**Minutes of the meeting 19th September 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. Ward

Also present: Clerk - Karen Forster and 1 member of the public

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| 18/40 | **Apologies for Absence**  There were for absence from Cllr. Baker. **It was unanimously RESOLVED to accept her apologies.** Cllr. Thompson as the Vice Chairman, took the chair. |
| 18/41 | **Declarations of Interest & Requests for Dispensations**  Cllr Burrows declared a non-pecuniary interest in item 8 as he is a trustee of the Hub. |
| 18/42 | **Minutes of the Previous Meetings**  Minutes of the meetings on 18th July 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.** |
| 18/43 | **Presentation from Rachel Rowe (Communities officer)**  Rachel Rowe from the Communities team, based in County Council gave a presentation. She stated that they worked closely with the District Council and were aiming to reach out to the rural areas and assist in reducing isolation, loneliness as well as provide services that could reduce the GP’s workload. Information would be made available to people and the focus would be on health and well-being.  There will be a link worker based at the hub – 2 x per month - as we as one day of activities per month. This will be available to people across a number of parishes. They are working with transport facilitators to enable people to attend the days.  Ms. Rowe is also able to assist with funding for a number of areas and discussion will be taking place between Cllrs. Driver and Lucas regarding possible funds for the Kids Club. |
| 18/44 | **Update on the Vacancy on Council**  No applications have been received. |
| 18/45 | **County and District Councillor Reports**  No reports had been received from County and District Councillor Burroughes. |
| 18/46  a)  b)  c) | **Accounts**  Statement of Accounts:  As at the end of August, the Bank Balance stood at £ 26,169.47 which was split as £ 19,929.41  in the Hub Capital account for the Hub and Kids Club and £ 6,240.06 for the Parish Council. The Chairman signed and initialled the Bank statement and Bank Reconciliation. There were no questions on the Statement of Accounts.  Authorisation to Pay: The previously circulated Authorisation to Pay of £1,375.79 was discussed. This included the Clerks salary and tax and this included an underpayment from the previous quarter. **It was unanimously RESOLVED to approve the Authorisation to Pay**.  The audit was complete with no issues to report. The Notice of Public Rights has been posted. |
| 18/47  a)  b)  c) | **The Hub**  **Formal Lease Agreement**  The Clerk had completed the application for the funding for the solicitors costs for the Council in order to draw up the agreement. However, she was still waiting for a response from Cllr. Burroughes.  **Request from the Trustees regarding the transfer of the ringfenced monies to the Hub Charity Trust.**  There were further discussions about the transfer of the remaining funds received in the grants. There was concern that, should there be a need for an emergency or large expenditure on the Hub, there would be a delay in accessing those funds. The Clerk clarified that the Clerk and the Chairman have the authority to issue funds in an emergency.  Ultimately, **it was unanimously RESOLVED to not make a decision on this until the agreement is in place or underway and to discuss further at the next meeting.**  **Future Expenditure.**  The pre-approved storage cabinet has been purchased. |
| 18/48 | **Emergency Plan**  Deferred to the next meeting. |
| 18/49  a)  b) | **Highways Maintenance**  The bridge is being fixed and the roads are closed for 2 weeks. Cllr. Lucas reported that he has not managed to get any further progress on the flooding.  A letter from a local person has been received regarding a horse causing problems to people on a footpath. The Clerk was asked to write to the owner to make them aware and respond to the author of the letter.  The leak in the pipes under the green have been fixed however, the ruts need to be topped off. Clllr. Thompson to ask for the reinstatement to be improved.  Cllr. Burrows questioned whether it would be possible to get a Wayleave however it was agreed to not pursue this. |
| 18/50 | **War Memorial**  Cllr. Ward had a quotation for the cleaning of the War Memorial of £1,140. However, it was agreed that there was no urgency as the War Memorial was in good condition. She had also found a source of a grant.  The Clerk reported that following discussions with the Conservation Team Manager at WDC, she had agreement that if the manager with the materials and methods to be used in the cleaning process, then Listed Building consent would not necessarily be needed. |
| 18/51  a)  b) | **Update on GDPR**  **Policies**  The Information Security Policy, Removable Media Policy, Retention of Documents Policy, Social Media & Electronic Communication Policy, Computer & Telephone Misuse Policy had previously been circulated. **It was unanimously RESOLVED to adopt these policies.**  A form that would need to be signed for hiring the Marquee had been completed. **NOTED**  **E-Mail**  It was agreed that the new emails should be the following format:  [Firstname.surname.HTC@gmail.com](mailto:Firstname.surname.HTC@gmail.com)  Eg: [Joan.Baker.HTC@gmail.com](mailto:Joan.Baker.HTC@gmail.com) |

The meeting closed at 20:52

Next meeting 14th November

Karen Forster

Clerk to Huntingfield Parish Council, Orchard House, Chediston Road, Wissett, IP19 0NF

[huntingfieldclerk@gmail.com](mailto:huntingfieldclerk@gmail.com)