

Framsden Parish Council Meeting Friday 13 November 2015

Item 5: Clerk's report

Actions from 11 September meeting

15.9.8.e

Action: liaison over next steps in removal of tripping hazards, seeding and fencing of village hall garden. Status: in progress

15.9.8. f

Action: liaison over tree selection, location and other arrangements for planting, labelling, timing, and costs, and report results at a future meeting. Status: in progress

15.9.8.h

Action: canvas local interest in volunteering for some of the prepping and painting work at the village hall next year. Status: deferred pending further consideration by PC.

15.9.9

Action: supply to DP last year's Play Area condition report. Status: Done (this year's report also circulated).

15.9.10

Action: circulate grasscutting tracker for Councillor comments, reviewing progress and recommendations for next year to the next meeting. Status: Done

15.9.11.a

Action: St Mary's Churchyard maintenance: invoice from the PCC to Framsden Parish Council, and make provision for similar sum in next year's budget. Status: Done

15.9.11.b

Action: Housing Allocations Policy Consultation: Clerk circulate material when it available. Status: Deferred awaiting new information.

15.9.15

Action: Councillors submit suggested priorities and budget implications to the Clerk to inform proposals for next year's budget at the next meeting. Status: In progress.

15.9.16

Action: Clerk prepare for approval: a) Equal Opportunities Policy; b) Health and Safety Policy; c) Child (and vulnerable adult) Protection Policy; d) Environmental Policy. Status: Done.

15.9.17

Action: forward to Councillors SALC learning resources and the current list of councillors / topic areas. Status: Done (proposals arising to be discussed)

Other actions

Pippins Cottage drop kerb

I have written to SCC Highways (8 November), copied to Cllr Hicks who has lent his immediate support, asking for a reply to emails of 8 May and 3 September seeking advice about Highways' requirements and interest in this matter. Verbal update at meeting.

Village Hall Project

Contractor

NC Moyce carried out external repairs to the Village Hall in accordance with the schedule of works at the (amended) price as set out in our letter of 5 October; and additional repairs within the budget set aside for contingencies. I circulated a summary of these repairs to councillors, with especial thanks to Ian Seager for his close liaison with the contractor (see agenda item).

MSDC and CAS

No further liaison with MSDC or CAS at this stage. We continue to limit repairs to urgent works to fulfil tenancy obligations that cannot be funded from public sector grants. When we are in a position to develop proposals to improve village hall facilities, we will also liaise with SCC.

Framsden Fundraisers

Letter written on behalf of Parish Councillors seeking funding for Village Hall repairs (see below)

Diocese

No further response as yet from the Archdeacon over current and future ownership, occupancy and management arrangements for the premises. A letter to the Bishop's office has been suggested as a way to help facilitate a meaningful dialogue in a reasonable timeframe.

Transparency Fund

I am preparing an application to the government's Transparency Fund for some non-recurring funding in this financial year from CLG, via SALC, for extra costs incurred in satisfying the set-up requirements of the Transparency Code. These include Clerk & RFO's hours around website maintenance, preparation and online publishing of papers, financial reports and other information.

Budget 2016-17

Monthly timesheets show an ongoing shortfall between budget and actual hours which would be partly remedied if the weekly contract hours average were increased from 5 to 7. An outline budget for 2016-17 with options for receipts with payments is in preparation (see agenda item).

Framsden Fundraisers (FF)

At parish councillors' request a letter to FF was sent in response to their urgent consultation on support of up to £5000 for Debenham Pool. This proposed a ceiling of £1000 for support for Debenham pool at this stage, invited closer working to enable the Parish Council and FF to work to one set of priorities for the village, requested funding (£5000 towards a repairs and repainting budget of £15000) for the village hall and raised the need for potential future funding for a refurbished Play Area.

Recruitment of new Clerk and Responsible Financial Officer

Due to family commitments (house move) and with much regret, I tendered my resignation with three months notice, effective therefore end of January. I've prepared recruitment materials comprising advert(s), job description, person specification and application form. Following Chairman's approval, these are with SALC for final checking prior to publication and promotion. See agenda item.

Actions Tracker

I've prepared on a trial basis a table for minuted and other actions to be logged and tracked, for internal use between councillors and Clerk. This will not be published but, as with other materials that are not restricted, will be available for public inspection on request. If it works, it will be a simple tool to help councillors contribute to the work of the council, and help maintain continuity during handover between Clerks.

David Crowther, Parish Clerk and RFO
8 September 2015