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## *Huntingfield Parish Council Minutes*

May-17

### **The Minutes of Huntingfield Parish Council Annual Parish Meeting**

**Friday 19<sup>th</sup> May 2017 at 6pm in the Hub**

**Attendees:** Cllrs J Baker (Chairman), Cllr B Lucas (Vice Chairman), Cllr H Cannon, Cllr J Thompson. 5 Residents & Ms R Ducker (Parish Clerk).

**026.17 Election of Chair.** Cllr J Thompson resigned from his role as chair.

Cllr H Cannon nominated Cllr J Baker, seconded by Cllr Lucas; she accepted this was then agreed unanimously. Cllr J Baker then signed the 'Declaration of Acceptance of Office' form, which was witnessed by the Parish Clerk and is held on file

**027.17 Election of Vice-Chair.** Cllr J Thompson nominated Cllr B Lucas as Vice Chairman, seconded by Cllr Cannon he accepted. This was agreed unanimously. Cllrs J Thompson & H Cannon were thanked for their time in these positions.

**028.17 Chairs welcome and apologies for absence.** Cllr S Harrison sent apologies due to illness, Cllr E Watson sent apologies due to being away in Kent, these were both noted and accepted.

**029.17 Election of Chairman for committees.** No committees to elect for.

**030.17 Declaration of any pecuniary and non-pecuniary interests.** No interests were declared.

**031.17 To approve minutes from January 16<sup>th</sup> 2017.** The minutes were approved and signed.



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### **PUBLIC FORUM**

A resident asked when this year's clean up day would be held. A date has been set for Sunday 11<sup>th</sup> June. The Magna Carta Board needs repairing.

A resident, who wasn't able to attend the meeting, sent in three questions in writing.

The first question related to the village mower, which was recently sold. It was believed by the resident that it was half owned by the Millennium Green Trust. There was no evidence in Minutes relating to the proposed sale of the mower

The response from the council was that it would investigate to ascertain if it was jointly owned by the Millennium Green Trust. It will be put on the agenda and discussed at the next meeting.

Cllr J Thompson stated it was sold for £900, which he thought was really beneficial for the village. He was unaware that the mower had anything to do with the Millennium Green as it was listed on the Parish Council Asset register. He also noted that during the last meeting the Parish Council had discussed enlisting the help of a professional grass cutting service, which would indicate the mower was no longer needed and would save costs (£250) on servicing. The sale of the mower was up for the discussion previous to its sale, however the meeting was cancelled. He felt it was in the best interest of the village to sell this asset on a public listing. The Parish Clerk confirmed the money from the sale had been banked immediately.

The mower was sold after the decision of the council to contract out its grass cutting requirements; this was not made clear on the minutes of the relevant meeting and will be formally ratified at the next Parrish Council meeting



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Secondly, it stated that the council does not seem to be acting in accordance with the transparency code, they asked the council to explain why?

The council takes great care to be transparent in its actions and do not believe they have acted inappropriately on any occasion. Cllr J Baker said the council would require further information as to what this question referred to specifically.

She confirmed that she would write to the resident giving them the opportunity to supply more details

Thirdly the resident asked for the income and expenditure breakdown for the steps leading to the Millennium Green.

Cllr Baker responded that the steps were funded by The Big Lottery and The Heveningham Hall Fair Trust and although the funds were paid to the Parish Council the build was arranged and managed by the Trustees of The Hub and not the Parish Council. The Hub Trustees would be asked to supply this information and it will be on the agenda for the next Parish Council meeting.

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**Meeting closed.**

**Meeting re-opened.**

### **032.17 CC & DC Reports.**

These will be available on the website for everyone to view. There is nothing specifically relating to Huntingfield.

### **033.17 Progress Reports.**



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### **a) Events Committee Progress Report – David Blackmore.**

We were advised this would be read out in the next meeting at the APM.

### **b) Flooding on Brick Kiln Lane – Parish Clerk**

Ms R Ducker, Parish Clerk, stated she had filed a report about this issue with Highways on 20-03-2017, she will follow this up once more and will send Cllr B Lucas the reference number.

### **c) Village Green Grass Cutting**

This has now been arranged and has already under gone three cuts. There has been no negative feedback regarding this.

### **d) Updating Standing Orders – Cllr J Thompson**

Cllr J Thompson suggested updating in line with SALCS standing orders, all Cllrs voted in favour. These will be put on the website.

### **e) Village website – Cllr H Cannon**

The website is now back up and running after being hacked. It is running via One Suffolk, which is backed up regularly and should be more secure.

### **f) Procedure for FOI and complaints**

Cllr J Thompson has drawn up a procedure of complaints. All Cllrs voted in favour of this and the document will be available on the website.

### **g) Membership of Open Spaces Society – Parish Clerk**

Ms R Ducker, Parish Clerk, confirmed Huntingfield Parish Council is now a member of the Open Spaces Society, who can provide support to the village if needed in the future.

### **h) War memorial Update – Parish Clerk**

Ms R Ducker, Parish Clerk, advised the initial application has been sent along with photos – however there is an 8 week response waiting time.

### **i) Update on community broadband**



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Due to Cllr S Hunt's resignation from the Parish Council, this matter has not been looked into. However Cllr E Watson emailed to the Council prior to the meeting notifying them that Huntingfield is now on the plan for Fibre Optic to be implemented within the next 12 months. It was suggested that a village email is sent round to residents asking them to show their support.

### **034.17 Correspondence.**

#### **a) Donation request from Disability Advice Service**

It was agreed at a previous meeting that at present the Parish Council are not donating outside the village. Ms R Ducker, Parish Clerk is to send a response to inform them accordingly

**035.17 SALC Training Programmes for Councillors.** With a vacancy occurring Cllrs feel this isn't the best time to undergo any training; it will be added onto the next agenda.

**036.17 Cllr Hunt leaving the village.** Due to moving out of the village Cllr S Hunt has handed in his resignation. The vacancy has been posted, is on the notice board, website and the Parish Clerk has been asked to send out an email.

**037.17 Planning applications & planning permissions.** None.

**038.17 To approve end of year accounts 2016/17.** All Cllrs approved the end of year accounts, which Cllr Baker then signed off the paper work for the audit. This was witnessed by the Parish Clerk.

**039.17 To approve Annual Governance Statement.** The Parish Council approved this and Cllr J Baker signed the relevant form witnessed by the Parish Clerk.

**040.17 Defibrillator checks and responsibilities.** The Parish Clerk confirmed that defibrillator checks had been carried out regularly, however, as she is no longer living in the village a volunteer would be asked to take over this responsibility. This request would be put in the next edition of The Hare, in the meantime Cllr J Thompson offered to take over the responsibility.



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The Parish Clerk advised she would advise the details on the procedure and logins.

**041.17** Village strimmer. Cllr J Thompson stated he believed it was at The Huntingfield Arms and offered to collect it whereupon a decision could be made as to whether it is financially viable to have it serviced or if necessary repaired..

### **023.17 Finance.**

#### **a) Expenditure.**

Was all signed off as correct.

#### **Parish Council General:**

1. £144.70	R Ducker	Salary
2. £60.00	Community Action Suffolk	Website
3. £144.50	R Ducker	Salary
4. £90.00	MPLC	Film Night License
5. £45.00	Open Spaces Society	Membership
6. £144.50	R Ducker	Salary
7. £108.40	HMRC	Employers Tax
8. £99.60	Filmbank Media	Film Night License
9. £144.50	R Ducker	Salary
10. £18.35	SALC	Guide Book
11. £12.00	SALC	Presentation (end of year)
12. £3.95	SALC	P&P
13. £90.00	MPLC	Film Night License
14. 18.00	SALC	Payroll Services

#### **The Hare:**

1. £80.00	The Little Copy Shop	The Hare Printing
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#### **The Hub:**

1. £107.54	Japs Security	Master key
2. £130.00	Joel Pike	Finger guards & Coat hooks
3. £4958.40	Simon Leonard	MG Steps
4. £276.60	Botanica	Plants and Shrubs



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5.	£2479.20	Simon Leonard	MG Steps
6.	£23.88	AC Leigh	Master Keys
7.	£4958.40	Simon Leonard	MG Steps
8.	£139.50	Easiton	Aluminium
9.	£51.39	D Burrows Exp	Hub Equipment
10.	£69.78	D Burrows Exp	Hub Equipment
11.	£180.00	GC Robertson	Building Inspection

### **Youth Club**

1.	£156.00	S Lucas Exp	Paediatric first aid course
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b) To note the following receipts since the last meeting:

### **Parish Council General**

1.	£75.00	Film Night
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### **The Hub**

1.	£3500.00	Millennium Green Charity – steps contribution
2.	£4132.00	Lottery funding - steps
3.	£3239.25	Lottery funding - steps

### **The Hare:**

1.	£30.00	Hillcrest (Hare Advert)
2.	75.00	Hare advert & donation
3.	£30.00	Luke Morphy (Hare advert)
4.	£65.00	ProCorda (Hare Advert)
5.	£50.00	WV Ltd Cun Cundy (Hare Advert)
6.	£30.00	Nicola Jane (Hare Advert)

### **Youth Club:**

1.	£90.00	Town Estate Trust Donation
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### **Youth Club/Table Tennis:**

1.	£1553.60	Heveningham Hall Trust Donation
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**c) To received updated accounts for the current financial year.** All Cllrs have been sent a copy of the recent accounts and have signed them off as correct.

### **043.17 Councillors Reports And Items For Future Agenda.**

Cllr B Lucas will contact the appropriate authority regarding fraying of the wire on the stay pole on the village green. He will report back to the council.

Cllr J Thompson raised concerns about children sliding down the area where the steps used to be. The Hub Trustees will investigate the planting of trees at the top to discourage this.

**044.17 Date of Next Meeting Saturday 2<sup>nd</sup> September at 10:30am in The Hub in Huntingfield.** Cllrs are still in agreement that the next meeting will be on Saturday 2<sup>nd</sup> September at 10:30am in the Hub.

### **PUBLIC COMMENTS**

A resident would like to see the seating arranged in a different format to allow the residents to hear the Councillors clearly, this had been previously suggested.

Cllr Baker assured the resident that the next meeting will be arranged differently as they suggested.

**Close meeting.**

**Meeting Closed 19:45.**

Chair \_\_\_\_\_ Date \_\_\_\_\_