



## **Friston Parish Council**

Minutes of the Council meeting 28<sup>th</sup> June 2021 held in the Village Hall, Friston.

Present: Cllrs Caplin (in the Chair), S. Jackson, C. Brooks, A Simpson and M. Shipman

In attendance: Phillippa Welby (Clerk) and 3 members of the public

### **Minutes**

**81/21 Apologies for absence** – Cllrs R Brooks, M Schedrin and M Mahony

**82/21 Declaration of Interest & Requests for Dispensations** – None were declared

**83/21 Minutes of the previous meeting:** The minutes of the previous meeting 5<sup>th</sup> May 2021 and of the Planning meeting held 3<sup>rd</sup> June 2021 were accepted as a true record.

**84/21 Open Forum** – A member of the public raised the issue of the culvert from the Village Hall to the crossroads by the Green. Vegetation is impeding the flow and the water is dangerously high under the bridge. They also raised the issue of the surface of Church Path. Unfortunately, a visitor to the village had slipped on the mud that had accumulated and broken her ankle. Adding to the issues on Church Path are the hedges that have not been cut back by some of the homeowners who live along there.

The Clerk had already been in contact with the Environment Agency regarding the ditch and culvert and they had agreed to send an engineer out to look at it.

Church Path looks like it is footpath 23 which makes it a County Council maintained path. Clerk to report. Cllr Jackson will photograph the surface and hedges.

Regarding the mud on the road – Cllr Simpson will follow this up with Natural England. Clerk to report as it is the District Council's responsibility to clear debris from the road surface. Cllr Shipman will send the Clerk photos. Thank you to the resident that swept most of the mud up from the junction at Church Path.

The Clerk will also put a reminder in the Swift to ask people to maintain their boundary hedges. Especially those that border a road or footpath.

The member of the public also requested that Cllr's phone numbers are on the Parish noticeboard for those who do not have internet. It was also discussed about resurrecting the village information sheet – Clerk to investigate.

**85/21 County and District Councillor Reports** Cllr Cooper was not present. Cllr Reid had submitted his report to the Council prior to the meeting which the Clerk had submitted. There is an independent review in to Suffolk County Council's special educational needs and disability provision. Adult care services are getting enhanced digital support for the team and are looking into more digital support for vulnerable people allowing them to stay in their own homes for longer. This will not replace human contact but aim to add an extra layer of support. SCC are starting a push for full vaccination 'one jab is half a job'. The repair work on the Bailey Bridge between Southwold and Walberswick will start in July.

**86/21 SASES Update** – Cllr Mahony is preparing the final submission as the deadline is tonight (28<sup>th</sup> June) and is waiting for work from the Barrister. The final deadline for the whole case to be submitted is the 5<sup>th</sup> July. Cllrs Mahony and Shipman will draft a letter on behalf of the Parish Council to East Suffolk Council and SCC requesting that the Parish Council is kept informed of any discussions between Scottish Power and ESC and SCC.

**87/21 Election of Representatives:** To appoint Cllrs to the following areas or groups –

Playing Field and equipment – Cllr R Brooks had agreed prior to the meeting to stay on as this representative

Road safety and speeding - Cllr R Brooks had agreed prior to the meeting to stay on as this representative

Planning – Cllr C Brooks

Sizewell C – will be shared amongst the Council as a whole

Allotments – Cllr A Simpson

Highways – Cllr A Simpson

Footpaths – Cllrs S Jackson and M Shipman

SASES committee – Cllr M Shipman and M Mahony



## Friston Parish Council

**88/21 Village Hall** – The quotes were discussed and it was decided to contact two of the contractors to see what their availability would be like and whether either of them had a plasterer they could book or recommend to the Council.

Jonathan Burch the booking clerk had emailed the Clerk with some items for discussion. It was agreed to use Jonathan's recommendation for PAT testing. Cllr Caplin will contact his plumber to look at the plumbing issue in the toilets. Jonathan also asked for volunteers to weed round the footprint of the hall – Clerk will put this in the Swift. The Clerk had found quotes for new front doors from the previous committee. The Council agreed to ask for up to date quotes from the same companies.

**89/21 Footpaths** – The footpath on the Aldeburgh Rd is overgrown and forcing pedestrians out on the Rd. This had already been reported via the Highways reporting tool online. Clerk to check progress. Cllr Simpson also reported that the Village Green was due for cutting imminently.

**90/21 Village Sign** – The Clerk is still waiting for an estimate for repairs to the wooden village sign.

**91/21 Highways** – Clerk to report that the Mill Road junction on the A1094 was still obscured by long vegetation. It had been cut back but not enough to make it safe.

**92/21 Zoom** – The Parish Council could see no reason for continuing with the Zoom account as the emergency legislation that allowed Council's to meeting via Zoom had been stopped. Clerk to cancel contract.

**93/21 Accounts** – Cllr Shipman agreed to be the third signatory on the accounts. Clerk to contact Barclays. The authorisation to pay had been circulated by the Clerk with one addition – the invoice for the July edition of the Swift had been received today and added to the total. The Clerk had also circulated the statement of accounts for Cllrs.

**94/21 Grant Request** – The Council discussed this request and it was decided that in principle the Council could give a small grant but that more information was needed. Clerk to send grant forms.

**95/21 Internal Audit** – The internal auditor's report had been received with the following recommendations: The correct notice period for the previous year had been published on the website but before the internal audit the Clerk moved this off the front page and into the audit folder and reloaded the wrong document. This was a genuine mistake and accepted by the internal auditor after an explanation. The Clerk has labelled this year's notice more clearly to stop this happening again.

Recommendation one – The Council has agreed to formally earmark/ring fence reserve at a future meeting (Budget setting November). The majority of the reserves are for the Village Hall and the renovation of it.

Recommendation two- The Clerk will provide more detail in the minutes as to the Council's response to the internal audit.

Recommendation three – The Clerk will ensure that any issues raised in the external audit report is recorded in detail and with the actions taken. It was referred to in the minutes that the issue had been rectified but no details were given.

Cllr Jackson proposed that the Council accept the internal audit and the recommendations contained within it. This was seconded by Cllr Simpson – all in favour.

Cllr Jackson proposed that the Council appoint Heelis and Lodge as internal auditors for this coming year. This was seconded by Cllr C Brooks – all in favour.

**96/21 External Audit** – Due to the Covid 19 recovering grants received from the District Council, the Parish Council had an income of over £25000 this meant it was now subject to an external audit via PFK Littlejohn. The Clerk circulated the AGAR forms and these were agreed by the Council and the Chair signed sections one and two. The Clerk will now submit these to PKF Littlejohn via email.

**97/21 Correspondence** – None received to be dealt with at the meeting.

**98/21 Date of Next Parish Council Meeting – 9<sup>th</sup> August 2021**