



Huntingfield Parish Council

Minutes

Minutes of the meeting 14th November 2018 at 7.30 pm at the Hub, Huntingfield

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

Also present: Clerk - Karen Forster

18/52 **Apologies for Absence**

There were no apologies for absence.

18/53 **Declarations of Interest & Requests for Dispensations**

Cllrs Baker & Burrows declared a non-pecuniary interest in item 8 as they are trustees of the Hub. Cllr. Baker also declared a pecuniary interest in the Authorisation to Pay as she is receiving a payment of £17 for the poppy wreath. Cllr. Burrows also declared a non-pecuniary interest as he is the treasurer of the PCC.

18/54 **Minutes of the Previous Meetings**

Minutes of the meetings on 19th 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.**

18/55 **Update on the Vacancy on Council**

No applications have been received.

18/56 **County and District Councillor Reports**

No reports had been received from County and District Councillor Burroughes.

18/57 **Accounts**

- a) The Clerk stated that as at the end of October 2018, the bank account stood at £ 27,884.55 of which £ 19,930.28 is ringfenced for the Hub and the balance of £ 7,954.27 belongs to the Parish Council.
- b) The Clerk stated that the second half of the precept had been received in September. **NOTED**
- c) Authorisation to Pay: The previously circulated Authorisation to Pay of £177.31 was discussed. **It was unanimously RESOLVED to approve the Authorisation to Pay with the exception of the Chairman who did not vote.**

The Clerk asked that Council approves in advance an expected bill for the Christmas tree of a budgeted amount of £35 and a bill from Norse for the grass cutting of £ 219.38 + VAT. **It was unanimously resolved to approve these amounts in advance.**

- d) The Clerk recommended that Heelis & Lodge are appointed as the internal auditors for 2018/19. **It was unanimously RESOLVED to appoint Heelis & Lodge as the internal auditors.**

18/58 **2019 – 2020 Budget**

The circulated budget for the next year (2019/20) was reviewed. The Clerk explained that she had split items between those funded by precept, those to be allocated out of the reserves and those from grants. The Clerk also pointed out that the PCC had not yet asked for the funds towards the Burial Ground for 2018/19. Cllr. Burrows took this away as an action item. **NOTED**

After discussion, the following was agreed regarding the budget for 2019/20.

1. A new bench(es) for the village green is to be funded from allocated reserves. The group that who organised the WW1 commemoration are seeking to purchase a bench with the remainder of their funding. They are to be asked if they would like to pass that to Council who will add £500 to the total so that either one or two benches can be purchased with inscriptions.

Signed _____ Date _____



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2. A new dog bin is to be organised for the village from reserves.
3. A quote from Norse for cutting the green for April – September is £219.38 for 10 cuts. It was agreed that funds should be increased to £500 to allow for extra cuts and any additional works.
4. It was agreed that some reserves to be allocated to Village Maintenance for future use in any emergencies. This fund should be added to regularly.

After amending the figures, it was proposed that the precept should be increased to reflect inflation by 3% and set to a total of £6,180. It unanimously RESOLVED to set the precept to be £ 6,180 for the year 2019/20. Based on the number of households in 2018/19 this will be an increase of £2.40 per household per annum. The Clerk will amend the proposed budget and bring to the meeting in January.

18/59 The Hub

a) **Formal Lease Agreement**

The Chairman signed the application for the funding, for the solicitor's costs for the Council in order to draw up the lease agreement, which is being given by County Councillor Borroughes. **It was unanimously RESOLVED to accept the offer of £1150 towards the costs of the solicitor and to instruct the solicitor to continue.**

b) **Ringfenced money for the Hub.**

The Clerk clarified that the ringfenced money for the Hub, which is kept in a separate bank account, can only ever be used for the Hub or Hub related matters as this was conditional of the terms under which it had been raised and given. It was agreed that this statement should be noted in the minutes.

c) **Requirements for expenditure**

The Clerk stated she is awaiting the invoice for the storage cabinet that has been purchased.

18/60 Emergency Plan

Deferred to the next meeting.

18/61 New Wards for East Suffolk

Final notification had been received after consultation, that the new Ward for Huntingfield, upon the creation of the new East Suffolk District Council in April would be Halesworth & Blything.

18/62 Highways & Footpaths

- a) There is a tree down across the public footpath in Mr. Hunts land – the landowner has been contacted and will clear it.
- b) Cllrs. Lucas & Baker are checking and reporting pot holes.

18/63 AOB

There is concern that drug dealers/pushers are using the car park of the hub and the millennium green. Suspicious cars have been seen there are drug paraphernalia has been found and cleared away. The Clerk was asked to contact the Police to ask them to investigate or monitor.

The meeting closed at 20.45

Next meeting: Wednesday 9th January 7.30 pm. At the Hub, Huntingfield.

Karen Forster

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

huntingfieldclerk@gmail.com

Signed _____ Date _____