

HUNDLEBY PARISH COUNCIL HELD ON THE 4TH MAY 2021 AT 6.50PM

The meeting was held via video conferencing with Cllr Dales joining on the telephone.

Present Cllr D Cartwright (Chair) Cllr L Corten-Miller Cllr M Dales Cllr A Foster
Cllr P Maddison Cllr A Pottle Cllr J Slaymaker

1.5/21 Chairman's Remarks

The Chairman welcomed Cllrs to possibly the last Zoom meeting, as it is hoped to return to physical meetings after 6th May. Committee meetings may still take place via video conferencing.

2.5/21 Apologies

Cllr B Aron (County Councillor)

3.5/21 Declaration of interest under Localism Act 2011

Cllr Slaymaker declared an interest in item 6 as she was considering applying for the clerk position. Cllr Dales declared an interest in item 9 as he owns adjoining land.

4.5/21 Notes of the Ordinary Meeting held on the 6th April 2021 to be approved as minutes

It was resolved to accept the notes as a true record.

5.5/21 Resignation of Councillor and organisation of replacement

A letter of resignation was received from Cllr S Bouton. The ELDC Notice of Vacancy has been displayed in the noticeboard and on the Council website. If no request for an election is received by ELDC by 24th May, the Parish Council can co-opt. A poster advertising the vacancy to be placed in the noticeboard and on the website.

6.5/21 Resignation of Clerk and organisation of replacement

Cllrs had already received a copy of the draft notes from the Staffing Committee dated 29th April 2021. It was resolved to amend the job description and contract to include further responsibilities and training requirements. The pay scale to be widened to SP7 – SP11. The agreed advert to be placed in the noticeboard and on the Council website.

7.5/21 Report form Cllr B Aron (LCC)

Cllr Aron was unable to attend.

8.5/21 Report from the Chair of the Finance Committee, Cllr Corten-Miller

a) Financial position

Treasure's Account: £17,741.98 Business Instant Account: £20,029.61

A copy of the bank accounts reconciliation had previously been sent to Cllrs.

Income: E-on £3.50 refund, ELDC £4536.00 precept, ELDC £8000.00 restart grant.

It was resolved to move a further £5,000 to the saving account.

b) To approve the payment of invoices for goods and services

Nisbets (S Boulton)	£338.32	Crockery
Scribe Systems Ltd	£273.60	Account Subscription
Tesco (L Coreten-Miller)	£18	Kettle
LALC	£119.90	Zoom Subscription
E-on direct debit	£4.03	Electricity
Anglian Water DD	£30.06	Water rates
Impression	£228.00	Windows
LALC	£27.00	Chairs training

It was resolved to approve the payments.

c) Renewal of Parish Rooms Insurance and Completion of Asset Register

The Finance Committee were asked to compare insurance quotes, ensuring that street furniture and outside events were included. The Finance Committee will report back at the next meeting. Cllr Corten-Miller to obtain the Council's Asset register for updating.

d) Update regarding the 'Scribe' Financial package

Cllr Corten-Miller reported that she had received 1 hours training and is in the process of setting up the accounts on the system. Additional training and help will be available to the new clerk.

e) Update on the replacement of 4 Parish Rooms windows

Cllr Cartwright reported that the window latch design had been altered slightly to make them safe for any passing pedestrians. This increased the price to £1,928 (including VAT). The deposit has been paid and work will take place in approximately 4 weeks.

f) Update on management of the Christmas Tree Fund

Cllr Corten-Miller reported that Lloyds bank was not allowing new accounts to open. It was resolved to keep the account separate at this time.

g) Replacement of kitchen appliances

It was decided to inspect the equipment at the next meeting in the hall.

h) Update on Parish Rooms electricity readings

Cllr Corten-Miller reported that invoices were still being estimated. The invoices are still sent to the retired clerk and will need redirecting when the new clerk is in post.

9.5/21 Planning applications and related correspondence

a) Planning application N/0088/00717/21 Oak Tree Cottage, Main Road, Hundleby

The applicant wishes to replace part of the existing structure with brickwork and extend to the rear. There is also a Change of Use for the land to construct a garage. There were no objections raised to the application and Cllr Foster will inform the ELDC.

b) Proposed tree work at Southwold, Milners Lane

No objections were made to the work. Cllr Slaymaker to inform ELDC.

10.5/21 Replacement of the clerk's laptop

It was resolved that Cllr Foster purchase a reconditioned laptop with a budget of approximately £500.

11.5/21 Events Committee Report

Nothing to report at this time.

12.5/21 Allotment Enquiry

Cllr Dales reported that the allotments were currently occupied by a tenant whose agreement runs October to October.

Allotment plots could become available by negotiation or giving official notice to quit. Historically, the allotments have proved difficult to let on an individual basis. Cllr Dales to forward the agreement to Cllr Pottle. Cllr Foster had responded to the enquiry stating there were no available plots at present.

13.5/21 Correspondence

a) Request for donation of £10 to Lowland Search and Rescue

Cllrs agreed that this was a good cause and resolved to donate £10 under the power of s.137.

B) Reply from Jonathan Stockdale, LCC Footpaths Officer

LCC have contacted the landowner requesting that footpath 134 be reinstated by October 2021. It was noted that footpath stiles belong to the landowner and any alterations would need to be discussed with them. This has been reported back to the initial enquirer.

14.5/21 Agenda items for Full Council Meeting 7th June 2021

To consider and approve the AGAR form (Annual Governance and Accountability Return)

To consider and approve recommendation from Finance Committee for insurance renewal

To consider candidates for the Councillor vacancy with a view to co-option

To receive a update from the Staffing Committee concerning the clerk's position

To receive a report from Cllr Pottle concerning the fire risk assessment

To discuss the condition of kitchen appliances in the Parish Rooms

To receive a report from LCC Cllr concerned highways issues

The Chair closed the meeting at 8.12pm.