



Huntingfield Parish Council

Minutes

Minutes of the meeting 08/11/2017

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

Also present: Clerk Karen Forster and 1 members of the public

17/14 **Apologies for Absence**

Apologies had been received from Cllr. E. Watson due to holiday. **It was unanimously RESOLVED to accept the apologies from Cllr. Watson.**

The Chairman stated that she had received an email from Cllr. Cannon who had resigned due to personal reasons. The Chairman wanted it recorded that the Council extended thanks to Cllr. Cannon for her service to Council and the community. **NOTED**

The Clerk was asked to inform Suffolk Coastal District Council that there is now a vacancy so the proper notices can be issued. **NOTED**

17/14 **Declarations of Interest and Requests for Dispensations.**

Cllr Baker and Cllr Burrows declared non-pecuniary declarations of interest in item as they are Trustees of the Hub.

17/15 **Minutes of the Previous Meeting:**

Minutes of the meetings on 2nd September and 18th September were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

17/16 **Open Forum**

There were no points raised.

17/17 **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.

17/18 **Accounts**

a) **Statement of Accounts:**

The Statement of accounts (previously circulated) were discussed. The Clerk clarified that the following:

1. The 2nd half of the Precept had been received
2. The audit fee was incurred due to the Hub. The income/expenditure of the Hub had pushed the turnover to be greater than £25,000 which meant that a fee was payable. Otherwise the fee would have been £30, due to the errors on the form that required it to be returned.
3. The Miscellaneous costs were the cost of the Table Tennis table, the cost of the advertisement for the mower and the payment made to the millennium green for ½ the mower sale.

The Clerk asked for clarification regarding the payment of the burial ground. Cllr. Burrows stated that he would organise a letter of request. **NOTED**

Signed _____ Date _____



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- b) **Bank Reconciliation:** The Clerk stated that as at the end of October 2017 the reconciled bank account stood at £ 25,452.89. Of that amount, £20,646.73 belonged to the Hub and £ 678.51 belonged to the youth club. The Chairman was asked to sign the bank reconciliation and verify the Bank statement amount.
- c) **Authorisation to Pay:** The previously circulated Authorisation to Pay was discussed. **It was unanimously RESOLVED to approve the Authorisation to Pay.**
- d) **External Audit:** The external audit had been completed and the certificate issued. All the papers were on the website and the Notice of Completion of Audit had been posted on the notice board and website. The Clerk read out the Issues arising report which was to do with the wrong figures on the audit which needed to be returned. It was agreed that no further action was required.

The Councillors discussed the invoice from BDO for £ 430.00 + VAT. As discussed earlier, £400 was due to the Hub. It was noted that the previous year the Hub trustees had agreed to pay the Council £1300 as a contribution to the high audit fee, however the current Clerk has not found any record of this being received. **It was unanimously RESOLVED to ask the Hub Trustees to fund both the £400 from this year audit as well as £1300 for the previous year.** The Clerk is to write to the Trustees. **NOTED**

e) **Budget:**

The budget proposal, previously circulated was discussed.

Expected Spend: The Events expected spend was reduced to £0 and the Defibrillator budget increased by a further £165 so as to provide for a spare set of pads. **It was unanimously RESOLVED to amend these figures.**

Budget for 2018/19: All items were examined. Of note, the Audit Fee was set at £200 as due to legislation changes, which have not yet been finalised, there is a possibility that the Council will need to be aligned to a chargeable audit facility.

The Subscriptions were increased to £ 400 as, due to changes in the Data Protection Legislation, there may be a need to enrol with an "expert". The Clerk is going to a seminar in November which will clarify this.

The Parish Meeting Costs will be reduced to £100.

The General Village Maintenance was raised to £700 as councillors wished to budget for the services of a tree surgeon.

The Cash Flow projections were reviewed. If the £1700 as requested from the Hub is received and the expected receipt of £600 from the Hare is received, the unallocated reserves at the end of this financial year will stand at 9 months of precept. However, it would be preferable to hold 1 years unreserved funds and if either of the above does not materialise, the unreserved funds would be less than 6 months and would not allow for any contingency. The Precept had not been raised for a number of years.

The Clerk had received the Precept letter from the district council which allowed for a rate of 74.89 for a band D property. It was proposed that the Precept is raised to £ 6000 for 2018/19. This will result in an increase to a Band D property of £ 20.64 per year. **It was unanimously RESOLVED to ask for a precept of £6000 for the year 2018/19.**

The full details are to be published on the Website.

- f) **PC Application:** The grant for a PC through the transparency code had been refused despite an appeal that the true turnover of the Parish Council was less than £25,000. In the meantime, the Chairman had contacted Heveningham Hall to see if a grant could be possible. **NOTED.**
- g) It was noted that a grant from Heveningham Hall had been gratefully received of £224 towards shovels and defibrillator pads.



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17/19 **The Hub**

- a) **New Bank Account:** In accordance with the resolution from the previous meeting, a new account had been set up for the Hub Capital account. **It was unanimously RESOLVED to transfer the balance of the account as of 8th November of £ 17287.88. It was also noted that a VAT reclaim of £ 3,298.85 will be payable when received.**
- b) **Youth Club:** There has been correspondence between the Council and the Heveningham Hall regarding the use of the grant given by them for the now defunct Youth Club and they are happy for it to be used for the Kids Club. It was felt by Council that this is an activity that is organised by the Hub and therefore the assets and funds for the Youth Club should be transferred to the Hub. **It was unanimously RESOLVED to transfer the assets of the table tennis table and the funds amounting to 678.51 to the Hub/Kids Club.**
- c) **Trustees Report:** A trustee's report had been received and was circulated and posted on the web site. **NOTED**
- d) **Future Expenditure:** The following items were submitted for future expenditure:
 - a) £520 for table trolley
 - b) £20 for table straps
 - c) £400 for table cloths

All items + VAT. **It was unanimously RESOLVED to approve the above items.**

17/20 **Standing Orders, Risk Analysis and Publications Policy.** The latest versions of the Standing Orders, Risk Analysis and Publications Policy were submitted to be adopted. **It was unanimously RESOLVED to adopt each of the Standing Orders, the Risk Analysis and the Publications Policy** and the Chairman duly signed and dated each document.

17/21 **Heavy Traffic in the Village:** Councillor Burrows was concerned about the heavy lorries that are coming through the village and the potential for damage. The lorries for Heveningham hall are not able to use the normal track as there is a problem with a drain culvert. It was pointed out that it is a main road. Cllr. Lucas will discuss with Heveningham Hall.

17/22 **Huntingfield War Memorial Cross**

Historic England are considering the war memorial to be added to the List of Building of Special Architectural or Historic Interest. **NOTED**

Cllr. Lucas has obtained quotations for cleaning and upgrading the memorial. He is hoping that this will be funded by a grant. **NOTED**

17/23 **Drainage Issues**

Cllr. Lucas has continued to have conversations with Highways division. They expect to start on the bridge work in March 2018 due to budget constraints.

17/24 **Village Email List**

To date there have been 26 responses to be on the email list – 2 people have left the village and do not wish to be on the lists any more. The closing date is 30th November.

17/25 **Request for Information**

A request for information under the Freedom of Information Act regarding the grants applied for by the Parish Council has been received. The Parish Council applied for their own grant and included the applications from the Old Groynes Theatre group and the Millennium Green Trustees under a covering letter, although they asked for separate cheques. Consequently, although the Parish Council could pass on their own request, the covering letter and the response, they were unable to pass on the applications from the



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Theatre Group and the Events group as they did not physically have them. **It was unanimously RESOLVED that in future the Parish Council would only apply for their own grant requests and that other groups in the village would be asked to submit their own applications.**

17/26 **A.O.B.**

The Clerk read out an email confirming that the merger between Waveney District Council and Suffolk Coastal District Council will be going ahead as of April 2019.

The Chairman wished to thank Cllr. Burrows for his efforts in the recent failure of Broadband. Over 150 homes were affected and, after such poor response from BT/Openreach, he contacted Terese Coffey.

The meeting closed at 21:05. The next meeting is 7.30 p.m, Wednesday 10th January 2018

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

huntingfieldclerk@gmail.com

Signed _____ Date _____