



Huntingfield Parish Council

Minutes

Minutes of the meeting 8th July 2020 at 7.10 pm after the AGM at the Hub, Huntingfield

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

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

20/10 **Apologies for Absence**

There were no apologies for absence. Cllr. D. Burrows was not present.

20/11 **Declarations of Interest & Requests for Dispensations**

Cllrs. Ward & Driver declared a non-pecuniary interest as members of the PCC.

20/12 **Minutes of the Previous Meetings**

Minutes of 11th March were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

20/13 **Open Forum**

Cllr. Blackmore stated that he had received a phone call regarding the Forge and its state of repair. Cllr. Ward had also received a call. Cllr. Newton, as Heveningham Estate Manager, stated that the protection barriers were to be re-instated and that the work was to take place although he could not confirm the date.

20/14 **Reports from the County & District Councillor**

County/District Councillor Burroughes was unable to attend and no reports had been received. The Clerk stated that today there had been an announcement that free Wi-Fi was to be installed in all town high streets, including Halesworth.

20/15 **Accounts.**

- a) The statement of accounts were reviewed and there were no questions.
- b) The Clerk stated that as at the end of June, the bank account stood at £ 28,207.08 of which £ 19,830.97 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.
It was noted that the ½ precept had been received of £ 3,184.93
The previously circulated Authorisation to Pay for £ 1624.10 +VAT was presented. The Clerks salary and expenses were already paid. **It was unanimously RESOLVED to approve the Authorisation to Pay.**
- c) A payment of £100 was made to Halesworth Town Council for the contribution to the local Covid 19 support group in May after consultation by email. The Clerk asked that this was ratified for the purposes of the minutes. **It was unanimously RESOLVED that this payment was ratified.**

20/16 **Audit**

- a) The Internal audit report had been circulated. There were no further comments and its contents were noted. **It was unanimously RESOLVED that Heelis and Lodge were to be appointed to be the internal auditors for the year 20/21.**
- b) The Annual Governance Statement was read out and completed. **It was unanimously RESOLVED to agree the Annual Governance Statement and the Clerk and Chair signed the document.**
- c) The Accounts Statements were noted. **It was unanimously RESOLVED that the Accounts Statements were agreed and the RFO and Chair signed the document.**
- d) **It was unanimously RESOLVED that Huntingfield Parish Council should submit the Certificate of Exemption.**

Signed _____ Date _____



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20/17 The Hub

- a) **Agreement between the Hub and the Trustees** Due to the Coronavirus, there had been no progress.
- b) **Requirements for expenditure:** None received

20/18 Planning Application

Planning Application DC/20/2157/FUL had been sent out for comment. Cllr. Blackmore had looked at the plans comprehensively and recommended that the application was supported. It was noted that the work was happening at the back of the property and that the information provided on the Planning Portal was comprehensive.

It was unanimously RESOLVED to support this planning application.

20/19 Defibrillator Cabinet

The quotations and options had previously been circulated. **It was unanimously RESOLVED to order a new cabinet for the price of £450.**

It was noted that this would need electrical installation. The Clerk is to contact Pearce & Kemp.

20/20 Speed Indicator Display Unit

No update as the department is closed due to the pandemic.

20/21 Highways & Footpaths

Cllr. Newton stated that a new gate had been installed and that the footpath running to the church had been cleared. The pothole on Laundry Lane had been repaired. The pothole near to Holland House needs to be reported.

20/22 AOB

There was no other business.

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

In summary, the current Clerk/RFO Karen Forster has resigned due to personal reasons, thanked the Council for their support over the last 3 years and wished good luck for the future and to the next Clerk/RFO.

It was unanimously RESOLVED to appoint Julie Collett to replace her and she will take up her post on Monday 13th July on salary scale SPC18.

It was unanimously RESOLVED to amend the Bank Mandate to remove Karen Forster and appoint Julie Collett as a fully authorised signature with on-line access.

The meeting closed at 7.39 p.m.

Karen Forster - Clerk to Huntingfield Parish Council,

Signed _____ Date _____