



# FRISTON PARISH COUNCIL

Minutes of the **Extraordinary Council Meeting** held on **Monday 8<sup>th</sup> 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 & 5 members of the public.

**92/17 Apologies:** There were apologies from Cllr. Schedrin & Cllr. D Brooks

**93/17 Declarations of Interest & Request for Dispensation:**

There were no declarations of interest and no requests for dispensation.

**94/17 Accounts**

- a) The **Authorisation to Pay** was reviewed and £ 1,009.38 was presented for approval. The payments had already been made to Grassroots, SALC, HMRC and Salary in accordance with the agreed payments. **It was unanimously agreed that the Authorisation for Payment was approved.**

It was noted that Grassroots, who were responsible for the grass cutting in the village, were retiring as of end of Feb. Consequently, new contractors would be required to continue this work in the coming year. Cllr. Simpson is to look for new quotations. The Clerk will contact Norse to establish what their charges will be. **NOTED**

b) **Budget**

The Budget previously circulated was discussed. The Clerk explained two items:

**Audit Fee** - Due to legislative changes, there will no longer be an external audit however all parishes will need to be aligned to an auditor in case there are any issues. This may require a fee (previously there was no fee) however at the moment there is no further information. The Clerk is attending a briefing on the matter, on behalf of a different parish, at the end of January. In the meantime, £100 has been allowed in the budget.

**Data Protection Costs** – Due to the new Data Protection laws which will come into effect in May 2018, there will be significant changes as to what and how personal data is stored. This will necessitate attending seminars to understand what is needed and then to review existing files. As the Clerk is a Clerk to 3 different parishes some of the costs can be spread across the other parishes. However additional hours will be required for this year and the 2018/19. SALC and NALC are looking to the government for funding for this, however there is nothing available at present. Additionally, a Data Processing Officer must be appointed and cannot be a councillor or the Clerk. Consequently, the Parish Council must sign up to an outside agent and the cost for that is budgeted at £ 280.

**At this point the Chairman asked that the Public and the Clerk left the room in accordance with the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel matters where publicity might be prejudicial to the special nature of the business. The Council proceeded to discuss the Clerks employment terms and conditions and agreed to offer the Clerk a new grade of LC27 which will increase to LC28 on successful completion of the CiLCA.**

**The Public were then asked to return to the meeting**

The new cost of the **Staff Cost** was added to the budget – some of the increase will be funded by reserves.

Cllr. Simpson suggested that the costs for **grass cutting** should be increased and the sum of £1500 was agreed.



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Based on the final figures it was proposed that the Precept is increased to £ 7,250.00 which will be an increase to a Band D property of £2.78 per annum.

**It was unanimously agreed to increase the Precept to £ 7,250.00 for the year 2018/19.** The final budget is attached to the minutes.

## 95/17 Village Hall

The Chairman recommended dealing with item 4b before 4a and council agreed.

a) **Proposal to accept the Transfer of ownership of the Village Hall to the Parish Council.**

After discussion, **it was unanimously agreed to accept the transfer of ownership of the Village Hall to the Parish Council.**

b) **Working Party to repair and refurbish the Village Hall**

A meeting of the Working party regarding the village hall took place and the notes were circulated. Since then, Mrs. Thomas had obtained quotations on repairs to the roof and the installation of Broadband. Mr. Duncan and Cllr. Burch had worked on the drainage issues and conversations had taken place with the neighbour who has kindly improved the drainage from his shed. There are concerns about the damp however it may need a specialist to be employed to survey the problems and propose solutions. Mr. Duncan believes that some of the damp on the ceiling in the annex room is condensation.

Mrs. Thomas had received a quotation of £ 460 to repair the visible problems with the roof tiles. **It was unanimously agreed that, as soon as the ownership transfer has been completed, the work should go ahead.** The Clerk is to keep Mrs. Thomas informed as to progress of the transfer.

Cllr. Jackson proposed that another meeting of the working party should go ahead before the next council meeting. *(after the meeting this was agreed to be Monday 22<sup>nd</sup> January at 2.00).*

The Clerk is to look into how to set up the relationship between the Parish Council and the Village Hall Committee. **NOTED**

## 96/17 Public Meeting

A member of the public had written suggesting that the proposed public meeting was included within the Annual Parish Meeting, scheduled for 12<sup>th</sup> March. **It was unanimously agreed to incorporate the agenda for the public meeting within the Annual Parish Meeting.**

A series of items that are under consideration has been created and a "questionnaire" produced. It was agreed that this would form the basis of the agenda and a copy of these would be issued as part of a Newsletter and delivered to every house during February, encouraging people to attend the APM and take part.

3 letters had been received for members of the public regarding the agenda item that was discussed in October about fencing the green and other items. These will be items on the agenda for the APM for public input. The Clerk is to respond to the writers asking them to come to the meeting, if possible, and put these views forward.

The format of the APM will be finalised at the meeting on Monday 29<sup>th</sup> Jan.

**The meeting closed at 8.00 pm.**

**The next meeting will be 7.00 pm Monday 29<sup>th</sup> January 2018 in Friston Village Hall.**

**Karen Forster**

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



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	Last Year Actual	Last Year Budget	Last Year Actual	This Year Budget 2017/18	This Year To Date (Sept 2017)	Remaining vs budget	Expected Final Amount This Year	Proposed Budget	Variance to 2017/18	Comment
<b>EXPENSES</b>										
<b>Admin Costs</b>										
Clerks Pay	£ 2,830.77		£2,830.77	£ 2,784.00	£ 1,382.16	£ 1,401.84	£ 2,979.12	£ 3,398.20	£ 419.08	
Admin Costs	£ 604.48		£ 604.48	£ 550.00	£ 234.89	£ 315.11	£ 550.00	£ 550.00	£ -	
Audit Fee	£ 166.00		£ 166.00	£ 170.00	£ 66.00	£ 104.00	£ 66.00	£ 175.00	£ 109.00	May need External Auditor Budget - Still being debated
Insurance	£ 494.98		£ 494.98	£ 500.00	£ 503.98	-£ 3.98	£ 503.98	£ 510.00	£ 6.02	Allow for small increase
Mileage Claims	£ 164.70		£ 164.70	£ 350.00	£ 162.00	£ 188.00	£ 350.00	£ 350.00	£ -	Training Costs and Clerk mileage
Publishing & Printing	£ 22.50		£ 22.50	£ 100.00	£ -	£ 100.00	£ 50.00	£ 50.00	£ -	Allowance for Newsletter
Data Protection Costs				£ -	£ -	£ -		£ 580.00	£ 580.00	£280 for appt. of DPO, Clerks hours (extra 20) & costs (mileage etc.)
<b>Meeting Costs</b>										
Village Hall Hire	£ 56.00		£ 56.00	£ 100.00	£ 35.00	£ 65.00	£ 100.00	£ 100.00	£ -	No change
	£ 1.00		£ 1.00							
<b>Councillor Costs</b>										
Election					£ -	£ -		£ -	£ -	
Training and courses	£ 180.68		£ 180.68	£ -	£ 22.00	-£ 22.00	£ -	£ 200.00	£ 200.00	Allow for 2 training courses
Chairmans allowance				£ 25.00	£ -	£ 25.00	£ 25.00	£ 25.00	£ -	
<b>Village Costs</b>										
Allotment maintenance	£ 60.00		£ 60.00	£ 50.00	£ 64.80	-£ 14.80	£ 64.80	£ 100.00	£ 35.20	Cllr. Simpson has asked for this to allow for new water butt
Playground maint. & insp.	£ 70.00		£ 70.00	£ 100.00	£ 70.00	£ 30.00	£ 100.00	£ 100.00	£ -	Allow for restraining of benches
Grass Cutting	£ 660.00		£ 660.00	£ 1,000.00	£ 660.00	£ 340.00	£ 1,000.00	£ 1,500.00	£ 500.00	Change of Grass Cutting
General Village Maint.	£ 162.77		£ 162.77	£ 150.00	£ 38.34	£ 111.66	£ 150.00	£ 150.00	£ -	
Emergency Plan				£ -	£ -	£ -	£ -	£ -	£ -	
Lease of Village Green				£ 1.00	£ -	£ 1.00	£ 1.00	£ 1.00	£ -	
<b>Donations</b>										
Burial Ground	£ 175.00		£ 175.00	£ 175.00	£ -	£ 175.00	£ 175.00	£ 175.00	£ -	
Donations & 137s paid annually in October	£ 360.00		£ 360.00	£ 250.00	£ -	£ 250.00	£ 250.00	£ 250.00	£ -	
Village Hall grant	£ 300.00		£ 300.00	£ -	£ -	£ -	£ -	£ -	£ -	Due to acquisition of the hall, this will be funded differently
RBLI Poppy Wreath S137	£ 17.00		£ 17.00	£ 20.00	£ -	£ 20.00	£ 20.00	£ 20.00	£ -	
School donation	£ 150.00		£ 150.00	£ 150.00	£ -	£ 150.00	£ 150.00	£ 150.00	£ -	
<b>Subscriptions</b>										
SALC	£ 180.62		£ 180.62	£ 174.00	£ 173.53	£ 0.47	£ 173.53	£ 180.00	£ 6.47	
CAS				£ -	£ 50.00	-£ 50.00	£ 50.00	£ 55.00	£ 5.00	
Sizewell liaison group				£ -	£ -	£ -			£ -	
<b>Contingency Fund</b>										
				£ 321.00	£ -	£ 321.00			£ -	
<b>Total Expense funded by precept</b>	<b>£ 6,656.50</b>		<b>£6,656.50</b>	<b>£ 6,970.00</b>	<b>£ 3,462.70</b>	<b>£ 3,507.30</b>	<b>£ 6,758.43</b>	<b>£ 8,619.20</b>	<b>£ 1,860.77</b>	
<b>INCOME</b>										
Precept	£ 6,740.00		£6,740.00	£ 6,770.00	£ 6,770.00	£ -	£ 6,770.00	£ 7,250.00		
Bank Interest	£ 52.04		£ 52.04	£ 20.00	£ -	£ 20.00	£ 20.00	£ 20.00		
Grants	£ 200.00		£ 200.00	£ -	£ 50.00	-£ 50.00	£ 50.00	£ -		
CIL Account	£ 586.58		£ 586.58	£ -	£ 2,241.34	-£ 2,241.34	£ 2,891.34	£ 650.00		
Allotments	£ 130.00		£ 130.00	£ 180.00	£ -	£ 180.00	£ 180.00	£ 180.00		
<b>Total Income</b>	<b>£ 7,708.62</b>		<b>£7,708.62</b>	<b>£ 6,970.00</b>	<b>£ 9,061.34</b>	<b>-£ 2,091.34</b>	<b>£ 9,911.34</b>	<b>£ 8,100.00</b>	<b>£ -</b>	
<b>Precept</b>										
							<b>Last Year</b>	<b>This Year</b>	<b>Change</b>	
							£ 6,770.00	£ 7,250.00	£ 480.00	
							<b>Band D Rate</b>	<b>203.92</b>	<b>201.52</b>	<b>-2.77</b>
							<b>Cost Band D</b>	<b>£ 33.20</b>	<b>£ 35.98</b>	<b>£ 2.78</b>
<b>Funded by Grants</b>										
CIL Projects							£ 2,900.00			Bus Shelter - will be spent this year
Refurbishment of playground equipment								£ 7,500.00	£ 7,500.00	S137
<b>Total Grant funding</b>				£ -	£ -	£ -	<b>£ 2,900.00</b>	<b>£ 7,500.00</b>	<b>£ 7,500.00</b>	
<b>Funded by Reserves</b>										
Refurbishment of playground equipment				£ -	£ -	£ -	£ -			
Village Maintenance Projects				£ 250.00	£ -	£ 250.00	£ 250.00			
Costs incurred in order to purchase of the Village Green				£ 250.00	£ 751.50	-£ 501.50	£ 751.50			
Training for Councillors				£ 250.00	£ 100.00	£ 150.00	£ 100.00	£ 300.00		
Traffic Calming Costs				£ 350.00	£ -	£ 350.00	£ 350.00			
Village Plan - survey & publishing				£ 500.00	£ -	£ 500.00	£ -			
Village Hall Refurbishment								£ 15,000.00		Using the reserve account & contribution from the Village Hall Committee
Transfer of village hall ownership				£ 3,000.00	£ 1,350.00	£ 1,650.00	£ 3,000.00			
<b>Total Funded by reserves</b>				<b>£ 4,600.00</b>	<b>£ 2,201.50</b>	<b>£ 2,398.50</b>	<b>£ 4,451.50</b>			
<b>Total Expense</b>				<b>£11,570.00</b>	<b>£ 5,664.20</b>	<b>£ 5,905.80</b>	<b>£ 11,209.93</b>			