

## Foulden Parish Council

Monday 11<sup>th</sup> November 2019

### Parish Clerk report

1. Relating to agenda point 7. No expressions of interest for the vacancy have been received.
2. Relating to agenda point 8.b. Date change from 31<sup>st</sup> October to 1<sup>st</sup> November to allow access for people 'trick or treating'.
3. Relating to agenda point 9.
  - f. A quotation and maintenance agreement has been received from Alarming Uk Ltd regarding the CCTV to do an annual service at a cost of £65.00 + vat for 2020. With the agreement running for a minimum of one year and continues thereafter unless 3 months notice is given.
  - g. The village hall manager has made the chairman and myself aware that there is subsidence to one part of the hall, it was not deemed an emergency but does need addressing quite quickly. The village hall manager has been onsite with a builder on an informal basis and it was felt that it would be an insurance issue. I have also been onsite with a builder in an informal capacity and it was felt that an intermediate repair would be sufficient as there are two blocks missing from the corner, the couple of courses below the damp-proof line have dropped and this runs approx. 1m to the fire door and around 2m along the back of the building. However there does not appear to be any vertical cracking. I have checked the insurance policy and whilst it does cover subsidence there is an excess of £1000.
    - My recommendation would be to get advice and quotes from three builders and decide, based on that information.
  - h. Brickwork above doors and windows. After further conversations with the Village Hall Manager regarding the subsidence it came to light that there are issues with the brickwork above the doors and windows. It appears that the windows and doors have been undersized for ease of fitting but not made good.
    - My recommendation would be to get separate quotes from three tradesmen (the ones to quote subsidence preferably)
    - Also contact SSGE on the matter as they installed the windows and invoiced July 2018.
  - i. Pantomime donation. I have been informed by a previous councillor that some years ago, when there was a different chairman it was discussed and approved that the council would give donations of £50 for larger events and £25 for smaller events within the community. I have skimmed through archived minutes and have been unable to find correlating information. I have also looked through archived finances and the only donation I can find is £50 for the fun dog show. A £50 donation was requested via e-mail for the 2019 panto.
    - My recommendation is to award the £50 donation to the panto as it is considerably beneficial to the community and is justified under LGA 1972, s137. Also all funds raised from the panto are re-invested into the hall.
    - Also I recommend putting in place a grant and donation policy similar to that of Necton Parish Council.
4. In relation to agenda item 12. Budget and precept. I have drawn up a draft budget for 2020/2021. The precept calculation has been amended to solely take budget expenditure and budget income into account to achieve the precept figure. Please be aware the budget income does not take in to account the full fundraising amount of the hall as this figure is solely dependent on the village hall manager. The precept figure needs to be agreed and finalised at the next meeting, in order to submit it by the deadline 31<sup>st</sup> January 2020.
  - Due to the change of the precept calculation I would recommend a review of the account balances in March.
5. In relation to item 13 speeding. After the last meeting Cllr West kindly offered to investigate the issues as discussed at the last meeting and he will report on this agenda item.
6. In relation to agenda item 14. Since the last meeting the pub has been put up for sale.
7. Item 15 street parking/garages. I have made no progress with this item at this time. I will continue to pursue it and report at the next meeting, unless councillors decide otherwise.
8. Item 17 meeting dates. The annual meeting must be in May with at least three other meetings. The annual Parish meeting must be between 1<sup>st</sup> March and 1<sup>st</sup> June
  - Recommended dates:
    - Mon. 13<sup>th</sup> Jan 2020
    - Mon 9<sup>th</sup> Mar 2020
    - Mon 11<sup>th</sup> May 2020 (annual Parish Council meeting followed by annual Parish meeting)
    - Mon 14<sup>th</sup> Sept. 2020
    - Mon 9<sup>th</sup> Nov 2020

9. Item 18 and councillors' responsibilities. Currently they tend to be

Cllr Parker	Chairman VH, PC and HS signatory	
Cllr Pye	Vice chairman Village Hall Recreation Ground General Repairs VH, PC signatory	
Cllr Winterbone	War Memorial Defibrillator Footpaths VH, PC signatory	
Cllr Cooper	Sewerage Recreation Ground	(currently resolved)
Cllr West	Finance Control Streetlights Speeding	(currently resolved) (to be discussed)
Cllr Christian	Highways Surveyors Account HS signatory HS Land	(to be discussed)

10. Agenda item 19.a Asset register I have updated the previous register to allow for purchase/replacement costs. In regards to the purchase cost I have amended this in line/for ease with audits.

Item 19.b. these documents have been re-presented as the council was no longer quorate at the previous meeting due to registered interests.

11. Other items since last meeting

- a. Audit conclusion. I have now received the external auditor's conclusion. All audit documents can be view on [www.fouldennorfolk.org](http://www.fouldennorfolk.org) and the notices of conclusion have gone on the village notice boards.
- b. internal auditor. Consideration to be given on this matter and preferably decided at the next meeting.
- c. Training. I have attended the first session of CiLCA and the course leader and myself feel that it is within my means. I would appreciate councillors continued help and support with this going forward.  
Cllr West and Cllr Christian were due to attend a Neighbourhood Plan course on the 7<sup>th</sup> Nov at a total cost of £50 + vat, unfortunately the course was cancelled due to lack of numbers. Cllr West and Cllr Christian are booked on an Effective Councillor course on 28<sup>th</sup> January. They have decided to pay for this course themselves.
  - Recommendation to put a training policy in place. I feel there is no need to consider a budget at this point as there is still funds available against the grant received in March 2018 even after this year's training costs.
- d. Remembrance Wreath. I have been informed by a parishioner that the laying of the remembrance wreath is a parish council event, which takes place on Remembrance day itself. The usual course apparently is the Reading of the Names, then the 2 minutes silence at 11.00 am, followed by the laying of the wreath and the comfortable words (They shall not grow old as we that are left grow old, etc) This has sometimes been varied at the discretion of the Council to include a suitable poem.  
The Church is also open at this time for refreshments after the service. This year proved troublesome in regard to a councillor being able to lay the wreath and I am led to believe that there were issues last year.
  - Recommendation that two people take on this responsibility. Going forward I am happy to appoint myself at the approval of the council.