

Minutes of the meeting held on 11th May 2023 in Huntington Community Centre commencing at 7.00pm.

PARTICIPANTS: Councillors J Newman (Chairman), C Benton (Vice Chairperson), S Tunas Bana, A Stephens and (Miss) A Smith (7.20pm).

IN ATTENDANCE: Mrs L McClymont (Clerk) Mr D Wheatley (Finance Officer) (8.15pm) and 1 member of the public

80/23) APOLOGIES FOR ABSENCE

Apologies were received from Cllrs B Lester, J Ashley, and M Thompson.

Noted

81/23) PUBLIC QUESTIONS

Mrs Davies asked why a thankyou letter had not been sent to Morrisons for the £50 voucher for the Coronation Event she obtained whilst being a councillor. Mrs Davies reported that she was not happy that she had been telephoned by Morrisons enquiring when the letter would be received. The Clerk confirmed that no correspondence had been sent as she was not involved in obtaining the voucher and was waiting to find out what the voucher had been spent on, the event was only on Saturday. The Clerk also questioned why and how Morrisons had contacted as that was not the normal practice. In all the years the Clerk had been receiving help and donations they had never contacted or even asked for a phone number.

The Chairman reminded Mrs Davies that the receipt had not yet been received from her and requested that she provide the Clerk with the receipt from Morrison relating to the purchases made with the voucher on behalf of the Parish Council within the next week.

Mrs Davies asked members what is happening about CCTV in the Memorial Garden as a lot of people are asking her about it.

The Chairman asked who was asking the questions? Mrs Davies declined to answer as she said they wanted to remain anonymous.

The Clerk explained that until there is power to the site, we are not able to install. As Mrs Davies is aware from her service as a Parish Councillor it was agreed that power would be installed following the winter and wet weather. However, the contractor scheduled to install the concrete base has, due to unforeseen circumstances withdrawn their services, alternative contractors are being investigated. In addition, Cllr Lester has requested this subject be added to the June meeting when he will be available to address members about this issue. The Chairman confirmed that this issue will be revisited at an appropriate time.

Mrs Davies asked when the 6 month passes for the resolution made not to proceed with the CCTV. The Clerk did not have that information to hand but agreed to investigate and report back to Mrs Davies within two weeks.

There were no further questions from the public. The Chairman adjourned the meeting at 7.15pm to allow Cllr Smith to join the meeting who had been delayed due to traffic.

The meeting recommenced at 7.25pm

82/23) ELECTION TO PARISH COUNCIL OFFICE

The Clerk confirmed that all members had completed the necessary paperwork following the Parish Elections. However, Jeff Ashley is still to sign his paperwork, but is currently out of the country. Cllr Newman proposed that Jeff Ashley could sign his Councillor paperwork with the clerk on his return. This was seconded by Cllr Tunas Bana and agreed by all members.

Resolved

That Jeff Ashley approved to sign his councillor paperwork with the clerk on his return.

83/23) ELECTION OF CHAIRPERSON

Cllr Smith nominated Cllr Newman for the position of Chairperson, Cllr Stephens seconded this, and all members agreed. Cllr Newman accepted the position and duly signed the election to office paperwork.

Resolved

That Cllr Newman is elected as Chairman for Huntington Parish Council for the next 12 months.

84/23) ELECTION OF VICE CHAIRPERSON

Cllr Tunas Bana nominated Cllr Benton for the position of Vice Chairperson, Cllr Smith seconded this, and all members agreed. Cllr Benton accepted the position.

Resolved

That Cllr Benton is elected as Vice Chairperson of Huntington Parish Council for the next 12 months.

85/23) ELECTION TO COMMITTEES

The Clerk drew member attention to the reduced number of members present at the meeting and advised that if members are nominated in their absence, they may not take up the position and there would be the need to re-elect at the June meeting.

- a) **Finance Committee** – the chair and vice chair sit on this committee with 3 other members. Nominations and seconds were received for Cllr Smith, Tunas Bana, and Stephens. Members voted in favour of the nominations being appointed as committee members.
- b) **Staffing Committee** – the Chair sits on this committee with 2 other members. Nominations and seconds were received for Cllr Smith and Cllr Stephens. Members voted in favour of the nominations being appointed as committee members.
- c) **Community Association** - All Councillors are members on block and user groups to be represented by a member from Moorhill Littleton Pre-school and the youth Club. Cllr Smith nominated Cllr Tunas Bana as chairman, and this was seconded by Cllr Stephens and agreed by all members.
- d) **Littleton Leisure Park** – It was agreed all Cllrs are members on block. Cllr Thompson was nominated in his absence by Cllr Tunas Bana and seconded by Cllr Newman all members voted in favour that Cllr Thompson is appointed Chairman of this committee.
- e) **Sports Ground** – It was agreed all Cllrs are members on block. Cllr Lester was nominated in his absence by Cllr Tunas Bana and seconded by Cllr Smith all members voted in favour that Cllr Lester is appointed Chairman of this committee.
- f) **Village Green** – It was agreed all Cllrs are members on block. Cllr Stephens was nominated by Cllr Smith nominated as Chairman this was seconded by Cllr Tunas Bana and agreed by all members. Cllr Stephens was elected as Chairman.
- g) **Public Events** - It was agreed all Cllrs are members on block. Cllr Smith was nominated by Cllr Tunas Bana as Chairperson this was seconded by Cllr Benton and agreed by all members. Cllr Smith was elected as Chairperson for this committee.
- h) **IT Committee** – There are 3 members to this committee. Nominations and seconds were received for Cllr Tunas Bana, Cllr Newman, and Cllr Benton. Members voted in favour of the nominations being appointed as committee members.

Resolved

- a) That Cllrs Smith, Tunas Bana and Stephens were appointed members of the Finance Committee.
- b) That Cllrs Smith and Stephens were appointed members of the Staffing Committee.
- c) That all Cllrs are members on block with representatives from regular user groups. Cllr Tunas Bana is appointed Chairman of the Community Association.
- d) That all Cllrs are members on block and Cllr Thompson is elected as Chairman of Littleton Leisure Park Committee.
- e) That all Cllrs are members on block and Cllr Lester is elected as Chairman of the Sports Ground Committee.
- f) That all Cllrs are members on block and Cllr Tunas Bana is elected Chairman of the Village Green Committee.
- g) That all Cllrs are members on block and Cllr Smith is elected Chairperson of the Public Events Committee.
- h) That Cllrs Newman, Tunas Bana and Benton were elected members of the IT Sub Committee.

86/23) CHAIRMAN'S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

The Chairmans welcomed Alan Stephens to Huntington Parish Council. The Chairman took members through the written chairman's report that had been circulated to all members prior to the meeting. Members discussed the number of vacant councillor seats following the election and considered the advice and recommendation received from SPCA to develop a Co-option policy document. Members were in favour of developing a co-option policy document and Cllr Newman proposed that the Clerk develop a policy in line with the advice received. This was seconded by Cllr Benton and agreed by all members. Members also agreed to advertise for applications to be considered to fill the vacant seats.

Noted

87/23) POLICE REPORT

A written Police report had been circulated to all members prior to the meeting. The written report was accepted by members.

Noted

88/23) COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

The County Councillor was not in attendance and had declined to submit a written report.

89/23) DISTRICT COUNCILLORS REPORT.

Following the recent elections there was no report to consider at this time.

Noted

90/23) MINUTES OF THE MEETINGS HELD ON THE 13th APRIL 2023.

The minutes of the Annual Parish meeting held on 13th April 23 had been circulated for members consideration regarding the accuracy. Cllr Tunas Bana proposed that the minutes were a true and accurate record of the meeting, and this was seconded by Cllr Benton and agreed by all.

The minutes of the Parish Council meeting held on 13th April 23 had been circulated for members consideration. Cllr Tunas Bana proposed that the minutes be approved and signed as a true and accurate copy. This was seconded by Cllr Benton and all members unanimously agreed.

Resolved

The minutes of the Annual Parish Meeting were a true and accurate record of the meeting and the minutes of the Parish Council meeting held on 13th April 23 were approved as a true record of the meetings and were signed by the Chairman.

91/23) MATTERS ARISING

There were no matters arising.

Noted.

Due to the Finance Officers delayed arrival members agreed to return to Finance on his arrival and continued with the agenda items until then.

92/23) PLANNING MATTERS

There were no planning items for consideration at this meeting.

However, Cllr Benton reported that the planning application that we had objected to for 3 dormer bungalows on the garage and parking area in Heather Drive, the planning authority have indicated their intention to refuse this application.

Noted

93/23) IT Requirements for the Parish Council

A written report had been circulated to all members along with a summary of different types, prices, and suppliers for potentially suitable equipment.

- a) Members agreed due to the implications of GDPR compliance there is a definite need for laptops for the Clerk, the Chairman and the Finance Officer as these positions will be involved with dealing with personal data. It was agreed that the Chairman and Finance Officer would not need such a high specification as the Clerk. It had previously been agreed that the Clerk could spend up to £1,000 on a new laptop and members agreed that the Chairman and Finance Officers machines could cost up to £750 each (£1,500 both). Cllr Tunas Bana proposed that the 3 laptop machines are purchased from Laptopsdirect as identified, and an account set up to purchase against a maximum spend of £2,500. This was seconded by Cllr Benton and agreed by all members. Details of quotations will be circulated to all members prior to agreeing the order.
- b) In addition to the laptops to ensure GDPR compliance it is advisable to have something like Microsoft account with cloud storage so no councillor will need to store any personal details on any personal IT equipment or phones, it can be stored on the cloud storage in one place. The different options were discussed as per the information circulated and members agreed that Microsoft 365 Business Basic accounts at £4.50 per month per user were the best for everyone to have 11 licences (8 councillors, Clerk, Finance Officer and booking Clerk). Additional licences can be added if new councillors join the council. This was proposed by Cllr Newman and seconded by Cllr Tunas Bana and agreed by all members.
- c) The new IT will require Anti-virus protection Cllr Newman proposed that a 1-year Norton subscription is purchased for all 3 machines at approximately £30. This was seconded by Cllr Stephens and agreed by all members.

Resolved

- a) That laptops are purchased from Laptopsdirect on account for the Clerk Finance Officer and Chairman to a budget no more than £2,500.00.
- b) That qty 11 Microsoft 365 Business Basic account licences are purchased for councillors and staff use at a cost of £4.50 each per month.

- c) That Norton Security licences are purchased for the 3 new laptops when received.

The Finance Officer had joined the meeting at 8.15pm

94/23) FINANCE

a) Finance Statement

Salaries for May 2023	£ 4,190.42	
NEST Pensions - May	£ 171.62	
Cropper Grounds Maintenance (April)	£ 672.49	
D. Wheatley (stamps)	£ 12.00	
H. Caulfield expenses (mobile phone - May 2023)	£ 5.00	
TFM (lawn rake)	£ 13.70	
L. McClymont (Coronation event expenses)	£ 57.16	
Orbit Office Supplies (toner, paper, stationery)	£ 549.60	
Bradleys (Payroll Services - Oct 2022 to March 2023)	£ 190.32	
J. Kelsall Builders Merchants (MOT Hiab)	£ 58.60	
Allsortz Entertainment (Magician - Coronation event)	£ 295.00	Chair's actions
Cabin Café (catering - Coronation event)	£ 450.00	Chair's actions
Hygienic Concepts	£ 290.69	
TOTAL	£ 6,956.60	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 105.00	
SEFE (Gas)	£ 185.01	
BT (Internet)	£ 45.54	
TOTAL	£ 335.55	

INCOME FOR MONTH

TOTAL	£ -	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£16,402.17	
LESS PAYMENTS AGREED	£ 6,956.60	
LESS OUTSTANDING CHEQUES	£ -	
BALANCE IN CURRENT ACCOUNT	£ 9,445.57	
TOTAL	£ 9,445.57	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	£ 7,202.48	
Memorial Garden sink fund - per "recommendation"	£ -	
Community Centre sink fund	£10,000.00	
New Village Hall Project	£ 314.45	
Leisure Park sink fund - per budget	£22,343.18	
Sports Ground sink fund - per budget	£ 6,339.97	
Bus Shelter sink fund - per budget	£ 4,300.00	
Election expenses sink fund	£14,398.38	
Play Area sink fund - per budget	£37,120.61	
Skate Park sink fund - per budget	£16,000.00	
Village Green sink fund - per budget	£12,505.18	£ 130,524.25
Total	£130,524.25	

a) Payments – The Finance Officer took members through the payments presented. Cllr Tunas Bana proposed that all payments be approved, this was seconded by Cllr Smith and was agreed by all.

b) Financial Statement – The Finance Officer took members through the Finance Statement. Members accepted the Financial Statement as presented.

c) Bank Signatures new Council – Members instructed the Finance Officer in accordance with regulations to remove councillors who had not been re-elected from all bank accounts (Mrs Davies, Mr Silvester, Mr Bury). The Finance Officer was also instructed to add Cllrs Newman, Smith, Tunas Bana, Stephens, and Benton to the list of signatories for Parish Council bank accounts as soon as possible.

d) Quote Japanese Knotweed Treatment – Members had been circulated with a copy of the quotation to treat the Japanese knotweed at the Sports Ground. The grounds maintenance company had needed to review their prices following the 3-year fixed rate. Members agreed that the increase was very minimal and wished to remain with the same company as their treatment is working well. Cllr Tunas Bana proposed the quotation of £1,100.00 for the years treatment is approved. This was seconded by Cllr Stephens and agreed by all members.

e) Utility Supply electric – the Finance Officer was instructed to contact the utility supplier and resolve the issue with the electricity payments. The Finance Officer had been handed the letters requiring immediate action.

Resolved

- a) That all payments are approved for payment as presented.
- b) That the Finance Summery report was accepted as presented.
- c) That people no longer serving as councillors are to be removed from the bank signatory list and the following serving councillors are to be added as soon as possible. (Cllrs Newman, Smith, Tunas Bana, Stephens, and Benton)
- d) That the quotation for continued treatment of the Japanese Knotweed on the Sports Ground is approved at a cost of £1,100.00 per year.
- e) The Finance Officer is to contact and resolve the payment issues with the electricity provider asap.

95/23) PLANNING

There were no planning items received for consideration this month.

96/23) CORRESPONDENCE

A written report of correspondence of note was circulated prior to the meeting.

21/04/23	Member of the public	Questioning if the new pathway at Littleton Leisure Park has been abandoned as there has been little progress since 2019	Clerk has responded. Request Cllr Thompson input for this project development.
26/04/23	Sutton & Wilkinson	Expecting the contractors to be another 4 weeks before starting on the Memorial Garden works.	Circulated.
08/04/23	Create Church	Invitation to a celebration for the time in Huntington Friday 12 th May 7.30pm	Circulated. Cllr Benton or Smith to attend
10/05/23	Littleton Green School	Chairman invited to attend Year 6 Graduation event 5 th July 23	Vice Chair to attend as Chairman has commitments.

97/23) COMMUNITY CENTRE

A report had been circulated by the exiting Chairperson Cllr Smith. It was agreed to wait to call a plumber to see if a new handyman could be appointed and do the works required. It was agreed by members that the Clerk change the 3 gate locks so only one key was needed for emergency exits. It was agreed that Cllr Tunas Bana would investigate quotations from painter and decorators for the community centre the work to be carried out during the school holidays. It was agreed to set a Community Centre meeting.

Noted.

98/23) AMENITIES

- a) **Village Green** – The exiting chairman had submitted a written report which had been circulated prior to the meeting. Members agreed that the wheel needed attention to the supporting metal work and a general clean and repaint. Cllr Stephens agreed to investigate this further and report back with quotations.
- b) **Littleton Leisure Park** – A written report had been circulated to members prior to the meeting, members accepted the report as presented, the subject of Risk Assessments was raised and the importance of having up to date documentation. It was agreed to set up an ad hoc subcommittee to review Risk Assessment Protocols for the Parish Council. The Chairman requested that this meeting should be a requirement for all Councillors to attend the meeting to be held 18th May at 7.30pm in Huntington Community centre.
- c) **Sports Ground** – There was not report available, the Clerk was not aware of any issues other than waiting to be notified when the teams have finished playing matched to ensure the pitches can be repaired by the Grounds maintenance company.

Noted

99/23) PHASE 2 MEMORIAL BRICKS PROJECT

There was no written report received for this project. However, the Clerk reported that a late email had been received from the Architect advising that the contractor engaged to lay the named bricks and concrete pad for the electrics has withdrawn their services. The email has been circulated and the clerk will be in contact with the architect for further information. It was agreed, once more details are known details must be circulated to the public via social media and the web site. Prices will need to be obtained from contractors again to complete this work.

Noted

100/23) PUBLIC EVENTS

Members discussed if it was possible to provide a summer event at this late stage. It was agreed an event along the lines of last year could be arranged if we stuck to the same format. Members agreed the event should take place on a Sunday to attract more people. Members agreed to hold the event on Sunday 13th August.

An events committee meeting will be held on 18th May at 6.30pm in Huntington Community Centre

Noted

The Chairman moved Standing Orders to 10.20pm

101/23) NEWSLETTER

Issue 2 of the Parish Newsletter is almost ready to go out, the chairman requested approval to run a photo competition with 2 prizes of £25 vouchers each and to advertise it via the newsletter. Cllr Tunas Bana proposed that £50 (qty 2 prizes of £25 vouchers) be approved for the photo competition. This was seconded by Cllr Smith and agreed by all members.

The Chairman also requested approval for the print cost and delivery cost for issue 2 of the newsletter. Cllr Benton proposed that the print and delivery cost be approved, and this was seconded by Cllr Tunas Bana and agreed by all members.

The Chairman appealed to members to submit articles for the next issue of the newsletter.

Resolved

That approval for a photography competition with two prizes of £25 vouchers each to be run through the newsletter and approval has been given for the costs involved with printing and delivery of the newsletter for issue 2.

102/23) ITEMS FOR DISCUSSION AT THE NEXT MEETING.

Members were reminded agenda items and supporting reports need to be emailed to the Clerk the week prior to the meeting to be included.

Requested Agenda Items for next month's meeting.

- a) Solar Panels for the Community Centre – Cllr Smith to report.
- b) Basic Skills Tuition and Costs – Cllr Benton to report
- c) Honours Boards – Had been requested by Cllr Ashley
- d) CCTV for the Memorial Garden – Had been requested by Cllr Lester
- e) Litter Pickers Equipment (trolley and bag rings) – Cllr Newman to report.

Noted

103/23) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 13th April 2023, in Huntington Community Centre, commencing directly after the Annual Parish Meeting

Signed _____

Date _____

CONFIDENTIAL

Resolved

In accordance with section 1 of the public bodies (admission to meetings) Act 1960 the Council Resolved that the Public were excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

104/23)HANDYPERSON VACANCY

Members were advised applications for the position. It was agreed the Staffing Panel would Interview on Monday 22nd May 23. The Clerk will circulate paperwork to panel members prior to the interview date.

Noted

There being no further business the Chairman closed the meeting at 10.19pm

Signed _____

Date _____