



Huntingfield Parish Council

Minutes

Minutes of the meeting 9th May 2018 at 8.30 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

- 18/07 **Apologies for Absence**
Apologies for absence were received from Cllr. Driver & Cllr. Watson. **It was unanimously RESOLVED that the apologies were accepted.**
- 18/08 **Declarations of Interest & Requests for Dispensations**
Cllr Baker and Cllr Burrows declared a non-pecuniary interest in item 7 as they were trustees of the Hub.
- 18/09 **Minutes of the Previous Meeting:**
Minutes of the meetings on 14th March 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.**
- 18/10 **Update on the Vacancy on Council**
There had been no interest shown to date in the vacancy on the Council.
- 18/11 **Accounts**
- a) **Statement of Accounts:**
The accounts had been completed for the Auditor. As at the end of March they stood at £ 24,169.41 which was split as £ 19,209.56 in the Hub Capital account for the Hub, £ 715.67 in the Hub Capital account for the Kids Club and £ 4,244.18 for the Parish Council.
The transactions during April were the presentation of cheque from the previous year and the receipt of a £10 donation for the Hare. The first half of the precept had been received of £ 3,000 from Suffolk Coastal. Full accounts will be presented when returned from the audit.
 - b) **Authorisation to Pay:** The previously circulated Authorisation to Pay of £ 968.11 was discussed. This included the Clerks salary and tax from the previous year that had already been paid and presented. **It was unanimously RESOLVED to approve the Authorisation to Pay.**
 - c) **Auditor.** The internal audit had completed the previous Friday so there was insufficient time to present for Council. An additional meeting will be called to review and submit to the external auditors, which will be necessary due to the turnover being in excess of £ 25,000. This will not be the case in future years as the funding and major expenditure of the Hub has now been completed.
- 18/12 **Planning**
The Planning application from the Molecatchers Cottage DC/18/1652/FUL was reviewed. **It was unanimously agreed to support this application.**
- 18/13 **The Hub**
- a) **Formal Lease Agreement**
A meeting had taken place between the trustees of the Hub and the Parish Council with a solicitor for the Hub present. The solicitor for the Parish Council was unable to attend due to the flooding. It was agreed at this meeting to pursue the creation of a 99 year fully repairing lease between the Parish Council and

Signed _____ Date _____



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the Hub. The funds in the Capital Account, earmarked for the Hub, would be transferred to the Hub trustees for the on-going maintenance.

The expected fees for the Parish Council would be between £900 & £1150 + VAT. The Clerk/RFO stated that this would be extra to the budget and would not be easily afforded. It was agreed that a discussion should take place with the Hub Trustees to see how this could be funded. Cllr. Thomson asked why such an agreement was necessary. It was agreed that it was necessary as it would protect the Parish Council from excessive costs in maintaining and running the building.

Cllr. Burroughes asked if the Clerk could forward him the details to see if he would be able to find a suitable grant to assist with these costs.

b) **Future expenditure**

There were no requests for expenditure.

18/14 **Emergency Plan**

No update

18/15 **Hire of Marquee**

Discussions took place regarding the charges to be levied, if any, for the hire of the marquee that is owned in conjunction with the Millennium green. It was suggested that for residents who wish to use it for non-commercial purposes in the village, it could be free with a deposit of £50 and damages paid at cost. There was subsequent discussion regarding hiring to non-residents or for commercial use. It was decided to defer this item to the next meeting. **NOTED**

18/16 **War Memorial**

Cllr. D Burrows has requested grants information from 3 organisations and is awaiting replies. He requested copies of the quotations received which Cllr. Lucas had.

18/19 **Any Other Business**

- a) Cllr. Thompson stated that he had email Flagship regarding the garages and still had no response. District and County Cllr. Burroughes stated that he had done the same He offered to take it up with a contact that he had within Flagship, if Cllr. Thompson copied him in on the follow up email.
- b) Cllr. Burrows asked about the compliance to the new GDPR which comes into force on 25th May. This has been explained by the Clerk at a previous meeting in detail (following her attending a seminar) however, due to the change of policy by the government, there was no need to appoint a DPO, and that had removed the specific training that she was scheduled to go on. She has now booked onto a course on 21st May. However, the basic premise is that no personal details of any individual should be held without that person's express permission that might lead to that person being identified. Consequently, all old emails and letters should be deleted. New encryption software would be required. The Clerk will circulate the details. **NOTED**

The meeting closed at 21:15

Karen Forster
Clerk to Huntingfield Parish Council
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Signed _____ Date _____