

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 20 August 2015 at 7.00pm

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

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

The following documents will be appended to the signed minutes:

- the Agenda;
- Appendix 1: Report of the Campaign Working Group meeting dated 23 July 2015;
- Appendix 2: Report of the Responsible Finance Officer.

1 Apologies

Apologies were received and accepted from Cllrs Nick Owen and Gary Hubbard.

2 Declarations of Interest

The requirement to update the Register of Interests was noted.

No further interests were declared. No dispensations were sought.

The meeting was adjourned for public question time

Cllrs were advised of a forthcoming public consultation regarding proposed expansion of leisure facilities at West Stow Country Park.

The meeting reconvened.

3. Planning

Cllrs considered the Council's response to application 15/0662/VAR for (i) change of use of land to 9 hole pay and play golf course with changing room facilities and associated landscaping, (ii) erection of 26 timber lodges, manager's lodge and associated landscaping, (iii) non-compliance with condition 17 of planning permission E/89/2307/P and condition 20 of planning permission E/97/2470/P, relating to retention of existing vehicular access without compliance with condition 6 of SE/05/02293 to enable occupation of holiday lets without bringing the golf course into use.

It was proposed by Cllr Collier, seconded by Cllr Borrett and agreed that the Council **OBJECT** to the application.

The Clerk was asked to circulate a draft response for councillors' comments prior to submission.

4. West Suffolk Operational Hub

Notes of the meeting of the Campaign Working Group (Appendix 1) were noted.

Cllrs considered how to further improve communications with the community. It was agreed that:

- each email contact be asked to ask two other to forward their email contact details to the Clerk;
- the Clerk forward details of the roads in the parish to Sarah Marshall to assist the identification of potential street representatives.

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In order to progress the campaign between meetings it was proposed by Cllr Collier, seconded by Cllr Jayne Hubbard and agreed that the Clerk be given delegated powers to implement the recommendations of the Campaign Working Group where action is required prior to the next meeting of the Parish Council.

The Clerk indicated that he would exercise the delegated powers with discretion and, where possible, would seek to consult with councillors not on the Campaign Working Group prior to taking action.

5. Finance

Cllrs received the report of the Responsible Finance Officer (Appendix 2) and agreed that all outstanding payments be made.

The meeting ended at 7.50pm.

Chairman

17 September 2015

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Appendix 1: presented to the Parish Council meeting dated 20 August 2015

Report of the Campaign Working Group Meeting dated 23 July 2015 at 1 Parklands Green, Fornham St Martin

Present: Mike Collier, Penny Borrett, Jayne Hubbard, Deborah Clinch, Trevor Clinch and Sarah Bartram
Apologies: Nick Owen
In attendance: Paul MacLachlan, Clerk

1. Appointment of Chairman

It was agreed that Mike Collier be Chairman of the Campaign Working Group.

2. Terms of reference

The following terms of reference granted by the Parish Council were noted

- i. to meet as required;
- ii. to subscribe to Materials Recycling World at a cost of £141.30 + VAT;
- iii. to consult with third parties as appropriate;
- iv. to arrange such public meetings as may be required.

3. Actions referred to the Working Group by the Parish Council

- (a) The Group considered a draft letter to the Leader of the Council thanking him for his commitment to evaluate thoroughly other sites before deciding on the most appropriate site.

The letter, with minor amendment, was agreed.

It was further agreed that the letter be published in the August/September issue of The Bugle.

- (b) The Group agreed how to use space in The Bugle to:
- i. communicate the Hub campaign to local residents;
 - ii. obtain residents' email addresses;

4. Recommendations for further action

It was agreed that the Working Group convene on Thursday 20 August to plan the next phase of the campaign and to bring recommendations to the Parish Council meeting dated 17 September 2015.

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**Appendix 2: August 2015 RFO report
Presented to the Parish Council meeting dated 20 August 2015**

		Gross	VAT	Net	
	Payments				
1762	Peter Forster	215.98	8.00	207.98	Playing field gate maintenance
1763	Paul MacLachlan	141.30	0.00	141.30	Publication subscription
DD	Orange (final payment)	18.37	3.07	15.30	Office telephone (NP)
	Authorised and paid	375.65	11.07	364.58	
1764	Peter Forster	104.00	0.00	104.00	Weeding trim trail/ Notice board
1765	P&S Brooklyn	168.17	3.48	164.69	Bugle editing (Aug /Sept)
1766	M&TJs	222.00	37.00	185.00	Grass Cutting (24/7 + extra)
1767	Hartwood Tree Services	120.00	0.00	120.00	Fell split tree and clear
1768	David Hoggett	183.60	0.00	183.60	Litter picking
1769	St Edmundsbury BC	364.00	0.00	364.00	Dog/litter bins Apr to Sept
1770	Paul MacLachlan	375.57	0.00	375.57	August salary
1771	HMRC	94.00	0.00	94.00	August Tax and NI
1772	Davd Hoggett	237.66	0.00	237.66	Litter picking
	To be authorised and paid	1,869.00	40.48	1,828.52	
	Payments reported	2,244.65	51.55	2,193.10	
	Receipts				
	Bank of Ireland	2.38	0.00	2.38	
		2.38	0.00	2.38	

Recommendations

- 1 that future dog/litter bin payments to St Edmundsbury BC be made by direct debit

Fornham St Martin cum St Genevieve Parish Council

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	7.24	30.00
	Other Income	0.00	0.00
0.00	Total	20,007.24	20,030.00
	Expenditure		
	Staff costs	1,803.00	5,500.00
	Office Admin Costs	463.90	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	166.30	100.00
	Cost of meetings	0.00	300.00
	Website	0.00	0.00
	VAT paid	360.05	1,500.00
	VAT Refunded	-1,610.89	-1,500.00
0.00	Administration Costs	1,999.36	9,185.00
	Grass Cutting	725.00	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	124.80	800.00
	Other Environmental Costs	135.00	750.00
0.00	Environment	1,997.58	6,800.00
	Play Area Mowing	0.00	800.00
	Play Area Maintenance	385.98	470.00
	Play Area Insurance	0.00	150.00
	Play Area Safety Inspections	0.00	0.00
0.00	Play Area	385.98	1,420.00
	Bugle: Editing	334.52	1,200.00
	Bugle: Printing and Distribution	392.46	1,300.00
	Bugle: Advertising	-360.00	-1,200.00
0.00	The Bugle	366.98	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	899.79	1,600.00
	S137 Churchyard donation	1,000.00	1,000.00
	Other S137 donations	0.00	200.00
0.00	Section 137 Donations	1,899.79	2,800.00
0.00	Total Expenditure	6,741.34	21,705.00
0.00	Surplus / Deficit	13,265.90	-1,675.00

Bank	Bank balance at 31 March 2015	11,434.00	
Reconciliation	Less outstanding cheques	-489.89	10,944.11
	Surplus for 2015/16		13,265.90
			24,210.01
	Bank balance at 31 July 2015	24,240.01	
	Less outstanding cheques	-30.00	24,210.01
	Less payments to be authorised	-1,869.00	
	Plus credits in transit	0.00	-1,869.00
	Net available funds available		22,341.01