley.

24.19.03 Clerk confirmed eligibility of the candidates and witnessed the completion of the form acceptance of office. The new members Cllr Golding and Cllr Wyatt joined the meeting accordingly.

#### **24:20 Banking Issues (Clerk)**

24.20.01 Financial matters have been delayed due to issues with Unity Bank and ID checks for the new clerk. Clerk has received an update on the day of the meeting which should allow access to online banking from 20th August 2024. Clerk to action invoices, reconciliation and salary.

#### **24:21 Payroll (Clerk)**

24.21.01 Discussion took place regarding the lack of payroll providing a payslip or P60. Council resolved to use Payroll Solutions Ltd. Clerk to action.

#### **24:22 Scribe Accounting (Clerk)**

24.22.01 Discussion took place regarding this software and costs relating to scribe accounting. Council resolved to discontinue scribe and allocate resources to offset payroll.

#### **24:23 Gravel at Low Hauxley (Clerk)**

24.23.01 Clerk updated council regarding the search for detailed information and plans from Premier Ltd. This was not forthcoming and discussion took place regarding the project to gravel the area at the village hall square.

24.23.02 Clerk confirmed that NCC Cllr Terry Clerk was willing to support the project financially with a potential sum of 4k.

24.23.03 Discussion took place regarding the need to seek funding from other sources and to further explore where to source the gravel and the contractor to fulfill the task of laying the gravel layer. Cllrs to investigate and report to the council.

#### **24:24 Gardening Services (Clerk)**

24.24.01 The matter of gardening and all other maintenance issues was debated by council.

24.24.02 Council resolved to develop an annual maintenance schedule that will identify what task to complete?

24.24.03 Who will do the work?

24.24.04 What costs are to be incurred by the parish council?

24.24.05 All Cllrs will work together to produce a draft maintenance schedule to be a parish wide project, parishioners to be invited to participate, and all to report back to council for November to discuss progress and set budgets 25/26 with the clerk.

#### **24:25 Data Compliance (Clerk)**

24.25.01 Clerk thanked council for the provision of a business only computer and confirmed the need for council to consider the use of business only email addresses.

24.25.02 HPC resolved to use specific email for business only. Clerk to action.

**24.26 Elections Team at NCC Updates (Clerk)**

24.26.01 The clerk confirmed that discussions had taken place with the NCC team and information was now updated.

24.26.02 Clerk to notify NCC regarding co-option and new members at Hauxley PC and Declaration of Interest forms were distributed to the new members.

**24:27 Date of Next scheduled meeting:**

**Monday 11th November at 6:30pm.**

**Hauxley Village Hall, Low Hauxley**

The meeting closed at 6.00pm

**Signed**.....Cllr D Rutley (Chairman)

**Date**.....

