

MINUTES of the MEETING of FROYLE PARISH COUNCIL

held in the **Village Hall, Lower Froyle,**

on **Monday 11th November 2019** at 19.45

Present:

Parish Council:

Mrs. J. Southern (Chair) (JS)	Mr. G. Heyhurst (GH)	Mr. I. Macnabb (IM)
Mr. S. Maher (SM)	Dr. A. Roberts (AR)	Mr. I. Deans (ID)
Mr A. Aldridge (AA)	Mr A. Potter (Clerk)	

1. Apologies for Absence	Received from Cllr Whines. Dist. Cllr. Costigan did not attend
2. Declaration of Interests	There was no disclosure of any interest in an agenda item
3. Confirmation of Minutes	24 19-20 It was resolved that the Minutes of the meeting of the Parish Council held on 14 th October 2019 be accepted as a true record.

Item	Discussion	Agreed Action/Outcome	Status
4. Matters raised by residents and representatives of village based activities			
4a Baby & Toddler Group (B&T)	Mrs Molly Scotton presented a report on the operation and funding of the B&T. An application was made for a S.137 grant for the B&T to fund storage and acquire a supply of suitable books for a book corner.	25 19-20 Council resolved to provide funding of £100 for a 'robust' book storage solution and £50 for books	Closed
4b Froyle Archive	Mr Chris Booth presented a paper (Att. 1) on the activities of the Froyle Archive and requested a s.137 grant towards the operational cost of maintaining the archive	26 19-20 Council resolved to provide funding of £600 to fund the operation of the archive (unchanged from 2018/19)	Closed
4c Froyle Park kitchen extract	Correspondence on this matter was referred to by AR. The reason given for deferring the work until next year was considered to be unclear.	SM to request an explanation at the next quarterly meeting with Froyle Park	Open
4d Matters raised by resident	Mr Figgins attended the meeting and raised concerns about (i) the state of the grit bins which were broken and not refilled for the winter. ID responded that he was aware of this issue and had reported it each year to the authorities. (ii) Footpath beside 1 Westburn Fields. JS responded that Council was not responsible	ID to report the grit bins JS to progress the branch pruning and footpath restoration	

Item	Discussion	Agreed Action/Outcome	Status
	<p>for the footpath but would be contacting the owner of 1 Westburn Fields to seek permission to prune the overhanging branches. The soil etc on the footpath would then be dug out and footpath restored</p>		
5. Reports from Councillors			
5a Permissive footpath	<p>GH reported that there had been no communication with Nicholas James Group (NJG) since the last meeting. Work had been observed on fences and gates recently but the standard of the pathway was not considered to be up to the agreed specification. EHDC had indicated that they could do nothing more as the agreed S106 work had started. Council were referred to the original specification and advised that a resident with relevant expertise could review this and advise whether the work undertaken complied with the spec.</p>	<p>Clerk to include an item in the Parish Magazine encouraging residents with complaints about the path to raise these directly with NJG (Lee Jackson)</p>	Closed
5b Ditches	<p>ID reported that further investigation work on the water courses had been undertaken. The PC working group would now consider key tasks and the order in which they should be undertaken. AA enquired whether Froyle was a member if a Landsman cluster as in his experience this had proved to be a cost effective way to address these matters.</p>	<p>ID to develop strategy for works prior to consulting with relevant authorities and landowners. Clerk to investigate the Landsman scheme and to ascertain whether Froyle should join a cluster</p>	Open
5c Football hut redevelopment	<p>Mr Jason Smith presented a proposal to establish a Froyle Youth Football team to be up and running by May 2020. For this to be a reality Mr Smith advised that he required storage space for goalposts and other equipment in order to proceed with this. He expressed concern that this space would no longer be available in the existing</p>	<p>AA was invited to join the football hut sub group CR to include a) the requirement for storage as described by Mr Smith and b) incorporate some form of covered veranda in the specification of the building Clerk to work with the sub group to ensure that a response is provided to</p>	Open

Item	Discussion	Agreed Action/Outcome	Status
	<p>football hut if plans to convert it to an office/storage and meeting area were progressed.</p> <p>Council thanked Mr Smith for bringing this matter to its attention and expressed its support for his youth football initiative.</p>	<p>EHDC on the unused portion of the Cabinet grant by end 2019</p> <p>27 19-20 Council resolved that it would fund any expenses to undertake surveys of the slab and/or asbestos.</p>	
5d Parish Council website redevelopment	<p>An initial Communications report from Mrs Amanda Maher (Att. 2) was circulated at the meeting and its contents noted.</p> <p>Council were also advised that NW had attended a meeting recently where Hugo Fox were put forward as a possible service provider to develop the website as they provided this service gratis to Councils.</p>	<p>All Cllrs to review and provide comments on the Communications report to Mrs Maher via the Clerk.</p> <p>Clerk to work with Mrs Maher to finalise the recommendations including costings</p> <p>Mrs Maher would be invited to present her report to the December Council meeting</p> <p>Clerk to forward the link to Hugo Fox to Councillors</p>	Open NW note with Hugo Fox link forwarded on 13/11/19
5e Parking in Westburn Fields	<p>Council considered the response from Radian to its letter of 22/10/19.</p>	<p>Clerk to encourage residents with any new complaints to make the Council aware of these and/or raise directly with Radian quoting the case number provided</p>	Closed
5f HGV signage	<p>ID reported that the signs were on the Highways action list for installation during winter 2019/20.</p>	<p>ID to maintain watching brief and report any developments</p>	Closed
5g Neighbourhood Watch	<p>No activity reported</p>	<p>JS to discuss possible ways to proceed with Village Convenor (Mr John Thursfield)</p>	Open
5h Other matters reported by Councillors - No other matters raised			
6. Report from District Councillor - No report provided			
7. Planning Matters			
7a New Planning applications	<p>New Planning Applications received since last meeting were circulated with the Agenda (App A)</p>	<p>No comments were raised by at the meeting regarding the new application (34259)</p>	Closed
7b Results of Planning applications	<p>The status of the planning application for a car park in Ryebidge Lane remains unclear (55541).</p> <p>The Council has previously objected to this application and will continue to monitor the situation.</p>	<p>ID to ascertain the current status of the application</p>	Open

Item	Discussion	Agreed Action/Outcome	Status
7c Compliance with approved Planning applications	The meeting discussed the breach of planning permission (20107) by the developer at Froyle House and the responses to the Council from EHDC. The Council consider that the repair is not consistent with the listed status of the wall. A response is awaited from EHDC regarding sign off by the conservator (Peter Fellowes)	AR to draft a letter to EHDC seeking confirmation of next steps	Open
7d Other Planning & Development Issues	The Council considered the response from Mr David Brown at EHDC regarding the Local Plan consultation and considered that this did not answer the specific questions raised by Council regarding the status of Cllr Thomas. The Article in the Times 7/11/19 regarding the Northbrook Park development was considered	Clerk to write to Mr Brown seeking answers Agreed that no follow up with the journalist was appropriate	Open
8. Finance Matters			
8a Approval of payments	Invoices, payments records and bank reconciliation were enclosed with the agenda (App B) and tabled at meeting.	28 19-20 It was resolved to approve the payments and bank reconciliation	Closed
8b 2020/21 Budget	Council discussed in principle the level of precept that should be sought for 2020/21. It was agreed that it was not responsible to operate at a loss and draw down reserves.	Clerk to check timings of submissions and work with IM to review and challenge all operating costs for presentation to Council as a draft budget in December 2019 Clerk to request an update from EHDC on the number of qualifying households	Open
8c Grants	No grants have been applied for or received since last meeting		Closed
9. Matters raised by Clerk			
9a Photocopier	Clerk enquired whether Councillors were comfortable receiving papers electronically so as to determine whether the photocopier rental could be terminated	Agreed that little copying was required. Clerk to contact Ricoh re termination of photocopier contract.	Open

Appendix B1 – Invoices for Approval

Supplier	Description	Invoice no.	Amount (£)
BT	Final invoice for Clerk telephone line		28.33

Appendix B2 – Invoices approved and paid since last meeting

Date	Supplier	Description	Budget item	Payment method	Amount exc VAT	Approved by
15/10/2019	Answer-IT	Magazine software upgrade	Magazine	Cheque	125.00	JS/NW
24/10/2019	Iredell Services	Basketball fascia board	Playground	BACS	225.00	FPC 14/10/19
25/10/2019	J.Southern (expenses reimbursement)	Gift vouchers for retiring Clerk	Chairman's Allowance	Cheque	400.00	IM/NW
25/10/2019	I Deans (expenses reimbursement)	Picture for retiring Clerk	Chairman's Allowance	Cheque	67.00	IM/NW
25/10/2019	Ricoh UK Ltd	Photocopier	Admin	Cheque	97.98	IM/NW
25/10/2019	N. Southern (expenses reimbursement)	War memorial refurbishment	War memorial	Cheque	303.42	IM/NW
31/10/2019	Froyle Village Hall	Hall hire 8 May Inv 1237	Admin	BACS	30.00	JS/NW
31/10/2019	Treloar Trust	November Magazine printing	Magazine	BACS	176.00	IM/NW
31/10/2019	Froyle Village Hall	Hall hire 14 Oct Inv 1287	Admin	BACS	30.00	JS/IM

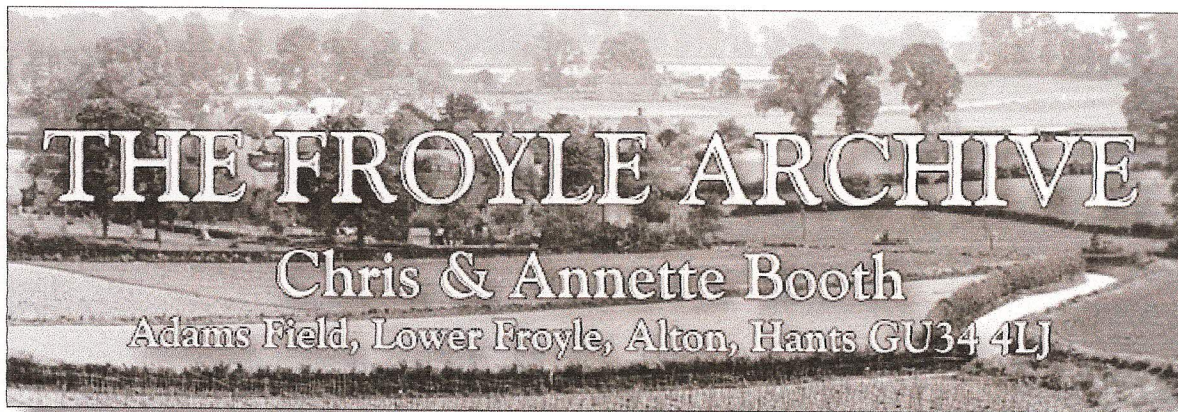
Appendix B3 – Bank reconciliation

Bank reconciliation @ 31 October 2019

FROYLE PARISH COUNCIL			
BANK RECONCILIATION at 31.10.19			
Income (excluding VAT collected)	28,828.89		
Less Expenditure (excluding VAT paid)	-12,602.43		
Movement	16,226.46		
Brought Forward from 2018-19	57,889.21		
Sub Total	74,115.67		
VAT Paid	-543.63		
VAT Collected	73.53		
Cash in Hand or at Bank	73,645.57		
Balance shown in Receipts/Payments Accounts			
<i>Cheques paid not yet on bank statement</i>			
<u>Date</u>	<u>Payee</u>		
<u>Cheque No.</u>	<u>Amount</u>		
25/10/2019	J.Southern	36	400.00
25/10/2019	I Deans	37	67.00
25/10/2019	N. Southern	39	364.11
TOTAL			831.11
<i>Amounts received not yet on bank statement</i>			
<u>Date</u>	<u>From</u>	<u>Cheque/cash</u>	<u>Amount</u>
TOTAL			0.00
<i>Balance shown on Bank Statement A/C 0037134 at 31.10.19</i>			72,249.19
<i>Balance shown on Bank Statement A/C 7529822 at 28.10.19</i>			2,227.50
Total at bank			74,476.69
<i>Less uncleared items</i>			
	Receipts		0.00
	Payments		-831.11
Balance including uncleared items @ end October 2019			73,645.57

Approved: _____

Date: _____



4th November 2019

At the end of last year the Parish Council was, again, kind enough to give a grant towards the running of the Froyle Archive. This has enabled us to continue to consolidate our activities and here are some of the things we have done in the past year.

- The Froyle web site remains the main place we publish our information on the history of Froyle and its people. We now have over 2500 pages, 4000 pictures and maps and over 150 videos dealing not only with the history of Froyle, but present day life in the village. The web site costs nearly £300 a year to host but we have no limitations on capacity or traffic, although we have started a rolling upgrade of our videos.
- As well as contacts from outside the village the majority of our raw data comes from Find My Past.com, Ancestry.com and Forces War Records - our subscriptions to these three organisations, although costing another nearly £300 a year, provide us with an invaluable source of data from the past which is available on our desktops, and there seems to be more information released on a seemingly day to day basis. Your generous grant last year allowed us to continue with these subscriptions and to support the website.
- In late summer we were given a vast collection of Wills and Inventories which have been collected by Andrew Pritchard's cousin who lives in the West Country. These will take most of the Winter to process(!) but will, hopefully, reveal a little more about life in Froyle in the Middle Ages.
- And then we have the buildup to the release of the 1920 Census at the beginning of 2022, although, like before, there is pressure for an earlier release (*which is being resisted*). When it arrives it will show the true impact of World War One on our community.
- The 'mini exhibitions' in the Clive Barter Cabinet at the back of St Mary's Church have continued with Remembrance as the latest theme.
- We have continued with our regular page in the Village Magazine which has allowed us to highlight events from the past and reminiscences as well as more recent news about the history of our village. Our reprints of Lilian Smither's articles about life and characters in Froyle over 50 years ago have attracted much interest amongst the readers, and there are more to follow.
- We still host websites for The Parish Council, Froyle Fête, the Church Vestment Group, Gardening Club, Froyle Wildlife and continue to publish the web version of the Village Magazine - usually available to our readers worldwide by the 23rd of the preceding month.
- We continue to maintain links to local Doctors, Businesses, and village organisations, as well as a rolling 12 month Village Calendar.
- We continue to assess the written records vis a vis potential storage in the proposed "Parish Office".....
- As ever, all this costs money, and, while we enjoy running the Archive, it can be a burden on our personal finances. Therefore any additional assistance in the form of a grant from the Parish Council is always greatly appreciated. We continue to receive very favourable comments from other such village organisations like us around the UK on how lucky we are to have the support of our Parish Council.

A handwritten signature in black ink, consisting of stylized initials 'C' and 'A' followed by a surname 'Booth'.

Froyle Parish Council Communications

Phase one recommendations

Purpose

- Provide engaging insights for the electorate on the work of Froyle Parish Council and the value it creates via multiple channels.
- Simultaneously act as a hub connecting people across the community by sharing the varied and vibrant village activities the Council helps to fund.
- Utilise digital tools and clear, straightforward protocols for communicating and sharing data to make Councillor's lives easier by improving effectiveness.

Approach

Establish a Froyle Parish Council profile on Facebook and Instagram to create opportunities to inform and involve residents.

- Focus the magazine content on village news and views, plus a succinct round-up of online activity for analogue enthusiasts, rather than a report on the most recent council meeting.
- Modernise and simplify froyleparishcouncil.org.uk introducing profiles of Councillors.
- Set up cloud-based collaboration tools.

Audience	Topic/message	Channel
Residents	Inform	
	<ul style="list-style-type: none"> - Parish news and views - Wider local community news eg Veolia proposal, EHDC representation - Froyle Focus: did you know, event news etc 	Village magazine Facebook Instagram Opt-in emails Next Door
	Involve	
	<ul style="list-style-type: none"> - Encourage residents to ask questions and make suggestions - Provide opportunities for residents to get involved eg polls, submitting photos for the FB page cover etc 	Facebook Instagram Direct message Email
Councillors	Making your lives easier by improving effectiveness	
	<ul style="list-style-type: none"> - Shared filing and archive system - Calendar for key activities and responsibilities eg annual playground safety check etc 	Dropbox Google
	<ul style="list-style-type: none"> - Document creation, review, and editing space providing comment history and eliminating the need for version control. 	Dropbox Paper

Phase two considerations

- Stakeholder communications including EHDC Councillors, planning officers, local organisations and developers.
- Sharing and collaborating with other parish councils where there are scale benefits.
- Engaging with local media.