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**HOGSTHORPE PARISH COUNCIL**  
**MINUTES OF THE EXTRAORDINARY MEETING HELD ON 19<sup>TH</sup> JANUARY 2023**  
**AT THE VILLAGE HALL HOGSTHORPE AT 6.00PM**

**PRESENT: Les Wildman (Chair)**

**COUNCILLORS: Mary Banks, Ellen Smith, Chris Rolf and Brian C. Worley**

**CLERK & RFO: Valerie Anne Worley**

**MEMBERS OF THE PUBLIC: 7**

**ABSENT: District Councillor Graham Williams**

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**PUBLIC FORUM**

The chair asked for a one-minute silence for the passing of Councillor Paul Smith. Everyone stood as a sign of respect. Our deepest condolences to the family. Paul will be greatly missed by Hogsthorpe Parish Council and all his achievements as Councillor of the Parish.

The Chair asked the Public if they would like to ask any questions about issues they might have. One member of the public asked if the car boots would continue this year. The Chair replied that they would. Another member of the public asked if the Committee for the Playing Field/Playpark had to be Councillors. The Chair replied that Councillor Ellen Smith is the Chair of the Committee and the members can be from outside the Council. Councillor Ellen Smith will report any issues to the Council.

A member of the public asked the Clerk if she had received the letter that she had put through her door. The Clerk replied that she had. The member of public spoke about the Planning Application of Mill Farm House. She stated that the support of so many residents in the previous application objecting made the planning department look at this application in much more detail and more thorough, so it had proved successful. She would like full support of the residents again this time. This application will be a strain on resources, such as water and sewage. The same member of the public thanked the Hogsthorpe Parish Council for the two new speed devices and said she was very pleased, and they looked great.

**1. Election of Vice Chairman**

Councillor Chris Rolf was nominated by Councillor Mary Banks and seconded by Councillor Ellen Smith. It was resolved that Councillor Chris Rolf is the Vice Chair.

- 2. Co-option of Councillor – John Midgley.** The Chair stated that John was absent this evening. He asked the Council if they had any objections to John becoming a Councillor as he had previously been a Councillor for Hogsthorpe Parish Council. A Member of Council stated that she thought he would be a big asset to the Council. The Chair stated that he could not see any reason why he could not be a Councillor. He asked the Council if this would be alright with them. The Council agreed. The Chair asked the Clerk to give John Midgley the necessary forms to sign.

- 3. Chair's Welcome.**

The Chair welcomed everyone to the meeting.

- 4. Apologies for absence and acceptance of reasons given.**

District Councillor Graham Williams.

- 5. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensation.**

Councillor Brian Worley had an interest in Agenda Item No. 6. Councillor Ellen Smith had an interest in Item No. 15.

- 6. To elect members of Staffing Committee.**

The Vice Chairman Chris Rolf, Councillor Mary Banks and Councillor Ellen Smith were duly elected for the Staffing Committee.

- 7. To discuss advertising for new councillors.**

The Clerk stated that advertisements for the Councillor vacancies were on the Parish Notice Board, the Hogsthorpe Parish Council website, the internet, and the Hogsthorpe Village website.

- 8. Clerk's Report**

The Chair stated that the Clerk's Report was mostly to do with finance.

The Clerk had provided her written report to all members of the Council. She also provided them with the monthly bank reconciliation, the budget, Outgoings and Incomings for the year, a copy of the Risk Management Policy and the Interim Internal Verifier's Report of 12 January 2023 which only had one recommendation which was to have the policies adopted by the Council and place these on the webpage. The Internal Verifier stated that it was a good report.

- 9. Financial Matters – To resolve to approve and sign cheques**

The following cheques were resolved, approved, and signed.

£20.82 – Sid Dennis – Waste Disposal

£13.68 – Postage and Stationery  
£267.42- LALC – Annual Subscription  
£30.00 – Hogsthorpe Village Hall  
£279.00 – SLCC – Membership Fee  
£39.99 – Fireproof Bag for Burial Records  
£138.00 – LALC – Training Subscription  
£32.65 – Timpson – keys cut.

A member of the public asked for a receipt for £50.00 which he had given to the Chair from the Christmas Party raffle. The Clerk said she would provide him a receipt. He went on to say how he was disappointed at the attendance of people at the Christmas Party. He and his wife had catered for 100 people when only about 50 people came.

**10. Notes of meeting of 1<sup>st</sup> December 2022 to be signed and approved as a true record of the minutes.**

These were resolved, approved, and signed as a true record of the minutes of the meeting of 1<sup>st</sup> December 2022.

**11. Discuss financial requirements for 2023 and set precept**

It was resolved that the precept figure of £11,523 would remain the same.

**12. Discuss accounting methods and presentation of accounts with reference to AGAR.**

The Chair stated that there are discrepancies within the Hogsthorpe Parish Council accounts for the last two years. The Clerk was not happy with this statement without evidence of these discrepancies. The Vice Chair, Chris Rolf suggested that this should be the first Agenda Item for the next meeting. It was resolved by the Council for this to be the first Agenda item of the next meeting. A Councillor stated that 'we have to give the Clerk a chance to look at them so she can respond as it was only fair'.

**13. Review and adopt policies**

The following policies were resolved to be adopted by the Hogsthorpe Parish Council:

1. Abusive, persistent, or vexatious complaints policy.
  2. Freedom of Information.
  3. Email protocol.
  4. Social Media Policy.
  5. Dignity at Work Policy.
  6. Data Protection Policy.
  7. Complaints procedure.
  8. Environment Policy.
  9. Equal Opportunities Policy.
  10. Health & Safety Regulations.
  11. Publication Scheme.
  12. Risk Management Policy.
  13. Code of Conduct.
- The Chair and Vice Chair stated that they hadn't read through the Standing Orders or Financial Regulations Policies and this would be an Agenda item for the next meeting.

**14. Set Meeting Calendar for 2023**

The Members of the Council resolved and approved the list of dates for future Meetings for 2023 that the Clerk produced. These will be displayed on the Parish Notice Board.

**15. Discuss appointment of Parish Maintenance/Handyperson/Finance and Hours**

It was resolved by the members of the Council to advertise this position on the Hogsthorpe Parish Council Notice Board.

**16. Discuss appointment of Dog Warden/finance/hours**

The Chair stated that this was the responsibility of the District Authority.

**17. Planning Application No. N/084/02405/22 – Mill Farm House, Sea Lane.**

It was resolved by the Members of Hogsthorpe Parish Council to object to this Planning Application. A Councillor suggested that all members should submit their views to the Clerk at the earliest opportunity so that these can be placed on the planning site before 3<sup>rd</sup> February 2023.

**18. Date of the next meeting Thursday, 2<sup>nd</sup> February 2023.**

**The meeting closed at 7.37pm**

**Signed .....**Chair

**Date .....**

