



# Huntingfield Parish Council

## Minutes

Minutes of the meeting 10/01/18

Councillors: Cllr. J. Baker (Chairman)      Cllr. B. Lucas (Vice-Chairman)  
                  Cllr. J. Thompson                    Cllr. D. Burrows  
                  Cllr. J. Driver                              Cllr. E. Watson

Also present: Clerk Karen Forster and 2 members of the public

17/27 **Apologies for Absence**

Apologies for absence were received from Cllr. Thompson. **It was unanimously RESOLVED that the apologies were accepted.**

**At this point Cllr. Burrows joined the meeting**

17/29 **Minutes of the Previous Meeting:**

Minutes of the meetings on 8<sup>th</sup> November 2017 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

17/30 **Open Forum**

There were no points raised.

17/31 **County and District Councillor reports**

The Clerk had asked County and District Councillor Burroughes to attend or to send a report. No apologies or report had been received.

17/32 **Update on the Vacancy on Council**

There had been no interest shown to date in the vacancy on the Council. The Chairman stated that she would ask the Hare to run an item in the next edition.

17/33 **Update on the Grant Request for the Burial Ground**

A letter had been received from D. Burrows in his role as Treasurer of the PCC, requesting that the Council agrees to an annual donation of £250 to support the Burial Ground. There was concern as to whether the Council could commit to pay the same amount every year. After discussion **it was unanimously RESOLVED that the Council would continue to support the Burial ground however, the annual amount would be reviewed at every budget**

A copy of the letter is attached to this set of minutes.

**It was also unanimously RESOLVED to pay £250 this year to the PCC for use in the maintenance of the Burial Ground.**

17/34 **Accounts**

a) **Statement of Accounts:**

The statement of accounts, previously circulated, was reviewed and there were no questions.

b) **Bank Reconciliation:** The Clerk stated that as at the end of December 2017 the reconciled bank account stood at £ 25,222.99. Of that amount, £18,654.65 belonged to the Hub and £ 678.51 belonged to the youth club. The Chairman was asked to sign the bank reconciliations for November and December and verify the Bank statement amounts.

The Clerk stated that, following the receipt of the VAT, a balance of £ 1,268.22 for the Youth Club and the VAT that had been reclaimed for the Hub and the Youth Club was to be transferred from the Parish Council account to the Hub Capital account. **It was unanimously RESOLVED to approve the above transfer.**

Signed \_\_\_\_\_ Date \_\_\_\_\_



# Huntingfield Parish Council

## Minutes

- c) **Authorisation to Pay:** The previously circulated Authorisation to Pay was discussed. **It was unanimously RESOLVED to approve the Authorisation to Pay.** Cllr. Burrows added, re the payment to SALC for his training, that the training was excellent.

The Chairman asked that the Little Copy Shop is added to the list of pre-approved costs for the bi-monthly printing of the Hare of £80. **It was unanimously RESOLVED to add the printing of the Hare to the pre-approved list.**

- d) **Grant from Heveningham Hall Country Trust**

The Chairman confirmed that she had requested £500 as a grant towards a new PC and printer for the Council. This had been kindly granted and she had written to thank them. A new PC, printer and software had been purchased by the Clerk for a total of £410.78.

- e) **New Data Protection Reform Legislation**

The Clerk summarised the new data protection legislation that will be introduced on 25<sup>th</sup> May. It will require a review of all the data that is held and an introduction of new processes and procedures to ensure conformance. A Data Protection Officer must be appointed and cannot be a Councillor or a Clerk. SALC are working with a company (DPO) to provide the training and to check the conformance. This will be in the region of £220 for year 1 and £110 for subsequent years. The Clerk will spread the cost of attending courses over the 3 parishes that she clerks. She asked that Council approved further commitment to the training etc. provided by SALC and DPO. **It was unanimously RESOLVED that the Clerk should continue working with SALC and DPO.**

- f) **Audit Briefing**

The Chairman confirmed that she had given permission for the Clerk to attend the Audit briefing and recharge the mileage to the Council. This is required as there are legislative changes to the Audit process as of April 2018.

- g) **The receipt of the VAT refund from Feb – November 30<sup>th</sup> was noted.**

### 17/35 The Hub

- a) **Report**

A report from the Hub had been received and will be put on the website. There were no comments.

- b) **Future expenditure**

The Clerk had been told that there was no expected requirement for any capital expenditure in the next couple of months.

- c) **Audit Payment**

The Chairman confirmed that the Hub had paid £1300 towards this years Audit Fee and £ 400 towards the previous years. This was due to the high level of fees incurred due to the extra turnover generated by the Hub. Council expressed thanks to the Hub for this.

### 17/36 New Policies

The Grant application policy, the Equality and Diversity policy and the Training and Development policy had been previously circulated. **It was unanimously RESOLVED to adopt these policies and the Chairman duly signed and dated the copies.**

### 17/37 Update on request regarding constructing a path to the Parish Notice Board

A suggestion had been made at a previous meeting that people who had mobility issues or used wheelchairs might struggle to get across the grass to read the notice board. The Chairman report that to install a path across the grass to the notice board would cost £ 680. Subsequently, a member of the public who uses a wheeled trolley to aid walking accessed the board and reported no problem. The Chairman felt that this was an unnecessary cost.

Cllr. Watson suggested moving it to the side of the disabled space however that might interfere with the overflow parking and that he agreed that there were insufficient funds for a path. Cllr. Lucas stated that it would be fairly simple to move however, there would be a cost. After discussion, it was **unanimously**



# Huntingfield Parish Council

## Minutes

**RESOLVED to not put a path to the notice board however, if there are further complaints then it will be put back on the agenda for further discussion.**

17/38 **Events Committee**

There was no report from the Events Committee.

17/39 **A.O.B.**

The Chairman asked for items for the next agenda which were duly submitted.

Cllr. Watson asked about the lights that had been left on up the stairs. It was explained that this was a one-off as someone had left them on by mistake.

**In accordance with the Public Bodies(admission to meetings) Act 1960, the members of the public and the Clerk were asked to leave the meeting as the Clerks conditions and salary were to be discussed.**

**After this discussion took place and the Clerk was informed of the decision, the Chairman closed the meeting. The members of the public had already left.**

The meeting closed at 20:10. The next meeting is 7.00 p.m, Wednesday 14<sup>th</sup> March 2018

Karen Forster  
Clerk to Huntingfield Parish Council  
Orchard House, Chediston Road,  
Wissett, IP19 0NF

[huntingfieldclerk@gmail.com](mailto:huntingfieldclerk@gmail.com)

Signed \_\_\_\_\_ Date \_\_\_\_\_