

**Draft MINUTES OF HUNTINGFIELD PARISH COUNCIL  
MEETING HELD ON MONDAY 21 NOVEMBER 2011 AT 7.30pm  
IN THE HUNTINGFIELD HUT**

Present: Sally Simpkin (Chair)  
Sara Back  
David Blackmore  
Helen Cannon  
Stephen Harrison (arrived at 7.40pm)  
Joe Thompson  
Clerk : Sue Brewer

Five members of the village were also in attendance.

- 074.11 Sally welcomed everyone to the meeting and said that apologies for absence had been received from Cllr. Edward Watson.
- 075.11 There was no declaration of personal and/or prejudicial interest in items on the Agenda from Councillors.
- 076.11 **Minutes**  
Minutes of the Parish Council Meeting held on 19.09.11 were signed as a true and accurate record.
- 077.11 **Progress reports**  
a) Chair – Sally said that: (i) Work has started on preparing a Welcome Pack for new village residents. This was one of the projects identified in the Parish Plan. (ii) A meeting for Chairs and Clerks of Parish Councils adjacent to Huntingfield is scheduled for 5 December 2011. (iii) The Petanque pitch has been resurfaced and thanks go in particular to David Collett and all those who turned up on two occasions to get the work done  
b) Clerk - Sue said that the second grit spreader has arrived for use in the road outside the Church. (Later: it will be kept at Huntingfield Place.)
- 078.11 **Correspondence received**  
a) 01.10.11 letter from the Chairman of the national Association of Local Councils re The Queen's Diamond Jubilee Beacons project. The aim is to light Bonfire and Church Tower Beacons around the country on 4 June 2012, Sally said she will raise the issue at the next Events Group meeting which she is attending. She will also raise it with Fr. Tony Norton and at the meeting with local Chairs and Clerks on 05.12.11.  
b) 08.10.11 email from Christine Cooper on farm traffic in Laundry Lane. Stephen is monitoring the volume of traffic, both audible and visible.  
c) 31.10.11 email from SCC explaining the proposal to create an Industrial and Provident Society to support the county's library network. Also the recommendation that mobile library visits be reduced from fortnightly to four weekly and limited to towns and parishes that do not already have a library building serving the community. Also on the proposal to develop a new organisation with The Museum of East Anglian Life to run the archaeology and archive services currently provided by the council. Noted by Councillors.
- 079.11 **Planning matters**  
There were no planning applications to consider.
- 080.11 **Finance**  
a) The following payments were approved: Clerk salary April-September 2011 £720.00, HMRC Clerk PAYE April-September 2011 £180.00, BDO LLP 2010/11 auditor £144.00, Sue Lucas Hare expenses October/November 2011 issue £122.11.  
b) The following receipts were noted: Marquee hire £50, Suffolk Coastal District Council second half precept £2026.00, Hare advertisements October/November 2011 issue £110.00.

c) Sue referred to the Financial Statement previously circulated to Councillors showing her projection to financial year end being £4162.90 and the balance in the bank on 26.10.11 being £5872.34. This was approved by Councillors.

d) Annual Return. Sue said the External Auditor's report on the 2010/11 annual return had been received. It said *On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.* Councillors approved and accepted this annual return. Sue will post a copy of it on the village noticeboard for 14 days.

e) Councillors considered figures relating to the 2012/13 Precept which Sue had previously circulated. Councillors approved the 2012/13 Precept remaining at the present amount of £4052.00.

f) Councillors considered a letter dated 04.11.11 from the Heveningham Hall Country Fair Trust asking Parish Councils to submit their requests for grants by 30.11.11. It was agreed that Stephen will draw together details of costs to be sought to progress the New Village Hall project and Sally will submit these.

g) Councillors considered and agreed the purchase of a 10-12 foot Christmas tree for the village green.

h) Councillors considered and agreed the purchase of a grit bin and a grit spreader for the hill outside Oak Tree Cottage on the Cratfield Road. It was also suggested that the grit bin at the bottom of Holland Rise should be moved to the top. Sue to pursue.

081.11

**Britain in Bloom**

Sally will gather information on this initiative and speak to the Events Group. For the next agenda.

082.11

**Street lighting**

Sue confirmed that Huntingfield street lights operate from dusk until dawn. Councillors agreed to speak to parishoners to see if people would like changes made. For the next agenda.

083.11

**Traffic speed**

Councillors agreed that someone from SCC Highways should be invited to visit the village and see what options are available to keep traffic within the speed limit. Sue to arrange.

084.11

**Village noticeboard**

Councillors considered and approved an application to SCC for Locality Budget funding for the purchase of a man made timber double bay 6xA4 notice board on posts with the header 'Huntingfield Community Notices'. This will be sited next to the postbox at the bottom of Holland Rise and planning permission will not be necessary. Sue to progress.

085.11

**New Village Hall**

Sally read the following report from Edward, who was unable to attend the meeting due to work commitments: *Since the last Parish Council meeting we have prepared and submitted the first stage of our Big Lottery application. We should find out if we have been successful by the middle of December. I would like to thank Caroline Shepherdson, Sally Simpkin, Julie Collett and Stephen Harrison for all their hard work in preparing the document. I would also like to thank Bud Simpkin for providing advice and feedback on our initial draft. If we are successful in getting through to the second stage then we will have a further significant piece of work to do, for which any support would be welcome.*

086.11

**Parish Clerk Contract**

Councillors considered and approved the revision of the Parish Clerk's contract in the light of HMRC's regulation that payment should be via PAYE with effect from 1 April 2011. The Model Contract of Employment agreed between The National Association of Local Councils and The Society of Local Council Clerks will be used as the basis for the Contract. Sally and Stephen to deal.

087.11

**Parish Clerk Vacancy**

Sally said that following Sue Brewer's reluctant resignation for health reasons, notices had been posted on village noticeboards with a full job description on the website. An advertisement would also be in the forthcoming edition of the

Huntingfield Hare. Stephen emphasised the need to appoint by means of an interview and Councillors agreed that members of the board should be Sally, Stephen and David. Sally said that in the absence of any interest by the closing date of 10 December, the job advert would be forwarded to local Parish Clerks and further afield if necessary.

088.11 **Councillors' reports and items for future agenda**

Joe asked for a children's swing to be added to the play equipment. For the next agenda.

Sally said that an Audit of Footpaths in the parish had been suggested. For the next agenda.

085.11 **Date of the next meeting:** Monday 9 January 2012 at 7.30pm in the Huntingfield Hut.

The meeting ended at 8.20pm.

## **PUBLIC COMMENTS**

A Parishioner asked if the Parish Council is doing anything about bulk buying for the community and after some discussion it was agreed that she would contact the Editor of the Huntingfield Hare and see if there is any interest in pursuing this.

## **HALESWORTH CAMPUS AND HUNTINGFIELD AFFORDABLE HOUSING DISCUSSIONS**

People listened with interest to Erik Wilcock from Halesworth Campus, who gave details of the plans for this project. There was a fruitful open discussion on this, along with Affordable Housing in Huntingfield.

Updates on the Halesworth Campus will appear in the Huntingfield Hare and Affordable Housing will be on the Agenda for the next Parish Council meeting.

