

FRAMSDEN PARISH COUNCIL

*Minutes of the Parish Council Meeting held on
Friday 8th January 2016 in the Village Hall at 7.30pm*

Present: Chair – Cllr Nicola Whitmore (NW), Cllrs Glenn Buckingham (GB), James Young (JY), Deborah Pearce (DP), Claire Macaulay (CM), Ian Seager (IS)

In attendance: David Crowther (Clerk), Dist Cllr Tim Passmore (TP), 6 members of the public (including a member of the PCC and the proposed new Clerk – Vivienne Pratt (VP))

Apologies: Cllr Nigel Hutchinson (NH)

FPC1/0116	Opening The Chairman opened the meeting at 7.30pm	
FPC2/0116	To receive Apologies for Absence Apologies had been received from Cllr Hutchinson	
FPC3/0116	To receive any pecuniary or non-pecuniary declarations of interest from Members with regard to items on the agenda – No interests were declared.	
FPC4/0116	To receive any requests for dispensation – None	
FPC5/0116	<p>To receive Report from District Cllr Tim Passmore (full written report will be uploaded to website in due course)</p> <p>District Cllr Tim Passmore reported on the Locality Award fund and acknowledged the PC’s application for £5000 and believed it would be considered favourably – the deadline for applications has been extended to Monday 11th January. TP also reported that the District Council precept is likely to increase by approx. 2% to remain under referendum limits and will be set by the end of January and the Police budget will increase by 1.99%. TP reported that there will be no further freeze grants as these are now included. Further synopsis of his report – the Public Sector Building Surplus scheme, Dementia Awareness in Debenham, the financial impact of apprenticeship surcharges and pension changes to employers and the Infrastructure Levy to replace section 106 agreements for new build properties.</p> <p>GB asked how negotiations were proceeding with regard to Tollgate Corner (approx. 1 acre of land owned by MSDC with no title deeds or proper tenancy agreement). TP advised that the negotiations are ongoing with the tenant. GB suggested that it be investigated whether this could become a community asset. <i>Clerk to action.</i></p> <p>GB asked TP to clarify the Policing review and TP advised that the £20m cost saving required by March 2020 had been reviewed and the 2% council tax increase and loss of 26 police officers will achieve £5m saving however the £1.4m additional requirement for pension requirements and 400k for apprenticeship surcharges will have a nett benefit of approx. £4m.</p> <p>GB asked about the PCSO reductions and TP advised that the number of match funded PCSOs was budgeted at 160 although the actual number employed was 145. It had been previously reported that the number of PCSOs would reduce to 98 but has been revised to 100. TP advised that the starting salary of a PCSO in the past was 18/19k however with pension changes this has now increased to approx. 21.5k and the starting salary for a PC is 21/22K. TP advised that changes in the types of crime has forced changes within the Police Force so the additional money from the Precept will fund additional teams to address urgent matters in the County such as sex trafficking, cybercrime, child exploitation, domestic abuse, dealing with vulnerable people in the community. There is also a move for parking enforcement to change to Local Authority responsibility within 12/18 months. TP reported that the high number of deaths</p>	<i>Clerk</i>

	<p>of under 25 drivers of cars and motorbikes in the County is one of the highest in the Country.</p> <p>GB enquired about the public meeting to discuss reducing the number of PCSOs on 6th January and TP advised that it had been well attended and that a request has been sent to all councils for £32k for a match funded PCSO and that this could be met by town and parish councils, businesses, schools etc. or several Parish Councils clubbing together. He also advised that the consultation timescale has been extended to allow Parish Councils time to adjust.</p> <p><i>District Cllr Passmore left the meeting at 7.55pm</i></p>	
FPC6/0116	<p>Minutes of the Parish Council Meeting held on 13th November 15.</p> <p>Decision - It was proposed and resolved to accept the minutes of the meeting held on 13th November 2015 as a true record. The Minutes were duly signed by the Chair.</p>	
FPC7/0116	<p>To receive Clerks report & Cumulative timesheet –</p> <p>a. The Clerks report is attached and was accepted.</p> <p>b. DC advised that, although the grass cutting quote for 2016-17 had been received and remains the same as 2015-16, any future changes within the garden would need to be discussed with the contractor as there may be a cost implication for the additional work.</p> <p>c. DC reported that he had been disappointed at the lack of responses to his email regarding the Locality Award application and that he had manage to secure an extension until Monday 11th for the application to be submitted.</p> <p>Decision - It was resolved to submit the application for a £5000 grant on Monday. <i>Clerk to action.</i></p> <p>d. DC reported that since June he had worked an additional 70 hours over his contracted hours but was only looking for reimbursement for 39 hours (£374 incl tax) to account for the limited hours he has been able to work in December and January due to a change in his personal circumstances. It was also pointed out that he had not claimed any holiday pay for his employment period, which he is entitled to per his contract of employment. It was reported that NH had raised concerns at the large number of hours prior to the meeting.</p> <p>Decision – It was unanimously agreed that DC’s additional hours and holiday pay would be reimbursed. (Power to pay LGA 1972 S112). DC to calculate the holiday pay and advise accordingly. <i>Clerk to arrange final salary payment including additional hours and holiday pay once information received.</i></p> <p>e. DC reported that this would be his last working day as Clerk. At this point, NW and the entire Parish Council members thanked DC enormously for all his hard work and a presentation was made to him.</p> <p>f. IS advised that there had been a previous communication and action point regarding the new SALC website and log ins. It was advised that currently only the Clerk and Chair have access to the restricted pages.</p> <p>Decision – It was unanimously agreed that all Councillors be given access to all areas of the SALC website. <i>Clerk to action.</i></p> <p>g. DC advised that his resignation has resulted in urgent changes to be made to the Unity Trust bank account. He advised that this was also an opportunity to consider whether any changes are required other than the change of Clerk.</p> <p>Decision – It was unanimously agreed that CM be added to the signatory mandate. It was agreed that the document signing would take place after the meeting closed and the one document that required the signature of NH would be forwarded to him by NW and then returned to the new Clerk at the earliest possible convenience.</p>	<p><i>Clerk</i></p> <p><i>DC</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>NW</i></p> <p><i>NH</i></p>
FPC8/0116	<p>To appoint & welcome new Clerk & Responsible Finance Officer –</p> <p>Vivienne Pratt advised that she is already Clerk to Great Bricett Parish Council and there will undoubtedly be time savings as certain documents and matters are transferable between the two councils.</p>	

	<p>Decision - It was unanimously agreed to appoint Vivienne Pratt to the post of Clerk and Responsible Finance Officer</p> <p>VP Advised that she had already drawn up a draft contract based on a NALC and SLCC template and this had already been forwarded to the Chair.</p> <p>Decision - It was unanimously agreed for VP to work on the basis of her original job offer, which form the basis of the draft contract, and for it to be formally determined at the next meeting. <i>Clerk to add agenda item for next meeting.</i></p>	Clerk
FPC9/0116	Public Forum – no issues raised	
FPC10/0116	To receive Report from County Cllr Matthew Hicks (MH) – report uploaded to website	
FPC11/0116	To receive Police Report – none received but extensively covered by Dist Cllr Passmore (minute no. FPC5/0116)	
FPC12/0116	<p>Village Hall Matters–</p> <p>a) Repairs Update - IS reported that the woodworm treatment is now done. IS reported that the internal floorboard repairs are also now complete. IS reported that the only outstanding internal repair is the kitchen extractor and vent.</p> <p>b) Framsdon Fundraising Funding Request – NW reported that a response had been received on 22nd December and a meeting had been proposed to clarify the funding request. <i>NW to approach Framsdon Fundraisers for dates and it was suggested that NW, GB and CM attend (subject to availability).</i> IS advised that he would also like to participate.</p> <p>c) Garden Update – IS reported that the winter pruning is underway and the target date for completion is end of February. The top soil requirement for the rear of the car park had been generously supplied and delivered by GB and requires grading and seeding. IS reported that the roadside hedge is still to be done. He also reported that he has a requirement to source and purchase a long lasting weed killer as he is currently using Roundup approx. 3-4 times a year. He confirmed he is licenced to use such products. IS reported the recent tyre damage on the verge and proposed consideration be given to preventative measures for the future. <i>Clerk to add to next agenda.</i></p> <p>d) Lease Negotiations – NW confirmed that a response had been received proposing a meeting between the PCC and the Diocese. She advised that the PC are not invited to attend this meeting. PCC to proceed with meeting and to advise accordingly. IS raised concerns over the lack the communication and the need for any information to be shared with the PC.</p> <p>e) Maintenance Update – IS reported that the pine tree still requires pruning. <i>IS & GB to action.</i> IS also advised that the kitchen tap is dripping and the overflow pipe in the lady's toilet requires attention. It was reported that a plumber might be required but <i>IS, JY & GB to attempt to fix first.</i></p> <p>VP asked whether any consideration had been made previously to set up a subcommittee for the VH repairs and maintenance projects. It was agreed to add this as an agenda item for next meeting. <i>Clerk to add to agenda.</i></p> <p>f) Colour options & shutters for VH exterior – IS had arranged for Simon Neesam to create a selection of visuals to be produced detailing how the VH might look when re-painted. It was agreed by all that these were extremely informative and SM was thanked for the time and effort put in. It was agreed, however, that the general public's opinion should be considered and it was proposed that hard copies be produced and displayed at forthcoming events in the VH as well we distributed via the</p>	<p>NW</p> <p>Clerk</p> <p>PCC</p> <p>IS GB</p> <p>IS, JY GB</p> <p>Clerk</p>

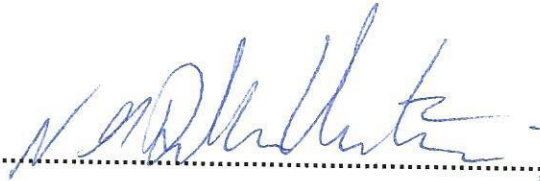
	<p>Village email newsletter. It was agreed to revisit this item at the next meeting – <i>Clerk to add to agenda.</i></p> <p>g) With regard to the shutters, it was reported that the option of keeping them open permanently might generate a requirement for internal curtains or blinds for groups such as yoga. It was discussed that the external shutters could be closed from the outside. This item was deferred and it was agreed to revisit this item at a later date.</p> <p>h) Although not on the agenda, the requirement of a potential new notice board was raised. <i>The Clerk to investigate and add to next agenda.</i></p>	<p><i>Clerk</i></p> <p><i>Clerk</i></p>
FPC13/0116	<p>Play Area Update – DP advised that she had visited and inspected the play area but was unclear what to do with the information gathered. It was reported that a gate post is damaged and a seat needs replacing. It was also reported that there was an amber warning on the annual play inspection report, which requires attention. <i>JY advised that he may be able to assist with a potential repairer and took a copy of the report to advise during the next meeting. Clerk to add to the agenda</i></p>	<p><i>JY</i> <i>Clerk</i></p>
FPC14/0116	<p>Grass Cutting Update – Not required as covered in minute no. FPC7/0116. IS requested that the wording for the grass cutting contract be amended to reflect that if the grass gets too long between cuts, it will require boxing off. <i>Clerk to action.</i></p>	<p><i>Clerk</i></p>
FPC15/0116	<p>Other Village Matters –</p> <p>a) Neighbourhood Plan – DC advised that due to the change in his personal circumstances he had been unable to progress this item. <i>Clerk to look into and will update next meeting.</i></p> <p>b) Suffolk Fire & Rescue – NW reported that 70-80 retained firefighter posts are to go in the County as well as half of the engines based at Ipswich. She advised that previously a full time engine was often based out of the retained station in Debenham to prevent time losses, however, this arrangement was unlikely to be able to carry on with the engine losses. NW also advised that the main Ipswich Fire Station IS moving to a location near Ransomes Industrial Estate, the other side of the Orwell Bridge, and future response delays are virtually inevitable. She encouraged all present to register their opinion on line.</p> <p>c) Suffolk Constabulary – already covered extensively earlier in the meeting (minute no. FPC5/0116)</p> <p>d) Together Magazine co-ordination – The local distribution methods were discussed. IS advised that a member of the public has offered to help co-ordinate what appears in the magazine. It was proposed that the volunteer be given a 6-month period in an attempt to improve the situation. It was suggested that the email sent to the FF distribution list is updated when the magazines are ready for collection from St. Mary's Church.</p>	<p><i>Clerk</i></p>
FPC16/0116	<p>Planning Matters</p> <p>i) Applications for consideration – none received ii) Applications awaiting decision from MSDC – none outstanding iii) Decisions from MSDC – Planning ref. 3734/15 Bell Farm Barn, Birds Lane - Granted</p>	
FPC17/0116	<p>Correspondence – Most correspondence received was general circulars for info purposes. DC advised that an email had been received from a member of the public who had raised concerns that a family member's gravestone had disappeared from the graveyard. It was discussed that, although there are burial records, the actual location of historical graves is not documented. <i>NW asked the PCC to investigate burial records to try to find any form of record.</i></p>	<p><i>PCC</i></p>

<p>FPC18/0116</p>	<p>Finance –</p> <p>a. Financial statement and bank reconciliation – The Clerks report detailed the Council’s current Financial position and movements since the last full meeting. Total funds held as of 5th January were £7,143.09. Balance if all payments approved will be £6,367.23.</p> <p>b. Accounts –</p> <p>i. Payments since last meeting of £596.14 reported and approved</p> <p>ii. Invoices totalling £741.52 submitted and approved – cheques were signed after the meeting. <i>Clerk to post.</i></p> <p>iii. Receipts since last meeting of £676.40 reported - £674 transparency fund grant and £2.40 bank interest</p> <p>c. Precept 2016-17 – The MSDC tax base was discussed and the Precept form for 2016-17 for £6200 was accepted and duly signed by the Chair. <i>Clerk to send to MSDC before 31st January.</i></p> <p>d. Sector Led Audit Procurement - The Clerk reported that the date to opt in or out of the new Sector led audit procurement arrangements had been extended from the previously reported end of January to the end of March. She advised that the latest information relates to larger Councils and the proposals for smaller Councils (turnover under 25k) is still unclear but, if Councils fail to respond, it will be taken as an automatic acceptance of opting in. The advice being given by SALC is that Councils that opt it to the process will have to pay no more than £100 for a five-year period (ie. £20 per year) and although no external audit is required for Councils falling within the Transparency Code (which Framsdens do), it is still a requirement to have an auditor appointed and the proposed £100 is undoubtedly less than the cost of a one off external audit. She also reported that Councils who opt out now and then opt in at a later date, are likely to have to pay a higher price and the more Councils that initially opt in, the greater chance of a lower price being procured on Councils behalf. Decision – It was unanimously agreed to opt in. <i>Clerk to notify decision</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>FPC19/0116</p>	<p>Review of Internal Financial Controls – deferred to next meeting. <i>Clerk to add to agenda.</i></p>	<p>Clerk</p>
<p>FPC20/0116</p>	<p>Review of Asset Register – deferred to next meeting. <i>Clerk to add to agenda.</i></p>	<p>Clerk</p>
<p>FPC21/0116</p>	<p>Councillors reports and items for future agenda – To receive updates on the following</p> <p>a. Planning matters (NW) – none</p> <p>b. Rights of way (NW) – none</p> <p>c. Highways & traffic (NW) - It was reported that cars have crashed through the hedge on the B1077 causing damage to the road sign. <i>NW to report</i></p> <p>d. Litter (GB) – The date for the annual litter pick will be released in the near future.</p> <p>e. Village Hall Gardens (IS) – none</p> <p>f. Play Area (DP) – none</p> <p>g. Other – none</p> <p>h. Items for future agenda – CM requested that the various opportunities for faster download speeds be an agenda item for consideration at the next meeting. <i>CM will look into the options available and report at the meeting.</i></p>	<p>NW</p> <p>GB</p> <p>CM</p>
<p>FPC22/0116</p>	<p>New Clerk & RFO priorities – VP advised that she is aware that the current laptop is using rather old software that is not compatible with Microsoft Office, one off package currently for sale in Currys at £99. She also advised that she does not require a printer or scanner as one has already been purchased via a Transparency fund grant to her</p>	

	<p>existing council. VP advised that the current back up facilities and security software on the laptop will also need to be checked to ensure they are fit for purpose. A member of the public advised that Office 365 (the version that requires re-purchasing every year) is available at a drastically reduced price to charities, which FPC does not apply for.</p> <p>Decision - VP to attempt transferring documents using the existing software but, if it transpired this was not possible, it was unanimously agreed that she purchase Microsoft Office. (Power to pay LGA 1972 S111). VP advised that £100 of the recent transparency fund grant to be ring fenced within reserves for potential future printer requirement.</p>	<i>Clerk</i>
FPC23/0116	<p>Meeting Dates 2016-17 – A brief discussion took place regarding why the meeting is held on a Friday, a day which transpires to be inconvenient to several Cllrs and the Clerk. It was decided to defer to next meeting in the hope that all Cllrs can vote. <i>Clerk to add to agenda.</i></p>	<i>Clerk</i>
FPC24/0116	To consider the exclusion of the public and press in the public interest for consideration of the following items – none	
FPC25/0116	<p>Date of Next Meeting The date and time of the next meeting of the Parish Council was agreed to be held on Friday 11th March at 7.30pm.</p>	
	<i>Meeting closed at 9.45pm</i>	

Chairman

Date



11.3.16,

Framsden Parish Council Meeting - Friday 8 January 2016
Item 5: Clerk's report

David Crowther, Parish Clerk and RFO
5 January 2016

This is a brief report with comparatively few actions due to the family house move (successful!) and my standing down as Clerk and RFO. I've prioritised and actioned only the most urgent matters. The Actions Tracker (circulated and last updated 8 December) provides a checklist of matters that are pending, in progress, or completed and will help to provide a smooth transition to the new Clerk and RFO.

This report also includes a final statement of the hours worked for which I would be seeking payment, and application for that additional payment. This is consistent with the agreed need to increase contracted hours from 5 per week on average to 7; any additional costs are more than offset by the extra hours funding successfully secured via the Transparency Fund.

Actions from 13 November meeting

15.11.10 Grasscutting

Invoice secured; payment made; next year's regime agreed in principle. See agenda item.

15.11.14.c Transparency Fund

Application submitted; award received. See agenda item.

15.11.15 Recruitment of Clerk

Liaison with candidate over increase from 5 to 7hrs per week in 2016-17; liaison with appointee over smooth transition from today. See agenda item.

15.11.16 Budget and precept

Information from MSDC received; Precept Form completed for signature at this meeting. See agenda item.

Other actions

Village Hall Project - Internal repairs

IS has liaised successfully with Mr Moyce to arrange the timely completion of woodworm treatment to floorboards as per the schedule of works. See agenda item.

Framsden Fundraisers

Response received 22 December to letter seeking funding for Village Hall repairs and invitation to meet; a meeting could clarify current position and differing perspectives of FF and the PC regarding the needs of the VH, the village, and possible FF financial support for them. See agenda item.

Christmas Tree

The Chairman liaised with FF who generously provided a tree again this year.

UTB

Liaison with UTB over transfer of account administrator access rights to the new Clerk and RFO.

MSDC Locality Award application (deadline 8 January)

Liaison with MSDC regarding submission of an application to the MSDC Locality Award (verbal update at meeting).

Cumulative timesheet June – 8 January 2016

Summary of additional hours worked (see monthly timesheets) above core hours for which an application for payment (including income tax) is made. Final account (as at 8 January 2016) in bold.

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total extra hrs b/fwd	0	6	18	27	37	37	56	46
Total extra £ b/fwd	0	57	172	258	352	352	537	441
Extra hrs	6	12	9	10	0	19	Minus 10	Minus 7
Extra £ inc tax	57	115	86	96	0	185	Minus 96	Minus 67
Total extra hrs	6	18	27	37	37	56	46	39
Total extra £ incl tax	57	172	258	352	352	537	441	374

Additional hours to be added to January payslip: 39

Authorised (Chairman):

Framsden Parish Council

Financial Statement for period 7 November 2015 – 5 January 2016

Presented to Parish Council meeting on 8 January 2016

Opening balance	£7,143.09
Receipts	
Transparency Fund award	£674.00
Bank interest	£2.40
Payments made	
British Legion – Remembrance Day wreath	£17.00
W Muggleston – Grasscutting to 26 Oct	£332.50
Clerk's salary – November payslip	£165.54
E.On – Electricity VH	£98.10
Payments due	
N C Moyce – Woodworm treatment VH	£585.60
I Seager – Lock, keys, tape reimbursement VH	£39.98
Clerk's salary – December payslip	£165.54
Ladywell Acctncy Services – PAYE 2015-16	£48.00
Closing balance	£6,367.23
Unity Trust Bank balance	£7,206.35
Less payments due (as above)	£839.12
Cashbook balance	£6,367.23

David Crowther
Responsible Finance Officer
Framsden Parish Council