

Friston Parish Council
Minutes of the Annual General Meeting held on Monday 19th May 2008
at Friston Village Hall

Present: Cllrs D. Smith, A. Patterson, P. Watkiss, C. Duncan, B. Duncan, F. Cardy, M. Gow. The Clerk, Responsible Finance Officer and one member of the public were also present.

1. Election of officers

Cllr. David Smith stood down as Chairman, but will remain a parish councillor. Cllr Caroline Duncan was nominated and elected unanimously as the new Chair (Declaration of Acceptance signed). Cllr Patterson was unanimously elected as Vice-Chair, on the understanding she does not wish to become Chairman in the future. Cllr Cardy and Cllr Bryan Duncan were appointed to represent the Parish Council on the Village Hall Management Committee.

The chairing of the meeting handed over to Cllr C Duncan. Cllr Smith was publically thanked for his steadfast work as Chairman over the previous three years.

2. Apologies for absence: SCC Cllr R Clark (another meeting): SCDC Cllr C Fidler (medical appt)

3. Declarations of Interest: None

4. Minutes

- 4.1. The minutes of PCM 7.4.08 were agreed and signed as a true record.
- 4.2. Matters arising from PCM minutes 7.4.08 not covered elsewhere on the agenda: None
- 4.3. Matters arising from PCM minutes 3.3.08 not covered elsewhere on the agenda (these were not taken at PCM 7.4.08): None

5. Finance

5.1. Annual accounts for 2007/8 financial year: The Receipts and Payments accounts, Fixed Asset Register, S. 137 payments, Statement of Accounts and Annual Governance Statement were each approved and signed by the Chair and RFO.

5.2. The following receipts were noted and approved:

Interest for period 3.12.07 – 2.3.08	
Village Green account	£17.84
Business Premium account	£12.74
TOTAL	£30.58

5.3. The following payments were agreed and cheques signed:

SALC	Subs 2008 (agreed in principle 7.4.08): cheque not prepared until 19.5.08	Chq. No. 101045	141.80
SALC	New Clerks' Training 1.4.08	Chq. No. 101046	52.88
M. Gooderham	End of yr accounts/audit/admin/expenses	Chq. No. 101047	230.08
L. Moore	Prep AGM/admin/expenses/training	Chq. No. 101048	331.41
TOTAL			756.17

An invoice received from Michael Bloomfield in May 08 for cutting the church hedge in 2007 was not paid as it appears to be a duplicate issued in error. The Clerk is waiting to hear back from Mr. Bloomfield.

Mary Gooderham was warmly thanked for agreeing to stay on as RFO to complete end of year finances and prepare for audit.

5.4. Other financial business:

- Cllr B. Duncan apologised for the apparent lack of recognition of FPC S137 grant to Royal British Legion, but explained this was due to miscommunication within RBL, not lack of gratitude.
- War memorial: not classed as an asset because insurance only covers repair to impact damage by plane or vehicle, not replacement costs.
- **It was agreed** to add the second goal post and basketball goal to the assets register, and to contact the insurers to add them to the list of insured assets.
Action: Clerk
- **It was agreed** to uplift value of assets with insurers at time of renewal in September 2008 **Action: Clerk**
- It was noted that maintenance items within the budget for 2008/9 were not itemised, but intended to be covered under the allowance for village handyman.
- It was noted there was no budget specified for RBL wreath but there was no intention not to provide one
- Cutting the hedge between the church and car park: the hedge is to be kept at its existing height. Michael Bloomfield has been cutting it, choosing to do this in two smaller cuts than just once. This expenditure is to be considered on a year by year basis.
- Signatories to cheques: As Cllr C Duncan is now Chair, **it was agreed** to add another councillor as a fourth signatory so that the Chair need not sign cheques. Cllr Cardy was nominated and approved as a fourth signatory. **Action: Clerk to arrange for mandate to be signed and sent to the bank.**

6. Annual Parish Meeting

6.1. Courtesy approval of minutes APM 7.4.08: these were agreed by councillors and will be presented at the next Annual Parish Meeting

6.2. To discuss issues raised at APM and decide on any action to be taken:

- Item 5: An e-mail from SCCllr Rosie Clark re traffic was read out by the Chair. The information supplied was that speed sampling carried out previously put Friston as one of the lowest priority villages in Suffolk. The Parish Council felt preventing speeding was a better solution than penalties after the event, and agreed to push for speed camera signs at each end of the village. **Action: Clerk to investigate**
- Item 5: Cllr Patterson reported she has requested information be sent the the Clerk on the number of recent accidents at Whin Corner (**Caroline, is this the right name?**) and Blackheath Corner.
- Item 5: Cllr Clarke also e-mailed a response from Neville Jephcote to explain the difficulties in bus timetables connecting with trains. The e-mail is on file.

7. Appointment of Responsible Finance Officer

The change of RFO from M Gooderham to L Moore was approved.

8. Standing Orders and Financial Standing Orders

two The Standing Orders for Friston Parish Council were approved and signed. It was agreed to review these in the near future after advice sought from SALC/NALC on clarification of procedural points **Action: Clerk to seek advice from SALC/NALC**

The Financial Standing Orders were also approved and signed, after one alteration as follows under section 4.2: 'The RFO will quarterly provide the Council with updated income and expenditure figures against agreed budgets' (as agreed at PCM 7.4.08 minute no. 4.3)

9. Internal audit control – this was approved and signed

10.Planning

Revised plans for Business Centre CO8/0064, dated 30.4.2008: the minutes of the Planning Panel meeting held 12.5.08, which considered these revised plans, were read out, along with correspondence via e-mail from Steve Milligan, the architect Leon Berrill, and SCDC Cllr Fidler. Councillors felt the revised plans had generally addressed the concerns previously raised. However, the Parish Council strongly objected to the implication in Leon Berrill's e-mail that they saw social housing as having a negative impact on the village. They clearly remembered arguing in favour of some of the houses being designated as social housing in order to increase the affordable housing in the village. The existing social housing in the village is perceived as contributing to a good mix in village population. Councillors requested a clear definition of 'starter homes' and also of 'social housing' in relation to this development. **Action: Clerk to convey these points to planner and architect, with a copy to Cll Fidler**

No other plans have been received.

11.SCC business:

- 11.1.The SCC submission to Boundary Committee Review was noted and will be circulated
- 11.2.Invitation to conference on Estuary and Coastal Defences Southwold 14.6.08: noted

12.SCDC business:

- 12.1.Changes to Standards Regime regarding Members' Code of Conduct were noted and circulated. Clerk has a supply of new complaints forms.
- 12.2.SCDC submission to Boundary Committee was noted and circulated
- 12.3.Other business: A Planning Enforcement consultation was noted and passed to Cllr Patterson

13.SALC correspondence:

- 13.1.Information about the Suffolk Police Community Safety Officers Pilot Scheme was noted and circulated
- 13.2.Boundary Committee Review: Summary of options and SALC position statement were noted and circulated

14.Housing Survey

17 responses have been received. Only one household recorded children (two) who would like to take up the option of living in Friston in affordable housing/shared ownership. Four households expressed a preference for shared ownership rather than affordable rented accommodation, the other 13 expressed no preference.

15.Commercial use of village hall

Cllr Gow circulated a paper outlining the position following informal discussions with Mr. Wentworth and VH Management Committee. Cllr Gow is also Deputy Chair of the VHMC and will be putting a report to them on 13th June, to include proposals for charge rates. The nature and frequency of lettings would be scrutinised and a 12-month trial period proposed. As signatories of the VH lease, the Parish Council will need to sign any amendments to the lease, but felt the proposals outlined were positive.

It was agreed that Cllr Gow continue with his discussions and keep the Parish Council informed

16.Play area

Cllr B Duncan explained the delay with new chains for the swings and will continue to chase the suppliers. The existing chains, although worn, are still safe. Basketball goal: Clerk has chased Jacobs and Cllr Gow offered to do so again **Action: Cllr Gow**

17. Village Information Sheet

It was agreed this would be provided annually so it can be distributed with the Chair's newsletter. Next one to be March 2009.

18. Village Handyman

The Clerk provided information about two possible candidates. **It was agreed** to proceed with Stephen Owen who charged a lower hourly rate of work.

Action: Cllrs to provide Clerk with list of potential types of jobs. Clerk to arrange meeting in village with Mr. Owen and Cllr Patterson

19. Cycle networks

Cllr Gow was unable to attend the meeting on 14th May. No further information received from Mr. Laschett

20. Reports from and matters raised by Councillors

- Cllr B Duncan and Cllr D Smith reported on meetings they attended about the Boundary Review.
- Correspondence folders: **it was agreed** in future these will be split in two, to make them more manageable for councillors
- Councillors have all completed the litter pick
- The bus stop is at The Old Chequers, but it usually stops short so that people have to stand on the grass. The majority of councillors felt this was not an issue to take forward
- Councillors again noted that advertising boards for the Old Chequers were still put on the pavement, despite the landlord being approached informally about the dangers as well as the illegality of this. Councillors understood the need to advertise and would have no objections to boards on the Old Chequers property. **It was agreed** the Clerk would write to Mr. Mellor

21. Date of next Parish Council meeting

Monday 30th June 2008 at 7.30 pm

Dates of meetings to end of 2009 (all at 7.30 pm)

Monday 11 August 2008

Monday 22 September 2008

Monday 3 November 2008

Monday 15 December 2008

Monday 26 Jan 2009

Monday 9 March 2009

Monday 6 April 2009 - Annual Parish Meeting

Monday 18 May 2009 – Annual General Meeting

Monday 6th July 2009

Monday 24 August 2009

Monday 12 October 2009

Monday 30 November 2009

Dates to January 2009 **were agreed**: dates after this are subject to a review of six-weekly Parish Council meeting schedule.

The meeting closed at 9.29 pm