

Fornham St Martin cum St Genevieve Parish Council

Minutes of the Parish Council meeting held in the Village Hall, The Street, Fornham St Martin, IP31 1SW on Thursday 16 July 2015 at 7.30pm

Present: Councillors (Cllrs) Penny Borrett, Paul Butler, Michael Collier (Chair), Peter Forster, Gary Hubbard, Jayne Hubbard, Nicholas Owen

In attendance: Paul MacLachlan (Clerk) and eight members of the public.

The following documents will be appended to the signed minutes:

- the Agenda;
- the following appendices:
 - 1: actions arising from prior meetings
 - 2: report of planning applications received and decisions taken under delegated powers;
 - 3: report of the Responsible Finance Officer;
 - 4: protocol for keeping Councillors informed of matters arising between meetings.

1 Apologies

The apologies of Borough and County Cllr Rebecca Hopfensperger were received.

2 Declarations of Interest

The requirement to update the Register of Interests was noted.

Cllr Owen declared an interest in agenda item 10(ii).

No further interests were declared. No dispensations were sought.

3 Co-option of new councillor

Penny Borrett confirmed her desire to be co-opted onto the Parish Council highlighting her wish to contribute to community issues such as the West Suffolk Operational Hub.

It was proposed by Mike Collier, seconded by Gary Hubbard and agreed unanimously that Penny Borrett be co-opted onto the Parish Council.

The acceptance of office form was completed and countersigned by the Clerk.

The Chairman welcomed Cllr Borrett to the Parish Council.

4 Minutes of the last meeting

The minutes of the Parish Council meeting dated 18 June 2015 were agreed a true record and signed by the Chair.

5 Clerk's report

(i) The Clerk reported progress on actions arising from prior meetings (see Appendix 1). The Clerk was asked to:

- a) obtain a second quotation to trim the hedges and raise the tree canopy around the playing field;
- b) contact the Local Authority requesting repairs to the lay-by in Park Avenue;

(ii) The Clerk reported on the following matters of significance:

- on a recommendation to refuse permission for application DC/15/0662/VAR, Fornham Park (seeking the removal or variation of a condition requiring the construction, and use of a 9 hole, pay and play golf course prior to the occupation of the 26 timber holiday lodges);
- on the Safer Neighbourhood Team crime report dated 16 July;
- on the training opportunities available from Suffolk Association of Local Councils.

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6. Borough, County and Community Reports

Cllrs received the verbal report telephoned to the Clerk prior to the meeting.

Cllrs noted that the widening of The Street is due to be completed by the end of August 2015.

In response to other outstanding issues the Clerk was asked to contact the local authority to seek progress with:

- a) the installation of vehicle activated signage;
- b) repairs to the bus stop at the bottom of Barton Hill;
- c) improvement to the footpath opposite Flint Cottages

The Chairman reported on a meeting attended by Cllrs Collier, Owen, Borough Cllrs Paul and Rebecca Hopfensperger and local authority officers Chris Brand and Susan Buck to discuss the traffic difficulties at the Tollgate Interchange and Station Hill. Cllrs were encouraged to hear that a draft Transport Plan was awaiting consideration and that the local authority acknowledged the need for a holistic solution that did not simply pass traffic issues from one area to another.

The meeting was adjourned for public question time

Cllrs were advised of plans to develop a local business site. The Chairman welcomed the report but advised that it would be inappropriate to comment on proposals until invited to do so by the Planning Authority.

The meeting reconvened.

7. Decisions taken since the last meeting

No decisions had been made under either specific or general authorizations.

8. West Suffolk Operational Hub (WSOH)

Cllrs noted St Edmundsbury Borough Council's decision not to fund further pre-application consultation in respect of the Hollow Road Farm site and welcomed the commitment made by the Cllr Griffiths, Leader of the Council, to evaluate thoroughly other potential sites for the WSOH before coming to a final decision.

In order to progress the campaign between meetings, and to keep local residents informed of developments, Cllrs decided to form a Campaign Working Group.

It was agreed that the Working Group include both Cllrs and interested members of the public. It was proposed by Cllr Collier, seconded by Cllr Owen and agreed that the Campaign Working Group comprise Cllrs Mike Collier, Nick Owen, Penny Borrett and Jayne Hubbard and that Trevor Clinch, Sarah Bartram and Colin Hilder be invited to participate.

It was further agreed that prior to the next Parish Council meeting the Campaign Working Group be authorised to

- a) meet as required;
- b) subscribe to Materials Recycling World at a cost of £141.30 + VAT;
- c) consult with other third parties as appropriate;
- d) arrange such public meetings as may be required.

Cllrs asked the Working Group to:

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- write to the Leader of the Council thanking him for his commitment to evaluate thoroughly other sites before deciding on the most appropriate site;
- use space in The Bugle to communicate with local residents;
- consider how to obtain residents' email addresses;
- bring recommendations for further action to the next Parish Council meeting.

9. Community

- (i) Cllrs considered responses to the rook survey and agreed to take no further action.
- (ii) Cllrs considered the findings of the June 2015 Play Area Safety report. Cllrs noted their earlier decision to trim the hedges and remove any dangerously low tree branches surrounding the field and agreed that the weeds and vegetation between or around the edges of the surfacing be removed. No further action to deter mole activity was felt necessary at this time;

10. Planning and Environment

- (i) Cllrs considered appendix 2 noting recent planning decisions. There were no new applications to consider.
- (ii) Cllrs were advised of a request from local residents for repairs to the entrance of Old Hall Road. The Clerk was asked to pass the request to the local authority for action.
- (iii) Cllrs were advised that some rights of way were impassible or were obstructed. The Clerk was asked to arrange for the paths to be cleared.

11. Finance

- (i) Cllrs agreed that the report of the Responsible Finance Officer for April 2015 (Appendix 3) be received and that any outstanding payments be made. It was further agreed that the Chair and Vice Chair be authorised to approve payments falling due before the next meeting.
- (ii) Cllrs agreed that the Chair and Vice Chair be authorised to agree with the Clerk how he is reimbursed for employment-related costs.

12. Governance

- (i) Cllrs agreed that the Chair and Vice-Chair meet with the Clerk to update the Parish Council's Standing Orders and Financial Regulations and that the documents be considered at the next meeting.
- (ii) Cllrs adopted the protocol at appendix 4 describing how the Clerk will keep Councillors informed of matters arising between meetings.

13. Councillors' reports and items for future agenda

- (i) Reports on meetings attended had been considered;
- (ii) It was agreed that Cllrs Collier and Owen should attend the 2031 Vision Liaison Group meeting on 11 August;
- (iii) It was agreed to discuss Parish Council notice boards at a future meeting;
- (iv) There were no items of further information.

The meeting ended at 10.20pm.

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Chairman

17 September 2015

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Appendix 1: Actions arising from prior meetings

Presented to Parish Council meeting dated 16 July 2015

Cllrs – All Councillors	PB – Paul Butler	MC – Mike Collier
PF – Peter Forster	GH – Gary Hubbard	JH – Jayne Hubbard
NO – Nick Owen		
Clerk – Paul MacLachlan	RH – Rebecca Hopfensperger - Borough/County Cllr	

Borough and County Council actions carried forward from prior meetings

Action	Status at 18 June 2015
Arrange for footpath to be widened	To be completed by end of August 2015
Arrange Vehicle Activated Signage	RH to contact Hen Abbott
Address severe traffic issues at Tollgate Interchange and Station Hill	RH to arrange meeting with Portfolio Holder
Repairs to bus stop at bottom of Barton Hill	Work in hand
Footpath opposite Flint Cottages	RH to speak to Matt Riches requesting work be progressed
West Suffolk Operational Hub	Ongoing support

Actions carried forward from Parish Council meeting dated 18 June 2015

Ref	Action	Who	Done
Meeting dated 18 June 2015			
8	Make arrangements for Penny Borrett to be co-opted onto Parish Council	Clerk	Yes
9(f)	Place community response to rook survey on July agenda for determination of action, if any	Clerk	Yes
9(i)	Arrange for vegetation to rear of the limes to be cut	Clerk	Yes
10	Arrange for AIDA to address moles issue in playing field – review whether further action is necessary	Clerk	Yes
10	Accept quotation for removal of fallen tree in playing field – tree has been removed	Clerk	Yes
10	Seek quotation for trimming hedges around playing field – Richard from Heartwood will provide a quotation prior to the July meeting.	Clerk	In hand
10	Apply teak oil to main gate to playing field	PF	Yes
10	Accept quotation for replacement of missing dog bin – bin has been replaced	Clerk	Yes
11	Investigate the state of the lay-by and advise further action if required – MC to recommend that Highways be asked to undertake repairs	MC	
11	Write to Greene King asking that original pub signage be re-instated – no reply received	Clerk	Yes
11	Arrange for church fete to be placed on agenda for next meeting – refer to September meeting if matter still current	Clerk	No

Publication of delegated decisions

No decisions made since last meeting under delegated powers.

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Appendix 2: Applications and decisions between 18 June and 16 July 2015

Presented to Parish Council meeting dated 16 July 2015

New Applications received

Application date	/15	Recommendation	
Consultation date	/15	Determination date	

Prior applications - decisions pending

15/1113	6 Gleneagles Close, Fornham SG, IP28 6XA		
	First floor extension over existing garage		
	Application validated	16/06/15	Recommendation
	Consultation deadline	08/07/15	Determination date
			Permit
			11/08/15
15/1074	Park Gate Plantation, The Street, FSG,		
	TPO177(1992)5 and TPO164(1971)3 - Tree Preservation Order Application - Fell 1no Oak (T005 on plan T5 on Order 177) - Re-pollard 1no Oak (T013 on plan within Area A1 on Order 164)		
	Application date	27/05/15	Recommendation
	Consultation date	08/07/15	Determination date
			Under guidance
			22/07/15

Decisions made

15/0942/TPO	Lavanda House, Fornham Park, Fornham SG, IP28 6TT		
	TPO157(1991)4 - 2no Box (T3 and T6 on plan) fell to ground level and grind out stump.-1no Holly (T7 on plan) reduce in height to approximately 3metres and remove dead ivy (within Area A2 of Order) - 1no Yew (T10 on plan) reduce crown on northern aspect approximately in line with line of edge of gravel - 2no Yew (T11 and T12 on plan) remove the 3 lowest lateral limbs overhanging lawn on northern aspect and carry out additional pruning to shorten remaining branches on northern aspect approximately in line with line of edge of gravel. 1no Yew (T13 on plan) remove lowest lateral limb overhanging lawn on northern aspect and approximately 3 or 4 small dead branches in crown above limb to be removed. (within Area A1 of Order)		
	Application validated	07/05/15	Recommendation
	Decision date	10/07/15	Decision
			Under guidance
			Granted
15/1145	Hall Farm, Livermere Drift, FSM, IP28 6		
	Environmental Impact Assessment for 50kW ground mounted solar photovoltaic (GMPV) array		
	Application date	04/06/15	Recommendation
	Decision date	24/06/15	Decision
			Not consulted
			EIA not required

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Appendix 3: July 2015 RFO report Presented to the Parish Council meeting dated 16 July 2015

How Paid	Unreported pre-30 June payments	Total	VAT	Net	
DD	Orange	18.37	3.07	15.30	Office Internet (NP March)
DD	Orange	18.37	3.07	15.30	Office Internet (NP April)
DD	Orange	18.37	3.07	15.30	Office Internet (NP May)
		55.11	9.21	45.90	
	Payments to be authorised				
DD	Eon	292.90	0.00	292.90	Village Hall electricity
1755	HMRC	88.80	0.00	88.80	Tax and NI (NP June)
1756	St Edmundsbury BC	62.40	0.00	62.40	Refuse Collection
1757	SALC	30.00	5.00	25.00	Cllr J Hubbard training
1758	Suffolk Community Action	141.00	0.00	141.00	Playing field insurance
1759	M&TJ	222.00	37.00	185.00	Grass cutting (29/6)
	Paul MacLachlan	375.77	0.00	0.00	Monthly Salary (PM July)
	HMRC	93.80	0.00	0.00	Tax and NI (PM July)
		1,306.67	42.00	795.10	
	Receipts				
	Unreported pre-30 June receipts				
	Gross and Co	-70.00	0.00	-70.00	Bugle Advertising
	Culford School	-70.00	0.00	-70.00	Bugle Advertising
	M Richmond	-60.00	0.00	-60.00	Bugle Advertising
	Troston PC	-40.00	0.00	-40.00	Equipment sharing
	Sharpy the Sparky	-35.00	0.00	-35.00	Bugle Advertising
	Jintana	-30.00	0.00	-30.00	Bugle Advertising
	Angel Blue	-30.00	0.00	-30.00	Bugle Advertising
	AG Holland	-30.00	0.00	-30.00	Bugle Advertising
	Bank of Ireland	-2.53	0.00	-2.53	Interest
	Bank of Ireland	-1.25	0.00	-1.25	Interest
	Bank of Ireland	-1.08	0.00	-1.08	Interest
		-369.86	0.00	-369.86	
	Receipts for report				
	Plain Logic	-35.00	0.00	-35.00	Bugle Advertising
		-35.00	0.00	-35.00	

Notes

- 1 RFO making enquiries with St Edmundsbury about Borough Council charges for bin and refuse collection charges
- 2 RFO has taken over payroll function saving £60 per annum
- 3 RFO seeking a reduction in internal audit charges
- 4 The dedicated BT phone line has been cancelled - propose cost sharing on personal mobile phone
- 5 The dedicated Orange broadband has been cancelled - propose cost sharing on personal broadband connection
- 6 Eon electricity payment of £292.90 on behalf of Village Hall is a donation not eligible for VAT reclaim
- 7 2014/15 account figures will be added for next meeting when cashbook has been reconfigured

Recommendations

- 1 Agree delegated powers for payments falling due before September 2015 meeting
- 2 Consider authorising Chair and Vice-Chair to agree FSMSG's employment related costs - later agenda item

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2014/15 Actual		2015/16 Actual	2015/16 Budget
	Income		
	Precept	17,842.00	17,842.00
	Parish Support Grant	2,158.00	2,158.00
	Other Grants	0.00	0.00
	Interest	4.86	30.00
	Other Income	0.00	0.00
0.00	Total	20,004.86	20,030.00
	Expenditure		
	Staff costs	1,244.63	5,500.00
	Office Admin Costs	448.60	1,510.00
	Office Equipment Costs	32.00	350.00
	Insurance	0.00	425.00
	Subscriptions	505.00	500.00
	Auditor Fees	280.00	500.00
	Election Costs	0.00	0.00
	Publications and Training	0.00	100.00
	Cost of meetings	0.00	300.00
	Website	0.00	0.00
	VAT paid	306.98	1,500.00
	VAT Refunded	-1,610.89	-1,500.00
0.00	Administration Costs	1,206.32	9,185.00
	Grass Cutting	540.00	1,800.00
	Planters and Planting	53.82	100.00
	Litter Picking	558.96	2,000.00
	Paths Maintenance	0.00	950.00
	Trees Maintenance	400.00	400.00
	Refuse / Bin Collection	62.40	800.00
	Other Environmental Costs	135.00	750.00
0.00	Environment	1,750.18	6,800.00
	Play Area Mowing	0.00	800.00
	Play Area Maintenance	178.00	470.00
	Play Area Insurance	0.00	150.00
	Play Area Safety Inspections	0.00	0.00
0.00	Play Area	178.00	1,420.00
	Bugle: Editing	334.52	1,200.00
	Bugle: Printing and Distribution	392.46	1,300.00
	Bugle: Advertising	-325.00	-1,200.00
0.00	The Bugle	401.98	1,300.00
	Community Events	0.00	50.00
	Community Campaigns	91.65	50.00
	Community Assets	0.00	100.00
0.00	Community Costs	91.65	200.00
	S137 Village Hall donations	606.89	1,600.00
	S137 Churchyard donation	1,000.00	1,000.00
	Other S137 donations	0.00	200.00
0.00	Section 137 Donations	1,606.89	2,800.00
0.00	Total Expenditure	5,235.02	21,705.00
0.00	Surplus / Deficit	14,769.84	-1,675.00

Bank Reconciliation	Bank balance at 31 March 2015	11,434.00	
	Less outstanding cheques	-489.89	10,944.11
	Surplus for 2015/16		14,769.84
			25,713.95
	Bank balance at 30 June 2015	25,803.95	
	Less outstanding cheques	-90.00	25,713.95
	Less payments to be authorised	-1,306.67	
	Plus credits in transit	35.00	-1,271.67
	Net available funds available		24,442.28

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Appendix 4: Protocol for keeping Councillors informed of matters arising between meetings

The following protocol was agreed at Parish Council meeting dated 16 July 2015:

1. if correspondence does not require a decision by the Parish Council or, if the Parish Council's has already expressed a view on the matter, the Clerk will respond without further consultation.
2. if correspondence does not require a decision but asks the Parish Council to express a view on a matter not previously decided, the Clerk will draft a reply, circulate it to councillors, seeking comments before sending a reply.
3. if the correspondence requires a decision from the Parish Council the Clerk will proceed in one of two ways:
 - (a) If the matter is strategically important and touches on the work of the Parish Council the Clerk will place the matter on the agenda of the next meeting;
 - (b) If it is a relatively minor matter the Clerk will draft a reply and circulate it to councillors seeking comments before sending a reply.
4. if correspondence simply requires a factual response the Clerk will deal with it without reference to Councillors.