

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
HUNTINGFIELD PARISH COUNCIL HELD ON  
MONDAY 16 MAY 2011 AT 7.30pm IN THE HUNTINGFIELD HUT**

Present: Julie Collett  
Sara Back  
David Blackmore  
Helen Cannon  
Stephen Harrison  
Sally Simpkin  
Joe Thompson  
Edward Watson  
Clerk : Sue Brewer

Stephen Burroughes, Suffolk Coastal District Councillor, Peasenhall Ward, joined the meeting at approx 8.30pm.

Five members of the village were also in attendance.

The meeting started at 7.30pm.

- 033.11 As last year's Chair, Julie opened the meeting and offered best wishes to the new Parish Councillors.
- 034.11 **Election of Chair.** Sally Simpkin was nominated, seconded and elected unanimously.
- 035.11 Sally read out and signed the **Declaration of Acceptance of the Office of Chair.** She then thanked members of the outgoing Parish Council for all their efforts on behalf of the parish of Huntingfield and in particular, Julie Collett for her work as Chair. In addition, Sally welcomed the new Parish Councillors.
- 036.11 **Election of Vice Chair.** Stephen Harrison was nominated, seconded and elected unanimously.
- 037.11 A **New Village Hall Committee** was appointed, with Edward Watson as Chair, Stephen Harrison as Vice Chair and Julie Collett as Secretary/Treasurer. The Committee was asked to appoint the appropriate additional members at its first meeting.
- 038.11 Councillors approved the renewal of a £111.00 annual **subscription to the Suffolk Association of Local Councils (SALC).**
- 039.11 There was no **declaration of personal and/or prejudicial interests** in items on the agenda.
- 040.11 **Minutes of the Parish Council meeting held on 07.03.11** were signed as a true and accurate record.
- 041.11 **Progress reports**  
Clerk Sue Brewer said that the concrete cover on the village green had been mended and that the new grit spreader would be purchased in due course.
- 042.11 **Planning matters**  
Councillors noted that approval, with conditions, had been given to Planning Application C11/0033 : Huntingfield Village Hall - Demolition of existing village hall and construction of a new village hall with associated external works (see 046.11 below).
- 043.11 **Finance**  
a. The following payments were approved: £31.97 to Julie Collett, paint for village green furniture; £24.00 to SALC, Clerks' PAYE and VAT Seminar and £85.14 to Sue Brewer for Clerk's expenses.  
b. The following receipt was noted: £215.00 Hare advertising.  
c. Councillors approved the following **documents for the 2010/11 Audit** and they were signed as correct by Sally: Cash Book/Receipts and Payments statement; Bank Reconciliation, and Annual Return Accounting Statements and Annual Governance Statement.  
d. Councillors approved the statutory annual review of the Huntingfield Parish Council **Risk Assessment.**  
d. Councillors decided not to subscribe to additional copies of The Local Councillor, published quarterly by SALC @ £2.00 per Councillor per annum.

e. Councillors discussed the **plant displays** in the village. Joe kindly offered to make good the rotting wooden container at the bottom of Holland Drive and it was agreed that expenditure on this and the purchase of plants should not exceed £65.00.

f. Councillors agreed that the three **signatories to Parish Council cheques** should be Sally, Stephen and Sara. Sue to organise.

044.11 **Parish Council Information**

It was agreed that Parish Councillors' names and telephone numbers would be posted in the Huntingfield Hare and on the village noticeboard and website.

045.11 **Standing Orders**

Councillors approved a resolution to amend Standing Order 43: "The Council Chair and Vice Chair, ex-officio, shall be members of every Committee", replacing it with "There is no requirement that the Council Chair and Vice-Chair, ex-officio, shall be members of every Committee." To be on the agenda of the next Parish Council meeting.

046.11 **New Village Hall**

In his capacity as Chair of the New Village Hall (NVH) gave a report summarised as follows: *Since 2009 there has been a number of consultations with the village regarding the position and design of the NVH. £15,695 has been raised and £3,017 spent on surveys, planning application, lottery licenses etc. Planning permission has been granted (see 042.11 above) with the following conditions:*

- *Development must start by 8 March 2014.*
- *Development must be in accordance with submitted drawings.*
- *An arboricultural method statement must be provided.*
- *A complete scheme of land works must be agreed.*
- *The approved scheme of landscape works must be implemented before the first planting season following the start of the development.*
- *Within 3 months of the start, details must be submitted for approval of hard surfacing, exterior lighting, storage areas and presentation of refuse / recycling bins.*
- *No playing of amplified music within the hall before 9am or after 11.30pm without agreement.*
- *The village hall only to be used between 7am and midnight.*
- *A scheme to reduce the noise and vibration associated with the playing of amplified music within the village hall shall be submitted for approval.*
- *Prior to installation of any air source heat pump or air conditioning equipment a proposal to be agreed for reduction of noise and vibration from such equipment.*
- *Development shall start until details of fire hydrant provision have been approved by the local planning authority.*
- *The new vehicular access shall be laid out and completed in accordance with the drawing.*
- *The gradient of the vehicular access shall not be steeper than 1 in 20 for the first five metres.*
- *The vehicular access will be a minimum width of 5 metres for a distance of 5 metres.*
- *No development to commence until the means of preventing discharge of surface water on to the highway has been approved.*
- *No use shall commence until the areas of the drawing for the loading, unloading, manoeuvring and parking of vehicles has been provided.*

*The project now needs to come under the jurisdiction of the Parish Council (it was formerly a subgroup of the Village Hut Trust).*

*Funding must be raised to complete the project. A quantity surveyor has started work to on this. Julie has attended two Big Lottery Fund courses. Applications for grants start in June. A fundraising team must be found.*

Sally thanked Edward for his report and thanked him plus Stephen, Julie, Tony Howe, Sue Tyler, David Cooper and Sam Vick for all their hard work and magnificent achievements over the past two years. Councillors agreed that the project and its assets should come under the Parish Council and that the NVH Committee will report to the Parish Council at each meeting in future.

- 047.11 **Affordable Housing**  
Stephen reminded the meeting that the 2008 Huntingfield Parish Plan suggested that 10 affordable homes should be built over the next 10 years. It was agreed that the Housing part of the Parish Plan would be reviewed at the next Parish Council meeting with a view to inviting someone from the SCDC Housing Enabling Team to the meeting after that.
- 048.11 **Handy Bus Club**  
Sue said that the Handy Bus service was currently closed due to the lack of volunteer effort. A proposal is being drafted by Suffolk ACRE to have the Handy Bus run one day at week with a regular timetable and stops but without the service of dropping off library books, shopping etc. Councillors agreed that Sue should write a letter to SCDC supporting this proposal and to complain that the Pathfinder/Suffolk Links Demand Responsive Transport is not sufficiently reliable.
- 049.11 **Fit Villages Project**  
It was agreed that information about this project should be passed to the Events Committee for their consideration.
- 050.11 **Training**  
Councillors agreed that Sally and Stephen, with Sue's assistance, would identify Councillors' training needs and if necessary, commission a tailor-made course from SALC at a cost not exceeding this year's total training budget of £280.00.
- 051.11 **Clerk Contract**  
It was agreed that Stephen would draft a new contract for the Parish Clerk in view of new HMRC regulations and the requirements of the Risk Assessment. For the next Agenda.
- 052.11 **Councillors' reports and items for future agenda**  
a. Sally said that the Editor of the Huntingfield Hare had asked Councillors to each write a Mission Statement for the next edition. Everyone agreed that this is a good idea.  
b. Stephen said that in addition to the Affordable Housing issue, it would be good to revisit all the suggestions in the Village Plan. For the next Agenda.  
c. Joe suggested that some parishioners might welcome assistance in learning to use the internet for shopping online. He will write something for the next edition of the Hare.
- 053.11 **Future meeting dates**  
Sally, Stephen and Sue to meet and then circulate to Councillors suggested meeting dates for the coming year. For the next agenda.

The meeting ended at 9.15pm.

## **PUBLIC COMMENTS**

In her capacity as Clerk of the Huntingfield Town Estate Charity, Sheila Freeman asked Councillors to contact her or any of the other Trustees if they knew of anyone in the village who would benefit from one-off grant.

Julie Collett said tombola items were needed for the Heveningham Hall Country Fair on 10.07.11.

Signed:

Sally Simpkin, Chair of Huntingfield Parish Council

Date: 19 September 2011