



FRISTON PARISH COUNCIL

Minutes of the **Council Meeting** held on **Monday 21st May** at **7.00 pm** after the **Annual General Meeting**
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, District Councillor Jones, 3 members of the public recorded.

026/18 **Apologies:** There were apologies from Cllr. Schedrin.

027/18 **Declarations of Interest & Request for Dispensation:**
There were no declarations of interest or requests for dispensations

028/18 **Minutes of the previous meeting:**
Minutes of the meeting of the 16th April 2018 & 1st May 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.**

029/18 **Open Forum**
There were no questions from the members of the public. Mr. John Elsing wished to make a presentation to Council on the Bus Shelter that he had designed as part of item 12. Council concurred so Mr Elsing started to organise his computer.

030/18 **County and District Councillors Reports**
Cllr. Reid sent his apologies. He had no report
Cllr. Jones asked people to read the report that had just been sent and circulated that afternoon. She went on to remind Council that, as of 2019 Waveney District Council and Suffolk Coastal District Council will merge. Consequently, there will be less District Councillors and larger wards. The new ward for Friston will be called Sandlings and will only have one councillor.

0031/18 **Accounts**
a) The **Bank Accounts** were presented. The Clerk confirmed that there was £ 21,059.79 in the bank accounts as at the end April 2018. This included the £ 5,311.09 in the Village Green account and £ 4909.97 of CIL funds. The Chairman signed the bank reconciliations for April.
The Clerk stated that there had been a number of receipts – the Precept for 6 months £,3625.00, CIL monies of £ 1475.70, a donation of £250 and a grant from SCC Councillor Reid for £ 1625.50 towards the cost of the solicitors. There was also an offer letter of £ 1625.50 from SCDC Councillors Haworth-Culf & Jones.
The Clerk suggested that, in the light of the gift of the Village Hall and the generous support from the County and District Councillors, a plaque recognising this should be put in the entrance hall of the Village Hall. **It was unanimously agreed that the Clerk should organise a plaque up to a value of £ 100.**
b) The **Authorisation to pay** was reviewed and £ 114.03 as clerk's expenses was presented for approval. **It was unanimously agreed that the Authorisation for Payment was approved.**

AT THIS POINT THE CHAIRMAN SUGGESTED THAT JOHN ELSING BE ALLOWED TO MAKE HIS PRESENTATION REGARDING THE BUS SHELTER THAT HE HAD DESIGNED AS PART OF ITEM 12 ON THE AGENDA.



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032/18 Bus Shelter

This design had previously been circulated however Mr. Elsing wished to explain the detail. This would be a one-off design and he had called it Still, Waiting. Mr. Elsing lives in Friston and is a designer of natural products and has won prizes for conceptual design at the RHS Hampton Court show.

The construction will be of natural materials to an area of 2 mts. X 4 mts. It would be closed in at the eastern side, leaving the areas open so as to allow people to see a bus when it is coming. The materials would include Oak timbers, reed roof and hazel panels. The floor would be beaten earth. The longevity was questioned– Mr Elsing stated that the reeds would need replacing within 10 years but that wasn't expensive.

Mr. Elsing would organise the materials and building of the shelter. The cost was discussed. If the Parish Council bought the materials, the VAT could be reclaimed. Mr Elsing would then only charge for his labour. His original quotation was up to £4000 but he felt that could be reduced and would revisit the amounts, separating the VAT.

Other quotations to date have been c £1800 & c£ 6000 & c£ 7500. Cllr. Simpson has been to see a number of different bus shelters around the area, in particular those 2 recommended such as Snape and Capel St. Mary and did not think them suitable for Friston.

Once the new quotation was received this would be circulated and Council would discuss in the next meeting.

The Chairman thanked Mr Elsing for his information.

033/18 Annual Accounts and Return

The audit report from Heelis and Lodge had been previously circulated. Council noted the comment regarding the Asset Register and the S137 monies. The Clerk explained that although the Village Hall had a value of £135k, this should not be shown as the value on the Asset Register. The S137 item was a mistake.

There being no other questions **it was unanimously RESOLVED that the internal auditors report is accepted.**

As a result of this audit, the Asset Register was amended and **it was unanimously RESOLVED that the amended Asset Register is adopted.**

034/18 Annual Governance Statement 2017/18

The Chairman read out each of the items in the Annual Governance Statement and Council agreed each answer. This was duly signed by the Chairman and the Clerk.

035/18 Accounting Statements 2017/18

The R & P accounts had been previously circulated. There were no questions and **It was unanimously RESOLVED that the accounts are accepted.** The Chairman and the RFO signed the R & P accounts.

The Accounting statements, which had been completed from the R & P accounts, were reviewed. **It was unanimously RESOLVED that the Accounting statements are accepted.** The Chairman and the RFO signed the Accounting statements.

The new system now means that, instead of submitting the accounts to an external auditor, because Friston Parish Council has a turnover of less than £25, 000, they have the option of submitting an exemption certificate. **It was unanimously RESOLVED that council should submit an exemption certificate.** The Chairman and RFO signed the certificate.

All certificates, statements, Receipts and Payment accounts and Accounting statements will be published on the website.

036/18 Period for the Exercise of Public Rights

The Clerk stated that the accounts would be published by 11th June which would be the commencement of the Period for the exercise of Public Rights.



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037/18 Signatures for the Bank Account

As Cllr. Patterson who has retired was a signatory for the Barclays Bank account, another signatory is required. Cllr. J Burch agreed to be a signatory. The Clerk is to get the paperwork. **NOTED**

037/18 SPR Working Party

The Chairman as the parish council representative on the working party, reported back on a meeting on Friday which he thought was very productive. The Working party are developing questions to ask at the next presentation from Scottish Power scheduled for Thursday 24th. Additionally, the Chairmen of Benhall & Sternfield, Knoddishall and Aldringham are being contacted as they will be affected and therefore it would be better to work as one group.

District Councillor Jones stated that it is hoped that she, Cllr. Haworth Culf and possibly the deputy leader will be attending the meeting on Thursday.

038/18 Defibrillator

The Clerk has contacted the supplier who has sent the order forms. She will complete and submit these. **NOTED**

County Councillor Reid has offered £1250 towards the defibrillator. **NOTED**

The Clerk contacted the BT regarding access to the phone box. Cllr. D Brooks is to check whether it is possible to get into the box and report back. *(note: since the meeting, Cllr. Brooks has stated that he believes he can get into it)*. The Community Payback group are to be approached to come and clean it up and get it ready for installation. **NOTED**

039/18 Village Hall

The Clerk has reviewed the proposed lease and picked up a couple of points to refer back to the solicitor. Cllr. Burch confirmed that the Chairman of the Village Hall Committee had passed the lease to their solicitor for comment. They have another meeting on 31st May.

The repairs are still being quoted for. It is difficult to get available builders and quotations.

The Clerk has contacted BT and has a quotation for the installation of high speed fibre optic Broad Band. It will cost £125 to install the line and a cost for the phone line will be £ 23.40 monthly. The installation and modem for Broadband is free and the monthly cost will be £36.40 is signing up for a 2 year contract. The Clerk was asked to confirm that the contract is not a rolling contract. **NOTED.**

Council were happy to continue with the installation of broadband.

040/18 Vacancies on Council

No applications had been received.

041/18 Highways and Footpaths

The Clerk was asked to contact the police and ask for feedback regarding the speeding checks recently. **NOTED**

It was noted that the hedges in Mill lane needed to be cut back. The Clerk was asked to contact Flagship Housing Association **NOTED**

Cllr. Simpson reported that Blackheath Estate had cut the grass at the end of Mill Lane. Council expressed their thanks.

Cllr. Simpson stated that there was a problem when highways cut the bank atHe is to contact some volunteers to remedy this.

It was agreed that speeding is still a problem. The Clerk was asked to start to investigate other methods of slowing down traffic using gates. **NOTED** The Clerk passed over information about gates and was asked to get prices.

042/18 Notice Board

There is a need to install a bigger notice board. It should have a locked area for the parish council and an area for other notices. The Clerk was asked to look at the prices. **NOTED**



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043/18 **GDPR**

As part of the implementation of GDPR, the Clerk has been preparing privacy notices and a Privacy Policy, using the proformas from SALC. These have been circulated. **It was unanimously RESOLVED to adopt the Privacy Policy.**

The Clerk would like to engage LCPAS to act as the DPO and provide a review and support to help Friston PC to become compliant. As the Clerk is also a Clerk to 2 other parishes, they are prepared to do all 3 for £450, which would make Friston PC liable for 1/3 of this cost. **It was unanimously RESOLVED to engage LCPAS.**

The Clerk asked for 2 councillors to be involved in this review. Cllr. Schedrin was nominated. Cllr. Burch offered to also be involved.

The Clerk is capturing the extra hours involved in the implementation of GDPR and sharing them equally across the 3 parishes. To date, she has completed 12 hours.

The Clerk has set up a new email address so as to detach the email from her personal account. Relevant information will be transferred and then the old email will be deleted.

044/18 **A.O.B**

The Clerk has received a letter from SCDC regarding Firs Farm planning permission but no accompanying plans. There has been a revision. When she receives the plans she will forward them to Cllr. Brooks for review and circulation.

A car appears to have been abandoned on the Village Green. The Clerk was asked to write to the person who is believed to own it, asking for it to be removed. **NOTED**

The Clerk passed over information regarding fly the red ensign day.

045/18 **Motion under the public bodies (admission to meetings) Act 1960** to exclude the public and press for discussions regarding personnel matters.

Following this motion, the public left the room. Various matters were discussed and resolved as follows:

- a) The Chairman had received, 2 weeks ago, the resignation of the Clerk due to personal reasons. Consequently, an advert is to be placed. She will stay until end of August unless a new clerk is found earlier.
- b) Over the last 8 weeks, the Clerk has worked many extra hours. **It was unanimously agreed to authorise 30 additional hours' overtime to recognise this.**
- c) The Chairman has written a brief note about the service that Cllr. Ann Patterson has done on behalf of the village. It is to be passed to her and to the parish magazine to publish and flowers have been sent to her.

The meeting closed at 8.50 pm.

The next meeting will be on Monday 9th July 2018 at 7.00 pm

Karen Forster

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