



FRISTON PARISH COUNCIL

Minutes of the **Council Meeting** held on **Monday 12th December 2016** at 7.00 pm
in Friston Village Hall, Church Road IP17 1PU

Members: Cllr. M. Caplin (Chairman) Cllr. A Simpson Cllr. S Jackson
Cllr. D Brooks Cllr. A. Patterson Cllr. C Brooks
Cllr. M. Schedrin

Also present: K. Forster - Clerk to the Council and County Cllr. Reid

124/16	Apologies: There were apologies from Cllr. Schedrin and Cllr. Caplin. In the absence of the Chairman, the Vice-Chairman Cllr. Jackson chaired the meeting.
125/16	Declarations of Interest & Request for Dispensation: There were no declarations of interest and no requests for dispensation.
126/16	Minutes of the previous meeting: Minutes of the meeting of 31 st October 2016 were submitted for approval. It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.
127/16	Open Forum There were no members of the public present.
128/16	County and District Councillor Reports a) County Cllr. Reid had submitted a report which had been circulated to the members. He summarised the items regarding Devolution, joining in the budget process and the article about being a Carer at Home. Cllr. Reid then brought up the Sizewell C consultation. He has sent a briefing and discussed the various options that have been laid out. The Chairman stated that she planned to propose that Council hold a Public Meeting in Friston to ask for the opinions of the residents. Cllr. Reid offered to come and support this if he was available. Cllr. Reid also commented on the various items that had been completed and were still outstanding for the Highways division. Cllr. Simpson stated that Highways had suggested that one of the items could be completed by Friston funding it. Cllr. Reid offered to support that with funds if necessary. b) There were no District councillors present. <i>(An email was received late on Monday afternoon with apologies from the District Councillors and submitting a report.)</i>
129/16	Planning a) Diversion of footpath 13a: No update b) DC/16/4761/FUL: Friston Cottage. It was unanimously RESOLVED that the Council has no objection to this planning request.
130/16	Accounts a) Statement of Accounts: The statement of accounts was reviewed and there were no questions. At the end of November, the bank balance stood at £ 19,634.32 and the Chairman signed the bank reconciliation for both November and October. It was noted that this balance included £5,222.57 ring-fenced for the Village Green NOTED b) Approval of Payments: Cheques totalling £ 1594.72 were presented which included the monies paid as annual grants as budgeted. There was also £300 which had been sent to the solicitor on account as agreed by the Clerk and Chairman using delegated powers. A copy of the payments made is attached to the minutes. It was unanimously RESOLVED that the payments are approved.



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c) Budget and Allocated Reserves:

The Clerk/RFO presented the final version of the budget with the changes as discussed at the previous meeting. The Precept will be £6,770.00 which is a 0% change to the residents.

The Clerk produced a Cash Flow summary showing that there would be a high value of unallocated reserves. There were reserves allocated to the Village Green of £ 5,222.27. The Chairman proposed that money should be reserved to update the Village hall once the transfer had been completed. Although the Council would not wish to dictate what work would be required the Chairman proposed that Wi-fi is installed at the Village Hall as this would be a great asset to the Village and to Council. After much discussion the following reserves were allocated in addition to the allocation to the Village Green.

Village Maintenance Projects – additional Bus Shelter	£ 1,500.00
Training for Councillors	£ 250.00
Traffic Calming Costs – additional recording on VAS	£ 350.00
Village Plan survey & costs	£ 500.00
Transfer of village hall ownership	£ 5,000.00
Village Hall improvements	£ 4,000.00

This will result in approximately the equivalent of 9 months of precept unallocated which is in line with NALC recommendations.

It was unanimously RESOLVED that the Budget is approved and that the Precept is set at £6,770.00 and that the above reserves are allocated. The Budget and reserves information is attached to these minutes.

d) Grants & Donations

The Grants and Donations policy was deferred to the next meeting. **NOTED.**

131/16 CIL Payment & Grant of £200 from SCDC

The Clerk has researched the proposed new bus shelter. They are in the range of £1500 to £2000. Discussion deferred to next meeting about the style required. **NOTED**

Cllr. C Brooks proposed that benches are sited at possibly two different points – the RH side of the bridleway at Church Farm going towards Knodishall and alternatively / additionally the path near Woodside Farm going towards Little Moor Farm. It was agreed that a Rustic Bench would be most suitable. Cllr. Simpson to discuss with Landowners and to P Berry to get an estimate of the costs for the Bench. The Clerk is to research the cost of a Plaque. **NOTED**

132/16 Highways, Paths & Transport

a) Highways

Cllr. Simpson reported that a number of items had recently been cleared up by Highways and the Environment Agency. These include

- Clearing the Ditch
- Replacing the roundels
- Cleaning out the soakaway on the B1121.

The silt issue on Grove Road should be completed soon.

Cllr. Simpson also reported that the proposed kerbing on the bend at the end of Low Road could be done and paid for by the Parish Council. He has received an estimate from Highways of £3800 including £1400 for closing the road. Cllr. Simpson is to review and discuss further with highways and alternative suppliers. The Clerk is to check on which power could be used to fund this if Council wished to go ahead however, it may be best to apply for funding. There

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	<p>was concern expressed that the Parish Council was funding work that should be paid for by County.</p> <p>Cllr. C Brooks led the members in thanking Cllr. Simpson for all the work that he had gone to in getting the above works done and congratulating him for his efforts.</p> <p>Cllr. C Brooks stated that she had been working with Anglian Water regarding the very large lorries being sent down the narrow track by her house. They are now taking this seriously and have started to talk to the Environment Agency about piping the ditch and filling it in. This news was well received by members.</p> <p>VAS. A letter had been received from a member of the public regarding the VAS System and other traffic items. The Clerk was instructed to thank the members of public and reply stating that</p> <ul style="list-style-type: none"> • a permanent VAS was not in the remit of a Parish Council although a budget had been included to upgrade the current mobile VAS. • The council would write to County to support a suggestion of a 50 MPH speed limit on the A1094 • To confirm that the Council had already discussed the clearing of the footpath on the B1121 and the situation had improved.
<p>133/16</p>	<p><u>Village Green</u> The Clerk reported that she and Cllr. Caplin had been invited to a meeting with the Land Agent in early January. NOTED</p>
<p>134/16</p>	<p><u>Village Hall</u> A communication has been received from the Solicitors asking if Friston PC would be prepared to pay for the registration of the title. It should be in the region of £250. The Clerk and the Chairman agreed under delegated powers so as to not delay the process.</p>
<p>135/16</p>	<p><u>Allotments:</u> No changes</p>
<p>136/16</p>	<p><u>Playground and village green</u> Cllr. D Brooks reported that the inspection had taken place and that the benches that had been identified as a risk had been repaired. NOTED</p>
<p>137/16</p>	<p><u>Update on Vacancies:</u> No applications</p>
<p>138/16</p>	<p><u>Telephone Box</u> BT and SCDC are consulting on the removal of public telephones and BT have proposed to remove the one located at Aldeburgh Rd. If council wishes, they could adopt the telephone box for £1. After discussion, in particular due to the poor mobile signal in the area, it was unanimously RESOLVED that the Council objected to the removal of the public telephone facility. However, should BT and SCDC override this request, the Council would like to adopt the phone box. The Clerk was instructed to respond as such. NOTED</p>
<p>139/16</p>	<p><u>Car Park</u> Cllr. Simpson proposed that the area at Grove Road may be suitable and would discuss with G Heald. Items that need to be considered include what size it is to be, security, night time use, planning permission and cost. It was agreed to bring this item to the APM to ask for comment from the residents of Friston.</p>



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140/16	AOB
a)	A letter had been regarding community payback scheme asking if there were any projects that could be suitable. The Clerk was asked to contact them to ask about cleaning signs and village furniture. NOTED
b)	A letter had been received from Snape PC asking if Friston PC would be interested in part funding a PCSO to work with a number of parishes on traffic issues. It was agreed that, having already discussed and dismissed this at a previous meeting, the Clerk should respond as such. As stated earlier, the Chairman proposed, in the light of the short consultation period for Sizewell C due to the Christmas holidays, that a public meeting is called to discuss and formulate the response from Friston PC. Both she and Cllr Simpson had attended various information sessions. It was agreed that the Council should try to organise a public meeting on Monday 9 th January 2017 at 7.00 in the Village Hall. The Clerk is to put a notice together for the village boards and website and to print a number of leaflets to distribute around the houses. NOTED
c)	

The meeting closed at 8.56 pm.

The next meeting will be 7.00 pm Monday 23rd January 2017 in Friston Village Hall.

Karen Forster

Clerk to Friston Parish Council, Orchard House, Chediston Road, Wissett, Halesworth, IP19 0NF

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Ac. No.		Last Year Actual	Budget 2016/17	Expected Total 2016/17	Under/over spend TY	Proposed Budget	Comments
EXPENSES							
	Admin Costs						
1001	Clerks Pay	£ 3,726.59	£ 2,134.08	£ 2,830.77	£ 696.69	£ 2,784.00	
1003	Stationery/payroll service and similar	£ 663.66	£ 350.00	£ 562.82	£ 212.82	£ 550.00	
1004	Audit Fee	£ 226.00	£ 220.00	£ 166.00	-£ 54.00	£ 170.00	
1005	Insurance	£ 459.90	£ 470.00	£ 494.98	£ 24.98	£ 500.00	
1006	Mileage Claims	£ 356.40	£ 330.75	£ 330.75	£ -	£ 350.00	
1007	Publishing & Printing	£ 97.20	£ 100.00	£ 100.00	£ -	£ 100.00	
1008	Equipment	£ 1,680.57	£ -	£ -	£ -	£ -	
	Meeting Costs						
2001	Village Hall Hire	£ 70.00	£ 100.00	£ 100.00	£ -	£ 100.00	
	Councillor Costs						
3001	Election	£ 100.00	£ -	£ -	£ -		
3002	Training and courses	£ 633.00	£ 350.00	£ 250.00	-£ 100.00	£ -	Reserves to pay for it.
3003	Chairmans allowance	£ -		£ -	£ -	£ 25.00	
	Village Costs						
4001	Allotment maintenance	£ -	£ 125.00	£ 50.00	-£ 75.00	£ 50.00	
4002	Playground maintenance and inspection	£ 156.60	£ 100.00	£ 100.00	£ -	£ 100.00	Still need RoSPA inspection
4003	Grass Cutting	£ 1,070.00	£ 500.00	£ 750.00	£ 250.00	£ 1,000.00	5 cuts & scarify
4004	General Village Maintenance	£ 3,210.00	£ 950.00	£ 950.00	£ -	£ 150.00	General maint.
4004	Emergency Plan	£ 58.00		£ -	£ -	£ -	
	Lease of Village Green					£ 1.00	Peppercorn
	Donations						
5001	To church s137	£ 175.00	£ 175.00	£ 175.00	£ -	£ 175.00	
5003	Donations & 137s paid annually in October	£ 350.00	£ 350.00	£ 350.00	£ -	£ 250.00	
5006	Village Hall grant	£ 500.00	£ 300.00	£ 300.00	£ -	£ -	
5007	RBLI Poppy Wreath S137	£ 17.00	£ 20.00	£ 17.00	-£ 3.00	£ 20.00	
5008	School donation/library books	£ 150.00	£ 150.00	£ 150.00	£ -	£ 150.00	
	Subscriptions						
6001	SALC	£ 174.00	£ 200.00	£ 180.62	-£ 19.38	£ 174.00	
6002	Community action Suffolk subscription	£ 30.00	£ 30.00	£ -	-£ 30.00	£ -	
6003	Sizewell parish liaison member group	£ -	£ 30.00	£ -	-£ 30.00	£ -	
8001	Contingency Fund	£ 250.00	£ 100.00	£ 100.00	£ -	£ 321.00	Balance from Precept
	Total Expense	£ 14,153.92	£ 7,084.83	£ 7,957.94	£ 873.11	£ 6,970.00	
INCOME							
9001	Precept	£ 6,237.60	£ 6,740.00	£ 6,740.00	£ -	£ 6,770.00	
9002	Bank Interest	£ 45.61	£ 20.00	£ 17.96	-£ 2.04	£ 20.00	
9003	Grants	£ 5,298.60	£ 120.00	£ 200.00	£ 80.00	£ -	
9004	CIL Account	£ 1,298.51	£ -	£ 586.58	£ 586.58	£ -	To be used for bus shelter
9005	Allotments	£ 155.00	£ 205.00	£ 205.00	£ -	£ 180.00	
	Total Income	£ 12,993.87	£ 7,085.00	£ 7,749.54	£ 664.54	£ 6,970.00	
Funded by Reserves							
	Clerks Pay		£ -		£ -	£ -	
	One-off payment of CiLCA		£ 250.00	£ 250.00	£ -	£ -	
	Refurbishment of playground equipment		£ 500.00	£ 750.00	£ 250.00	£ -	
	Village Maintenance Projects		£ 1,000.00		-£ 1,000.00	£ 1,500.00	Village Bus Shelter
	Costs incurred in order to purchase of the Village Green		£ 3,100.00	£ 250.00	-£ 2,850.00	£ 500.00	Not purchase - lease
	Training for Councillors					£ 250.00	
	Village Hall			5		£ 3,000.00	
	Traffic Calming Costs		£ 950.00	£ -	£ 950.00	£ 350.00	Upgrade to record vehicles
	Village Plan - survey & publishing					£ 500.00	
	Transfer of village hall ownership		£ 1,500.00	£ -	-£ 1,500.00	£ 5,000.00	
	Total		£ 7,300.00	£ 1,250.00	-£ 6,050.00	£ 11,100.00	



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Authorisation to pay

Name	Date incurred	Service/Goods	Amount	VAT	Net
Fairweather Law	November	On Account for transfer of village hall	£ 300.00	£ -	£ 300.00
Grassroots	November	Grass Cutting & Strimming 4th November	£ 168.00	£ 28.00	£ 140.00
SALC	November	AGM attendance	£ 24.00	£ 4.00	£ 20.00
Playsafety	November	Inspection of Play equipment	£ 84.00	£ 14.00	£ 70.00
Village Hall	Annual	Grant	£ 300.00	£ -	£ 300.00
St Mary the Virgin Church	Annual	Burial Ground grant	£ 175.00	£ -	£ 175.00
Coldfair Green School	Annual	Library books grant	£ 150.00	£ -	£ 150.00
CAB	Annual	Grant	£ 70.00		£ 70.00
DAS	Annual	Grant	£ 70.00		£ 70.00
CAS	Annual	Grant	£ 70.00		£ 70.00
Air Ambulance	Annual	Grant	£ 70.00		£ 70.00
Suffolk Accident Rescue	Annual	Grant	£ 70.00		£ 70.00
K Forster	Expenses	Stationery, allowance & stamps	£ 43.72	£ 1.37	£ 42.36
Total					
Approved for Payment	Signed	£ 1,594.72 £ 47.37 £ 1,547.36			
	Date				