



# Huntingfield Parish Council

## Minutes

### Minutes of the meeting 18<sup>th</sup> July 2018 at 7.30 pm at the Hub, Huntingfield

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

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

18/25 **Apologies for Absence**

There were no apologies for absence. Cllr. Thompson had said he would be late due to work commitments. The Chairman stated that Cllr. Watson had resigned from Council due to work commitments. On behalf of Council she thanked him for the many years of service that he had given and wished him well for the future.

The Chairman stated that item 5 – election of the Vice Chairman – would be moved to the bottom of the agenda so as to allow for Cllr. Thompson to arrive.

18/26 **Declarations of Interest & Requests for Dispensations**

Cllr Baker and Cllr Burrows declared a non-pecuniary interest in item 9 as they were trustees of the Hub. Cllr. Burrows questioned whether Cllr. Baker was still a trustee. Mrs. Lucas, Chair of the Hub Trustees was invited to speak at that point and she clarified that Cllr. Baker still was a trustee. It was agreed that this was a matter to be discussed at a Hub Trustees meeting.

18/27 **Minutes of the Previous Meetings**

Minutes of the meetings on 9<sup>th</sup> May (AGM), 9<sup>th</sup> May regular meeting and the extraordinary meeting 26<sup>th</sup> May 2018 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman although Cllr. Burrows stated that he hadn't seen them.**

18/28 **Update on the Vacancy on Council**

An application to be co-opted to the council had been received from Emma Ward.

Under the Public Bodies (Admission to Meetings) Act 1960, it was **unanimously RESOLVED** to exclude the public and press for discussions regarding personnel matters where publicity might be prejudicial to the special nature of the business.

The public were invited back into the meeting after completion of business.

Mrs. Emma Ward was co-opted to the Council and duly signed the declaration of acceptance.

18/29 **County and District Councillor Reports**

Reports had been received from County and District Councillor Burroughes and had been circulated.

Signed \_\_\_\_\_ Date \_\_\_\_\_



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18/30

### Accounts

a) **Statement of Accounts:**

As at the end of June, the Bank Balance stood at £ 2,029.78 which was split as £ 19,927.80 in the Hub Capital account for the Hub and Kids Club and £ 7101.98 for the Parish Council. The Chairman signed and initialled the Bank statements and Bank Reconciliation

There were no questions on the Statement of Accounts.

b) **Authorisation to Pay:** The previously circulated Authorisation to Pay of £1,093.62 was discussed. This included the Clerks salary and tax that had already been paid and presented, although this had been an underpayment which will be corrected at the next meeting. **It was unanimously RESOLVED to approve the Authorisation to Pay.**

c) **Bank Access:** The Clerk had completed the bank request so that she could have view of the accounts on line. This did not provide signatory rights. The Bank request was to be signed by signatories to the account. **It was unanimously RESOLVED to approve the view request for the Clerk to the bank accounts.**

18/31

### Planning

This item was deferred to the end of the meeting as Cllr. Thompson had the papers.

18/32

### The Hub

a) **Formal Lease Agreement**

As instructed, the Clerk had put all work on hold and confirmed that no costs had been incurred to date. No progress had been made in securing a grant for the solicitors fees of up to £1150 for the cost of the agreement. The Clerk is to discuss further with the District and County Councillor. **NOTED.** The Clerk was asked by the Chairman if there were other suggestions. The Clerk stated that she believed that the money ringfenced for the Hub was to cover all legitimate expenses for the Hub and therefore these Solicitors fees could come from this.

There was no general agreement to this and the Clerk was asked to pursue the grant from Cllr. Burroughes before any further discussions.

b) **Request from the Trustees regarding the transfer of the ringfenced monies to the Hub Charity Trust.**

Mrs. S Lucas was invited to speak. She that this request was from the Trustees and not from her personally as could possibly be misunderstood from the Agenda. The Clerk noted this. The reasons that this request had been made was to reduce the Audit Fees being incurred by the Parish Council and passed on to the Charity Trust, to ensure adequate funds to maintain the building, to have access to funding for emergency items and to ensure effective cash flow and interest.

The Clerk advised Council that in her opinion, until a formal agreement was in existence, it would be unwise to transfer these sums to the Charitable Trust. Council agreed to defer a decision until more information was known regarding the cost of the solicitors fees.

c) **Future Expenditure.**

None planned. The pre-approved storage cabinet has been purchased.

18/33

### Emergency Plan

Deferred to the next meeting.

18/34

### Hire of Marquee

It was proposed that if the Marquee is hired then the income will continue to be split between the Millenium Green and the Parish council but that this would be an annual reconciliation. **It was unanimously RESOLVED to accept that proposal.** This will be discussed with the Millenium Green for agreement

Signed \_\_\_\_\_ Date \_\_\_\_\_



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### 18/35 Highways Maintenance

- a) Following the recent meeting with other parishes, Highways and District/County Councillor Burroughes, the Clerk had followed up to establish what was allowed. Highways/County Council were happy to allow parish councils to undertake minor works such as sign cleaning, painting railings, cutting verges and small hedges as long as insurance was in place and reasonable precautions were taken. The Clerk had confirmed with the insurance company that the insurance was adequate.

Council will now look to encourage volunteers and also consider using the Community Payback Scheme for specific projects.

- b) **Proposal by Cllr. Lucas to consider the ramifications of agricultural traffic through the village.** Following the recent 2 incidents involving trailers, one of which seriously damaged a house, Council asked the Clerk to write to the local farmers requesting them to remind their contractors and workers about safety procedures for tethering trailers.

Cllr. Lucas also mentioned the lack of progress on promised works to the bridge by Highways. Cllr. Baker to assist in loading up the information onto the Highways website.

### 18/36 War Memorial

**Proposal by Cllr. Borrows to develop a plan to clean and maintain the war memorial.** This is in relation to the recent listing of the War Memorial by Historic England as a grade 2 building. Consequently, all maintenance including cleaning must be carried out under listed building permission. He raised the point that this might not need cleaning at the moment but in the light of the 100 year anniversary of the end of WW1, it should be investigated.

Cllr. Lucas volunteered to establish what grants would be available. If the memorial needs cleaning, this would then be applied for along with listed building consent and appropriate contractors appointed.

### 18/37 Update on GDPR

Cllr. Baker, with the Clerk attended a meeting with Heveningham and Friston councillors with the CEO of LCPAS who are the DPO for HEveningham. She commented on how useful it was and that a key tip was to look at setting up new emails for all councillors, separate from the personal emails.

The Clerk stated that there were a number of new policies and forms that needed to be tailored. The insurance needs to be checked to provide for a breach under GDPR and consent forms need to be introduced as well as a sort through data that is currently held in hard and soft copy. This work would start in August.

**At this point, Cllr. Thompson joined the meeting**

The Privacy Policy and the General Data Protection Policy had previously been circulated. **It was unanimously RESOLVED to adopt both these policies.**

### 18/38 Election of the Vice Chairman

Cllr. Lucas proposed Cllr. Thompson as vice-chairman of the Parish Council. Seconded by Cllr. Driver. **It was unanimously RESOLVED to appoint Cllr. Thompson as the Vice-Chairman for the municipal year 2018 – 19.**

### 18/39 Planning Application DC/18/2332/FUL

Cllr. Thompson had investigated the application for Huntingfield Place to be extended at the back, and stated that he would recommend approval. **It was unanimously RESOLVED to raise NO objection to the application and to recommend acceptance.** NOTED

### 18/19 Any Other Business

- a) The Clerk was asked to contact Guy Newton regarding the footpath from Laundry Lane to the B1117 which was very marshy and that he had previously agreed to address. **NOTED**

Signed \_\_\_\_\_ Date \_\_\_\_\_



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- b) Cllr. Thompson stated that he had finally started to communicate with Flagship regarding the garages and suggested that they are taken down so as to provide more parking space.
- c) Cllr. Baker would like to find someone who is prepared to maintain the website with local items and prepare the home page and similar. She will be putting a comment about this in her item in the next issue of the Hare.
- d) The Clerk handed over a poster regarding consultation and drop in days on the Draft Local Plan.
- e) The Clerk handed over a poster and information regarding consultation on the new Wards that will be created when the merger of SCDC and Waveney DC is complete. This will be circulated to all people on the mail list as well.
- f) The Chairman asked for a volunteer to replace Cllr. Watson on the GDPR compliance work. Cllr. Ward stated that she would be happy to help.

The meeting closed at 20:58

Next meeting 12<sup>th</sup> September 2018

Karen Forster  
Clerk to Huntingfield Parish Council  
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Signed \_\_\_\_\_ Date \_\_\_\_\_