



Huntingfield Parish Council

Minutes

Minutes of the meeting 11th March 2020 at 7.30 pm at the Hub, Huntingfield

Councillors: Cllr. E. Ward (Chairman) Cllr. J. Driver (Vice-Chairman)
Cllr. D. Burrows Cllr. G. Newton Cllr. D. Blackmore

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

19/74 **Apologies for Absence**

There were no apologies for absence

19/75 **Declarations of Interest & Requests for Dispensations**

Cllr Burrows declared a non-pecuniary interest in item 9 as he is a trustee of the Hub. Cllrs. Burrows, Ward & Driver also declared a non-pecuniary interest as members of the PCC.

19/76 **Minutes of the Previous Meetings**

Minutes of 15th January 2020 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

19/77 **Open Forum**

Cllr. Burrows raised the issue of flooding around the Rectory due to a blocked storm drain on land opposite. Cllr. Ward said she would discuss with the landowner.

19/78 **Reports from the County & District Councillor**

County/District Councillor Burroughes had previously sent his reports. It was noted that there was an offer of £20 grant and litter pick equipment for a clean-up day. The Clerk was asked to apply for this.
NOTED

19/79 **Accounts.**

- a) The Clerk stated that as at the end of February, the bank account stood at £ 28,116.63 of which £ 19,826.24 is ringfenced for the Hub and the balance belongs to the Parish Council including the grant from Cllr. Burroughes towards the solicitor's costs for the Hub lease.
Cllr. Newton stated that there would be an additional payment in July from a wedding party of £500. Councillors expressed their thanks.

- b) **Authorisation to Pay:** The previously circulated Authorisation to Pay for £ 2,023.68 +VAT was presented. The Clerk and Chairman explained that HPC was now using on-line banking for regular payments. They had tested it with one payment to the Clerk for the McAfree Security payment and subsequently a procedure had been written which was with SALC for comment.
- All signatories were encouraged to apply for the on-line banking equipment.
 - A non-signatory was to verify the payee details.
 - The transactions are to be listed and initialled when completed.

It was unanimously RESOLVED to approve the Authorisation to Pay.

- c) The annual Internal Control audit had been completed and circulated. **NOTED**

19/80 **Annual Review of Policies**

The Standing orders, Model Publications and Risk Analysis had been circulated. The Clerk stated that she recommended that there were no changes required and Councillors concurred. **It was unanimously RESOLVED to adopt the above policies for 2019/20 with no changes.** It was noted that the Financial Regulations and Asset Register had been changed and adopted in September.

Signed _____ Date _____



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19/81 **Changes to the planning System**

The Clerk explained that as of 1/4/2020, East Suffolk District Council would no longer be sending out paper copies of the plans and applications. They would only be available on-line.

19/82 **The Hub**

a) **Requirements for expenditure:**

None received

b) **Strip of Land required**

Cllr. Blackmore reported that he had visited the people along with the Chair of the Hub Trustees and determined that the land they wished to use was within their boundary.

19/83 **Village Improvements.**

a) **Defibrillator Batteries**

Cllr. Driver reported that the supplier had stated that the batteries would last until March 2021 however she would continue to monitor as she was unsure that this was correct particularly as people sometimes "fiddled" with the device and set off alarms which might drain the batteries.

At this stage, a member of the public asked about getting a locked cabinet with a key code. The Clerk was asked to follow up. **NOTED**

b) **Litter and Dog Bin**

Complete

c) **Handrail**

Complete.

It was suggested that some sort of highlighters of fluorescent tape is required so that it can be used at night. Cllr. Blackmore to acquire. **NOTED**

d) **Grass Cutting**

Norse had sent a grass cutting quote for 2020/21. It was agreed that it was very reasonable and should be accepted.

19/84 **Christmas Decorations for 2020**

Cllr. Blackmore reported that he had visited the people who had offered a Christmas tree and they were willing to donate one of about 6 – 7ft tall. The issue of siting the tree and getting power to it needed to be agreed. After discussion, it was decided to reluctantly turn down the offer as it was considered a better idea to decorate the oak tree on the green. It was agreed to approach Pearce & Kemp regarding the cost of doing this. Cllr. Newton volunteered to discuss with them. **NOTED** The Clerk was asked to write to the people who offered the tree to thank them.

19/85 **VE 75 Commemoration**

It was reported that an article was published in the hare asking for ideas to commemorate the VE75 day however there were no replies. Cllr. Blackmore had discussed with Cllr. Driver an afternoon tea in the church grounds from 2 – 4. There was debate as to which day, whether there could be something on the green and peeling the church bells. It was agreed that Cllr. Ward will organise a meeting to discuss next week. **NOTED**



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19/86 **Highways & Footpaths**

a) **Speed Indicator Display (SID).**

The Clerk has submitted both forms from Heveningham and Huntingfield and is chasing up the engineers from Highways.

b) **Footpaths & Highways**

County & District Councillor Burroughes has requested "give way" signs to be installed on Cratfield Rd. & Brick Kiln Lane and Council has asked to approve the design. **It was unanimously RESOLVED to approve the design and installation.**

c) Cllr Newton report that the entrance to Valley Farm is being widened to make it the commercial entrance.

19/87 **Annual Parish Meeting**

The Annual Parish Meeting will be held on May 6th as two of the Councillors are not available the following week. It is planned to hold the AGM and regular Council meeting at 6.00 that evening, followed by the Annual Parish Meeting.

A booklet is to be produced, as in the past, of reports from the village groups. Cllr. Ward is to pass on a list of village groups. **NOTED**

19/88 **AOB**

a) The Litter Pick day will be on Saturday 4th April. 10.00 meet outside the Hub and bacon rolls afterwards. An item is to be put in the Hare.

b) The Clerk passed round a picture of a commemorative bench that she had seen and it was agreed to put this on the next agenda.

19/89 **In accordance with Public Bodies (admission to meetings) Act 1960, a motion to exclude the public was passed.**

In summary, it was agreed to contact the Lottery Commission to ask permission to set up a lease with the hub, as per the restriction in the registration. It was also noted that the restriction regarding the Village Hut Charity does not apply.

The meeting closed at 8.40 p.m.

Next meeting: Wednesday 6th May 2020 at 6.00 at the Hub, Huntingfield. This will be the AGM followed by the regular meeting and the Parish Meeting (expected to start at 7.00).

Karen Forster - Clerk to Huntingfield Parish Council,
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Signed _____ Date _____