



Huntingfield Parish Council

Minutes

Minutes of the meeting 22nd May 2019 at 8.02 pm at the Hub, Huntingfield

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

Also present: Clerk - Karen Forster and 5 members of the public

19/09 **Apologies for Absence**

There were no apologies for absence.

19/10 **Declarations of Interest & Requests for Dispensations**

Cllrs Burrows declared a non-pecuniary interest in item 7 as they are trustees of the Hub. Cllrs Burrows, Ward & Driver also declared a non-pecuniary interest as members of the PCC.

19/11 **Minutes of the Previous Meetings**

Minutes of the meetings on 9th March & 27th March 2019 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

19/12 **Open Forum**

The Chairman asked members of the public if they had any issues to raise. One individual asked about the Heveningham Hall traffic using a diversion route, which would bypass the village. Cllr. Newton, as the representative for Heveningham Hall, stated that it was being worked on.

There was a question regarding the progress to repair The Forge. Cllr. Newton said that it had been surveyed and declared safe. Heveningham Hall were now going out for tenders for the repair.

19/13 **Update on the Vacancy on Council**

An application to be co-opted had been received from Mr. David Blackmore.

The members of the public and Mr. Blackmore were asked to leave the room so that the application could be discussed by council, **in accordance with the Public Bodies (admission to meetings) Act 1960.**

It was unanimously RESOLVED that Mr. David Blackmore be co-opted to Council. The public were invited back, Mr. Blackmore was welcomed to the Council and invited to join the meeting. He signed the Acceptance of Office and received a copy of the Code of Conduct. The Clerk witnessed his signature.

19/14 **Accounts.**

- a) The Statement of Accounts were presented. There were no questions.
- b) The Clerk stated that as at the end of April, the bank account stood at £ 28,914.01 of which £ 19,819.38 is ringfenced for the Hub and the balance of £ 9,524.63 belongs to the Parish Council including the grant from Cllr. Burroughes towards the solicitors costs for the Hub lease. It was noted that the ½ payment of the precept of £3090 had been received.
- c) **Authorisation to Pay:** The previously circulated Authorisation to Pay for £ 302.14 was discussed. **It was unanimously RESOLVED to approve the Authorisation to Pay.**
- d) The Clerk confirmed that the mandate for the Bank account had been changed. Cllrs. Newton and Blackmore agreed to be signatures to the account and will provide the Clerk with their details for the mandate to be changed. **NOTED**

Signed _____ Date _____



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19/15 **Audit**

- a) The **internal audit** had been completed by Heelis & Lodge, the report has been circulated and there were no issues raised. **NOTED**
- b) The **Annual Governance Statement** was presented, and the Chairman read through each statement. Council unanimously agreed each statement in the affirmative. **It was unanimously RESOLVED to approve the Annual Governance Statement and the Chairman and the Clerk signed the document.**
- c) The **Receipts and Payments report** had been previously circulated along with explanations of the differences, final year bank reconciliation and reserves. **It was unanimously RESOLVED to approve the Receipts and Payment report and the Bank Reconciliation** and the Chairman and RFO signed the documents.
- d) The **Accounting Statements 2018/19** were completed. **It was unanimously RESOLVED to accept the Accounting Statements** and the Chairman and Responsible Finance Officer signed the document.
- e) The Clerk explained that as the turnover for the Council was less than £25,000 this year, there was no need for an external audit. Council could apply for the Certificate of Exemption. **It was unanimously RESOLVED to apply for the Certificate of Exemption** and the RFO and the Chairman signed the document.

19/16 **The Hub**

- a) **Formal Lease Agreement:** H. Cannon, as the Chairman of the Hub Trustees, asked for any details or information regarding this be sent to her. **NOTED**
- b) **Requirements for expenditure:** None received

19/17 **Councillor Training Plan**

The Clerk had circulated information regarding briefings for new Councillors. She will also forward more detail regarding chairman's courses and planning courses. Cllr. Driver confirmed she will attend a briefing session. **NOTED.**

19/18 **Village Improvements**

A member of the public had previously requested that a handrail was installed on the steps on the green. **It was unanimously RESOLVED to install the handrail** and the Clerk will pursue a quotation. The siting of the Dog Bin was discussed, and it was proposed to install this next to the steps, by the hand rail. **It was unanimously RESOLVED to install a dog bin.**

19/19 **Highways & Footpaths :**

Cllr. Newton stated that the stile at Laundry Lane is being refurbished by Heveningham Hall.

19/20 **AOB**

- a) Council agreed to work with other groups to commemorate the life and contribution to the village of Sue Lucas. They will take their lead from the Hub Trustees when appropriate.
- b) Cllr. Driver confirmed that the pads for the Defibrillator need replacement. There was discussion regarding the storage of the pads for children and Cllr. Driver will discuss with the suppliers.

The meeting closed at 8.45 p.m. Next meeting: Wednesday 10th July at 7.30 at the Hub, Huntingfield.

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