



Huntingfield Parish Council

Minutes

Minutes of the meeting 23rd September 2019 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, 3 members of the public

19/34 **Apologies for Absence**

Cllr. Newton sent his apologies, due to an unplanned work commitment. **It was unanimously RESOLVED to accept Cllr. Newton's apologies.**

19/35 **Declarations of Interest & Requests for Dispensations**

Cllrs Burrows declared a non-pecuniary interest in item 8 as he is a trustee of the Hub. Cllrs Burrows, Ward & Driver also declared a non-pecuniary interest as members of the PCC.

19/36 **Minutes of the Previous Meetings**

Minutes of the AGM & regular meetings on 10th July 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.**

19/37 **Open Forum**

As Cllr. Burrows was unable to stay the whole meeting, it was agreed that he brought forward the items that he would have raised under items 11 & 12.

- He had used the Highways website and logged the concerns with the tree at the bottom of Holland Rise. He had subsequently received an email to say that a County arboriculturalist will be sent to survey the tree.
- He had met with Easitron regarding the handrail on the steps on the green and they are sending a quotation.
- Cllr. Burrows also reported that the replacement grit bin had been received, and then Mrs. K. Kruger had put it into place, dug it in and filled it with sand. Council wished to minute their appreciation of the work that she had done.

A member of the public raised the issue with the very bad drainage smell that occurs intermittently in the centre of the village. The Clerk was asked to research how to report this and get it fixed. **NOTED**

A member of the public stated that she had discussed the siting of a dog bin at the millennium green but they were not keen.

A member of the public reported that the village sign had been returned to the manufacturer, to be refurbished and paid for, by Mr. Gentleman. Council wished for their appreciation to be recorded. The member of the public wanted to check that the sign was covered for loss or damage and the Clerk confirmed that it was. The Clerk was asked to investigate a plaque noting the contribution made by the Gentlemans. **NOTED**

19/38 **Reports from the County & District Councillor**

County and District Councillor Burroughes had previously sent his reports and they have been circulated. He apologised for being unable to attend. Cllr. Blackmore asked the Clerk to contact Cllr. Burroughes to ask about the Wednesday bus service which finishes this month. **NOTED**

19/39 **Update on the Vacancy on Council**

There have been no applications for co-option to Council. A member of the public has expressed interest.

Signed _____ Date _____



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19/40 **Accounts.**

- a) The Clerk had received a quotation from the current insurers for the village insurance which was significantly higher than before at £ 358.91 for 3 years. She spoke to CAS, who also arrange insurance and received an improved quotation of £ 271.32 for 3 years, with the added advantage of a non-specific insurance cover of £50,000 for current assets. The Clerk recommended that the new quotation was accepted. **It was unanimously RESOLVED to accept the new quotation.**

The Clerk had amended the Asset register to show the insurance values. It was noted that, following correspondence with the Chairman of the Hub Trustees, it had been established that the Trustees had insured the Hub building for £ 694,585 and the play equipment for £ 16,758 along with the play surface for £ 10,297. **It was unanimously RESOLVED to adopt the new Asset register.**

- b) The Statement of Accounts were presented. The Clerk explained that she had invoiced the other councils who came to the training and therefore the true training costs are significantly lower which will be reflected at the next meeting.
- c) The Clerk stated that as at the end of August, the bank account stood at £ 27,097.47 of which £ 19,822.69 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.
- d) **Authorisation to Pay:** The previously circulated Authorisation to Pay for £ 1,992.75 was discussed. **It was unanimously RESOLVED to approve the Authorisation to Pay.**
- e) The Clerk reported that she had agreed a settlement of £100 for the copyright issues, below, and issued the cheque with the appropriate signatures in accordance with financial regulation 4.1.

19/41 **The Hub**

- a) **Formal Lease Agreement:**
No progress. The Clerk is to contact the solicitors to establish the status.
- b) **Requirements for expenditure:**
None received

19/42 **Councillor Training Plan**

Cllr. Blackmore was booked to attend the planning training. **NOTED**
The previous training at the Hub had gone very well. The Clerk was asked to investigate further possible training. **NOTED.**

19/43 **Copyright Issue**

Following discussions with insurers and SALC, the Clerk negotiated a settlement of £100 for the picture of the Crumble and a cheque was signed and sent. It should be noted that the Hare brings in more income than it costs and therefore this unplanned cost did not come out of the precept.

19/44 **Village Improvements**

- a) The information regarding the dog bin had been provided in the open forum. The Chairman asked for this to be on the next agenda. **NOTED** It was agreed that there would be an article in the Hare asking for people to make suggestions as to where it could be best sited.
- b) The updates on the handrail and grit bin had already been provided.

19/45 **Highways & Footpaths :**

- a) Heveningham Parish Council would like to install a Speed Indicator Device (SID) and have asked in Huntingfield would like to share in the cost and the use. **It was unanimously RESOLVED to discuss this further with Heveningham PC.**
- b) A letter had been received regarding overgrown Hazel whips and large oaks on land owned by Heveningham Hall. It was agreed to refer this request and information to Cllr. Newton in his role as the Estate Manager. **NOTED**

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- c) The Chairman noted that a number of pot holes had been filled in although she planned to report the one at the end of Laundry Lane. **Noted**

19/46 **AOB**

The Clerk had circulated the information regarding a meeting with the Police Commissioner

The meeting closed at 8.15 p.m. Next meeting: Wednesday 11th November 2019 at 7.30 at the Hub, Huntingfield where the budget for 2020/21 will be discussed.

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