



Huntingfield Parish Council Minutes

Jan-17

The Minutes of Huntingfield Parish Council Monday 9th January 2017 at 7:30pm in the Hub

Attendees: Cllrs J Thompson (Chairman), Cllr H Cannon (Vice Chairman), Cllr B Lucas, Cllr J Baker, Cllr S Hunt, Cllr S Harrison, Cllr E Watson.
7 Residents & Ms R Ducker (Parish Clerk).

001.17 Chairs welcome. All councillors present, no apologies.

002.17 Declaration of any pecuniary and non-pecuniary interests. No interests were declared.

003.17 Formalising the appointment of the Chairman. Cllr J Thompson signed the 'Declaration of Acceptance of Office' document. This was then signed and witnessed by Ms R Ducker, Parish Clerk.

004.17 Review of matters arising from minutes on 7th November 2016. The minutes of the 7th November are to be amended - Public Forum Paragraph 4 - regarding a query from Mrs J Collett on the registration of the new councillors and chairman. Mrs J Collect has asked that this paragraph to be reworded. The council agreed and a note will be made after the set of minutes concerning 7th November 2016, signed by the Chairman.

005.17 To approve minutes from 10th December 2016. The minutes were approved as correct, and we signed off by Cllr J Thompson.

PUBLIC FORUM

Mrs J Collett requested a copy of the agenda due to not being able to obtain one on the village website. Mrs J Collett asked about the website, the Council confirmed that the website had been hacked and had to be taken down as inappropriate content was displaying. As a result of this, at present they cannot add any content and are



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trying to get the website in a working condition or replaced. They mentioned the website was on the agenda for discussion in point 013.17.

Mrs J Collett suggested whilst the website was not in working order, the Parish Council should use the village email to get documents out; Cllrs agreed this would be a good idea. Ms R Ducker, Parish Clerk agreed to make sure any future minutes, agendas or reports would be sent out whilst the website was being fixed.

Mrs J Collett stated that she believed Cllr Baker had incorrectly completed the Declaration of Interest Register by not declaring an interest ' of owning land in the village. Cllr Baker replied that she believed this interest to have a different meaning, Cllr Thompson agreed that he had believed this was applicable to commercial landowners such as farmers and did not apply to councillors residential premises. Cllr Baker said she would investigate this and all councillors would amend their entries if necessary.

Mrs J Collett asked if the Parish Council had heard from the Heveningham Hall Trust regarding the application for funding, the Council responded that they had not heard if their bid was successful but were notified to the clerk that HH are having a meeting in early February to discuss this.

Mr S Back stated that the minutes of the 7th November were incorrect and "he said the council had lied" rather than stating that he accused them of lying.

This comment is noted by the council in relation to the minutes of 7/11/16. These minutes have already been approved and published so we will leave this note as a record rather than amending retrospectively.

Cllr J Thompson suggested that if Mr S Back wished to make a formal complaint then he should follow the complaints procedure. Cllr J Thompson offered to send this document to Mr S Back.

Meeting closed.



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Meeting re-opened.

006.17 CC & DC Reports.

January's Cabinet meeting kicked off with a decision on the programme of capital expenditure for the next four years and a revision of the current year's programme. SCDC are working to develop a harder-edged, commercial approach to providing our services, in order to protect the local tax payer. A Simultaneous Cabinet Meeting for Suffolk Coastal and Waveney District Councils has been arranged for 23 January to consider the proposed merger of the two councils, prior to a report being presented to Full Council on 26 January 2017.

Suffolk County Council is up for four national awards at a glittering ceremony in London during 2017. Suffolk's Most Active County Partnership is a unique collaboration of organisations that have come together to make a positive impact on physical activity levels in Suffolk.

007.17 New Village Hall Report.

- Closer devices have now been fitted to the side doors to enable them to be held open when in use.
- All initial snagging was completed some months ago. The architect will be on site shortly to consider further snagging which will have to be completed before the final cheque is issued to the main contractor. i.e. cracking in plasterwork.
- The Hub has been extremely busy since the last PC meeting at the beginning of November with a wide variety of events. Private bookings are now taking place on a regular basis. Coastal Leisure Learning continues to use the venue for various courses - some 'one day' events while others are held weekly.
- The Central England Co-operative has awarded The Hub £1,000 to be used for work with elderly people and also our younger citizens. This is very welcome news as it ensures revenue costs are kept to a minimum for these groups.
- The Hub finances, both Capital and Revenue, continue to be healthy.



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008.17 Progress Reports

- a) **Events Committee** – Mr D Blackmore stated the NYE party went well. The film nights were building up a small, but regular group. He asked if the Parish Council were still happy to pay the film licence on the Events committee's behalf, for VAT reasons. The Parish Council confirmed they were. There is Bring a Buy Sale planned to take place, as well as another film night and a charity walk.
- b) **Millennium Green Steps** – Mrs S Lucas confirmed the build of the new steps is due to start at the end of January, there will be no removal of trees but perhaps a few bushes, it is all included in the quote.

009.17 Correspondence.

- a) **Suffolk Accident Rescue Service donation request.**
- b) **Norfolk & Suffolk Community Rehabilitation donations request.**

Cllr J Thompsen stated that he would not feel comfortable spending the villages precept on the above two requests for donations. He felt that if money is needed for charity it should be fundraised. Cllr S Harrison added the funds aren't there and the Parish Councils main role was to support the village.
- c) **SALC to renew subscription for 2017.**

All Cllrs agreed to renew this.
- d) **Sizewell C Stage 2 consultation information & questionnaire.**

No Cllrs had any comments regarding this.
- e) **Mrs J Colletts request to change a paragraph in the November minutes.**

This requested was addressed earlier in the meeting.

010.17 Setting the budget and precept. A few things have changed since the last budget was set. Audit fees should be less than previous budgeted value. The clerk's salary falls in line with the existing budget. There is a budget to maintain the



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donation to churchyard maintenance. The reserves are currently around £1900, which is 40% of the annual precept. This is acceptable. There should be a very small surplus next year if the budget is managed without any anticipated expenditure Cllr J Thompson asked if Cllrs were happy with the existing budget. Cllr B Lucas proposed it to be, Cllr E Watson seconded it.

011.17 Procedure for FOI and complaints. Cllr J Thomspson suggested that we create a basic form to standardise the way the Parish Council handle FOI requests and complaints. This would then be accessible from the website when up and running again.

012.17 Updating the standing orders. Cllr J Thompson brought it to the Councils attention that the current standing orders were not in line with SALCS. Cllr J Thompson suggested we adopt SALCS orders. Cllr E Watson proposed, Cllr H cannon seconded it.

013.17 Creating a website on One Suffolk. Cllr H Cannon suggested that 'One Suffolk' offer a secure hosting package and website service. The cost is £30 p/a. At present Cllr S Harrison has the domain. Cllr H Cannon offered to set this up with support from Cllr S Harrison and Cllr S Hunt.

014.17 Agreeing the dates for PC meetings throughout the year. It was proposed by Cllr J Thompson that we move the usual Monday meeting to Saturday mornings, to give people more flexibility to attend. He would consider opinions from the residents first before taking action. Other meetings dates will be proposed between Cllrs and put on the next Agenda.

015.17 To consider making the Hub an emergency centre. Mrs S Lucas has proposed the The Hub would be an excellent emergency centre due to having its own generator connection. SCC welcome the idea. Cllrs thought it was also useful and gave Mrs S Lucas permission to progress.



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016.17 Flooding in Brick Kiln Lane. During the Craft Fayre the rainfall measured 0.9” It was suggested by a Cllr Lucas that the road entrance to valley farm rain water is flooding off the fields and over the new access bridge and not getting into the ditch causing problems with flooding at the bottom of Brick Kiln Lane. Ms R Ducker, Parish Clerk is to write to Highways to ask them to look into this issue.

017.17 Village Green Grass Cutting. It was put forward by the Hub Committee that whilst the Millennium Green is being cut by an external service that the Village Green could also be cut by the same contractor. The quote is £292.50 plus vat for 10 cuts & Strims from April to September, working out cheaper than maintaining current grass cutting equipment and sourcing manpower. Costs could be split between the groups. Cllr J Thompson will seek resident’s feedback, but the Cllr were in favour of this proposal.

018.17 Servicing the mower and strimmer. Due to the suggestion in 017.17 there is budget to do so, but likely an external company will take over grounds maintenance for 2017 so the need for maintaining this equipment is gone.

019.17 Village notice board siting. Cllr J Baker suggested a good place for the village notice board to sit would be to the right hand side of the Hub. The Hub Committee to confirm support following meeting. Cllr B Lucas proposed it, Cllr E Watson seconded it.

020.17 High Speed BT Broadband for the village. As Walpole and Laxfield now have this BT are looking into Huntingfield however it is not on their agenda for the next year or so. Cllr H Cannon suggested another village shared a satellite. Cllr S Hunt offered to look into this idea.

021.17 Membership of Open Spaces Society. It is £42 p/a to join. Cllr J Thompson suggested it would be a good idea as the council along with residents can seek advice about the villages open spaces. Cllr S Harrison proposed this, Cllr S Hunt seconded it.

022.17 Planning applications & planning permissions. None.



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023.17 Finance.

a) Expenditure.

Was all signed off as correct.

Parish Council General:

1. £142.28	R Ducker Expenses	Working at home / stationery
2. £18.50	D Burrows	Wreath
3. £24.00	SALC	Clerk Course
4. £115.50	R Ducker	PC wages
5. £18.00	SALC	Payroll Services
6. £220.00	Heels & Lodge	Internal Audit
7. £57.00	S Lucas	Christmas Tree & Lights
8. £21.53	R Ducker Exp	Printer ink / stamps / paper
9. £291.38	R Ducker	PC wages and backdate
10. £130.60	HMRC	Employers Tax

The Hare:

11. £80.00	The Little Copy Shop	The Hare Printing
12. £17.50	S Lucas Exp	Hare Postage & Stationery

Youth Club:

13. £25.00	The Hub	Youth Club Hire
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The Hub:

1. £31.90	Nisbets	Catering Equipment
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2.	£291.18	Nisbets	Catering Equipment
3.	£161.00	The Hub	Nikki Hambling Payment
4.	£231.60	S Lucas Exp	Big Dug Shelving
5.	£77.27	D Burrows	Cable protector
6.	£23.88	AC Leigh	Master Keys
7.	£4958.40	Simon Leonard	MG Steps

b) To note the following receipts since the last meeting:

Parish Council General

The Hare:

1.	£50.00	Pikes Paws (Hare Advert)
2.	£50.00	1 st Cut Tree (Hare Advert)
3.	£50.00	Clothworks (Hare Advert)
4.	£5.00	Ironing Service (Hare Advert)
5.	£5.00	Suffolk Hamper (Hare Advert)
6.	£50.00	Donations

The Hub:

1.	£45.00	Hillcrest Booking
2.	£161.00	Nikki Hambling Booking
3.	£20.00	2x Craft Fayre bookings
4.	£10.00	Craft Fayre Booking

c) To received updated accounts for the current financial year. All Cllrs have been sent a copy of the recent accounts.

024.17 Councillors Reports And Items For Future Agenda.



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Cllr J Thompson asked Ms R Ducker, Parish Clerk to look into asking for assistance with the street light not working at the bottom of Holland Rise. He added the broken pavement had been fixed.

Cllr H Cannon asked what was going to be done about the flagpole on the Village Green. Cllrs suggested removing it whilst the notice board is being moved.

Cllr H Cannon has offered to take photos of the War Memorial to send away for a quote from a specialist cleaning company.

025.17 Date of Next Meeting TBC in The Hub in Huntingfield. The next meeting will be confirmed offline and released at a later date.

PUBLIC COMMENTS

Cllr J Thompson asked residents if they had any opinions regarding the meetings on Saturday mornings. Mr D Collett suggested he asked the village.

Mr D Blackmore commented that he felt it was good the precept was being maintained, and agreed with the decision made about charity donations. He believed the events group could help with charity events, Mrs F Doyle agreed.

Mrs Sally Clarke suggested that the steps leading down from the Village Green should have the ends painted to make it safer to journey down in the dark. Cllrs agreed.

Close meeting.

Meeting Closed 20:35.

Chair _____ **Date** _____