



# Huntingfield Parish Council

## Minutes

Minutes of the meeting 14/3/18

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

17/40 **Apologies for Absence**

Apologies for absence were received from Cllr. Driver. **It was unanimously RESOLVED that the apologies were accepted.** Cllrs. Thompson & Burrows were not present.

17/41 **Declarations of Interest & Requests for Dispensations**

Cllr Baker and Cllr Lucas declared a pecuniary interest in item 7b. It was agreed that, as the amounts to be paid were receipted and for small amounts, that they could vote on the item as otherwise the vote would not be quorate.

17/42 **Minutes of the Previous Meeting:**

Minutes of the meetings on 10<sup>th</sup> January 2018 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

17/43 **Open Forum**

There were no members of the public present.

17/44 **County and District Councillor reports**

The Clerk had asked County and District Councillor Burroughes to attend. He sent his apologies and sent reports. The item of note was the new payment for collection of green waste. The poster has been circulated but is to be sent to be put up on the notice board. **NOTED**

17/45 **Update on the Vacancy on Council**

There had been no interest shown to date in the vacancy on the Council.

17/46 **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 January 2018 the reconciled bank account stood at £ 25,265.42. Of that amount, £19,245.96 belonged to the Hub and £ 678.51 belonged to the youth club. The balance of £5,370.95 was for the Parish Council. Of this, only the Clerks salary was to be paid before end of the financial year. The Chairman was asked to sign the bank reconciliations for January and February and verify the Bank statement amounts.

**Authorisation to Pay:** The previously circulated Authorisation to Pay of £ 530.86 was discussed. **It was unanimously RESOLVED to approve the Authorisation to Pay.**

c) The Clerk requested that Heelis and Lodge were appointed as the Internal auditor **which was unanimously RESOLVED.**

d) The proposed list of authorised payments, under Financial Regulation 5.6 was discussed. These were for the maximum amounts. **It was unanimously RESOLVED to agree the list of authorised payments.**

e) The Clerk had circulated the report regarding the changes to the Audit Process following her attendance at the seminar. There were no questions.

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



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- f) The decision to close the Halesworth Branch of Lloyds Bank was discussed, with a view to moving the account. The Chairman reported that she had been told that the bank would be holding a “pop-up” mobile bank 3 times a week. It was therefore agreed to monitor the situation to see if it was a problem.

### 17/47 **The Hub**

#### a) **Report**

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

AT THIS POINT CLLR. THOMPSON JOINED THE MEETING AND APOLOGISED FOR HIS LATENESS.

#### b) **Future expenditure**

The Clerk had been told that the Hub Trustees needed to purchase a cabinet to store papers. **It was unanimously RESOLVED to approve spending up to £500 on a cabinet to suit the requirements.**

#### c) **Formal Agreement**

The Clerk asked Council to consider implementing a formal agreement between the Parish Council as owners of the Hub and the Hub Trustees. It would be a peppercorn lease and the proposal would be along the lines that the Parish Council, as the owners, would be responsible for the costs regarding the structure of the building and that the Hub Trustees would be responsible for the internal items, such as tables and chairs and general running costs.

The Clerk is currently working on a similar agreement with Friston Parish Council and suggested that Huntingfield would use the same solicitor. The Hub Trustees would also need a solicitor.

It was agreed that the Chairman and Clerk would meet with representatives of the Hub to discuss further.

**NOTED**

### 17/48 **Events Committee**

No update received

### 17/49 **War Memorial**

The Clerk confirmed that the War Memorial had been listed and therefore any work, including cleaning, needed Listed Building planning permission and it is an offence to do any work to it without that permission.

Cllr. B Lucas and Cllr. D Burrows are to investigate the cleaning quotations and any grants that could be available.

### 17/50 **Heveningham Hall Planting.**

There have been comments from members of the public regarding the vista of Heveningham hall and what plans they have for the future. It was agreed that they would be asked to come to a public meeting and present their plans.

### 17/51 **Defibrillator**

The training for the Defibrillator had been postponed due to the snow. This has been rescheduled for Wednesday 18<sup>th</sup> April. New posters were to be put up.

The VETS system is an additional option which allows people to telephone a number once they have called an ambulance and this will dial up to 10 numbers until there is a reply, so that the person can bring the defibrillator if required. This can be shared as a service between 3 parishes. To be discussed at the training.

### 17/52 **Emergency Plan**

Huntingfield does not have an emergency plan. Cllrs. Watson and Thompson are to investigate further, and the Clerk is to provide information.

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



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### 17/53 Highways Issues

Cllr. Lucas stated that he had been in contact with the Highways division regarding the sign that needed replacing at the end of the lane and the flooding. The sign had been actioned but he was still waiting for an update on the flooding.

AT THIS POINT CLLR. BURROWS JOINED THE MEETING AND APOLOGISED FOR HIS LATENESS.

There is general concern about the performance of the highways division and how they are unable to maintain the roads, signs, hedges, verges and gulleys adequately. To that end, Heveningham have approached a number of different councils, including Huntingfield, so as to arrange a meeting to discuss how to overcome these issues.

It was agreed that Huntingfield should be involved in this meeting and that it could be held at the Hub. It was also agreed to invite Cllr. Borroughes and the MP Terese Coffey. **NOTED**

### 17/54 Meeting Dates

The proposed meeting dates were discussed. The date in September was changed to be 19<sup>th</sup> September. A list is attached to this set of minutes.

### 17/55 Village Clean Up Date

The date of Sunday 29<sup>th</sup> April in the morning was set as the Village Clean up Date

### 17/56 Annual Parish Meeting

The Chairman suggested a different format for the Annual Parish Meeting on 9<sup>th</sup> May. Instead of reading out reports, people who hold classes and events & activities at the Hub and in the village would be invited to have a "stand" to give out posters and leaflets and discuss what they do. There would also be a speaker. All Councillors considered that this was a good idea. The Chairman and Clerk are to meet with representatives of the Hub trustees to discuss further.

### 17/57 A.O.B

- a) Cllr. Thompson and Burrows suggested that, in the light of the new charge from Suffolk Coastal for Green Waste collection, there should be a village compost heap which could be managed for a small fee. Cllr. Thompson to discuss with the Millenium Green chairman to agree possible options.
- b) Cllr. Thompson is to continue discussing the garages at Flagship Housing.

### 17/58 Clerks Grade

As the Clerk had passed her CiLCA exam in February, **it was unanimously RESOLVED that her grade was increased to Grade 23 in accordance with her contract.** Her hours remained at 5 hours per week.

The meeting closed at 20:09

The next meeting is the Annual Parish Meeting at 7.00 p.m, Wednesday 9<sup>th</sup> May 2018. This will be followed by the Annual General Meeting and the regular Parish Meeting.

Karen Forster  
Clerk to Huntingfield Parish Council  
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Wissett, IP19 0NF  
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Signed \_\_\_\_\_ Date \_\_\_\_\_



# Huntingfield Parish Council Minutes

## HUNTINGFIELD PARISH COUNCIL

### Meeting Dates 2018/19

9<sup>th</sup> May 2018 AGM & APM  
11<sup>th</sup> July 2018  
19<sup>th</sup> September 2018  
14<sup>th</sup> November 2018 (Budget meeting)  
9<sup>th</sup> January 2019  
13<sup>th</sup> March 2019

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