



FRISTON PARISH COUNCIL

Minutes of the **Council Meeting** held on **Monday 29th January 2018** 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 Cllr. J. Burch

Also present: K. Forster - Clerk to the Council, 1 member of the public and County Councillor Reid.

96/17 Apologies: There were apologies from Cllr. Schedrin

97/17 Declarations of Interest & Request for Dispensation:

Non-Pecuniary – Cllr. D Brooks item 13 as he is a neighbour, Cllr. A Simpson as his wife is secretary of the Village Hall (item 5c & 6), Cllr. C Brooks Item 5c as a Governor of Coldfair Green School.

98/17 Minutes of the previous meeting:

Minutes of the meeting of the 30th October 2017 were submitted for approval. Cllr. Simpson pointed out that the SALC meeting he attended (86/17) and the related attachment was an Area meeting, not the AGM. The minutes were amended. **It was unanimously RESOLVED that the amendment is accepted and the minutes be accepted as an accurate record and were duly signed by the Chairman.**

Minutes of the extraordinary meeting 8th January 2018 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

99/17 Open Forum

A member of the public provided more information regarding the original survey and plans from the 1970s and subsequent developments of the village hall.

County Councillor A. Reid summarised some of the items in his report. He then opened discussion about the Highways issues.

- Cllr. Simpson stated that he had been trying to contact Highways with limited success to determine if the offers by Langmead Estate and Michael Clark to clear the ditches could go ahead. It is causing flooding in Low Road. Cllr. Simpson also stated that he had come across a problem with the website reporting tool. Cllr. A Reid said he would follow it up.
- Cllr. S Jackson stated that Friston Parish Council now owned the Telephone Box and is considering putting in a defibrillator. She asked if Cllr. Reid would be able to help with the cost and he confirmed that he would be happy to contribute once the decision is made.

100/17 Accounts

- a) The **Statement of Accounts** was presented. The Clerk confirmed that there was £ 20,016.33 in the bank accounts as at the end of December. The Chairman signed the bank reconciliations for November and December.
- b) The **Authorisation to pay** was reviewed and £ 175.77 was presented for approval. **It was unanimously agreed that the Authorisation for Payment was approved.**
The Clerk had received today a request from the Solicitor Fairweather Law the sum of £2,605.00 in payment for the costs and disbursements of Mr Wentworth, for the transfer of ownership of the Village Hall. **It was unanimously agreed that this additional payment was approved.**
- c) The requests for **Donations** was discussed. Requests had been received for £200 for the Coldfair Green School towards lunch play bags, £50 towards Neighbourhood watch support,



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and £187 for Disability Advisory Service. Additionally, there were general requests for donations to the Burial Ground and SARS. There was concern about the amount of money that should be paid from the precept towards these good causes. **It was unanimously resolved that the amount of donations should not be above 10% of the current year's precept.** The Donations policy will be amended to reflect this. For 2017/18 this equated to a total of £677. After discussion, **it was resolved that the following is donated as follows:**

- Coldfair Green School £200
- Citizens advice Bureau £50
- Disability Advice Service £100
- Air Ambulance £50
- Suffolk Accident Rescue Service £50
- Suffolk Council Accessible Transit £50
- Burial Ground £175

Additionally, Cllr. Simpson offered to organise the cutting of hedges for the Burial Ground. Cllr. C Brooks did not take part in the decision or vote.

- d) The Clerk explained the proposed role of DPO as the Data Controller and the costs - £220 for the first year and £100 subsequently. They are recommended and supported by BDO. **It was unanimously agreed that DPO be appointed as the new Data Protection Officer.**
- e) Cllr. Simpson said that the new benches should be installed shortly and that there would be no charge.

101/17 Village Hall

The transfer documents had been signed and were with the solicitor awaiting payment, authorised today.

Cllr. Jackson reported on the working party meeting. It is clear that the relationship between the two groups needs to be formally agreed – the outline proposal is that the Council is responsible for the fabric of the building (Capital expenditure and major projects) and the Village Hall Committee (VHC) for general day to day expenditure. Cllr. Burch reported on the village hall Committee meeting and said that there needed to be clarification on who makes decisions on what. There had been discussion on the installation of Wi-Fi but the VHC were not convinced that it is necessary at the moment and could only afford to install it (£75) and would look to the Parish Council to pay for the monthly rent.

Work is planned to repair the roof – this will be paid for by the Parish Council as agreed at the previous meeting. Quotations are being sought for the replacement of the front doors. A builder has been contacted to try to determine the source and causes of the damp in the Hall and toilets.

The Clerk is trying to speak with the expert from CAS regarding setting up the agreement between the Village Hall and Committee. The original agreement between Mrs Wentworth and the Parish Council and VHC was a useful starting point.

102/17 Annual Parish Meeting.

- a) The proposed **newsletter** containing the questions to be discussed at the APM was reviewed and, with a few minor amendments, it was agreed. The Clerk was requested to investigate using the Post Office to distribute the newsletter up to a total cost of £200.
- b) The format of the APM was discussed. As there is expected to be a lot of discussion regarding the opportunities facing the village, it was agreed that the individual speakers and representatives of the various groups would be asked to submit a written report for people to take away. The Clerk is to contact the different groups and individuals. **NOTED** Two further letters had been received regarding fencing the green and the offer of land for parking. These will be brought to the APM.



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103/17 Telephone Box

The Telephone Box was now the possession of the Parish Council. The insurance policy had been updated to insure it for £2000. The Asset Register had been changed to reflect the purchase price of £1. **It was unanimously resolved to adopt the amended Asset Register.**

104/17 Policies

- a) The new policies were discussed. **It was unanimously resolved to adopt the Equality & Diversity, Model Publications and Training & Development policies.**
- b) The Standing Orders, Risk Analysis and Financial Regulations were reviewed and **It was unanimously resolved that no further changes were required to them.**

105/17 Allotments Update

The amended allotment contract had been reviewed by Cllr. Simpson. A small amendment was requested. This will be made and the new contract lodged with the solicitor. **NOTED**

106/17 Flooding, Footpaths and Highways

Cllr. Simpson reported that he had contacted Highways regarding the pot holes and received a reply that 5 of them would be repaired before end of February.

The ditch parallel to Church Path (the Flood alleviation ditch) is blocked and causing the road to flood. Cllr. Simpson has reported it.

The Clerk encouraged members and the public to get involved with consultation regarding De-maining the rivers by the Environment agency. This means that they will no longer be responsible for the maintenance and inspection of certain rivers as this will be allocated to the District Council.

Cllr. C Brooks reported that off Mill Lane on the way to Donkey Lane, there is a very overgrown hedge. The new residents have been told that it is Highways responsibility however Highways do not appear to have cut it recently. To be reported **NOTED**

107/17 Dates of Meetings

The agreed dates of meetings for 2018/19 are attached to these minutes.

108/17 Planning Application DC/17/5358/FUL Bridge House, Mill Road

After review, **it was unanimously agreed that Council supported the application.**

The meeting closed at 9.00 pm.

The next meeting will be on Monday 12th March 2018 after the Annual Parish Meeting in Friston Village Hall.

Karen Forster

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



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Friston Parish Council

Dates for Meetings 2018/19

12th March 2018 APM & regular Parish Council Meeting

16th April 2018

21st May 2018 AGM & regular Parish Council Meeting

9th July 2018

24th September 2018

12th November 2018

7th January 2019

18th February 2019

25th March 2019 APM & regular Parish Council Meeting