

Framsden Parish Council Meeting Friday 11 September 2015

Item 5: Clerk's report

Actions from 10 July meeting

15.7.8 b Replacement emergency lights in the Village Hall

Done. With thanks to Ian Seager for enabling access for Eastern Fire.

15.7.8 c Extraordinary Meeting

Convened on 31 July.

15.7.8 d Fencing

Fencing detail and price negotiated with Conservation Works. Fencing installed. With thanks to Ian Seager for preparing detailed plan and attendance on site during works; and to Glenn Buckingham for contacting contractor, attending site during works, and securing SCC Locality Budget support. See Agenda item.

15.7.8 e Notice / fault reporting

Notice posted inside and outside for reporting faults and making bookings with Paul Samain's phone number. Paul has agreed that his name can also be used. See Agenda item for further discussion.

15.7.10 b Grass cutting

I have liaised with Mr Mugleston over prioritisation of Village Hall garden, inclusion of the new grass areas in the cutting regime, and prepared a proforma for Mr Mugleston to list the cuts he has done so far this year and how the work has gone, to help us review the arrangement in November.

15.7.10 c County Council highways verges

I liaised with Highways after they'd cut the wrong verge (!) and they agreed to include the Pettaugh / Winston junction in their maintenance regime and not to leave until public complain.

15.7.11 St Mary's Churchyard match funding with the PCC

I did not need to write to PCC. See Agenda item.

15.7.14 a Bank statements

I am bringing bank statements to meetings for inspection, and will continue to provide accounts and bank reconciliations for approval or noting.

15.7.15 b Pippins Cottage drop kerb

I have written to SCC Highways (3 September) asking for a reply to my email of 8 May enquiring about safety or other requirements of Highways.

Actions from 31 July meeting

15.8.7 Village Hall Project

Managing relationships with key organisations

MSDC and CAS

Email summaries circulated to Councillors. I met with MSDC communities team responsible for external funding (6 August) and Community Action Suffolk expert on Village Hall management and development, Robert Horn (10 August), who would be willing to attend site or other meeting(s) to help advise the Parish Council on a way forward. MSDC and CAS advise keeping spending solely on repairs to a minimum as these cannot be funded from grants and offer little by way of improved facilities. They recommend gathering evidence (consultation) and support for a project of improvements that meets clearly defined community needs with outcomes that are measurable. However, they appreciate the urgency around essential repairs, and will be pleased to work with us once we are in a position to do so. When we are, we will also liaise with SCC.

Diocese

I have met with the Rector who has been most helpful in opening the way for a constructive dialogue with the Diocese over current and future ownership, occupancy and management arrangements for the premises. I have written to the Archdeacon who has responded positively and is seeking involvement of relevant colleagues.

Repairs contractor

An initial meeting 24 August with Mr Moyce (with Ian Seager) confirmed his appointment for essential repairs (subject to agreement of terms), and set an early October start for repairs to roof, windows and gutters, with other internal repairs over winter and external prepping and painting in spring / summer. See Agenda item and Correspondence File (letter 1 Sept).

Other actions

Audit 2014-15

I provided a detailed response (3 August) to queries raised by BDO, our external auditor. These were accepted, the Annual Return has been passed and a certificate issued. The Notice of Completion of Audit with Annual Return has been posted on the Notice Board. See Agenda item.

Councillors' register of interests

All our Councillors are now either registered or have their registrations pending on the B&MSDC online Register.

Hours worked

I keep monthly time sheets that payslips tally with (see accounts Agenda item). I cannot do the work within contracted hours and am obliged to do extra hours unpaid. This is unsustainable. SALC have been researching workload, work culture and stress amongst Clerks as this is a growing issue.

David Crowther, Parish Clerk and RFO
8 September 2015